



# PRINCES RISBOROUGH TOWN COUNCIL



## MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON TUESDAY 8<sup>TH</sup> JULY 2025 AT 6.30PM 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, N Rawsthorne, M Walsh

### In attendance

Susanne Barter - Clerk  
Stephanie Boyle – Events and Community Manager (E&CM)  
In attendance – Cllr A Turner  
No members of the public.

#### 1. Welcome and Apologies for Absence.

The Clerk reported apologies had been received from Cllrs N Rawsthorne and I Churchill, who had work commitments.

**Resolved:** To note apologies from Cllrs N Rawsthorne and I Churchill

#### 2. Acceptance of the Previous minutes of the Events and PR Committees held on 10<sup>th</sup> June 2025.

**Resolved:** To agree to the minutes of the Events & PR Committee meeting held on 10<sup>th</sup> June 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. Councillor A Frost declared a non-pecuniary interest in agenda item 10.

#### 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

Cllr A Frost provided an update on the recent Retailers' Meeting, which was attended by four local businesses.

He reported that the following matters were discussed:

Town Map: Retailers requested that an online version of the town map be made available once revised.

Mobile Phone Coverage: Concerns were raised regarding poor coverage; it was noted that this is currently being addressed.

CCTV: Cllr M Walsh offered to arrange a further visit to the CCTV control centre for any councillors who may be interested.

Festival: The upcoming summer festival was discussed.



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Winter Late-Night Shopping: Retailers expressed some interest in participating in a winter late-night shopping event.

Loyalty Discounts: The possibility of a loyalty discount scheme to encourage shopping in Princes Risborough was explored.

The next Retailers' Meeting is scheduled for November. The office is requested to make the necessary arrangements.

S/Boyle

## 8. Website Redesign

It was **agreed by all present** to defer this agenda item to the next meeting, at which point three quotations will be presented for councillors to consider.

JM

## 9. Summer Festival

The Events & Community Manager provided an update on the upcoming summer festival, with a focus on the street festival. The volunteer rota will be issued later this week. High-visibility jackets will be supplied to all volunteers. An emergency incident plan will be distributed on the day of the event. Two security officers and event medics will be present throughout the festival. Councillor M. Walsh reported that the Rotary Event, held as part of Festival Week, was well attended.

## 10. Christmas Lights Switch-on Event

Cllr A. Frost proposed a 50% reduction in the tariff for businesses supplying food and drink from stalls outside their premises on the High Street. Seconded by Cllr C Morgan.

**Resolved: to grant a 50% reduction to businesses supplying food and drink from stalls outside their premises on the High Street.**

S/Boyle

Cllr A Frost proposed increasing the fee for the use of the generator/power supply by stall holders to £18. Seconded by Cllr J Biss.

**Resolved: To increase the fee for the use of the generator/power supply by stall holders to £18.**

S/Boyle

Cllr M Walsh proposed that the fees for the Winter Festival be increased by 5%, aligning them with the Summer Festival fees and rounded up to the nearest 50 pence. Seconded by Cllr C Morgan.

**Resolved: to increase the fees for the Winter Festival by 5%, rounded up to the nearest 50 pence.**

S/Boyle

## 11. Future Agenda Items

To be advised.

## 12. Date of next meeting

The date of the next meeting of the Events/PR Committee will be held on the 9<sup>th</sup> September 2025 at the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business, the meeting closed at 7.03PM.