

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 31<sup>st</sup> January 2011** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield  
Cllr. H. Cadd  
Cllr. P. Hirons  
Cllr. D. Isham  
Cllr. A. Mahi  
Cllr. Ms. R. Newell  
Cllr. L. O'Donoghue  
Cllr. M. Smith - Town Mayor  
Cllr. R. Stuchbury - Chairman  
Cllr. W. Whyte

Clerk to the meeting Mrs. A. Simonds Deputy Town Clerk

**727/10 Apologies for Absence**

Apologies were received and accepted from Cllr. Mordue. Mrs Lightfoot (Traders Association) also sent her apologies.

**728/10 Declarations of Interest**

There were no declarations of interest at this point.

**729/10 Minutes**

The minutes of the meeting held on Monday 6<sup>th</sup> December 2010 ratified at Full Council on 4<sup>th</sup> January 2011 were received and accepted.

**730/10 Action List**

1002.4 Christmas Parade. It was **AGREED** that this should be deleted from the list as the evidence had not been presented.

223.3 Green Spaces Manager would be asked to present a report on the progress of the planting at the Welcome to Buckingham signs.

609 Twinning Civic Lunch. Members heard that the Deputy Town Clerk had requested three quotations and would call a meeting when they had been received.

481.1 Farmers Market. It was noticed that the street market had been looking very depleted and this had caused concern to Members. The strategy for the Farmers Market could be altered to encompass the Street Market as this could benefit both markets.

**ACTION DEPUTY TOWN CLERK**

**731/10 Markets**

731.1 The Deputy Town Clerk reported that the Street Market was struggling due to the general decline in markets and requested that Members consider her verbal recommendation to allow the rents for stallholders to remain the same for the time being.

Members requested that the Deputy Town Clerk carry out research as to how other councils structure their pricing and report back to the Committee at the next meeting.

**ACTION DEPUTY TOWN CLERK**

731.2 Members received for information the booking of the charity space in the Saturday market.

- 12<sup>th</sup> March Fair Trade
- 19<sup>th</sup> March The Old Gaol Trust

### **732/10 Hanging Baskets and Planting**

732.1 The Deputy Town Clerk informed the Committee that three quotations had been requested from plant nurseries in the area. Empty baskets in reasonable condition from previous years would be reused to save money where possible. Quotations for refills had been requested.

Members **AGREED** that colours for this year be red, white and blue to tie in with the Royal Wedding in April. Members also recommended that plant choices should be drought tolerant varieties such as Fuchsia, Geraniums and trailing Lobelia. It should be stressed that plants provided should be of a mix in the baskets as opposed to the single colour baskets of last year.

**ACTION DEPUTY TOWN CLERK**

732.2 Members heard that last year's hanging baskets were so poor that companies that had sponsored hanging baskets last year had not been chased for payment. This had meant that the cost had not been recouped.

Members **AGREED** that this year's sponsorship of the baskets should be to the following criteria:

Sponsors be invited to donate a sum of money, with a guide of £40.00, for sponsorship. Sponsors on or near the price guide would then be listed in the Town Council Newsletter, Buckingham Matters.

**ACTION DEPUTY TOWN CLERK**

### **733/10 Budgets**

733.1 The Committee Budget was noted.

733.2 The Earmarked Reserves were noted.

733.3 The Precepted Budget was noted.

### **734/10 Charter Fair**

Charter Fair Contract.

The Chairman informed Councillors that the Town Clerk had expressed reservations as to the legal validity of the contract.

Members **AGREED** that the Town Clerk be permitted to consult with Ms Diana Davis at Chandler Ray regarding the contract, and any charge for this service be costed to 901/9015 Charter Fairs.

**ACTION TOWN CLERK**

### **735/10 Traders Association**

As Mrs Lightfoot had submitted her apologies there was no report.

Mrs Lightfoot had requested that the Deputy Town Clerk comment on agenda item 20.5 (Correspondence) on behalf of the Traders Association. This was acceptable to Members.

### **736/10 Temporary Road Closure Cost**

Members discussed a brief report, which illustrated a breakdown of costs to each event.

