

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE EVENTS COMMITTEE WILL BE HELD ON
MONDAY 16th MAY 2016 AT 7.00PM
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. Welcome and Apologies for Absence.
2. Acceptance of Minutes of Previous Minutes of the Events Committee held on 12th April 2016
3. 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.
4. To discuss and decide on the responses to correspondence relating to Events Committee matters received at the Town Council.
5. To receive an update from the Events working group.
6. To discuss and decide on the main sponsor for the Summer & Christmas events 2016.
7. To discuss and decide on setting up a Christmas working group.
8. Agenda items for next meeting.
9. Date of next meeting.

S Griffiths

**Susanne Griffiths
Clerk to the Town Council
11th May 2016**

EVENTS
PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF THE EVENTS COMMITTEE HELD ON
TUESDAY 12TH APRIL 2016 AT 2.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

PRESENT

Cllr M Walsh Chairman)
Cllr Turner, Cllr John Coombs, Cllr Ball
Kirsty Pope (Deputy Clerk)

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received and accepted from Iain McLauchlan

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.

Email from Risborough Runners re: fun run on festival day

All present agreed for the Risborough Fun Run to be part of the festival activities on the morning of the 9th July. Unfortunately the promotional banner will not be allowed to be placed on the main stage due to a sponsorship agreement. The members confirmed that first aid assistance will be available from the Market Square from 10am. The Deputy Clerk is requested to advise Risborough Runners of this decision.

KP

Quote relating to the PA system in the High Street

The Clerk is requested to obtain a third quote for the work required to reinstate in the PR system along the High Street. The members agreed to re-investigate this work in time for the Christmas Lights Switch-On event.

KP

Quote relating to Flags & Poles in the High Street

Cllr Walsh agreed to obtain a sample of the flag and pole. The Deputy Clerk was requested to schedule a time with the maintenance team for a sample flag to be installed along the High Street.

MW/KP

5. INVOICES FOR CONFIRMATION.

913	Events	Postage to return Festival equipment	12.98
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6. TO RECEIVE AN UPDATE FROM THE EVENTS WORKING GROUP.

Cllr Walsh updated the members of the progression of the Festival Plans, in addition the Deputy Clerk updated the members with information on current pitch numbers, raffle prizes in hand, Risborough Bake-Off and festival sponsorship. The Deputy Clerk was requested to put together an up-to date list of o/s work.

KP

7. TO APPROVE A RECOMMENDATION FROM THE WORKING GROUP FOR THE FOLLOWING EXPENDITURE

Cllr Coombs proposed that the following expenditure for the festival event on the 9th July, is approved under the events budget:

- a) Headline Band £350
- b) Festival Street Entertainer £550
- c) Festival Street Entertainer £280
- d) Festival Street Entertainer £100

Seconded by Cllr Turner. **All present agreed.**

8. ON HIRING A STAGE FOR THE SUMMER FESTIVAL

Prior to the meeting Cllr Coombs circulated details together with a quote for £550 relating to the hire of a mobile stage. Cllr Coombs proposed that the committee trial this stage for the summer festival. Cllr Coombs advised that the staging would be all set up and ready to go, therefore reducing the committee work on the day of the festival. Seconded by Cllr Turner. A vote was taken with 3 for and 1 against. The motion was therefore carried. The Deputy Clerk is requested to progress the order with the staging supplier. **KP**

9. PRIZES FOR THE RISBOROUGH RAFFLE

Cllr Walsh proposed that the main prize should be a cash prize of £500 which would be off-set against the sales of the tickets. Seconded by Cllr Ball. **All present agreed.**

Cllr Coombs agreed to be the name of the promoter on the printed raffle tickets. It was **agreed by all** that the tickets would be sold for £1 each or a book of 5 for £5. The Deputy Clerk was requested to ascertain costs for the printing of the raffle tickets for approximately 600 books, in addition the Deputy Clerk is requested to apply for a lottery licence from WDC.

A discussion was held regarding the promotion of the raffle and it was agreed that the members should set up a stand outside both M&S and Tesco's prior to the 9th July to push the sale of tickets and generally promote the Festival day. In addition a number of High Street/Duke Street retailers should be approached with a view to them selling tickets from their premises. **MW/KP**

10. ON THE FORMAT FOR THE CHRISTMAS LIGHTS SWITCH ON

Cllr Walsh proposed that the format is changed this year and that the committee run a competition whereby a local child is selected to turn on the lights with Father Christmas and other Christmas/Panto characters. The competition would be themed around a letter to the council about "Why I love my Town" with all entries made into a book that could be purchased. Seconded by Cllr Turner. **All present agreed.** **MW/KP**

11. AGENDA ITEMS FOR NEXT MEETING.

12. DATE OF NEXT MEETING.

The next meeting of the Committee is TBA

There being no further business to discuss, the meeting closed at 2.55pm

Chairman Date