



PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE
HELD ON TUESDAY 21ST JANUARY 2025 AT 6.30PM AT WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chair Cllr A Frost

Cllrs J Biss, I Parkinson, C Morgan, A Cross

In attendance

Susanne Barter – Town Clerk

Stephanie Boyle – Events and Community Manager (E&CM)

No members of the public.

1. Welcome and Apologies for Absence.

The Clerk reported apologies had been received from Cllr Marshall and Cllr Rawsthorne who were on holiday and Cllr Coombs who had a personal commitment.

Resolved: To note apologies from Cllrs Marshall, Rawsthorne and Coombs.

No apologies were received from Cllr Shipley.

2. Acceptance of Previous minutes of the Events and PR Committees held on 15th October 2024

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 15th October 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 that 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 offer has been received to collaborate with Buckinghamshire Council and Retail Revival to deliver a themed town trail for Valentine's Day, aimed at working with retailers to increase footfall in the town. It was confirmed that there would be no cost to the Town Council.

Cllr J Biss proposed moving forward with the collaboration.

Seconded by Cllr A Frost. **All present agreed.**

E&CM

6. Noticeboard Management

Cllr A Cross entered the meeting at 6:44PM

Due to tight timescales, Cllr J Biss proposed to delegate decision making to Cllr A Frost and a member of Office Staff to respond to the North West Chilterns Community Board to meet an upcoming funding deadline for Town Maps. Seconded by Cllr C Morgan.

Resolved: To delegate decision-making to Cllr A Frost and a member of Office Staff to respond to NWCCB to meet upcoming Town Maps funding deadline.

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.



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8. Crosstalk

The Committee discussed and decided on the articles they wished to include in issue 82 of Crosstalk. This included

The Business Plan Consultation Results

25/26 Budget to include updates on Play Equipment, New Website, and Dovecote Elections

2025 Events Calendar

Caretaker Advert

New Planting Schedule

Speedwatch

IP
SC/NR
E&CM
AF
E&CM
SM
AF

The Events and Community Manager reminded the committee of the content deadline and will email a content request.

E&CM

9. Retailer Meeting

The committee requested that the Events and Community Manager reach out to retailers to determine their interest in scheduling another meeting.

E&CM

10. Events Calendar Dates for 2025/2026

Cllr A Frost proposed to hold the following events, on the following dates:

- International Women's Day on Thursday 6th March 2025
- Easter Trail from Monday 7th April 2025 to Saturday 19th April 2025
- Farmers Markets on Saturday 26th April 2025, Saturday 21st June 2025, and Saturday 13th September 2025
- VE Beacon Lighting on Thursday 8th May 2025
- Festival Week from Saturday 5th July 2025 to Saturday 12th July 2025
- Summer Festival on Saturday 12th July 2025
- Play Day on Wednesday 20th August 2025
- Halloween Trail on Saturday 25th October 2025
- Christmas Lights Switch On event on Saturday 29th November 2025

Cllr I Parkinson Seconded.

Resolved: To hold the above events as part of the 2025 events calendar as agreed under the Events and PR budget.

E&CM

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 on the 11th February 2025 held at the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business the meeting closed at 7:41 PM.