PUBLIC RELATIONS
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE PUBLIC RELATIONS COMMITTEE HELD ON
TUESDAY 16th APRIL 2008 AT 10.00am
IN TOWER COURT, HORNS LANE PRINCES RISBOROUGH.

PRESENT

Cllrs J Coombs, R Orsler, A Turner and M Wooster
Kirsty Pope (Assistant Clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr E Clifford

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.

3. INVOICES FOR CONSIDERATION

Wrighton Roaster - Festival Pig Roast £565.00

4. CORRESPONDENCE
None

5. ARRANGEMENTS FOR ANNUAL TOWN MEETING
Cllr Coombs presented a draft programme to the committee for their approval. All present agreed with the programme.
The Clerk is requested to email the agreed format to the council and request their presentation material for the PowerPoint presentation. KP

6. ARRANGEMENTS FOR THE INAUGURATION OF STRATTON MEMORIAL GARDEN.
Cllr Coombs presented a draft programme to the committee for their approval. All present agreed that the programme should be circulated to all members of the Town Council for their consideration and feedback. **The Clerk is requested to send this programme, together with a request for invitees. All present agreed KP**

7. TO RECEIVE A PROGRESS REPORT ON THE NEW WEBSITE
Prior to the meeting, the Clerk circulated a draft version of the new website. It is anticipated that the new site will be up & running in time for the forthcoming Annual Town Meeting. **The Clerk is requested to provide on-going progress report.**

8. AGENDA ITEMS FOR THE NEXT MEETING

a) Update on the arrangements for the Inauguration of Stratton Memorial Garden.

The next meeting of the Committee is TBA

There being no further business to discuss, the meeting closed at 10.55am

Chairman …….. Date