Members were asked to consider the proportion of cost for Church events.

*Cllrs. Hiron and Whyte expressed an interest in this item at this point as Cllr. Hiron is a Church Warden and Cllr. Whyte is a member of the Parochial Church Council.*

Members briefly discussed this item. Proposed by Cllr. Mahi, seconded by Cllr. Isham, and **AGREED** that the cost of St Peter & St Paul's Church's proportion of the Road Closure be absorbed into the other Town Council events.

**ACTION DEPUTY TOWN CLERK**

**737/10 Freedom Parade 15<sup>th</sup> March 2011**

Members heard that arrangements for this event were progressing and that Mrs Jan Roffe and members of RAF Halton had met with Cllr. Mordue and Officers of the Town Council.

Mrs Roffe had been advised to purchase advance warning signs to place on the major roads into and out of Buckingham in order to restrict the traffic entering the town. The Town Council had been asked by Mrs Roffe to assist with manpower, general knowledge of the area and experience in enforcing the road closure for this event. The Town Clerk had costed this use of Town Council time and manpower, an agreement would be made and an invoice issued to AVDC which included the cost of the road closure. Members approved of this course of action.

The Chairman requested that an email be sent to all Members once the details of this event had been finalised.

**ACTION DEPUTY TOWN CLERK**

**738/10 Forthcoming Events**

738.1 Pancake Race Tuesday 8<sup>th</sup> March. [*Clerk's note: this has since been changed to Saturday 5<sup>th</sup> March*]

An email had been received by the Deputy Town Clerk from Mr Rodney Blackall regarding a suggestion for the Pancake Race to be relocated to St Peter & St Paul's Church in order to combine it with the Pancake Lunches event that the Church had been planning. This event would be moved to the previous Saturday, 5<sup>th</sup> March should the plans reach fruition.

Although there had been initial confusion from the Church, as they had not realised that the Pancake Lunch had been a definite event, Members felt that this course of action was a good idea and that the Deputy Town Clerk should continue to negotiate with the Church to combine the events.

**ACTION DEPUTY TOWN CLERK**

738.2 May Day Sunday 1<sup>st</sup> May 2011

Members discussed an email received from Mrs Judith Bundock for St Peter & St Paul's Church supportive of the planned May Day celebration being on a Sunday and beginning around the same time that the Church family service ended. Mrs Bundock would make some enquiries and the Deputy Town Clerk would negotiate with Mrs Bundock and liaise with Cllr. Bloomfield.

The Deputy Town Clerk reported that Buckingham Primary School, who usually bring their Maypole, could not attend this year. Mrs. Jodie Baughan had suggested approaching other organisations; such as the Brownies to attend, Members **AGREED** that this had been a good suggestion.

**ACTION DEPUTY TOWN CLERK**

739.3 The Buckingham Fringe.

The Deputy Town Clerk submitted a report which contained quotations for new banners as the Festival Fortnight banners could no longer be used; and for a 4 page A5 Brochure, which would be placed into the Advertiser to promote the week of events.

Members **AGREED** to purchase six new banners from company number one, as per the recommendation in report number **TC/51/10**.

Members discussed at length the need to produce the brochure, as the newsletter could be used for this purpose. The Chairman explained that the newsletter did not have the coverage that the Advertiser would have and this could restrict the attention that the week could attract.

Proposed by Cllr. Mahi, seconded by Cllr. Stuchbury, and carried six votes to three with one abstention, to award company one the contract for the Buckingham Fringe brochure as per the recommendation in report number **TC/51/10**

Members enquired as to the cut off date for arrangements for events during this week. The Deputy Town Clerk informed Members that the cut off date would be the same date as the deadline for the brochure. The Deputy Town Clerk would email Members and inform them what this date would be as soon as she knew.

**ACTION DEPUTY TOWN CLERK**

**739/10 Gazebo**

Councillors discussed the situation with the current Town Council gazebo and heard that although it was a practical facility for the Town Council at larger events, it was heavy and labour intensive which meant that four persons are needed to erect it. Members expressed concern that the existing gazebo was of a poor quality and had presented problems quite soon after purchase.

