

**EVENTS COMMITTEE  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE EVENTS COMMITTEE HELD ON  
TUESDAY 3<sup>rd</sup> OCTOBER 2017 AT 6.45PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

**PRESENT**

Chairman - Cllr A.Ball  
Cllr Coombs, Cllr Knights, Cllr Davis, Cllr Walsh and Cllr Roberts  
Deputy Clerk - Kirsty Pope

**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.

Apologies received from Iain McLauchlan

**2. MINUTES**

**Resolved:** To agree the minutes of the Events Committee meeting held on the 3<sup>rd</sup> August 2017 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. UPDATE ON THE MARKET HOUSE OPENING:**

Cllr Walsh confirmed that the opening time has been revised due to John Bercow change in commitments for this day. The office is now advising guests of this change. It was agreed that a brass plaque should be ordered and placed underneath the Market House to recognise the re-opening. The office is requested to ascertain a price & design as a matter of urgency and to contact Sign Wizard or Amersham Signs. The office is requested to speak to the Princes Centre to see if they would be able to make an unveiling cloth, together with a piece of orange ribbon to cut. It was agreed that photos of the Market House throughout the years should be put on display. The office is requested to organise Bucks Fizz and bacon rolls for the guests. Cllr Coombs agreed to collect John Bercow from the station on the morning of the opening and for a space to be allocated outside the Market House for his arrival.

The office is requested to remind Anita at the Bucks Free Press of the event in order for her to take photos. Cllr Davis agreed to be present on the day to also take photos. Cllr Knights agreed to produce a press release for the event and the office is requested to contact BBC Oxford to make them aware of the event. Cllr Roberts agreed to contact Jack FM. The office to ensure that the sails banners are onsite. Cllr Coombs agreed to complete a risk assessment before the day.

**NM/DK/JC/JR**

**6. ON PRODUCING A 12 MONTH EVENTS CALENDAR**

**Resolved:** To run the following events for the next 12 months, Easter Chocolate Hunt, Community Cinema during school holidays, Volunteer thank you event, Summer Festival, Christmas Lights Switch On, Band(s) under the Market House (during festival week).

**7. ESTIMATES FOR THE 18/19 FINANCIAL YEAR**

**Resolved:** Estimates for the next financial year were agreed for submission to the Finance Committee.

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

To discuss and decide on merging the PR Events committee.

**9. DATE OF NEXT MEETING.**

To be confirmed

**10. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Cllr M Walsh proposed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960 to decide on suppliers for the Santa Grotto. **All present agreed.**

There being no further business to discuss, the meeting closed at 7.30pm

Chairman ..... Date