

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE EVENTS COMMITTEE WILL BE HELD ON
TUESDAY 20th SEPTEMBER 2016 AT 6.30PM
IN PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

AND YOU ARE SUMMONDED TO ATTEND

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 19TH July 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 a report from the Clerk
6. To receive an update from the Christmas working group.
7. To discuss and decide on potential projects to assist with the preparation of the estimates budget for the Events Committee for 2017/2018
8. Agenda items for next meeting.
9. Date of next meeting.

S Griffiths

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

EVENTS
PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF THE EVENTS COMMITTEE HELD ON
MONDAY 19TH JULY 2016 AT 6.30PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

PRESENT

Cllr Walsh, Cllr I McLauchlan, Cllr Coombs, Cllr Turner, Cllr Wilkins and Cllr Ball
Kirsty Pope (Deputy Clerk)

1. ELECTION OF CHAIRMAN

To elect the Chairman

Cllr Ball proposed Cllr Turner

Seconded by Cllr Walsh

A vote was taken.

RESOLVED: That Cllr Turner be duly elected Chairman for the year 2016/17.

Cllr Turner in the Chair.

2. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE

RESOLVED: To receive, note and accept the following apologies from Councillors for non-attendance at the meeting. The Deputy Clerk reported that apologies had been received from Cllr West & Cllr Churchill

3. MINUTES

To receive and accept the draft Minutes:

RESOLVED: That the draft Minutes be duly received, accepted and agreed and that the minutes of the Events meeting on the 16th May 2016 be signed as a true record.

4. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared

5. ELECTION OF VICE CHAIRMAN

To elect the Vice Chairman

Cllr Coombs proposed Cllr Wilkins

Seconded by Cllr Ball

A vote was taken

RESOLVED: Cllr Wilkins be duly elected Deputy Chairman

6. CORRESPONDENCE

Letter received from resident asking why the Town Show was dropped from the Festival programme

The members discussed the email and confirmed that the Events Committee were not involved in any decision to drop this event from the annual programme. It was agreed for the Deputy Clerk to ask if they would like to be included in next year's programme and it will be fully supported by the Town Council.

Email received the Rotary Club asking if the Events Committee would like to purchase a stock of glowsticks

The members discussed the request and agreed that they would like to purchase 4 x full unsold tubes of 50 glowsticks for use at the Christmas lights switch-on at £55 in total.

The Deputy Clerk is requested to liaise with the Rotary Club.

7. TO RECEIVE A FEEDBACK REPORT FROM THE WORKING GROUP REGARDING THE 2016 SUMMER FESTIVAL

Cllr Walsh updated the members on the meeting held earlier that day which was attended by the majority of the Events working group. The overall feedback was very positive and many residents and organisations commented on how well they thought the day was planned. A list of action points were drawn up and these will be carried out by the working group. It was also agreed that at this stage, the event will follow the same format as last year with the festival starting on Monday 3rd July, culminating with the street festival on the 8th July. Cllr Walsh thanked all those involved in the event.

8. TO RECEIVE AN UPDATE ON THE CHRISTMAS LIGHTS

Cllr Turner agreed to follow up the latest information from WDC regarding the lights for this year and to report back at the next meeting. The members discussed the possibility of placing a Christmas tree by the library end of the High Street.

Resolved: The members agreed for the office to contact relevant suppliers for costs to install a Christmas tree of approx.20ft. **KP**

9. ON YOUNG MEMBERS BEING INVOLVED IN COMMUNITY EVENTS WITH THE MAYOR

Cllr Walsh suggested that it would be a great idea this year to run a local competition whereby a young member(s) of the parish take part in the Christmas Lights Switch On and officially help to switch the lights on. The competition could be themed around a short statement from each entrant explaining "Why I love Risborough" and, all or a selection of the entries would be used to create a book that could be sold for a small charge. The book could also encourage illustrations of particular Risborough landmarks.

Resolved: Cllr Walsh to investigate the idea in more detail and report back at the next meeting. **MW**

10. UPDATE FROM THE CHRISTMAS WORKING GROUP

The members are yet to meet, therefore the Deputy Clerk is requested to circulate a couple of options for dates/times. **KP**

11. AGENDA ITEMS FOR NEXT MEETING.

- a) Update from working group.

10. DATE OF NEXT MEETING.

The next meeting of the Committee is TBA

There being no further business to discuss, the meeting closed at 6.50pm

Chairman Date