



PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE
HELD ON TUESDAY 13TH FEBRUARY 2024 AT 7.00PM AT WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chair Cllr A Frost

Cllrs A Ball, J Biss, S Marshall, C Morgan, A Shipley, N Rawsthorne

In attendance

Kirsty Pope - Deputy Clerk to the Town Council

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

Susanne Barter – Clerk to the Town Council

No members of the public.

1. Welcome and Apologies for Absence.

The Deputy Clerk reported apologies had been received from Cllr Cross who had a work commitment.

Resolved: To accept apologies from Cllr Cross.

2. Acceptance of Previous minutes of the Events and PR Committees held on 16th January 2024

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 16th January 2024.

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.

Cllr Marshall declared an interest in agenda item 6 as they are an occasional pitch holder

Cllr Rawsthorne declared an interest in agenda item 10 as a family member is involved

4. Public Forum

No members of the public were present.

5. Correspondence

A request was received by an external organisation for the inclusion of an article in Crosstalk. The committee held a discussion and as the article did not fit the criteria/remit of the Media Policy the decision was taken to decline the request.

Cllr Marshall a non-pecuniary interest and took no part in the discussion or vote.

6. Farmers Market

Cllr Frost proposed the pitch fees remain the same at £20 for a Standard Pitch, £35 for a Hot Food Vendor, and £10 for Gazebo Hire. Seconded by Cllr Ball. A vote was taken, four voted for, one against.

Resolved: To not increase Farmers Market pitch fees for 2024.

S.BOYLE

7. Noticeboard Maintenance

The Deputy Clerk updated the committee on the inclusion of Risborough Community Area Bus timetable in the noticeboards. Cllr Frost proposed that individual requests for inclusion of information in the noticeboards be reviewed and approved on a case-by-case basis to ensure the content is appropriate and non-commercial, within reasonable size constraints, and of high quality. Seconded by Cllr Shipley. All present agreed.

Resolved: To review noticeboard requests on a case-by-case basis.

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8. Summer Festival 2024

Cllr Ball proposed to increase the “All Food and Drink” Vendor fee from £60 to £80 and 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 and fee for Power each by £2.

Seconded by Cllr Marshall. All present agreed.

Resolved: To increase the Summer Festival pitch fees as detailed above.

S.BOYLE

9. Volunteers Event

Cllr Frost proposed the Volunteers Event be held on Thursday 26th September 2024 at 7pm.

Seconded by Cllr Marshall. All present agreed.

Resolved: To hold the Volunteers Event on Thursday 26th September 2024 at 7pm

S.BOYLE

Cllr Rawsthorne a non-pecuniary interest and took no part in the discussion or vote.

10. International Women’s Day

The Events and Communications Assistant presented the committee with details of six candidates who have shown interest in attending and speaking at the International Women’s Day event along with options for possible formats and ticketing options.

a) Cllr Frost proposed to select candidates one, two, and three. The committee agreed to delegate the decision of selecting the final speaker to the Events and Communications Assistant on the provision that the speaker fits the IWD theme and fellow panelists. Seconded by Cllr Biss.

Resolved: To book candidates one, two, and three for International Women’s Day.

b) Cllr Frost proposed to have conference-style seating, follow the same running order format as 2023, and ticket the event. Tickets will be purchasable online ahead of the event for £5 and the remaining tickets will be sold on the door for £7. All proceeds will be given to a charity chosen by the Committee following the event. Seconded by Cllr Biss.

Resolved: To charge £5 per ticket before the event and £7 on the door, with all proceeds going to a suitable charity.

S BOYLE

11. Playday

Cllr Frost proposed the 10:00-12:00 session on Wednesday 21st August 2024. Seconded by Cllr Marshall. All present agreed. The Events and Communications Assistant is to contact the Milton Keynes Play Association to book the Playday session.

Resolved: To book the AM Playday Session for Wednesday 21st August 2024.

S.BOYLE

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 THE PREFERRED SUPPLIERS FOR THE STAGE, SOUND AND LIGHT AND GENERATOR FOR THE SUMMER FESTIVAL.

Cllr Frost 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 Ball

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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Stage

The E&CA presented 3 quotations

1. Failed to provide quotation
2. £445.28 +VAT
3. £795

Cllr Ball proposed to approve quotation No 3.
Seconded by Cllr Biss. **Resolved: To approve quotation No 3.**

Sound and Light

The E&CA presented 3 quotations

1. £1260 +VAT
2. £1387.90 +VAT
3. £1244.30 +VAT

Cllr Frost proposed to approve quotation No 1.
Seconded by Cllr Rawsthorne. **Resolved: To approve quotation No 1.**

Generator

The E&CA presented 3 quotations

1. £427
2. £665
3. £825

Cllr Frost proposed to approve quotation No 3.
Seconded by Cllr Ball. **Resolved: To approve quotation No 3.**

13. Future Agenda Items

TBA

14. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 12th March 2024 and will be held at the Princes Centre, Princes Risborough, Buckinghamshire. There being no further business the meeting closed at 8:04pm.

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