



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON TUESDAY 13TH JUNE 2023 AT 7.00PM AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Cllr A Frost Chairman

Cllrs C Campbell, A Cross, S Marshall, A Shipley

In attendance

Susanne Barter - Clerk

Kirsty Pope - Deputy Clerk to the Town Council

Stephanie Boyle- Events & Communications Assistant

1. Election of Chairman

Cllr Cross proposed Cllr Frost as Chairman of the Events/PR Committee

Seconded by Cllr Marshall

Resolved: Cllr Frost elected as Chairman of the Events /PR Committee

2. Welcome and Apologies for Absence.

The Deputy Clerk reported apologies from Cllr J Coombs who was unwell, Cllr S Coombs who was visiting Cllr J Coombs, and Cllrs Ball and Biss who had prior engagements.

Resolved: To accept apologies from Cllrs J Coombs, S Coombs, A Ball and J Biss.

3. Acceptance of Previous minutes of the Events and PR Committees held on 9th May 2023

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 9th May 2023.

4. 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.

5. Election of Vice Chairman

Cllr Frost proposed Cllr Shipley as Vice Chairman of the Events/PR Committee

Seconded by Cllr Campbell

Resolved: Cllr Shipley elected as Vice Chairman of the Events/PR Committee

6. Public Forum

No members of the public were present.

7. Correspondence

No correspondence received.

8. Farmers Market

The Events and Communications Assistant (E&CA) provided the committee with a feedback report on the Saturday 3rd June Farmers Market. The E&CA also provided the committee with a brief overview of the results from the Farmers Market Survey taken at the event by Cllrs Marshall & Frost. Committee members provided feedback to the E&CA based on their experiences of the market for future improvements such as providing further detail of what vendors will be selling in the lead to events and the position of vendors with goods that may melt in certain weather conditions. The E&CA is to follow up with vendors to receive feedback from the most recent Market and is to share feedback and survey results with committee members. **SB Page 12/23**



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9. Summer Festival

The E&CA provided the committee with a report on the progress of Summer Festival planning including details of the agreed upon fairground placement, arrival time and placement of suppliers, road closure arrangements, progress on pitch bookings and allocations, stage running order, first aid provisions, photographer, free parking, fly past, and sponsorship. The E&CA is to resend out an email to councillors and volunteers to update availability in order to create a rota. **SB**

10. Terms of Reference

Cllr Frost proposed to agree to the amended Terms of Reference for recommendation to the Town Council

Seconded by Cllr Cross

Resolved: To agree the Terms of Reference for recommendation to the Town Council

11. Art in the Park

The Deputy Clerk provided the Committee with an update on the progress of planning for Art in the Park 2023.

12. 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 preferred supplier for Farmers Market banner printing.

Cllr Marshall 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 Shipley

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.

Cllr Frost proposed not to proceed with the purchase of banners for the Farmers Market following results from the Farmers Market survey. Cllr Marshall Seconded. All present agreed.

13. Future Agenda Items

Website and Social Media Statistics

Website Updates

Noticeboard Strategy (Cllr Shipley)

14. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 11th July 2023 and will be held at the Princes Centre, Princes Risborough, Buckinghamshire.

There being no further business the meeting closed at 8:27pm.