

**EVENTS**  
**PRINCES RISBOROUGH TOWN COUNCIL**  
**APPROVED MINUTES OF THE EVENTS COMMITTEE HELD ON**  
**TUESDAY 20<sup>TH</sup> SEPTEMBER 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)  
Nicola Mackinnon (Projects & Communications Assistant)

**1. 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 no apologies had been received.

**2. 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 19<sup>th</sup> July 2016 be signed as a true record.

**3. 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

**4. CORRESPONDENCE**

**No correspondence received**

**5. TO RECEIVE A REPORT FROM THE CLERK**

The Clerk updated the members on the actions from the previous meeting of the 19<sup>th</sup> July.

**6. TO RECEIVE AN UPDATE FROM THE CHRISTMAS LIGHTS WORKING GROUP**

The members were provided with an update of the action points following the working group meeting of the 1<sup>st</sup> September.

It was agreed for Nicola to circulate details on the preferred package for the snow machine hire. **NM**

The office is requested to liaise with BCC regarding the location of the Christmas tree. **KP**

The members discussed a proposal from the Head Music Teacher of St Teresa's regarding the possibility to relocate the children's choirs to St Marys Church as part of the evening's events. The members agreed to try this idea and requested that the office liaise with Dawne Adams to progress this idea further. **KP**

The members agreed that due to the success of the mobile stage at the summer festival, we should book the same supplier for the Switch On. However at this stage no pa or sound engineer will be required. The office is requested to place the order. **KP**

The members discussed using the trailer to bring Father Christmas into the High Street and suggested that Londer Gray is contacted for here assistance with decorating the trailer. **KP**

It was agreed to progress quotes for the fleeces and that this will only be for those on the working group. **NM**

The office were asked to circulate dates for the next working group meeting. **KP**

**7. TO DISCUSS AND DECIDE ON POTENTIAL PROJECTS FOR 2017/2018**

It was agreed that the following needs to be discussed in preparation for the Estimates meeting in November:

- a) Staging & PA system requirements for events
- b) Contribution towards the town's Christmas Lights
- c) Festival/Lights switch on
- d) Risborough Food & Drinks Festival

**8. AGENDA ITEMS FOR NEXT MEETING.**

- a) Update from working group on the Christmas Lights Switch On.
- b) Preparation of the Events Budget for 2017/2018

**9. DATE OF NEXT MEETING.**

The next meeting of the Committee is TBA

There being no further business to discuss, the meeting closed at 7.20pm

Chairman ..... Date