



# PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE  
HELD ON TUESDAY 16<sup>TH</sup> JANUARY 2024 AT 7.00PM AT THE PRINCES CENTRE,  
CLIFFORD ROAD, PRINCES RISBOROUGH**

## **PRESENT**

Chair Cllr A Frost

A Cross, S Marshall, C Morgan, A Shipley

## **In attendance**

Kirsty Pope - Deputy Clerk to the Town Council

Stephanie Boyle - Events & Communications Assistant (E&CA)

### **1. Welcome and Apologies for Absence.**

The Deputy Clerk reported apologies had been received from Cllr Ball who had a work commitment. No apologies were received from Cllr Biss.

**Resolved: To accept apologies from Cllr Ball**

### **2. Acceptance of Previous minutes of the Events and PR Committees held on 5<sup>th</sup> December 2023**

**Resolved:** To agree to the minutes of the Events & PR Committee meeting held on 5th December 2023.

### **3. Declarations of Interest and Dispensations**

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 Received.**

### **4. Public Forum**

Two members of the public were present. No members of the public wished to speak.

### **5. Correspondence**

None correspondence received.

### **6. Farmers Market**

The Events and Communications Assistant provided the committee with updated price information associated with having Basil and Crew Educational Mobile Farm at the 2024 Farmers Markets. Cllr A Cross proposed to book Basil and Crew Educational Mobile Farm in for all three 2024 Farmers Market dates. Cllr S Marshall Seconded. All present agreed

**Resolved: The Events and Communications Assistant is requested to contact Basil and Crew Educational Mobile Farm to book them in for Saturday 20<sup>th</sup> April, Saturday 22<sup>nd</sup> June, and Saturday 21<sup>st</sup> September Farmers Markets.** **SB**

### **7. Noticeboard Maintenance**

The Deputy Clerk will contact the Risborough Area Community Bus for the most recent timetable, route map, and advertising material to be added to the Princes Risborough Town Council "information for the community" locked noticeboards. **KP/MR**

### **8. Other Events 2024/2025**

The Events and Communications Assistant circulated historical costing information for "other events" to the committee before the meeting. The committee noted this information.

Cllr A Shipley proposed to hold the following events, on the following dates:

- International Women's Day on Friday 8<sup>th</sup> March 2024
- Easter Trail from Saturday 30<sup>th</sup> March to Saturday 13<sup>th</sup> April 2024



# PRINCES RISBOROUGH TOWN COUNCIL



- D-Day Beacon Lighting on Thursday 6<sup>th</sup> June 2024
- Halloween Trail on Saturday 26<sup>th</sup> October 2024
- A Milton Keynes Play Association 2-hour session (date tbc)

Cllr A Cross Seconded. All present agreed.

**Resolved: To hold the above events as part of the 2024 events calendar as agreed under the Other Events budget**

## 9. Regular Retailer Meetings

The Deputy Clerk will contact Buckinghamshire Council Economic Development team to arrange for a meeting to enable the committee a better understanding what is on offer to Princes Risborough retailers through the Leveling Up Scheme. **KP**

Cllr A Cross proposed to defer the decision on the meeting date and the review of agenda points to the next committee meeting. Cllr S Marshall Seconded.

**Resolved: To defer this item to the next meeting**

## 10. Committee Budget

The committee members had received detailed income and expenditure reports to date which were circulated to the members in advance of the meeting.

**Noted by the members.**

## 11. Crosstalk

The Committee discussed and decided on the articles they wished to include in issue 78 of Crosstalk. Articles include: Chairmans Report (Cllr Ball), 2024/25 Precept (Cllr Coombs) Who Does What (E&CA), Events Calendar (E&CA), Crowdfunding article (Cllr Marshall), Annual Town Meeting, Phase II of Wades Centre Development Update (Cllr Parkinson) Introduction to new Councillors (Cllr Morgan & Cllr Rawsthorne), Speedwatch (Cllr Frost), Risborough Expansion (Buckinghamshire Councillors), SMG Phase II (Cllr Frost/Cllr Turner) Dogs in Parks/PCSO (Cllr Cross), Nominations for Civic Awards (E&CA)

The Deputy Clerk will email a request for content to the Committee and highlight content deadlines and the publication date of Issue 79. **KP**

## 12. Future Agenda Items

- Retailer Meeting Agenda
- International Women’s Day format
- Date & time for the Volunteers Event 2024
- Farmers Market pitch prices for 2024

## 13. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 13<sup>th</sup> February 2024 and will be held at the Princes Centre, Princes Risborough, Buckinghamshire. There being no further business the meeting closed at 7:48 pm.

Chairman.....Date.....