

**PUBLIC RELATIONS
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE PUBLIC RELATIONS COMMITTEE HELD ON
THURSDAY 15th JUNE 2017 AT 6.30PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Cllr Coombs, Cllr Ball, Cllr Davis, Cllr Turner, Cllr Walsh and Cllr Knights
Kirsty Pope (Deputy Clerk)
Nicola Mackinnon (Project & Communications)

1. ELECTION OF CHAIRMAN

To elect the Chairman
Cllr Davis proposed Cllr Knights
Seconded by Cllr Turner
A vote was taken

RESOLVED: That Cllr Knights be duly elected Chairman for the year 2017/2018
Cllr Knights 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.

Apologies received from Cllr McLauchlan due to work commitments.

3. MINUTES

Resolved: To agree the minutes of the PR Committee meeting held on the 7th March 2017 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 Ball proposed Cllr Davis
Seconded by Cllr Coombs
A vote was taken

RESOLVED: That Cllr Davis be duly elected Vice Chairman for the year 2017/2018

6. RESPONSES TO CORRESPONDENCE RECEIVED AT THE PR COMMITTEE

Email from resident regarding a fairy door trail

Resolved; comments noted. The members agreed to discuss in the future as part of the next stage of the Town Centre regeneration project.

7. THE FORMAT AND DATE OF THE NEXT ISSUE OF CROSSTALK

Resolved: to have the next issue ready for distribution at the end of July. The content should include the following articles:

Update Town Plan – MW, Festival Summary – DK, Princes Centre 5th Birthday – MW, Maintenance Team growth – JC, Bubble car/Flying Scotsman event – ND, Art in the Park – IM, Dogs on leads/in parks – GH, Risborough resident 100th birthday – MW, Market House update – MW, Telephone Box, defibrillator – GH, Chairman's Report – MW, Volunteers Event – MW and Molins update if applicable. The issue should also include many more photos that represent each article. Cllr Davis agreed to assist with the photography requirements.

Cllr Knights suggested that this issue isn't driven by committee reports but more individual news articles. Cllr Knights would also like to generate an editorial calendar. The Deputy Clerk is requested to circulate deadline dates to all in order to achieve the end of July distribution date.

KP

8. DESIGN OF THE NEW TOWN COUNCIL SAILS/BANNERS

Resolved: to include the Town Council logo and the words “Working with our Community”. The sail banners should be approx. 8ft high. The Projects & Communications assistant will obtain quotes based on this design with a view to delivery in time for the 8th July. NM

9. AGENDA ITEMS FOR THE NEXT MEETING

To discuss and decide on the next phase of the town centre regeneration project (MW)
To discuss and decide on the editorial calendar for Crosstalk (DK)

10. DATE OF NEXT MEETING

The next meeting of the Committee is TBA.

There being no further business to discuss, the meeting closed at 7.15pm

Chairman Date