



PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE
HELD ON TUESDAY 14TH MAY 2024 AT 7.00PM AT WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH**

PRESENT

Chair Cllr A Shipley

Cllrs A Ball, S Marshall, N Rawsthorne

In attendance

Kirsty Pope - Deputy Clerk to the Town Council

Stephanie Boyle – Events & Communications Assistant

No members of the public.

1. Welcome and Apologies for Absence.

The Deputy Clerk reported apologies had been received from Cllr Frost who was on holiday and Cllr Cross who has a work commitment and Cllr Morgan who is unwell and Cllr Biss who had a personal commitment.

Resolved: To accept apologies from Cllrs Frost, Cross, Morgan, and Biss.

2. Acceptance of Previous minutes of the Events and PR Committees held on 9th April 2024

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 9th April 2024.

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 were declared.**

4. Public Forum

No members of the public were present.

5. Correspondence

No correspondence was received.

6. Noticeboard Maintenance

Following the recent update of noticeboard content, Cllr Ball highlighted that the noticeboard situated on Upper Icknield Way is currently presenting materials on a single side rather than both. Given that the noticeboard can be viewed from both sides by pedestrians, it has been decided to utilise the second side for displaying additional information. **S.Boyle**

7. Retailer Meetings

Cllr Marshall reported that the recent Retailers Meeting was well attended and positively received. Cllr Marshall shared with the committee the main topics and action items that emerged from discussion at the meeting. Cllr Marshall proposed that the minutes of this meeting are distributed to the retailers, accompanied by a contact number to facilitate the creation of a retailer WhatsApp group. Seconded by Cllr Shipley.

Resolved: Distribute the minutes of the Retailers Meeting held on 9th May 2024 to all relevant parties.

KP/S.Boyle

Cllr Shipley further raised the topic of a town map for the locked noticeboards. Cllr Shipley highlighted a prospective funding source for this initiative, which was disclosed during the retailers' meeting. Cllr Shipley has asked the office to investigate this lead.

KP



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Cllr Marshall noted the retailers' enthusiasm for regular meetings and proposed that the meetings are held on a quarterly basis with the next meeting on Thursday 5th September. Seconded by Cllr Rawsthorne.

Resolved: To hold a Retailers Meeting on Thursday 5th September at 08:00AM. S.Boyle

Cllr Marshall fed back that retailers expressed worries that the date of the Christmas Lights Switch-On event might negatively affect their sales, and they were also troubled by the positioning of fairground attractions along the High Street. The matter of amending the event date will be discussed at the next committee meeting. **S.Marshall**

Cllr Marshall mentioned that some retailers voiced concerns surrounding shoplifting, and that retailers would welcome the opportunity to engage in a conversation with, or have the presence of a local Police Community Support Officer at a future meeting.

Resolved: To invite a PSCO from the Princes Risborough Neighbourhood Policing Team to the next Retailers Meeting on Thursday 5th September 2024 at 08:00AM. S.Boyle

8. Summer Festival 2024

The Events and Communications Assistant provided the members with an update on the progress to date, including an update on sponsorship income and festival week programme.

9. D Day 2024

The Events and Communications Assistant provided the members with an update on the progress to date, including the flag of peace and beacon lighting event.

10. Future Agenda Items

- Agenda for Retailer Meeting in September
- Christmas Lights Date for 2024

11. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 11th June 2024 and will be held at the Wades Centre, Princes Risborough, Buckinghamshire. There being no further business the meeting closed at

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