

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Tuesday 29th August 2017** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield Chair
 Cllr. Mrs. M. Gateley
 Cllr. D. Isham
 Cllr. A. Mahi Vice Chair
 Cllr. H. Mordue
 Cllr. M. Smith
 Cllr. Mrs. Strain-Clark
 Cllr. R. Stuchbury

Also attending Mrs. A. Brubaker Events Co-ordinator
 Mrs. N. Stockill Committee Clerk

322/17 Apologies for Absence

Members received and accepted apologies from District Councillor T. Mills, County Councillor C. Clare, Town Councillors L. O'Donoghue, Mrs. G. Collins and the Deputy Town Clerk.

323/17 Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

None

324/17 Minutes

To receive the minutes of the Meeting held on Monday 10th July 2017 ratified at Full Council on Monday 14th August 2017. (TCE/02/17)

AGREED

325/17 Action List

To receive action reports and updates

Charter Fair 100th Anniversary Nichols Amusements – Members **AGREED** that following extensive investigation from the Events Coordinator and Nichols family no confirmation could be found that it was a significant anniversary and therefore the item would be removed from the Action List.

Licence Chandos Park – To be deleted

Training – The Events Coordinator to liaise with Debbie Brook and investigate various options for training on raising awareness on sexual exploitation, terrorism and public place violence for presentation at the next TC&E Committee Meeting **ACTION EVENTS COORDINATOR**

Proposed by Cllr. Smith, seconded by Cllr. Stuchbury and **RECOMMENDED** to Full Council to discuss an agree attendance at any forthcoming training on sexual exploitation, terrorism and public place violence

Events Report – Cllr. Smith suggested the item is removed from the Action Report as this was the third occasion he had asked for the report from Town Clerk and nothing had materialised. Members **AGREED** to remove the item from the list and to leave it up to the Town Clerk to place it back on the agenda when the report was ready for Councillor’s consideration.

Disabled Access to Public Events – Cllr. Strain Clark said that as disabled access was incorporated into all event planning it no longer needed to be on the list. **AGREED**

326/17 Markets

Cllr. Smith noted a recent post on Facebook regarding a perceived lack of stalls on the Buckingham Street Market. The Deputy Town Clerk had responded to the post listing the positive action being taking to encourage new traders to the market. Cllr. Smith questioned whether the Market was being advertised in the right media. Members **AGREED** to investigate the potential of advertising in the local newspaper. **ACTION DEPUTY TOWN CLERK**

Cllr. Stuchbury suggested liaising with neighbouring Market Towns and learning from any best practice examples. Cllr. Mordue added that there was often a seasonal drop in stalls during the summer months. Cllr. Smith observed that Flea Market traders were still parking along the slip road and suggested that they be reminded that this was illegal except when unloading etc.

327/17 Budget

To receive the latest budget figures

Cllr Stuchbury suggested adding precept proposals to the October TC&E agenda. **AGREED** **ACTION COMMITTEE CLERK**

Wages & Salaries – Members **AGREED** to add as an agenda item to the October TC&E Committee. **ACTION COMMITTEE CLERK**

328/17 Pride Parade

To receive an event proposal from Mr. R. Willett

Members **AGREED** to respond to Mr Willett, asking for an event plan and budget proposal **ACTION EVENTS COORDINATOR**

329/17 Best Kept Village Competition 2017

To discuss Judges’ comments

Cllr. Smith said the marking appeared not to be as robust as previously thought and questioned whether the Council should take part in the 2018 competition.

330/17 Winter Baskets/Planters outside The Old Post Office

Members agreed to ask Buckingham Garden Centre to sponsor the Planter outside of the Old Post Office for the winter and, if so, to perhaps consider more permanent notices showing their sponsorship.

Planters – Members discussed and **AGREED** to also invite Buckingham Garden Centre to tender for the 3 year contract.

ACTION EVENTS COORDINATOR

Baskets – The Events Coordinator noted that two quotes had been obtained from Andy Pelling and Preston Bissett Nurseries and would be presented at the next meeting.

ACTION COMMITTEE CLERK

Members **AGREED** to request a third quote from Buckingham Garden Centre.

ACTION EVENTS COORDINATOR

331/17 Forthcoming Events

331.1/17 River Rinse (10th September & 1st October)

The Events Co-ordinator reported that on the 10th September the River Rinse volunteers would meet in Cornwall's Meadow Carpark, next to the skate park. The rinse would finish at Fishers Field (potentially). The second rinse was planned for the 1st October from Bourton Meadow carpark (bridge by carpark) to the Cricket field

331.2/17 Charter Fair (14th & 21st October)

The first fair would be arriving on Friday the 13th October with the town centre road closure taking place from 9am. The road closures are to be advertised on radio, newspapers and social media. The Events Coordinator will be speaking to Costa Coffee to explain they will need to remove their tables and chairs from the pavement. Cllr. Smith noted that Costa should have an inwards opening door and no metal railing as both create a hazard, particularly during times of heavy footfall.

331.3/17 Bonfire & Fireworks (4th November)

The Events Coordinator noted that the Air & Army Cadets would be contacted for event marshalling and assistance with building the bonfire. The Guides would no longer be providing the BBQ and the Events Coordinator would be contacting several local food vans and catering outlets.

331.4/17 Best Carved Pumpkin (4th November)

The judging is to take place (by the Mayoress) at 2pm on the 4th November, outside of the Old Goal.

331.5/17 Christmas Lights Switch On (26th November)

The Events Coordinator explained that she had received interest from several local choir groups. Members **AGREED** to arrange a separate meeting to discuss the particulars of the Christmas Lights Switch On.

