



PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE
HELD ON TUESDAY 15TH OCTOBER 2024 AT 7.30PM AT WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chair Cllr A Frost

Cllrs J Biss, S Coombs, I Parkinson, N Rawsthorne, A Shipley, A Cross

In attendance

Susanne Barter – Town Clerk

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 Morgan who had personal commitments and Cllr Marshall who was on holiday.

Resolved: To accept apologies from Cllrs Morgan and Marshall.

No apologies received from Cllr Rampin

2. Acceptance of Previous minutes of the Events and PR Committees held on 10th September 2024

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 10th September 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

An email has been received regarding a pitch hire booking fee

All present agreed to accept the counter-offer made by the Street Fayre Operator of £800 contribution towards their space at the 2024 Summer Festival and Christmas Lights Switch On.

SBOYLE

6. Noticeboard Management

Cllr Frost has agreed to spearhead organising a meeting with committee members to draft a brief for the designer, ensuring an accurate quotation in preparation for the 2025/26 Estimates. **AF**

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. Christmas Lights Switch on Event 2024

The E&CA presented an update on the above event including sponsorship, stage entertainment, and event entertainment.



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9. Civic Awards Criteria

Cllr Frost proposed that the 'Business of the Year' award winner be determined by a public vote, with the Risborough-based business receiving the highest number of votes being declared the automatic winner. Entrants are to meet the pre-existing criteria:

- Have had a significant impact on Princes Risborough
- Have shown commitment to make an improvement or to make things better for others
- Have not received formal payment for their actions (although they may have received an honorarium)
- Have shown due care to protocol, care and impact on others
- Have not adversely affected the environment or created adverse ecological harm

Seconded by Cllr Rawsthorne.

Resolved: the 'Business of the Year' award winner be determined by a public vote, with the Risborough-based business receiving the highest number of votes being declared the automatic winner.

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Cllr J Biss left the meeting at 20:05 PM

10. Projects 2025/2026

Estimates for the next financial year 2025/2026 were considered, reviewed, and agreed for submission to the November Finance Estimates meeting of the Town Council.

Resolved: To submit budget estimates to the November Finance Estimates Meeting.

11. Future Agenda Items

To be advised

12. Date of next meeting

The date of the next meeting of the Events/PR Committee is to be advised and will be held at the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business the meeting closed at 20:42 PM.

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