



PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE
HELD ON TUESDAY 9TH JULY 2024 AT 7.00PM AT WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chair Cllr A Frost

Cllrs S Coombs, A Cross, S Marshall, C Morgan, I Parkinson, N Rawsthorne,
A Shipley

In attendance

Kirsty Pope - Deputy Clerk to the Town Council

Stephanie Boyle – Events & Communications Assistant

No members of the public.

1. Welcome and Apologies for Absence.

The Deputy Clerk reported apologies had been received from Cllr Biss due to work commitments. No apologies received from Cllr Rampin

Resolved: To accept apologies from Cllr Biss

2. Acceptance of Previous minutes of the Events and PR Committees held on 18th June 2024

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 18th June 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. **None were declared.**

4. Public Forum

No members of the public were present.

5. Correspondence

A reply regarding the decision from the last meeting has been received regarding the Summer Festival Pitch Fees

Comments noted

A reply regarding the decision from the last meeting has been received regarding the Summer Festival Pitch Fees

All present agreed to defer this decision until Cllr Frost has met with Pettigrove Fayres to discuss the Christmas Lights Switch On event.

An email has been received from a local radio station

The radio station would like the Town Council to print their programme schedule in Crosstalk and put up advertising banners in different locations for 4 weeks.

The members confirmed that, in line with the Buckinghamshire Council devolved services contract, the Council is not permitted to place signage in the town for organisations that do not have charity status. Additionally, the Town Council newsletter is primarily intended for council news and is not a platform for advertising. However, several alternative suggestions were provided. The requestor could contact the individual responsible for the three entry boards leading into the town, as these could serve as a good advertising opportunity. They were also encouraged to use the open notice boards in the Town to promote their radio station and consider taking a pitch at future town events to broadcast from.



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6. Noticeboard Management

The members agreed that the following notices should be placed on the Noticeboards:
"Who Does What" graphic, details, with a QR code link to the Business Plan consultation,
"What's on at the Wades Centre" with a QR code to the current regular hirers events.

Cllr Marshall agreed to prepare a document to summarize the recent Earl Mitchell Wildflower bed consultation. **SM**

The office was reminded that the reverse side of the board at the Upper Icknield Way is still not being utilised. **KP/MR**

In preparation for 25/26 estimates, Councillors Cross/Marshall/Shiple/Frost and Parkinson agreed to meet to discuss the style of the Town maps wanted for the noticeboards. **AC/SM/AS/AF/IP**

The office is requested to provide the members with the latest information on possible suppliers and costs. **KP**

7. Agenda for the September Retailer Meetings.

Following the decisions made at the June Events/PR meeting, members also agreed to add two more items: Feedback on Business Plan Consultation and attendance by a PCSO. The finalised agenda will be sent to retailers, confirming the meeting date of 5th September at 0800 at Three Chairs. **SB**

8. Summer Festival 2024

The Events and Communications Assistant provided the members with an update on the progress to date. Cllr Cross agreed to look into the possibility of a timelapse video of the event from the Market House. **AC**

9. Website Provider

The Deputy Clerk provided the members with an update to confirm that meetings were being held with website providers on the possibility of updating the existing Town Council site and a report will be provided at the next meeting. **KP**

10. Christmas Lights Switch on Event 2024

The members discussed the format for this year's event, expressing a desire to host a more traditional Christmas market. It was agreed that a discussion with Pettigrove Fayres would be necessary to determine their participation and available options. Cllr Frost volunteered to speak with Pettigrove Fayres at the festival event on the 13th July and to provide a report during the next meeting. It was decided that a decision on the fees for the year would be made following this report. **AF**

11. Civic Awards Criteria

Cllr Cross proposed to defer this decision until the next meeting. In the meantime, Councillors Morgan, Frost, Rawsthorne, Cross, and Parkinson agreed to convene and discuss the criteria for the Civic Awards. They will submit an agenda item with their recommendations for the next meeting. Seconded by Cllr Frost.

Resolved: Councillors Morgan, Frost, Rawsthorne, Cross, and Parkinson agreed to convene and discuss the criteria for the Civic Awards. They will submit an agenda item with their recommendations for the next meeting **CM/AF/NR/AC/IP**



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12. Future Agenda Items

- Civic Awards Criteria
- Christmas Lights Switch On Format
- Website provider

13. 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 supplier for a mobile stage, lighting and PA system.

Cllr A Shipley 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 S 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 2 quotations

1. £820.00 nett
2. £2275.00 nett
3. Three vendors were unable to provide quotations due to lack of availability.

Cllr Cross proposed to approve quotation No 1
Seconded by Cllr Marshall

Resolved: To approve quotation No 1

The Clerk presented 3 quotations

1. £1498.00 nett
2. £3372.00 nett
3. £3490.50 nett

Cllr Cross proposed to approve quotation No 1
Seconded by Cllr Marshall

Resolved: To approve quotation No 1

14. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 10th September 2024 and will be held at the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business the meeting closed at 8:14 PM.

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