

**EVENTS COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
DRAFT 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 Ball
Seconded by Cllr Walsh
A vote was taken

RESOLVED: That Cllr Ball be duly elected Chairman for the year 2017/2018
Cllr Ball 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 Events 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 Coombs proposed Cllr Knights
Seconded by Cllr Davis
A vote was taken

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

6. CORRESPONDENCE

None received

7. UPDATE ON THE SUMMER FESTIVAL WORKING GROUP

The Deputy Clerk updated the members with the progress to date, confirming that over 60 pitches have been filled on the day and any new requests will now be placed on a waiting list. The process of cars arriving Saturday morning to setup has been modified, to allow the set up to work more efficiently. The beach area has been confirmed as 5 parking bays o/s the Fish & Chip shop, together with 6, meter square sandpits. Approx. 12 tonnes of sand will be delivered by Blanchfords on the Saturday morning. The parking bays outside the chip shop will be suspended from the Friday evening to allow the area to be clear of cars on the Saturday morning. A full list of jobs will be issued to all councillors and volunteers prior to the day to assist with the set up and breakdown. The maintenance team have also allocated time in their schedule to assist. The Deputy Clerk is requested to send out the programme so councillors are able to support the activities that are planned throughout the week. Cllr Knights confirmed that the letters for the Window Dressing competition will soon be handed out. The office is requested to order a new plaque for this year's winner

KP

8. UPDATE ON THE VOLUNTEERS RECOGNITION EVENT

Cllr Walsh & Nicola Mackinnon updated the members with the plans for this event and confirmed that at present 46 invites have been accepted. A shopping list of catering requirements was agreed. It was agreed that name badges should be produced for all guests. Cllr Knights agreed to bring along his BBQ. All councillors & officers should meet at the centre at 6pm.

9. UPDATE ON THE MARKET HOUSE OPENING

Resolved: The date for the opening of the Market House will be confirmed once we have confirmed dates of availability of MP John Bercow.

MW

10. FORMAT & DATE OF THE CHRISTMAS LIGHTS SWITCH ON 2017

Cllr Walsh summarised the results from on the online survey which received a total of 100 replies.

Resolved: agreed that the Lights Switch-On for 2017 will be Saturday 25th November from 3pm – 6pm. The events working group should now make arrangements to meet to discuss the content for the event and the feedback from the survey.

11. RECOMMENDATION FROM LAMPS & TUBES FOR THE CHRISTMAS LIGHTS 2017

Resolved; for the office to contact Wycombe District Council to confirm what funding is available this year to help with the infrastructure costs.

12. AGENDA ITEMS FOR NEXT MEETING.

- a) Update on the Market House opening
- b) To discuss and decide that the fairground attendance at events.

13. DATE OF NEXT MEETING.

The next meeting of the Committee is TBA

There being no further business to discuss, the meeting closed at 8.30pm

Chairman Date