

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

PRESENT

Cllr M Walsh, Cllr I McLauchlan, Cllr Coombs, Cllr Turner & Cllr Ball
Kirsty Pope (Deputy Clerk)

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.

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 October 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

Email from Lightfoots Solicitors regarding sponsorship

The members were delighted to receive a request for possible sponsorship and requested for the office to contact them for possible options. In addition, the office should send them a copy of the 2016 programme.

KP

Email from resident regarding Crosstalk

Comments noted. The office is requested to advise the resident that every effort is made to avoid any spelling or grammatical errors.

KP

5. DEPUTY CLERKS REPORT

The Deputy Clerk updated the members on the actions from the previous meeting of the 19th October and confirmed that all actions have been completed. NM to contact Wycombe Times on the Market House project.

NM

6. ON THE USE OF SOCIAL MEDIA SITES AT THE TOWN COUNCIL

Cllr Walsh proposed using Instagram as a way of sharing photos with our residents and increasing the profile of our Town Council. However, Cllr Walsh proposed that Facebook is not progressed further at this stage.

Resolved: A recommendation is made from the PR committee to Town Council for the office to set-up an Instagram account.

7. ON A LAUNCH PLAN FOR THE USE OF THE MARKET HOUSE FOLLOWING THE RESTORATION PROJECT

Cllr Walsh suggested that ideas are sourced for the utilisation of the Market House meeting room once the work to the restoration is completed (anticipated to be end of April). Cllr McLauchlan suggested displaying some historic photos in the meeting room.

Resolved: The office is requested to produce a list of possible options for the utilisation and the hire costs.

NM

8. COMMERCIAL ADVERTISING IN CROSSTALK

Cllr Walsh proposed that to assist with the running costs of Crosstalk, the publication should be opened up to allow local suppliers to advertise in the newsletter. A vote was taken with 4 in favour and 1 against. The motion is therefore passed.

Resolved: For the office to produce an income "v" expenditure summary in order for the members to make an informed decision.

KP

9. AGENDA ITEMS FOR THE NEXT MEETING

- a) To receive an update on the Market House Launch
- b) Update on commercial advertising in Crosstalk
- c) Election of Chairman of PR

10. DATE OF NEXT MEETING

The next meeting of the Committee is TBA.

There being no further business to discuss, the meeting closed at 7pm

Chairman Date