

**PUBLIC RELATIONS
PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF THE PUBLIC RELATIONS COMMITTEE HELD ON
MONDAY 16th MAY 2016
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Cllr Walsh (Acting Chair)
Cllr I McLauchlan, Cllr Churchill, Cllr Ball and Cllr West,
and Kirsty Pope (Deputy Clerk)

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllr Coombs and Cllr Turner.

2. MINUTES

The Minutes of the previous Meeting having been circulated were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration.

4. CORRESPONDENCE

Email from resident regarding a Crosstalk article

Comments noted.

5. TO DISCUSS AND DECIDE ON PRODUCING CROSSTALK 61

All present agreed that an issue should be ready for distribution w/c 20th June to coincide with the Festival.

The following content was agreed in addition to the regular committee updates: local plan update, BCC Parking Review update, Market House update, Citizen Awards, tribute to Cllr Woolf, Risborough in Bloom, Kop Hill, Princes Centre update and possibly an advert for a councillor depending on the response from WDC following the councillor vacancy notice. The Deputy Clerk is requested to start the production of this issue. **KP**

6. TO DISCUSS AND DECIDE ON THE ARTWORK FOR THE OLD BLACK PRINCE SIGNAGE.

The members like the concept of the previously circulated design but felt that the wording on the photo may not be visible enough. The Deputy Clerk was asked to re-circulate the design with a solid black footer with the words "Welcome to Risborough". **KP**

7. REQUESTING PROGRESS REPORTS FROM SUCCESSFUL GRANT APPLICANTS

Cllr Walsh proposed that as part of creating some good publicity for both the Town Council and grant recipients, a letter should be generated and sent to all organisations asking for a progress report together with any relevant photos.

It was also suggested by Cllr McLauchlan for the Town Council website to be updated to show who has received a grant from the Town Council. All present agreed. **KP/JM**

8. COUNCILLORS & OFFICERS WEARING LANYARDS FOR TOWN COUNCIL EVENTS

Cllr Walsh suggested the idea of councillors and officers wearing lanyards at Town Council events. Cllr McLauchlan was concerned that this was an expense that is not necessarily justified. It was therefore agreed for the office to investigate costs and to report back at the next meeting. **JM**

Cllr Wilkins arrived at 6.57pm.

9. AGENDA ITEMS FOR NEXT MEETING.

TBA

10. DATE OF NEXT MEETING

The next meeting of the Committee is TBA.

There being no further business to discuss, the meeting closed at 7.00pm

Chairman Date