

**PUBLIC RELATIONS
PRINCES RISBOROUGH TOWN COUNCIL
APPROVED MINUTES OF THE PUBLIC RELATIONS COMMITTEE HELD ON
TUESDAY 20th SEPTEMBER 2016 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Cllr Walsh, Cllr I McLauchlan, Cllr Coombs, 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 were 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 Public Relations Committee meeting on the 19th 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

5. CLERKS REPORT

The Clerk updated the members on the actions from the previous meeting of the 19th July.

6. TO DISCUSS AND DECIDE ON THE PRODUCTION OF CROSSTALK NO.62

All present agreed that this issue should be ready for distribution early/mid November to coincide with the Lights Switch On.

The following content was agreed in addition to the regular committee updates: local plan update **MW**, BCC Parking Review update **AB**, Market House update **JC**, Risborough in Bloom results **AT**, Devolved Services update **MW**, Princes Centre update, Crescent Play (as part of Town report) **JC**, Councillor Vacancies **GH**, new LED lights trial **GH**, Red Kite Housing **MW**, Events **AT**, EM changing rooms **KW**,

The Deputy Clerk is requested to start the production of this issue.

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) PR banners – including roller banners & sail flags
- b) Freedom Parade

NM

8. TO DISCUSS AND DECIDE ON WEARING LANYARDS FOR TOWN COUNCIL EVENTS

It was agreed in principal for lanyards to be worn at Town Council events. The office is requested to circulate the prices.

KP

9. TO DISCUSS AND DECIDE ON THE MARKET HOUSE BANNER DESIGN

Prior to the meeting the Deputy Clerk circulated a design of the proposed banner for placement on the scaffolding during the refurbishment period. In principal, the members agreed for these banners to be purchased, however they would like each banner to show different images. The Deputy Clerk is requested to re-circulate the designs.

KP

10. TO DISCUSS AND DECIDE ON A WORKING GROUP TO REVIEW THE WEBSITE

The following members agreed to be part of the working group: Cllr Walsh/Cllr Wilkins/Cllr McLauchlan. The Deputy Clerk will also join this working group and is requested to circulate some dates to meet.

KP

11. AGENDA ITEMS FOR NEXT MEETING.

- a) Update from working group on the Town Council website
- b) Preparation of the PR Budget for 2017/2018

12. DATE OF NEXT MEETING

The next meeting of the Committee is TBA.

There being no further business to discuss, the meeting closed at 7.55PM

Chairman Date