



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON TUESDAY 14th MARCH 2023 AT 7.00PM AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Cllr A Frost Chairman

Cllrs A Ball, C Campbell, J Biss, S Marshall

In attendance

Susanne Barter - Clerk

Kirsty Pope - Deputy Clerk to the Town Council

Stephanie Boyle- Events and Communications Assistant (E&CA)

Jayne Mylchreest- Administration Officer

1. Welcome and Apologies for Absence.

The Deputy Clerk reported apologies from Cllrs J Coombs, S Coombs and Shipley who were on holiday and Cllr Rampin who had a work commitment.

Resolved: To accept apologies from Cllrs J Coombs, S Coombs, Shipley and Rampin.

2. Acceptance of Previous minutes of the Events and PR Committees held on 14th February 2023

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 14th February 2023.

3. Declarations of Interest and Dispensations

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

None received.

4. Public Forum

No members of the public were present

5. Correspondence

An email has been received regarding the Retailers Meeting held on the 22nd February 2023

An invitee writes that the meeting did not follow the plan of the meeting to discuss events and how to support the retailers but instead individuals aired their grievances on issues not under the remit of the Events & P/R Committee. **All present agreed** to thank the writer for their comments which have been noted and will take on board for future meetings.

S Boyle

6. Farmers Market

The E&CA provided the committee with an update on the total number of confirmed and pending bookings for the upcoming Farmers Market on Saturday 1st April as well as an update regarding confirmed entertainment for this event.

Outstanding payments

There is an outstanding payment from a Farmers Market pitch trader that was not taken up last year. The trader does not respond to any contact made.

All present agreed that it was not cost effective to continue to chase or take legal action to recover the small sum outstanding.

Cllr Marshall proposed that the Town Council write off the amount and refuse further applications. Seconded by Cllr Ball.

Resolved: That the Town Council write off the amount and refuse further applications.

S Boyle
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Banners

All present agreed for Cllrs Frost, Marshall and the Deputy Clerk to meet to investigate the purchase of new banners and to report back to the next meeting.

AF/SM/KP

7. **Committee Budget**

The committee members had received detailed income and expenditure reports to date which were circulated to the members in advance of the meeting.

Noted by the members.

8. **Summer Festival**

The E&CA provided the committee with an update on the total number of festival week programme entries currently received and highlighted the deadline for submissions. The E&CA informed the committee that the Deputy Clerk has submitted the road closure application for the Summer Festival on Saturday 1st July. The E&CA provided an update on confirmed stage entertainment and progress with themed entertainment for the festival day. Those present agreed to send the E&CA their suggestions for themed entertainment and for the E&CA to confirm the booking of deckchairs.

AF/AB/CC/JB/SM

Bunting

All present agreed for the office to ascertain if it is possible to install bunting across the High St. and to report back to the next meeting.

The office is requested to obtain a quotation to install bunting for the Summer Festival which will stay in place for the King Charles III Coronation Party.

KP

9. **King Charles III Coronation Street Party**

The E&CA informed the committee that St Mary's Parish Church and the Baptist Church have agreed to lend tables and chairs to Princes Risborough Town Council for the Big Lunch on Sunday 7th May. The E&CA provided an update on the progress of booking a Circus Workshop, Ice Cream Vendor, and suggested a Face Painter for the event.

Flags

All present agreed for the office to purchase 3 large flags and to book a face painter. **S Boyle**

10. **Retailer Meeting**

Cllr Rampin was not present at the meeting and had not sent a report.

11. **To Pass a Resolution to Exclude the Public and Press in Accordance with Section 1(2) of The Public Bodies (Admission to Meetings) Act 1960 to discuss and decide on the preferred supplier for the**

- a) The stage
- b) The PA system
- c) A generator

Cllr Ball proposed to pass a resolution to exclude the public and press in accordance with section 1(2) of the public bodies (admission to meetings) act 1960.

Seconded by Cllr Biss.

Resolved: in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information.

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- a) The stage
The E&CA presented 4 quotations
 1. £ 795
 2. £ 2,300
 3. £ 1,950 + vat
 4. £ 1,340 + vat

Cllr Ball proposed to approve quotation No 1

Seconded by Cllr Frost.

Resolved: To approve quotation No 1

S Boyle



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- b) The PA system
The E&CA presented 3 quotations
1. £1,260
 2. £ 1,500
 3. £2,025 + vat

Cllr Frost proposed to approve quotation No 1
Seconded by Cllr Marshall

Resolved: To approve quotation No 1

S Boyle

- c) A generator
The E&CA presented 2 quotations
- 1.£ 715
 - 2.£ 935 + vat
 - 3.Unable to quote as the specification was not available

Cllr Frost proposed to approve quotation No 1
Seconded by Cllr Biss.

Resolved: To approve quotation No 1

S Boyle

12. Future Agenda Items

- To receive a report on the new banners
- To receive a report on whether bunting is feasible to be installed across the High St.

13. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 11th April 2023 and will be held at the Princes Centre, Princes Risborough, Buckinghamshire.
There being no further business the meeting closed at 8.22 pm.