

**PUBLIC RELATIONS  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE PUBLIC RELATIONS COMMITTEE HELD ON  
TUESDAY 19<sup>th</sup> MAY 2008 AT 2.00pm  
IN TOWER COURT, HORNS LANE PRINCES RISBOROUGH.**

**PRESENT**

Cllrs J Coombs, R Orsler, A Turner, E Clifford  
Kirsty Pope (Assistant Clerk)

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from M Wooster and W Streule

**2. MINUTES**

The Minutes of the previous Meeting having been circulated were approved by the Meeting and signed by the Chairman. Cllr Coombs thanked the Assistant Clerk for her work in producing the 2009 Annual Town Meeting PowerPoint presentation.

**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**

MH-P website development costs £1125.00 + VAT

**4. CORRESPONDENCE**

None

**5. ARRANGEMENTS FOR THE INAUGURATION OF STRATTON MEMORIAL GARDEN.**

Cllr Coombs provided the committee with an overview of the arrangements. This included a presentation of the guest list, which was reviewed by all and updated. Cllr Coombs circulated a copy of the paperwork for the invitation and a program that is to be handed out on the day. It was agreed by all that the costs involved for this public event should be vired from the Memorial Garden Committee as there as insufficient funds available in the PR budget. **The Clerk is requested to review the funds available and make a recommendation to the Town Council to vire the necessary amount of approximately £1000.00.**

**6. PLAQUE DESIGN FOR STRATTON MEMORIAL GARDEN.**

Cllr Coombs presented a sample drawing of the plaque that has been designed. **The Clerk is requested to raise a works order for this.**

**7. TO RECEIVE A PROGRESS REPORT ON THE NEW WEBSITE**

The Clerk confirmed that the new website is now up & running and that so far only a positive response has been received. **The Clerk is requested to provide a small piece of editorial for the forthcoming Crosstalk newsletter on the new website.** The Clerk confirmed that the site offers a real time news service that can be updated by the office staff and that this function should be fully utilised. Cllr Coombs also thanked the Assistant Clerk for her work in assisting Mike Henson with necessary content.

**8. CONTENT AND GUEST EDITOR FOR THE NEXT CROSSTALK NEWSLETTER.**

It was agreed by all that as Cllr Benifer is not able to produce the editorial that Cllr Bendyshe-Browns offer as Guest Editor is accepted. **The Clerk is requested to confirm this to Cllr Bendyshe-Brown. The Clerk should contact the Festival Committee for editorial for this forthcoming issue.**

**9. AGENDA ITEMS FOR THE NEXT MEETING**

- a) SMG Inauguration update**
- b) Crosstalk content review**

The next meeting of the Committee is TBA

There being no further business to discuss, the meeting closed at 3.00pm

Chairman ..... Date