



PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE
HELD ON TUESDAY 10TH SEPTEMBER 2024 AT 7.00PM AT WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chair Cllr A Frost

Cllrs J Biss, S Marshall, I Parkinson, N Rawsthorne

In attendance

Kirsty Pope - Deputy Clerk to the Town Council

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

No members of the public.

1. Welcome and Apologies for Absence.

The Deputy Clerk reported apologies had been received from Cllr Coombs who was unwell, Cllr Morgan who had personal commitments, and Cllr Shipley who was on holiday.

Resolved: To accept apologies from Cllrs Coombs, Morgan, and Shipley.

No apologies received from Cllrs Cross and Rampin.

2. Acceptance of Previous minutes of the Events and PR Committees held on 9th July 2024

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

No correspondence received.

6. Noticeboard Management

Prior to the meeting, the Deputy Clerk provided members with example maps, costings, and ideas relating to a new Town Map. The Deputy Clerk reminded members that they needed to meet to prepare a brief in order for a budget to be prepared for the 25/26 Estimates. **AC/SM/AS/AF/IP**

7. 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.

Noted.

8. Summer Festival 2024

Prior to the meeting the E&CA circulated feedback collated from various stakeholders following the Summer Festival. Cllr Marshall requested that the office investigate sampling techniques which can be utilised at future events to gain an understanding of event attendance figures, where attendees are visiting from, and satisfaction levels with the event.

SB



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9. Website Provider

Consideration has been given to designing a new Town Council website, with costs to be factored into the 2025/26 estimates. Prior to the meeting, the Deputy Clerk shared details and costings from a leading UK website provider specializing in purpose-built, GDPR-compliant, and WCAG 2.1 AA-accessible websites for parish and town councils. Cllr Biss raised concerns regarding access to councillor emails and website access warnings with the current provider. Members agreed to consider this for 25/26 projects as per agenda item No.14.

10. Christmas Lights Switch on Event 2024

The E&CA presented an update on the above event. A discussion was held on pitch prices for the 2024 Christmas Lights Switch On. Cllr Frost proposed to not increase pitch fees for the 2024 Lights Switch On event. Seconded by Cllr Rawsthorne.

Resolved: There will be no increase in pitch fees for the 2024 Christmas Lights Switch On event.

11. Civic Awards Criteria

Members agreed to carry this agenda item forward to the next meeting. In the meantime, Councillors Morgan, Frost, Rawsthorne, Cross, and Parkinson are reminded to convene and discuss the criteria for the Civic Awards.

CM/AF/NR/AC/IP

12. Retailer Meeting

Cllr Frost reported that five retailers attended the 5th September meeting. Feedback from retailers indicated that the workshops held by Buckinghamshire Council as part of the Levelling Up Scheme were well-received and a request was made for these to return. Retailers also expressed feelings that the amount of time they were expected to invest in the program to receive a grant felt excessive. Officers are to feed this information back to Buckinghamshire Council and Retail Revival.

KP

Cllr Frost reported that the consensus amongst those present on the 5th Sept was that retailers may be willing to fund the creation of a Town Map. Once costs are finalised, the office will approach retailers to gauge their willingness to fund or sponsor the maps.

SB

Retailers fed back that they felt that footfall was 25% of the usual footfall they would see on Summer Festival. Requests were made by retailers for the event to start earlier in the afternoon.

Cllr Frost informed members that retailers want to amend Thursday Market Parking Restrictions to allow parking earlier in the day. Cllr Marshall noted that while the process exists, evidence is needed, and the Council lacks the capacity to gather it. Retailers are encouraged to collect this evidence and have requested the Council provide process information.

KP/SB

Retailers expressed interest in organising pop-up late night shopping events over the festive period but would like further information from the Council on the rules for having mobile food traders in the High Street.

KP/SB

Cllr Frost reported that during the meeting, the retailers set up a WhatsApp group. The Group Admin will share their contact details with the Office for distribution among the retailers.

SB

Cllr Frost proposed the next retailers meeting be held on Thursday 31st October at 08:00 AM in the Three Chairs Meeting Space with the following agenda items: Update on the Christmas Lights Switch On, Pop Up Event Update, Town Maps Update. Seconded by Cllr Marshall.

Resolved: Hold the next retailers meeting on Thursday 31st October at 08:00 AM with the agenda items: Update on the Christmas Lights Switch On, Pop Up Event Update, Town Maps Update

SB

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13. Business Plan Consultation

The committee reviewed the responses and agreed to review the priorities for 25/26 as per the agenda item No.14.

In response to requests for more events, members discussed building better relationships with local organisations that host the desired events already to help promote their events. **SB**

14. Projects 2025/2026

All present agreed on the following priorities-:

Designing of a new Town Council website **KP**

Town Maps **KP**

VE Day Beacon Lighting event **SB**

Christmas Lights Infrastructure **KP**

Increasing the Summer Festival and Christmas Lights Switch On budgets **KP**

15. Future Agenda Items

To discuss and decide on the Street Fayre Pitch Fee

Civic Awards Criteria

16. 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

1. Generator

2. Ice Rink

3. Snow Globe

4. Stiltwalkers/Roaming Characters

5. Grinch/Buddy the Elf Character

6. Train Rides

7. Animatronic Polar Bear

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 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 for the generator

1. £785.00 nett

2. £529.50 nett

3. Unable to quote as request was beyond what they currently have available.

Cllr Frost proposed to approve quotation No 1

Seconded by Cllr Marshall

Resolved: To approve quotation No 1



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The Clerk presented 1 quotation for the Ice rink

1. Declined to quote
2. Fully booked
3. Fully booked
4. No response
5. £2750 nett

Cllr Frost proposed to approve quotation No 5
Seconded by Cllr Marshall

Resolved: To approve quotation No 5

Due to budget restrictions, no further action was taken with quotations for the following entertainment:

- Inflatable Snow Globe
- Stilt walkers/Roaming characters
- Grinch/Buddy the Elf character
- Train rides
- Animatronic polar bear

17. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 15th October 2024 and will be held at the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business the meeting closed at 8:47PM.

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