Members **AGREED** that the Deputy Town Clerk obtain three quotations for two standards of Gazebo: a higher priced, better quality, more robust gazebo for larger events, and a lower priced lighter version that would be easier to erect for smaller events.

**ACTION DEPUTY TOWN CLERK**

**740/10 Event Dates for 2011**

A report was circulated with the agenda detailing this year's event dates with the additions of the Fair Trade Coffee morning, Saturday 12<sup>th</sup> March 2011 and the Twinning Civic Lunch, Sunday 3<sup>rd</sup> July 2011.

A suggestion had been made that the River Rinses be combined into one event, but this had not been an agreed decision.

Members voted five votes for and five votes against, allowing the river rinses to remain as two events; the Chairman used his casting vote to carry the motion.

The Deputy Town Clerk also asked Members to note that the date for the Pancake Race could change if it is moved to the Church.

**ACTION DEPUTY TOWN CLERK**

**741/10 Event Reviews**

Christmas Parade, 11<sup>th</sup> December 2010

A meeting had been arranged with Mr & Mrs Heywood, organisers of the Christmas Parade, on 7<sup>th</sup> February 2011 at 3pm.

The Chairman stated that he may not be able to attend but Cllr. Smith would attend with the Town Clerk and the Deputy Town Clerk.

**ACTION DEPUTY TOWN CLERK**

**742/10 Christmas Light Working Group**

The minutes of previous meeting of the Christmas Light Working Group had been circulated separately. The Chairman reported that the Deputy Town Clerk would submit an updated report on the progress of this project with the next agenda.

**ACTION DEPUTY TOWN CLERK**

**743/10 Quotations and Costs**

Members **AGREED** to allow the Deputy Town Clerk to seek quotations for the following:

- i) Planters (summer and winter).
- ii) Bin or skip provision/litter clearance after the May and August music festivals.
- iii) Skips for the River Rinses.
- iv) Removal of road signs etc for the Charter Fair.
- v) Post-Fair litter clearance.
- vii) Sealed Knot appearance at the Bonfire & Firework Display.
- viii) Hanging baskets.

The quotation for vi) Entertainment for the Community Fair would not be sought as Members **AGREED** that it would be a good idea to miss it for this year.

**744/10 Youth Council**

744.1 Cllr. O'Donoghue gave a verbal report on the progress of the Youth Council. Meetings between the Town Council representatives and students and staff from the Royal Latin School and The Buckingham School had taken place. The interest of young people in the project was found to be sufficient to proceed with the nominations process. Cllr. O'Donoghue would be waiting a little longer for responses from local youth groups she has approached and would then form a strategy with the Deputy Town Clerk to set dates for nominations and elections.

Members heard that Ms. Deborah Bottomley, Youth Development Worker at AVDC, had attended most meetings and had been very helpful to both Cllr. O'Donoghue and the Deputy Town Clerk with advice and support.

Members **AGREED** that a letter to Ms Bottomley to thank her for her support would be sent.

**ACTION CLLR. O'DONOGHUE/DEPUTY TOWN CLERK**

744.2 A report that had been circulated with the agenda was discussed at length and members were informed by the Chairman that the nominal cost for the processing fee of CRB forms would come out of the budget for this project, 901/9013 Youth Projects.

It was felt that only one checker would be needed, as this would be appropriate to the current size of the Council. Members also felt that the Recruitment of Ex Offenders Policy be referred to BALC to ensure that it is suitable for use by the Town Council.

Members **AGREED** that the recommendation within report no. **TC/52/09**, the Umbrella Body Code of Practice and the Recruitment of Ex Offenders Policy, be referred to the Finance, Administration and Personnel Committee for approval. This would be with a caveat that one Approved Checker would be required.

This Committee **RECOMMENDS** to the Finance, Administration and Personnel Committee that the Umbrella Code of Practice and the Recruitment of Ex Offenders Policy be approved and adopted by Buckingham Town Council. It is further recommended that the Town Clerk be authorised as an Approved Checker in order to comply with the conditions that AVDC require to be met in order to act as an Umbrella body for the purpose of the processing of CRB checks on Councillors and Town Council Officers.

