



# PRINCES RISBOROUGH TOWN COUNCIL



## MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON TUESDAY 20<sup>th</sup> MAY 2025 AT 8.00PM AT WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

### **PRESENT**

Chair Cllr A Frost,  
Cllrs J Biss, I Churchill, S Coombs, I McLauchlan, C Morgan, I Parkinson, M Walsh,

### **In attendance**

Susanne Barter – Town Clerk  
Kirsty Pope – Deputy Clerk  
Stephanie Boyle – Events and Community Manager (E&CM)  
No members of the public.

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

Cllr Walsh proposed Cllr Frost as Chair of the Events & PR Committee  
Seconded by Cllr Churchill

**Resolved: Cllr Frost as Chair of the Events & PR Committee**

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

The Clerk reported apologies had been received from Cllr Rawsthorne who had a work commitment.

**Resolved: To note apologies from Cllr Rawsthorne.**

#### **3. Election of Vice Chair**

Cllr Walsh proposed Cllr Coombs as Vice Chair of the Events & PR Committee  
Seconded by Cllr Morgan

**Resolved: Cllr Coombs as Vice Chair of the Events & PR Committee**

#### **4. Acceptance of Previous minutes of the Events and PR Committees held on 8<sup>th</sup> April 2025**

**Resolved:** To agree to the minutes of the Events & PR Committee meeting held on 8<sup>th</sup> April 2025

#### **5. 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.**

#### **6. Public Forum**

No members of the public were present.

#### **7. Correspondence**

No correspondence was received.

#### **8. 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.**

#### **9. Retailer Meeting**

Cllr Frost briefed the new committee members on the background and purpose of the previous council's meetings with local retailers. All present agreed to continue holding these retailer meetings. The Events and Community Manager (E&CM) will schedule for late June, to be held on



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a Tuesday or Friday morning, allowing Cllrs Frost, Morgan, and Walsh to meet with the retailers.

**Resolved: To schedule the next retailers meeting for June 2025**

**E&CM**

## 10. Crosstalk

Given the early stage of the new Council, the Committee agreed to defer the next issue of Crosstalk and to review the publication in September 2025, allowing time to focus on launching initial projects.

**Resolved: To revisit Crosstalk in September 2025**

**KP/E&CM**

## 11. Summer Festival 2025

The E&CM updated the committee on the planning progress for the upcoming Festival Week and Summer Festival, including details of the programme, sponsorship, and confirmed entertainment.

## 12. Website Redesign

The Deputy Clerk provided additional context during the meeting regarding the research conducted to support the budgeting for this project and the rationale behind the proposed approach. The committee agreed to establish a working group comprising Cllrs Frost, Walsh, Churchill, and Officers. The group's first meeting will focus on drafting a specification to present at future meetings with website designers.

**Resolved: To establish a working group dedicated to the redesign of the Town Council website.**

**AF/MW/IC/KP/E&CM**

## 13. Terms of Reference

Cllr Frost proposed to approve the Terms of Reference for recommendation to the Town Council. Seconded by Cllr Churchill.

**Resolved: to approve the Terms of Reference for recommendation to the Town Council. JM**

## 14. 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 hire of a generator 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 Coombs

**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.**

Members were advised that the office is still assessing the electricity requirements for the event and that quotations for generator hire are therefore pending.

## 15. Future Agenda Items

To be advised.

## 16. Date of next meeting

The date of the next meeting of the Events/PR Committee will be held on the 10<sup>th</sup> June 2025 at the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business the meeting closed at 8:40 PM.

Chairman.....Date..... Page 11/25