

**PRINCES RISBOROUGH TOWN COUNCIL  
A MEETING OF THE PUBLIC RELATIONS COMMITTEE WILL BE HELD  
ON TUESDAY 20<sup>TH</sup> SEPTEMBER 2016 AT 7PM  
IN PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

**AND YOU ARE SUMMONED 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 P/R 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 P/R Committee matters received at the Town Council
5. To receive a report from the Clerk
6. To discuss and decide on potential projects to assist with the preparation of the estimates budget for the P/R Committee for 2017/18
7. To discuss and decide on producing Crosstalk No. 62
8. To discuss and decide on wearing lanyards for Town Council events.(Cllr Walsh)
9. To discuss and decide on the Market House Refurbishment banner design (Cllr Walsh).
10. To discuss and decide setting up a working group to review the Town Council website.
11. Agenda items for next meeting.
12. Date of next meeting.

*S Griffiths*

**Susanne Griffiths  
Clerk to the Town Council  
14<sup>th</sup> September 2016.**

**DRAFT PUBLIC RELATIONS  
PRINCES RISBOROUGH TOWN COUNCIL  
A MINUTES OF THE PUBLIC RELATIONS COMMITTEE HELD ON  
TUESDAY 19<sup>th</sup> JULY 2016  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

**PRESENT**

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

**1. ELECTION OF CHAIRMAN**

To elect the Chairman

Cllr Ball proposed Cllr Coombs

Seconded by Cllr Walsh

A vote was taken.

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

Cllr Coombs 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 Wilkins and Cllr West.

**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 Public Relations Committee meeting on the 16<sup>th</sup> 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 McLauchlan

Seconded by Cllr Ball

A vote was taken

RESOLVED: Cllr McLauchlan be duly elected Deputy Chairman

**6. CORRESPONDENCE**

**Email from resident regarding a recently installed welcome sign by the former Black Prince public house.**

Comments noted.

**Email from resident regarding a recent article in Crosstalk**

Comments noted.

**7. TO DISCUSS AND DECIDE MEANS OF PUBLICITY OF THE MARKET HOUSE  
REFURBISHMENT**

Cllr Walsh suggested that during the refurbishment work of the Market House, banners are placed on/around the Market House. An historic timeline of the building, including photos through the ages and an additional banner promoting the Town Council.

It was also suggested to make use of the Christmas hologram machine and to possibly project the TC logo on the building.

Resolved: The members agreed for the office to contact the Heritage Society for photos and to ascertain costs for the banners. In addition, for Lamps & Tubes to be contacted regarding the hologram idea.

**KP**

**8. TO DISCUSS AND DECIDE ON HOW TO UTILISE THE MARKET HOUSE ONCE THE REFURBISHMENT WORK IS COMPLETE**

Cllr Coombs suggested that the building is opened up during various times of the year and a permanent historical exhibition is set up. However, it was made clear that the market house would not have disabled access. Cllr McLauchlan suggested that the office investigate the cost of installing internet in the building and to offer a public wi-fi hot spot.

Resolved: The members agreed for the office to contact relevant broadband suppliers for costs involved. **KP**

**9. TO DISCUSS AND DECIDE ON PROVIDING SUPPORT TO THE CHILTERN SOCIETY FOR THE MAINTENANCE OF THE WHITELEAF CROSS**

The members discussed this request and agreed that they would be very happy to use the Town Council's various communication outlets to help promote this project.

Resolved: To ask the resident for a statement that could be placed on the Town Council website and Twitter feed. In addition the members agreed to place an article in the next issue of Crosstalk. **KP**

**10. AGENDA ITEMS FOR NEXT MEETING.**

To discuss and decide on the next issue of Crosstalk

**11. DATE OF NEXT MEETING**

The next meeting of the Committee is TBA.

There being no further business to discuss, the meeting closed at 6.20pm

Chairman ..... Date