



# PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE  
HELD ON TUESDAY 9<sup>th</sup> SEPTEMBER 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, M Walsh

## **In attendance**

Kirsty Pope – Deputy Clerk

Stephanie Boyle – Events and Community Manager (E&CM)

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

The Clerk reported apologies had been received from Cllr Rawsthorne

**Resolved: To note apologies from Cllr Rawsthorne due to work commitments**

### **2. Acceptance of the Previous minutes of the Events and PR Committees held on 08<sup>th</sup> July 2025.**

**Resolved:** To agree to the minutes of the Events & PR Committee meeting held on 08<sup>th</sup> July 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.

### **4. Public Forum**

No members of the public were present.

### **5. Correspondence**

An e-mail has been received regarding the Summer Festival 2026

**Cllrs J Biss, I Churchill, and M Walsh declared a non-pecuniary interest in this piece of correspondence as they are members of the Rotary Club of Princes Risborough.**

The Rotary Club of Princes Risborough is planning an event for next year and would like to know whether it is possible to reserve the entire community centre, including the Brushwood Suite, at a low cost or free of charge, so all activities can be moved indoors if needed.

**The members agreed that they are fully supportive of the event; however, the decision on the hall hiring would need to be discussed at the Commercial Services meeting.**

An e-mail has been received regarding the Farmer's Market 13 September 2025

A group have asked to use one of the Wade Centre's rooms free of charge to practice setting up their gear and to get their sound balance correct before attending this weekend's Farmer's Market. All present agreed to allow for the group to use a room in the Centre free of charge permitting there is availability.

**Resolved: To allow the group free use of a room to prepare for the Farmer's Market. SB**

An e-mail has been received regarding a High Street Vending Card Loyalty Initiative

An offer has been received to collaborate with Buckinghamshire Council and Retail Revival to deliver a Vending Machine Loyalty Card Trail across the Christmas period, aimed at working with retailers to encourage people to spend more locally throughout the month of December, increase awareness for local businesses, foster brand loyalty, and boost community engagement with an art competition linked to the project. Cllr Walsh and the Deputy Clerk provided further information about the proposal received.



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Cllr Frost suggested contacting a previous prospective sponsor to determine whether they might be interested in backing this project. **KP**

All present agreed to collaborate with Buckinghamshire Council and Retail Revival to deliver a Vending Machine Loyalty Card Trail and to allocate £500 of available budget to contribute to the initiative.

**Resolved: To allocate £500 towards the Vending Machine Loyalty Card Trail initiative. KP**

## 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. Christmas Lights Switch on Event

The E&CM updated the committee on the planning progress for the Christmas Lights Switch On, including details relating to waste management, amenities arrangements, support services (e.g. medics), and pantomime stars.

Cllr Walsh suggested contacting either the local haulage company or the site owner to explore sponsorship opportunities for the 2025 event, in light of the rising number of haulage vehicles passing through the town. Cllr Walsh to provide the office with contact information for the site owner. **MW/SB**

The E&CM reported that a local Silver Band had expressed interest in performing at the event again. All present agreed to book them for the 2025 event.

**Resolved: To book the Ellesborough Silver Band for the 2025 Christmas Lights Switch On event. SB**

## 8. Summer Festival 2025

Prior to the meeting the E&CM circulated feedback collated from various stakeholders following the Summer Festival.

**Noted.**

## 9. Crosstalk

The Committee discussed and decided on the articles they wished to include in issue 83 of Crosstalk. This included:

- |   |   |
|---|---|
| • Chairmans Report                      | <b>MW</b>                                     |
| • New Councillor Profiles               | <b>MW/AB/AT/AF/CM/SC/IM/IC/IP/SD/JB/NR/GH</b> |
| • Best Kept Village Feedback            | <b>CM</b>                                     |
| • FAQs relating to Speed and Speedwatch | <b>AF</b>                                     |
| • Parks Update                          | <b>KP</b>                                     |
| • Mobile Phone Signal Update            | <b>MW/GH</b>                                  |
| • Local Plan Update                     | <b>MW/GH</b>                                  |
| • Art in the Park Update                | <b>IM</b>                                     |
| • Upcoming Events Information           | <b>SB</b>                                     |
| • New & Retiring Team Members Feature   | <b>KP/SB</b>                                  |
| • Red Kite educational feature          | <b>SB</b>                                     |

The Deputy Clerk will circulate the content deadline and content request via email. **KP**



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## 10. Red Kite Event

**Cllr I Churchill declared a non-pecuniary interest in Agenda Item 10 as he has recently become a Trustee of the Chiltern Society.**

After communications with The Chiltern Society, the E&CM informed the committee that an informative talk at the upcoming Farmers Market is unlikely to take place. The Chiltern Society suggested contacting The Chilterns National Landscape for interim guidance.

