

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE EVENTS COMMITTEE WILL BE HELD ON
TUESDAY 19th JULY 2016 AT 6.30PM
IN PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

AGENDA

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda.

The public are welcome to stay and observe the rest of the meeting.

1. Election of Chairman of the Events Committee
2. Welcome and Apologies for Absence.
3. Acceptance of Minutes of Previous Minutes of the Events Committee held on 16th May 2016
4. Declarations of Interest
Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
5. Election of Vice Chairman of the Events Committee
6. To discuss and decide on the responses to correspondence relating to Events Committee matters received at the Town Council.
7. To receive a feedback report from the working group regarding the 2016 summer festival.
8. To receive an update on the WDC Christmas Lighting display
9. To discuss and decide on young members of the community accompanying the mayor on official visits. (Cllr Walsh)
10. To receive an update from the Christmas working group.
11. Agenda items for next meeting.
12. Date of next meeting.

S Griffiths

**Susanne Griffiths
Clerk to the Town Council
14th July 2016**

**EVENTS
PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF THE EVENTS COMMITTEE HELD ON
MONDAY 16TH MAY 2016 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Cllr M Walsh (Chairman)

Cllr West, Cllr Kyle Wilkins, Cllr Ian Churchill, Cllr Ball and Cllr Iain McLauchlan

Kirsty Pope (Deputy Clerk)

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Coombs & Cllr Turner

2. MINUTES

The Minutes of the previous Meeting having been circulated were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration.

4. TO DISCUSS AND DECIDE ON THE RESPONSES TO CORRESPONDENCE RELATING TO EVENTS COMMITTEE MATTERS RECEIVED AT THE TOWN COUNCIL.

No correspondence

5. TO RECEIVE AN UPDATE FROM THE EVENTS WORKING GROUP.

The Deputy Clerk updated the members with the progress made to date including stall numbers, entertainment plans, food court plans & raffle plans. It was also agreed that all councillors would be asked to help man the Town Council stall on the day of the festival. Cllr Walsh will produce a rota for circulation to the members. **COMPLETED** **MW**

6. MAIN SPONSORSHIP FOR THE SUMMER & CHRISTMAS EVENTS 2016

Cllr Walsh updated the members on the meetings help with potential sponsors for 2016. Cllr Walsh proposed that the sponsorship for 2016 is awarded to Michael Graham Estate Agents. Seconded by Cllr Churchill. All present agreed. **COMPLETE & MONEY IN**

8. ON SETTING UP A CHRISTMAS WORKING GROUP

Cllr Walsh suggested that a new working group is set up to manage the Christmas Lights Switch on for 2016. The following members agreed to be part of the group; Cllr Churchill/Cllr Walsh/Cllr Ball. The Deputy Clerk is also requested to invite the music teacher from St Teresa's as she had previously shown an interest in being part of the planning. Awaiting to hear back **KP**

9. AGENDA ITEMS FOR NEXT MEETING.

- a) Update from working groups.

10. DATE OF NEXT MEETING.

The next meeting of the Committee is TBA

There being no further business to discuss, the meeting closed at 7.15pm

Chairman Date

Events Correspondence July 16

Agenda Item No. 6

We have almost 4x full unsold Tubes of 50 Glowsticks remaining from the Rotary Fireworks Night.

I will deliver these to you this evening when you pick me up at 6.45pm.

I calculate that a donation to the Rotary Club of £55 would cover the costs of these 200 glowsticks.