ACTION EVENTS COORDINATOR

The Events Coordinator explained that the Traders Association would be arranging market stalls in the Cattle Pens.

331.6/17 Christmas Parade (9th December)

Cllr. Mordue said there were never enough volunteers to marshal the road closures. Cllr Smith suggested advertising across social media. Members discussed that the absence of marshals jeopardises the parade taking place. The Events Coordinator explained that, ideally the Christmas Parade required a minimum of 40 marshals and suggested that Councillors swap being in the parade for marshalling a barrier or that each float nominates one participant to marshal the barriers.

331.7/17 Merchant Navy Day (3rd September)

The flag is to be raised on Friday 1st September at 10am and a reporter from the Advertiser is due to attend.

332/17 Event Reviews

332.1/17 **Fringe Report** – to receive a written report

Cllr Stuchbury noted that he had attended The Oxford Fiddlers and the Dog Show.

Members **AGREED** the report recommendation, including discontinuing the Cream Teas, and continue to offer The Oxford Fiddlers Group a contribution towards their travel costs.

ACTION EVENTS COORDINATOR

[Report Recommendation: The week went very well and was varied. It was worth taking the risk and pushing the fringe back to July and I recommend that we do the same again next year.

With regards to the distribution of the fringe brochure I recommend that we once again use Business Magazine and continue to promote the events on Facebook and Twitter.

As the Cream Teas were not as successful this year as in previous year's, I recommend that this is dropped in 2018.]

Members expressed their thanks to all members of staff who had worked the events and to Councillors that supported the events.

332.2/17 **Bandjam** – to receive a verbal report

The Events Coordinator thanked Cllrs Bloomfield, Harvey, Smith Gately, Mordue, Mahi and Stuchbury for coming out and assisting with the event, particularly as staff numbers had been reduced and were then further lowered due to sickness.

Cllr. Smith remarked that Bandjam relied heavily on the Greenspaces Team between 6.30am-12pm and 5pm-11.30pm, which was a long day for them, and proposed a review of the shift patterns and attendances for next year.

Cllr. Stuchbury expressed concern that there had been a change to the office staff that had historically attended the event and he felt this had impacted on how quickly the clean up was achieved. The Events Coordinator said that the outdoors team worked from 6.30am to noon and then returned at 4pm as they knew the event was short staffed. The majority of staff had left at 11.30pm but it was much later for the outdoor staff that had to transport the barriers back to the depot.

Members recorded thanks to the outdoor team, office staff and Councillors that attended.

332.3/17 **Play around the Parishes** – to receive a verbal report

The Events Coordinator reported that both events were successful and well attended. Cllr. Stuchbury said that it was not clearly advertised as having been funded by Buckingham Town Council. Members **AGREED** to book three sessions, up to the value of £2500, for the summer of 2018, and ensure that BTC funding of the event(s) was clearly shown.

ACTION EVENTS COORDINATOR

332.4/17 **Dog Show** - to receive a written report

Cllr Bloomfield cautioned against allowing competition breeders into future Dog Shows.

The Events Coordinator noted that Kimberley Cox and the existing sponsors have expressed an interest in the 2018 show. Members

AGREED that all the future event administration is to be wholly processed by the Events Coordinator.

Members discussed the generator failure and how frequently a generator is hired from third parties. Proposed by Cllr Stuchbury to look into prices for a generator for the Greenspaces Team **AGREED**

ACTION EVENTS COORDINATOR

333/17 Buckingham in Bloom

333.1/17 To receive a verbal report from Cllr. Bloomfield
Cllr Bloomfield noted that only 4 residents returned forms and there were a few recommended gardens to look at from Cllrs. With dwindling interest each year, Members **AGREED** not to arrange a 2018 competition but to retain the budget within precept. To be removed from the Action Report. **ACTION EVENTS COORDINATOR**

334/17 Buckingham Action Group

To receive a verbal update from Cllr O'Donoghue
No minutes have been taken at previous meetings.
334.1/17 Supporting Young People in Buckingham - possible duplication of Buckingham Activities Group
Cllr Smith reported that the meeting at the Woolpack Cote was well attended (nearly 100 visitors over the two days) and the meeting organisers had expressed interest in working with the Buckingham Action Group, dispelling any concerns that there may possible be duplication of services.

Cllr Mordue left the Chamber at 20.41

335/17 Armistice 100

To review and discuss Mr. Weston's plans
Proposed by Cllr Smith, seconded by Cllr Stuchbury and **AGREED** in principle to the basis of the event and requested budgetary information in support of the position paper, suggesting the formation of a working group including the Town Council, TVP and Road Traffic Management.

ACTION EVENTS COORDINATOR

336/17 Access

Cllr Strain-Clark noted that the Mayor's Café Crawl (7th September 2017) was due to visit a number of establishments that are not easily accessible.

337/17 Visitor Information Centre

To receive the latest visitor and accommodation statistics
Noted

338/17 Twinning

Nothing to report.

339/17 Correspondence

Noted

340/17 News Releases

Members **AGREED** a press release on the success and highlights of the 2017 Summer events, including the dates for the 2018 Fringe Week

ACTION EVENTS COORDINATOR

341/17 Chairman's Items

Cllr Smith asked the Events Coordinator to investigate if the power pillar by the Old Gaol had been upgraded.

ACTION EVENTS COORDINATOR

342/17 Date of the next meeting:

Monday 16th October 2017

Meeting closed at 20.59pm

Signed Date
Chairman