The E&CM is requested to contact The Chilterns National Landscape for interim guidance to produce a poster for town noticeboards and potential opportunities for a collaborative informative event.

**SB**

Cllr Churchill offered to explore potential opportunities for informative outreach with the Chiltern Society.

**IC**

## 11. Town Entry Boards

Prior to the meeting, the Deputy Clerk circulated a proposal for management of the Town Entry Boards by Princes Risborough Town Council. Cllr Walsh proposed that the Town Council take over the management of the Town Entry Boards based on this proposal and that a fee of £75 (including VAT) is charged for the advertising. Seconded by Cllr Biss. All present agreed.

**Resolved: for the Events & PR committee to manage the Town Entry boards and that a fee of £75 (including VAT) is charged.**

**SB/KP**

## 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 quotations for

- a. the preferred supplier for 2025 Art in the Park prints.
- b. the preferred provider for the Town Council website redesign & email management
- c. the preferred supplier for the Christmas lights switch-on event stage
- d. the preferred supplier for the Christmas lights switch-on event sound and lighting
- e. the preferred supplier for the Christmas lights switch-on event generator
- f. the preferred supplier for the Christmas lights switch-on event ice rink

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.**

### Art in the Park Prints

The Clerk presented three quotations

1. £1142.84 + VAT
2. £1050.00 +VAT
3. £1531.22 + VAT

Cllr Frost proposed to approve quotation number

Seconded by Cllr McLauchlan

**Resolved** to approve quotation number 2



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## **Website re-design and Email management**

The Clerk presented three quotations for the re-design of the Town Council website

1. £2547.00 + VAT
2. £2509.00 +VAT
3. £5650.00 + VAT

Cllr Churchill proposed to approve quotation number 1

Seconded by Cllr Frost

**Resolved** to approve quotation number 1.

The Clerk presented two quotations for the management of the Town Council's emails but made the committee aware that this is an unbudgeted cost.

1. £1159.20 + VAT
2. £1486.80 +VAT
3. £264 + VAT (only available with website designer no. 2)

Cllr Churchill proposed recommending to the Town Council that funds be vired to cover these costs, in order to improve the reliability and security of the Council's email system and move away from the current IMAP setup. Seconded by Cllr Frost.

**Resolved: for the Events & PR committee to recommend to the Town Council that funds be vired to cover these costs, in order to improve the reliability and security of the Council's email system and move away from the current IMAP setup**

## **Christmas lights switch-on event stage**

The Clerk presented four quotations

1. £2000.00 + VAT (not including the side flaps)
2. £1507.00 + VAT
3. £980.00 + VAT
4. £1600.00 + VAT

Cllr Frost proposed to approve quotation number 3

Seconded by Cllr Walsh

**Resolved** to approve quotation number 3

## **Christmas lights switch-on event sound and lighting**

The Clerk presented three quotations

1. £2102.00 + VAT
2. £1538.00 +VAT
3. £1630.00 + VAT

Cllr Walsh proposed to approve quotation number 2

Seconded by Cllr Frost

**Resolved** to approve quotation number 2

## **Christmas lights switch-on event generator**

The Clerk presented two quotes

1. £785.00 + VAT
2. £880.00 + VAT
3. Unable to quote due to lack of resources

Cllr Churchill proposed to approve quotation number 1

Seconded by Cllr Frost

**Resolved** to approve quotation number 1



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## **Christmas lights switch-on event ice rink**

The Clerk presented two quotes

1. £5500.00 + VAT
  2. £2895.00 + VAT
  3. Unable to quote as fully booked
- Cllr Biss proposed to approve quotation number 2  
Seconded by Cllr Frost

**Resolved** to approve quotation number 2

## **13. Future Agenda Items**

Estimates for 2026/2027

## **14. Date of next meeting**

The date of the next meeting of the Events/PR Committee will be held on the 14<sup>th</sup> October 2025 at 6:30pm in the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business, the meeting closed at 7.38PM.

Chairman.....Date.....

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