



PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE
HELD ON TUESDAY 18TH JUNE 2024 AT 7.00PM AT WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chair Cllr A Frost

Cllrs S Marshall, C Morgan, I Parkinson, A Shipley

In attendance

Susanne Barter- Clerk to the Town Council

Kirsty Pope - Deputy Clerk to the Town Council

Stephanie Boyle – Events & Communications Assistant

No members of the public.

1. Election of Chair

Cllr S Marshall proposed Cllr Cllr A Frost as Chair of the Events & PR Committee

Seconded by Cllr C Morgan

Resolved: Cllr A Frost as Chair of the Events & PR Committee

2. Welcome and Apologies for Absence.

The Deputy Clerk reported apologies had been received from Cllr Coombs and Cllr Rawsthorne as they have a prior engagement, Cllr Cross who had a work commitment, and Cllr Biss who had personal commitments. No apologies received from Cllr J Rampin.

Resolved: To accept apologies from Cllrs Coombs, Rawsthorne, Cross, and Biss.

3. Acceptance of Previous minutes of the Events and PR Committees held on 14th May 2024

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 14th May 2024.

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 were declared.**

5. Election of Vice Chair

Cllr S Marshall proposed Cllr A Shipley as Vice Chair of the Events & PR Committee

Seconded by Cllr C Morgan

Resolved: Cllr A Shipley as Vice Chair of the Events & PR Committee

6. Public Forum

No members of the public were present.

Correspondence

An email has been received from a school choir

A recently formed school choir would like to join in the town events. The committee agreed to accept the request and invite the schools KS1 and KS2 choirs to perform at the 2024 Christmas Lights Switch On. **All present agreed**

S.Boyle

An email has been received regarding the Farmers Market

A trader that attends the Farmers Market has some questions regarding the Terms and Conditions before completing the booking form. The committee agreed that the traders record of checks would be sufficient to meet points 2G and 6O of the Terms and Conditions. The committee also agreed that on this occasion they would grant leeway on condition 3E for the Farmers Market on Saturday 22nd June. **All present agreed**

S.Boyle

Page 10/24



PRINCES RISBOROUGH TOWN COUNCIL



An email has been received regarding the Citizens Award

A recipient is asking the reason for receiving an award and whether the award should be revoked. The committee agreed to continue with the presenting of the award to the recipient and offer the explanation that they received the highest number of public votes.

All present agreed.

S.Boyle

An email has been received regarding the Summer Festival Pitch Fees

A Summer Festival trader has expressed upset surrounding the increased rate of their pitch fee. The committee agreed to maintain the initial invoice issued, citing compliance with point 4 of the Summer Festival Terms and Conditions set out by the Events and PR Committee. The fee reflects the cost associated with the space occupied by the trader and additional services requested.

All present agreed.

S.Boyle

7. Noticeboard Maintenance

Cllr A Shipley requested a notice be added to the Princes Risborough Locked Noticeboards which aligns with the communication published on the Town Council Website and social media surrounding town grass cutting.

S.Boyle/MR

The Deputy Clerk provided the committee with an update surrounding the progress of an application for noticeboard funding by Buckinghamshire Council. The Deputy Clerk will communicate with the committee any updates received from Buckinghamshire Council.

KP

To prevent the paper from curling, Cllr S Marshall suggested using four pins instead of two to secure the minutes on the Horns Lane noticeboard.

MR

8. Agenda for the September Retailer Meetings.

The committee expressed interest in gaining an understanding of the number of Princes Risborough retailers participating in the Buckinghamshire Council Leveling Up Scheme. The Deputy Clerk is to contact Buckinghamshire Council and Retail Revival to request for this information.

KP

The committee discussed and decided they wished to include the following on the 5th September Retailer Meeting Agenda: Feedback from the Levelling Up Scheme Workshops, Feedback from the 2024 Summer Festival, Update on progress of Retailer Whatsapp Group, Feedback on Christmas Lights Switch On amendments, and offer an open invite to retailers to add additional items ahead of time.

KP/S.Boyle

9. Christmas Lights Switch on Event date 2024

Cllr S Marshall proposed Friday 29th November for the Christmas Lights Switch on Event 2024. Seconded by Cllr C Morgan

Resolved: Friday 29th November for the Christmas Lights Switch on Event 2024. S.Boyle

10. Summer Festival 2024

The Events and Communications Assistant provided the members with an update on the progress to date.

Whilst reviewing concerns surrounding pitch fees, the committee discussed the space occupied at the Summer Festival by the Fairground rides and all present agreed it would be appropriate to charge the space at the rate of Princes Risborough Commercial. The Deputy Clerk and Events and Communications Assistant are to measure the space occupied, calculate the new fee at the rate of Princes Risborough Commercial, and approach the Fairground vendors regarding the increase in fee.

KP/S.Boyle

11. Farmers Market

The Events and Communications Assistant provided the members with an update on the progress to date for the Saturday 22nd June Farmers Market.

12. Terms of Reference

Cllr A Frost proposed to approve the Terms of Reference for the Town Committee for recommendation to the Town Council.



PRINCES RISBOROUGH TOWN COUNCIL



Seconded by Cllr S Marshall

Page 11/24

Resolved: to approve the Terms of Reference for the Town Committee for recommendation to the Town Council

13. 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. All present noted.

14. Future Agenda Items

- **Agenda for Retailers Meeting**
- **Website Provider**
- **Fairground Christmas Lights Switch On**
- **Criteria for the Civic Awards**

16. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 9th July 2024 and will be held at the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business the meeting closed at 20:21 PM.

Chairman.....Date.....Page 12/24