



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON TUESDAY 18TH JULY 2023 AT 7.00PM AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Cllr A Shipley Chair
Cllrs J Biss, C Campbell, S Marshall

In attendance

Susanne Barter - Clerk
Kirsty Pope - Deputy Clerk to the Town Council
Stephanie Boyle- Events & Communications Assistant

1. Welcome and Apologies for Absence.

The Deputy Clerk reported apologies had been received from Cllr Frost as he was on holiday, Cllr Ball who had a work commitment and Cllr Cross who was unable to attend.

Resolved: To accept apologies from Cllrs Frost, Ball and Cross.

2. Acceptance of Previous minutes of the Events and PR Committees held on 13th June 2023

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 13th June 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

One member of the public was present.

5. Correspondence

No correspondence received.

6. Farmers Market

The Events and Communications Assistant (E&CA) provided the committee with an update on planning the upcoming Farmers Market due to be held on Saturday 23rd September.

Cllr S Marshall proposed to have the Educational Mobile Farm return for the September event.

Cllr C Campbell seconded this decision. All present agreed.

S.Boyle

The E&CA is to enquire about the possibility of a Morris Dancing Group in attendance at the September Market and extending the hour of the band.

S.Boyle

7. Summer Festival

The E&CA provided the committee with a feedback report which collated feedback from various Summer Festival stakeholders. Cllr S Marshall provided feedback on the event and suggested that the committee review the location of the event at a future meeting.

8. Christmas Lights Switch On

The E&CA provided the committee with an update on the planning of the Christmas Lights Switch On.



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Cllr S Marshall proposed to increase the “All Food and Drink” Vendor fee from £60 to £80.

Cllr C Campbell seconded. All present agreed.

S.Boyle

Cllr J Biss proposed to increase the “Risborough Based Charity Organisation”, “Non-Risborough Based Charity Organisation”, “Princes Risborough Commercial (excluding food and drink)”, and “Non-Local Commercial/Small Food Producers” Vendor fees each by £2 and to keep power at £10. Cllr S Marshall Seconded. All present agreed.

S.Boyle

9. Committee Budget

The committee noted their budget to date.

10. Website Updates

The committee noted the website analytics and updates.

11. Crosstalk

Issue 80 is to include the Mayor's Update, a tribute to Cllr John Coombs, updates on town council events, a Wades Centre building works update, information on the Police Drop-In events, information relating to public health, a directory of community groups, Brushwood Suite events, and updates on the Bee Square Project and Tree Giveaway. Content is subject to change dependent on the timeline and availability of information. The Deputy Clerk is to provide the committee with a timeline for content.

KP

12. Noticeboard Strategy

Cllr A Shipley proposed to add Noticeboards as a regular item on the Events and PR Agenda to promote consistent reviews of content and maintenance. Cllr J Biss Seconded.

Resolved: To add Noticeboards as a regular item to the agenda

The Deputy Clerk is to provide the committee with a list of the seven locked noticeboards maintained by the Town Council. The committee are to then consider the purpose of each noticeboard in its given location ahead of the next meeting.

KP

13. Future Agenda Items

Summer Festival Location

Noticeboard Maintenance

14. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 12th September 2023 and will be held at the Princes Centre, Princes Risborough, Buckinghamshire.

There being no further business the meeting closed at 8:15pm.

Chairman.....Date.....