



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
BUCKINGHAM. MK18 1RP

Telephone/Fax: (01280) 816 426

Email: Townclerk@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr. C. P. Wayman



Dear Sir/Madam,

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council which will be held on **Monday 14th March 2011** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7.00pm.

Mr. C.P.Wayman
Town Clerk

Please note that the Town Centre & Events Committee meeting will be preceded by Public Question time in accordance with Standing Order 1.2, which will last for a maximum of 15 minutes

AGENDA

1. **Apologies for Absence**
Members are asked to receive apologies from members.
2. **Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Parish Councils (Model Code of Conduct) Order 2001.
3. **Minutes**
To receive the minutes of the Meeting held on Monday 31st January 2011 ratified at Full Council on 28th February 2011. **Copy previously circulated**
4. **Action List** **Appendix A**
To receive action reports and updates.
5. **The Great Poppy Party Weekend**
To receive a proposal from Cllr. Mrs. Collins regarding an event for The Great Poppy Party Weekend to raise money for the Royal British Legion.
6. **Countdown to the Olympic Games event: Sunday 24th July 2011**
To receive a proposal from Ms. Deborah Bottomley regarding an event to mark the Countdown to the Olympic Games in 2012.
7. **Markets**
 - 7.1 To receive a receive a report regarding market pitch rents from other councils.
 - 7.2 To receive a report on the current situation of the Markets and consider the recommendations therein. **TC/57/10**
 - 7.3 To receive for information the current bookings of the charity space in the Saturday market.
 - 19th March The Old Gaol Trust



- 8. Buckingham In Bloom**
To discuss this year's event and agree the scope and theme of the competition.
- 9. Hanging Baskets and Planting**
 - 9.1 Hanging Baskets
To receive and discuss quotations for the provision of hanging baskets for this year and agree the provider. **Appendix B**
 - 9.2 Hanging Basket Sponsorship
To note that sponsorship letters have been sent to businesses.
- 10. Budgets**
 - 10.1 To note the Committee Budget. **Appendix C**
 - 10.2 To note earmarked reserves. **Appendix D**
- 11. Fair Trade**
To agree that the remaining budget in 301/4079 Fair Trade Promotion be carried forward for projects this year.
- 12. Charter Fair**
Charter Fair Contract.
To note that the Town Clerk has sought legal advice from Ms Diana Davies at Chandler Ray; to receive an amended copy and agree any action. **Appendix E**
- 13. Traders Association**
To receive a verbal report from the Traders Association.
- 14. Branding exercise**
To hear a request from the Traders Association to place the new Branding logo onto the Buckingham Fringe Brochure.
- 15. Completed projects**
To note information on completed projects, their respective timeframes and costs. **Appendix F**
- 16. Purchase of a PA system for small events**
To agree to purchase a Town Centre and Events PA which would allow the Town Council a degree of independence for smaller events [from budget 302/4228]
- 17. Freedom Parade 15th March 2011**
To receive a verbal update from Cllr. Mordue.
- 18. Forthcoming Events**
 - 18.1 Saturday Entertainments.
To receive a schedule of Saturday entertainment booked so far and agree that the remaining budget in 301/4203 Community Fair be moved to 301/4235 Market Infrastructure. **Appendix G**
 - 18.2 May Day Sunday 1st May 2011.
To receive an update on this event and agree any action
 - 18.3 Buckingham Fringe 18th – 25th June 2011.
 - 18.3.1 To receive a brief verbal report from the Chairman regarding the progress of this week of events.
 - 18.3.2 To agree that the remaining budget in 301/4104 Town in Bloom be moved to 301/4219 Buckingham Festival.

18.3.3 To agree that the unspent budget in 301/4202 which had been allocated to the events leaflet be reclaimed from the Communications Strategy Group

19. Event Reviews

19.1 Christmas Parade 11th December 2010.

To receive the notes of a meeting with Mr & Mrs Heywood re the 2010 Christmas Parade held on 7th February 2011. **Appendix H**

19.2 Pancake Race 5th March 2011

To receive a verbal report from Cllr. Bloomfield on this year's event.

20. Christmas Light Working Group

20.1 To receive a verbal report from the Deputy Town Clerk regarding the progress of this project.

20.2 To agree to carry forward the remaining budget in 301/4201 to this year's project.

21. Gazebo

21.1 To receive a brief report from the Deputy Town Clerk regarding the quotations for the Gazebo.

21.2 To agree that the remaining budget in 301/4202 Firework Display is used to pay for the Gazebo.

22. Quotations and costs

To consider quotations for

i) Planters (summer and winter).

ii) Skip provision for the River Rinses.

Appendix I
Appendix J

23. Youth Council

23.1 To hear a verbal report from Cllr. O'Donoghue on the progress of the Youth Council.

24. Youth Drama Project – 10th June 2011

24.1 To receive a verbal report from Cllr. O'Donoghue and the Deputy Town Clerk regarding the progress of this event.

24.2 To agree to commit the remaining budget from 301/4094, Youth Project forward to this year's event.

25. Correspondence

25.1 To receive an email from Mr. Sam Cross, the Buckingham Town Jester, regarding the Jester bookings for 2011. **Appendix K**

26. News Releases

27. Chairman's Items

28. Date of the next meeting: Monday 23rd May 2011

Cllr. T. Bloomfield – Vice Chairman
Cllr. H. Cadd
Cllr. P. Hiron
Cllr. D. Isham
Cllr. A. Mahi
Cllr. R. Stuchbury - Chairman

Cllr. H. Mordue
Cllr. Ms. Newell
Cllr. L. O'Donoghue
Cllr. M. Smith - Town Mayor
Cllr. P. Stevens
Cllr. W. Whyte