

EVENTS
PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF THE EVENTS COMMITTEE HELD ON
TUESDAY 17TH JANUARY 2017 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

PRESENT

Cllr I McLauchlan, Cllr Coombs, Cllr Ball and Cllr Rolfe
Kirsty Pope (Deputy Clerk)
Nicola Mackinnon (Project & Communications)

1. ELECTION OF 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.

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 19th October 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

Cllr Walsh proposed Cllr Ball
Seconded by Cllr McLauchlan
A vote was taken.

RESOLVED: That Cllr Ball be duly elected Vice-Chairman for the year 2016/17.

6. CORRESPONDENCE

Request from Princes Risborough School to use the Market Gazebos on 1st July

All present agreed to this request. The office is to let the school know.

KP

Email from resident regarding Pettigrove Fayre at the Christmas Lights Switch On

The members discussed the concerns raised by the resident regarding the fayre. The members agreed that a code of conduct relating to Town events must be adhered to and this must include all the relevant risk assessments checks and public liability requirements. It was also suggested that should the resident wish to progress the complaint further that contact is made directly with HSE (Health & Safety Executive). The members agreed that a copy of the town charter should be sent to the resident and that the resident is invited to be part of the Events working group.

KP

7. TO RECEIVE A REPORT FROM THE DEPUTY CLERK

The Clerk updated the members on the actions from the previous meeting of the 19th October. All action points were completed.

8. TO AGREE ON A THEME FOR THE SUMMER FESTIVAL

It was suggested a theme along the lines of "A day at the seaside/Risborough by the Sea" is progressed.

Resolved: The members were keen to ascertain costs on bringing a beach to the town for the day. The office is requested to circulate potential costs and labour involved.

NM

9. TO AGREE ON PURCHASING TWO FATHER CHRISTMAS OUTFITS

Cllr Ball suggested that the events consider the option of purchasing outfits. The cost for two outfits would be approx. £200.

Resolved: The members felt that it was not cost-effective to make such a purchase.

10. ON HOLDING AN EASTER EGG TREE EVENT

A suggestion was made to the committee about running an Easter Egg Tree event in the Town which would involve the schools placing their own decorate eggs on a prominent tree in the town. A photo of a similar tree was circulated to the members prior to the meeting.

Resolved: The members thought the idea would work well and suggested that the office contact the local schools to see if they would like to participate. In addition the office is to look at potential costs involved. NM

11. ON THE ATTENDANCE OF PETTIGROVES FAIR AT THE TOWN EVENTS

Cllr Ball raised his concerns with the professionalism of Pettigroves fair at last year's town events and also concerns raised by local residents about the potential health & safety of the equipment. Cllr Ball proposed that an alternative company is approached for these events. Cllr McLauchlan made a counter-proposal that the company should be given an opportunity to improve their equipment and a code of conduct relating to Town events must be adhered to. The code of conduct would also require copies of all relevant risk assessments and public liability insurance documentation as stipulated by the Town Council's own insurance requirements.

Resolved: A vote was taken on the counter proposal with 3 in favour and 2 against. The motion was therefore carried.

12. PLANS FOR THE FORTHCOMING RAF FREEDOM PARADE

Cllr Walsh advised the members that a formal invitation will be sent to the Town Council to request the town to host the RAF Freedom Parade this year.

Resolved: For the office to contact the RAF to ascertain the date of the parade and to organise a meeting with a representative from the RAF to discuss plans. NM

13. HOLDING A VOLUNTEER RECOGNITION EVENT

Cllr Walsh proposed that it would be a good idea if the officers and councillors host a small event to thank all the local volunteers for their support shown towards the Town.

Resolved: It was agreed to look at holding the event at the Princes Centre during June and a list of potential guests should be pulled together. MW/KP

14. AGENDA ITEMS FOR NEXT MEETING.

- a) Update from Summer Festival working group
- b) Update on RAF Freedom Parade
- c) Update on Volunteer Recognition event

15. DATE OF NEXT MEETING.

The next meeting of the Committee is TBA

There being no further business to discuss, the meeting closed at 7.50pm

Chairman Date