



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON TUESDAY 9TH MAY 2023 AT 7.00PM AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Cllr A Frost Chairman

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

In attendance

Susanne Barter - Clerk

Kirsty Pope - Deputy Clerk to the Town Council

1. Welcome and Apologies for Absence.

The Deputy Clerk reported apologies from Cllrs J Coombs, S Coombs, and A Shipley

Resolved: To accept apologies from Cllrs J Coombs, S Coombs & A Shipley

No apologies were received from Cllr J Rampin

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

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 14th March 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 from a trader regarding another trader at the Farmers Market

A trader has asked to know what another trader will be selling at the Farmers Market as he does not want competition.

The members agreed to continue with their previous decision, that it is healthy to have competition between vendors and that duplicate vendors would be welcome to attend.

An email has been received regarding the Farmers Market being cancelled on the 6th April 2023 due to bad weather

A resident asks what will happen for future events if the KGV park is unsuitable for use because of the weather and suggests it would be better to move the market into the Market Square and High St.

The committee requests that the office writes to the resident to confirm that due to the cost of a road closure, it is not financially possible to move the market's location as this has not been budgeted for.

KP

6. Farmers Market

a) In the absence of the E&CA, the Deputy Clerk provided the committee with an update on the April Farmers Market and the planned Market for the 3rd June. The members were asked to consider possible entertainment ideas for the 3rd June and agreed for the office to contact local Morris Dancers with a view to performing.

SBOYLE



PRINCES RISBOROUGH TOWN COUNCIL



b) Cllr Marshall proposed that a visitor survey is carried out during the next Market. The members agreed that the following questions should be asked: Q1. Postcode Q2. Age Q3. How did you hear about the market Q4. Is this your 1st visit Q5. Will you be visiting the town during your visit Q6. Ideas for future vendors/entertainment. **Seconded by Cllr Frost.**
Resolved: To carry out a visitor survey during the June Market and to review at the next Events/PR meeting. The E&CA is requested to generate a form ready for the June event.

S BOYLE

c) All present agreed to discuss the banners at a future meeting, following the results from the visitor survey.

7. Summer Festival

In the absence of the E&CA, the Deputy Clerk provided the committee with an update on the plans for the Summer Festival, including the latest programme updates, booked entertainment, sponsorship income and pitch confirmations. The members were asked to meet with Pettigrove Fairs and the E&CA to agree on the location of fairground rides for the day. Cllrs Ball & Frost agreed to attend the meeting.

Resolved: For Cllrs Ball & Frost to meet with Pettigrove Fairs and the E&CA. E&CA to contact Pettigrove Fairs to confirm a date.

S BOYLE

8. International Women's Day

In the absence of the E&CA, the Deputy Clerk informed the members that following the International Women's Day event in March, a total of £189.58 was raised. Cllr Marshall proposed that the money is donated to a local Women's Refuge Charity. Seconded by Cllr Biss.

Resolved: For £189.58 to be donated from the event to the local Refuge charity. KP

9. Easter Trail

In the absence of the E&CA, the Deputy Clerk provided the committee with a report on the Easter Trail held in April. The event was an overwhelming success with over 16 retailers participating and over 300 treat bags given out. Feedback has been requested from the retailers. The library, who were the point of contact, noted that it was extremely popular this year.

10. 10. 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 contractor to design and print Crosstalk

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 Marshall

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.

The Clerk presented 3 quotations

1. £ 1,358.00 + vat if applicable
2. £ 1,160.04 No vat
3. £ 3,250.00 + vat

Cllr Marshall proposed to approve quotation no.2. Seconded by Cllr Ball

Resolve: To approve quotation No, 2

11. Future Agenda Items

To discuss and review the results from the Visitors Suvey.



PRINCES RISBOROUGH TOWN COUNCIL



12. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 13th June 2023 and will be held at the Princes Centre, Princes Risborough, Buckinghamshire.
There being no further business the meeting closed at 8pm.

Chairman.....Date..... Page 11/23