



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON TUESDAY 8th APRIL 2025 AT 6.30PM AT WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chair Cllr A Frost,

Cllrs J Biss, S Coombs, C Morgan, I Parkinson, A Shipley

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 Rawsthorne who had a work commitment and Cllr Marshall who was unwell.

Resolved: To note apologies from Cllr Rawsthorne and Cllr Marshall.

No apologies were received from Cllr Cross.

2. Acceptance of Previous minutes of the Events and PR Committees held on 18th March 2025

Resolved: To agree to the minutes of the Events & PR Committee meeting held on
18th March 2025

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 email has been received from a care home regarding the Farmers Market

The care home would like a stall with another care provider at the Farmers Market to
fundraise. All present agreed to approve the request.

Resolved: To accept request for a pitch at the April 2025 Farmers Market **E&CM**

6. Noticeboard Management

The Events and Community Manager (E&CM), along with Councillor Frost, updated the
committee on the progress of the Town Maps. The office will circulate a draft version of the map to
members for feedback, which will then be shared with the designer. **E&CM**

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. Retailer Meeting

The committee agreed to defer this item to the next meeting

9. Crosstalk

The committee agreed to defer this item to the next meeting



PRINCES RISBOROUGH TOWN COUNCIL



10. VE Day Beacon Lighting

The E&CM updated the committee on the event's running order and planning progress. All members present agreed to include a 'public participation' segment, allowing members of the public to take the stage and share memories and reflections. The E&CM will contact the local Historical Society to see if they have anyone interested in speaking during this segment.

Resolved: A 'public participation' segment will be included in the event, and the local Historical Society will be contacted to gauge interest in taking part. E&CM

11. Summer Festival 2025

The E&CM provided the committee with an update on the planning progress for the Summer Festival, covering stage acts, sponsorship, programme entries, and confirmed entertainment.

Councillor Morgan suggested introducing a theme for the fancy-dress competition, window decorating competition, and entertainment. All present agreed on a 'Treasure Island' theme for the two competitions, which may also help shape the entertainment choices. Given the tight deadlines for the programme and the limited number of upcoming committee meetings, all present agreed to delegate decisions regarding entertainment to the E&CM.

Resolved: A 'Treasure Island' theme will be adopted for the window dressing and fancy-dress competitions. Decision-making regarding entertainment will be delegated to the E&CM.

Councillor Shipley proposed the idea of hosting a comedy event in the Brushwood Suite. It was agreed that the Events and Community Manager and Councillor Shipley will meet to develop the concept further to allow for an assessment of its financial viability. **E&CM/AS**

12. Farmers Market

The E&CM updated the committee on the planning progress.

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 entertainers for the Summer Festival.

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 Shipley

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 Events and Community Manager presented three quotations for Beach Sand

1. £773.40 +vat
2. £1123.32 +vat
3. £1330.00 +vat

Cllr Coombs suggested reaching out to an alternative supplier for a quote, in case they offer a lower price. **E&CM**

Cllr Frost proposed approving Quotation No. 1, unless a lower-priced quote for the same product is received from an alternative supplier within the next two-week period.



PRINCES RISBOROUGH TOWN COUNCIL



Seconded by Cllr Morgan

Resolved: to approve quotation No 1, unless a lower-priced quote for the same product is received from an alternative supplier within the next two-week period.

14. Future Agenda Items

- Retailers Meeting
- Crosstalk

15. Date of next meeting

The date of the next meeting of the Events/PR Committee will be held on the 10th June 2025 at the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business the meeting closed at 7:33PM.

Chairman.....Date..... Page 09/25