**ACTION F A & P COMMITTEE**

**745/10 Youth Project**

Cllr. O'Donoghue gave a brief verbal report and informed Members that the script writing competition had taken place and Cllr. O'Donoghue and the Deputy Town Clerk would be attending a meeting at the end of February. Members would be updated at the next meeting as to the outcome of this meeting.

**ACTION CLLR. O'DONOGHUE/DEPUTY TOWN CLERK**

**746/10 Correspondence**

746.1 To receive literature regarding a request to organise an event for The Great Poppy Party Weekend to raise money for the Royal British Legion.

The Chairman informed Members that Cllr. Mrs. Collins had previously booked the Buckingham Community Centre with the intention of organising an event for this weekend. Cllr. Mrs Collins had requested to attend the next Meeting to address the Committee with a proposal for this event.

Members **AGREED** that Cllr. Mrs. Collins be invited to attend the next meeting.

**ACTION DEPUTY TOWN CLERK**

746.2 To receive a proposal from Ms. Deborah Bottomley regarding an event to mark the Countdown to the Olympic Games in 2012.

It was **AGREED** that Ms Bottomley be invited to the next meeting to address the Committee with details of the event.

**ACTION DEPUTY TOWN CLERK**

746.3 To consider flying the union flag for the Royal Wedding Day.

Members **AGREED** that it would be appropriate for the Union Flag to be flown to mark the occasion of the Royal Wedding on 29<sup>th</sup> April 2011 and a piper would be sought to mark the occasion.

**ACTION DEPUTY TOWN CLERK**

746.4 To receive an email from Mrs. Margo Parfitt regarding a request for Young Carers to be added to the free rides session during the first hour of the first Charter Fair.

Members felt that although this request had been sent to the Town Council, this was not the council's decision to make. It was **AGREED** that a letter be sent to Mr. Marshall Nichols detailing the request and ask that he look favourably upon the it. A letter to Mrs. Parfitt to explain the situation would also be sent.

**ACTION DEPUTY TOWN CLERK**

746.5 To receive a request from Mr. Andy Pelling to stand with his flower stall on the Bull Ring on Valentine's Day, Monday 14<sup>th</sup> February 2011.

Members were concerned that Mr Pelling's request could have a detrimental effect on traders selling similar items in the town. Ms Tricia Lightfoot had requested that the Deputy Town Clerk express this concern to the Committee on her behalf as she had been unable to attend.

Some Members felt that Buckingham was a Free Trade town and if Mr Pelling wished to trade on this day, he should be free to do so.

The matter was **AGREED** five votes to one with four abstentions, that Mr. Pelling be permitted to trade on Valentine's Day. A letter would be sent to Mr Pelling to inform him of the decision.

**ACTION DEPUTY TOWN CLERK**

**747/10 News releases**

747.1 Youth Project

Members **AGREED** that a news release be issued once the details of this event are finalised.

**ACTION DEPUTY TOWN CLERK**

747.2 Royal Wedding

Members **AGREED** that a news letter be issued calling for organisations to organise events to mark the occasion.

**ACTION DEPUTY TOWN CLERK**

747.3 Fringe Week

Members **AGREED** that a news release to update residents on this week of events be issued.

**ACTION DEPUTY TOWN CLERK**

747.4 Christmas Lights

Members **AGREED** that a press release be issued regarding plans for the Christmas Lights.

**ACTION DEPUTY TOWN CLERK**

**740/10 Chairman's Items**

The Chairman informed Councillors that, as Buckinghamshire County Council is proposing the closure of the Youth Centre, the youth of Buckingham would soon be losing its Drop-in Centre which offers advice on sexual health, STIs and Ccard (who provide free condoms) as well as face to face contact with young people.

The Chairman requested that Members write to the BCC to register their views in order to persuade them to rethink their position.

**741/10 Date of the next meeting:**

Monday 14<sup>th</sup> March 2011

Meeting closed at 20.40pm

Signed ..... Date .....  
Chairman