



# PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE  
HELD ON TUESDAY 11<sup>th</sup> FEBRUARY 2025 AT 6.30PM AT WADES CENTRE,  
STRATTON ROAD, PRINCES RISBOROUGH**

## **PRESENT**

Chair Cllr S Coombs,  
Cllrs J Biss, C Morgan, I Parkinson

## **In attendance**

Kirsty Pope – Deputy Town Clerk  
Stephanie Boyle – Events and Community Manager  
No members of the public.

### **1. Election of Chair**

Cllr C Morgan proposed Cllr S Coombs as Chair.  
Seconded by Cllr I Parkinson.

**Resolved: Cllr S Coombs as Chair**

### **2. Welcome and Apologies for Absence.**

The Clerk reported apologies had been received from Cllr Frost who was away, Cllrs Rawsthorne and Cross who had work commitments and Cllr Marshall who was unwell.

**Resolved: To note apologies from Cllrs Frost, Cross, Rawsthorne and Marshall.**

No apologies were received from Cllr Shipley.

### **3. Acceptance of Previous minutes of the Events and PR Committees held on 21<sup>st</sup> January 2025**

**Resolved:** To agree to the minutes of the Events & PR Committee meeting held on  
21<sup>st</sup> January 2025

### **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 that they may have in any of the items under consideration at this meeting.

**None were declared.**

### **5. Public Forum**

No members of the public were present.

### **6. Correspondence**

An email has been received regarding a Christmas Eve event

A resident has offered to organise a family-friendly event singing carols in the town square. The committee has no objections, provided that appropriate safety measures are in place. The committee recommended that the resident seek support from the Rotary Club of Princes Risborough and local churches. The Town Council lacks the resources to assist with the event.

**SB**

### **7. Noticeboard Management**

The Events and Community Manager (E&CM) updated the committee on the progress of the Town Maps funding application, including the expected timeframe for receiving a decision on its success. Cllr S Coombs requested that the office investigate the ownership of the damaged noticeboard outside of Horns Lane Car Park.

**SB**

**Cllr J Biss joined the meeting at 18:38**



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## 8. International Women's Day

- a) Before the meeting, the E&CM circulated information about those who had expressed interest in speaking at the event. During the meeting, the E&CM reminded the committee of each potential speaker and their bios. Cllr S Coombs proposed selecting the individuals who had shown the most enthusiasm for speaking at the event, and Cllr J Biss seconded.

**Resolved: To book speakers for International Women's Day Speaker Event SB**

- b) Cllr J Biss proposed maintaining the same format as in previous years. With a conference-style seating arrangement, a top table for speakers, and each speaker delivering a 15-minute presentation or talk. It was also suggested that ticket prices remain at £5 with all proceeds donated to a women's charity chosen by the committee. Cllr S Coombs seconded.

**Resolved: To maintain the same format as previous years and set ticket prices at £5, with all proceeds donated to a women's charity chosen by the committee. SB**

## 9. Play Day

The E&CM presented the committee with two time slot options for the Play Day on Wednesday, 20th August. Cllr C Morgan proposed selecting the afternoon session from 1:30 PM to 3:30 PM. Seconded Cllr S Coombs.

**Resolved: To book the afternoon Messy/Imaginative Play Day Van.**

**SB**

## 10. Retailer Meeting

The E&CM reported that six out of eight responding retailers were interested in scheduling another retailer meeting. The committee agreed to defer this item to the next meeting.

## 11. Farmers Market

- a) The E&CM reminded the committee of the current pitch fees for the Farmers' Markets.

Cllr Coombs proposed increasing the 'Standard Pitch Fee' by £1 and the 'Hot Food Vendor' pitch by £2. Cllr I Parkinson seconded the proposal, and all present agreed.

**Resolved: To increase Stand Pitch fee by £1 and the Hot Food Vendor Pitch by £2 SB**

- b) Due to the financial impracticality of hosting the Farmers Market on the High Street, given the cost of road closures, Cllr J Biss proposed that the Farmers' Markets remain at King George V Park from 9:00 AM to 2:00 PM. Cllr C Morgan seconded, and all present agreed.

**Resolved: To hold the 2025 Farmers Markets in KGV Park from 09:00AM to 2:00PM SB**

- c) The E&CM informed the committee of the cost to have Educational Mobile Farm return to the 2025 Farmers' Markets. Cllr S Coombs proposed booking the Educational Mobile Farm for the available dates. Cllr C Morgan seconded, and all present agreed.

**Resolved: To book the Educational Mobile Farm for the available dates**

**SB**

## 12. 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 THE SUMMER FESTIVAL STAGE SOUND AND LIGHT

Cllr S Coombs 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 C Morgan

**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.**



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The Events and Community Manager presented three quotations for Stage Hire

1. £680.00 +VAT
2. £970.00
3. £1,355.00 +VAT

Cllr C Morgan proposed to approve quotation No 1  
Seconded by Cllr J Biss

**Resolved: to approve quotation No 1**

The Events and Community Manager presented three quotations for Sound & Lighting

1. £1,060.00 +VAT
2. £1,470.70 +VAT
3. £1326.25 +VAT

Cllr C Morgan proposed to approve quotation No  
Seconded by Cllr Cllr J Biss

**Resolved: to approve quotation No 1**

## 13. Future Agenda Items

- Retailers Meeting

## 14. 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 19:09 PM.

Chairman.....Date..... Page 05/25