



PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE
HELD ON TUESDAY 10TH JUNE 2025 AT 6.30PM AT WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chair Cllr A Frost,

Cllrs J Biss, I Churchill, S Coombs, C Morgan, I Parkinson, M Walsh

In attendance

Kirsty Pope – Deputy 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 Cllrs McLauchlan and Rawsthorne who had work commitments.

Resolved: To note apologies from Cllrs McLauchlan and Rawsthorne.

2. Acceptance of Previous minutes of the Events and PR Committees held on 20th May 2025

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 20th May 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

No correspondence was received.

6. 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.

7. Retailer Meeting

Councillor Frost proposed scheduling the next retailers' meeting for Friday 27th June at 08:00 AM to be held at The Whiteleaf Cross. The agenda will include updates on the Town Map, Summer Festival, CCTV and shoplifting. Seconded by Councillor Walsh. All present agreed.

Resolved: To schedule the next retailers' meeting for Friday 27th June at 08:00 AM to be held at The Whiteleaf Cross. **E&CM**

8. Website Redesign

Councillor Walsh updated the committee on the recent website working group meeting. The committee requested that the Town Council Office continue progressing by meeting with alternative suppliers and obtaining at least two additional quotes from reputable providers. This will help ensure value for money and support an informed decision at a future meeting. **KP**



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9. 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 Biss

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 two quotations for the Generator

1. £785 +vat
2. £775 +vat

Cllr Frost proposed to approve quotation No 1

Seconded by Cllr Churchill

Resolved: To approve quotation No 1

10. Future Agenda Items

To be advised.

11. Date of next meeting

The date of the next meeting of the Events/PR Committee will be held on the 8th July 2025 at the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business the meeting closed at 6:45 PM.

Chairman.....Date..... Page 13/25