



PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE
HELD ON TUESDAY 14th OCTOBER 2025 AT 6.30PM AT WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chair Cllr A Frost,

Cllrs J Biss, I Churchill, C Morgan, I Parkinson, and M Walsh

In attendance

Kirsty Pope – Deputy Clerk

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

Sue Barter – Clerk

1. Welcome and Apologies for Absence.

The Clerk reported apologies had been received from Cllr I McLauchlan & Cllr Coombs

Resolved: To note apologies from Cllr I McLauchlan due to work commitments and Cllr Coombs, who is unwell.

No apologies received from Cllr N Rawsthorne.

2. Acceptance of the Previous minutes of the Events and PR Committees held on 9th September 2025.

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 9th September 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 email has been received requesting that the Union Flags be flown along the High Street for Remembrance Day

All present agreed to reinstall the Union Jack flags along the High Street during the week commencing 3rd November, in preparation for the Remembrance Sunday Procession and Service on 9th November, and Remembrance Day on 11th November. The flags are to be removed on Wednesday, 12th November.

Resolved: To reinstall the Union Jack flags along the High Street from 3rd – 12th November in commemoration of Remembrance Sunday and Remembrance Day. **KP/S.Boyle**

6. Website Update

The Committee members were made aware that the working group are meeting with the web designer on the 15th October to start a design brief and further updates will be provided following this meeting.

7. Duke Street Garden Tree Christmas Decorations

Cllr Walsh expressed concerns regarding the existing decorations on the Duke Street Christmas tree, noting that the recent reshaping of the tree has affected its overall appearance. New lights need to be purchased and installed to reflect better a traditional Christmas tree design, which could be funded by viring £1500 from the Town Map budget. Cllr M Walsh proposed that additional Christmas lights for the Christmas tree be purchased by recommending to the Town Council that £ 1,500 be vired from the Town Map budget to the Christmas Light Decorations budget. Seconded by Cllr Frost. **Page 22/25**



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8. **Resolved: That additional Christmas lights for the Christmas tree be purchased by recommending to the Town Council that £1500 is vired from the Town map budget to the Christmas Light Decorations budget.** **SB**

9. **Estimates 2026/2027**

Committee members considered detailed income and expenditure budget proposals for the next financial year. Estimates for the next financial year 2026/2027 were agreed for submission to the Finance Estimates.

All present agreed

10. **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 Christmas lights for Duke Street Garden tree.**

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 Deputy Clerk presented a quote from the Lighting Contractor for the sum of £2,067 as an extension to the existing contract.

Cllr Frost proposed to approve the quotation for £2067.00

Seconded by Cllr Walsh.

Resolved: To approve the quote for the additional Christmas lights, subject to the Town Council approving the virement of funds to cover the cost. **KP**

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 11th November 2025 at 6:30pm in the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business, the meeting closed at 7:30 PM.

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

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