

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 17th October 2011** in the Town Council Chamber, Cornwall's Meadow, Buckingham at 7.00pm.

Present:

Cllr. H. Cadd
Cllr. P. Hirons
Cllr. A. Mahi
Cllr. Mrs. L. O'Donoghue
Cllr. M. Smith - Town Mayor
Cllr. R. Stuchbury (Chairman)
Cllr. W. Whyte

In attendance: Mr. C. Wayman Town Clerk
Amanda Brubaker Events Assistant
Liz Campbell Committee Clerk
Cllr Howard Mordue

433/11 Apologies for Absence

RESOLVED to receive apologies from Cllr. Bloomfield and Cllr. Isham, [Clerk's note: Cllr G. Collins submitted apologies which were not picked up before the meeting]

434/11 Declarations of Interest

Cllr. Hirons declared an interest in minute 443/11 as a church warden at St Peter and St Pauls Church. Cllr. Whyte declared an interest in minute 438/11 as a trustee of the Old Gaol.

435/11 Minutes

RESOLVED to accept the minutes of the meeting held on Tuesday 30th August 2011, and ratified at Full Council on 3rd October 2011. Members requested an update from the Deputy Clerk on the closing down time for the market as per minute 310/11. They also asked for an update on minute 320/11, in relation to a proposed visit to a trader by AVDC's licensing officers. **ACTION DEPUTY TOWN CLERK**

436/11 Action List

Members noted the Action List. Cllr. Hirons raised concerns about the installation of the fingerposts, which had been ongoing for the last three years. The Town Clerk reported that the Town Council was still awaiting information from AVDC regarding services located underground at the location for the fingerposts. It was **AGREED** that the Green Spaces Manager would progress

ACTION GREEN SPACES MANAGER

437/11 Markets

437.1 Farmers' Market

Members considered a report from the Deputy Town Clerk outlining the viability of re-establishing a Farmers' Market in Buckingham. They thanked the Deputy Town

Clerk for her hard work in producing such a comprehensive report. Members **AGREED** that the Town Council could not support a viable Farmers Market at this point in time. The following motion was proposed by Cllr. Whyte and seconded by Cllr. Stuchbury.

“That the Town Council concentrates on re-promoting its street market, and revisits the re-establishment of a Farmers Market in one year’s time”

This was **AGREED** unanimously.

The following motion was proposed by Cllr. Stuchbury and seconded by Cllr. Cadd:
“That the Town Council consults with the Traders Association about ways to promote the street market”.

ACTION DEPUTY TOWN CLERK

437.2 Members considered a report from the Deputy Town Clerk regarding the current position with the street market, and the recommendation to promote it using roundabouts in Buckingham. Members expressed concerns about the proposal for the Town Council to pay to advertise on its own roundabouts. Cllr. Whyte proposed the following motion, seconded by Cllr. Cadd:

“That the Town Council gets signs advertising the market made up, and that these are placed on roundabouts that are awaiting sponsorship at no charge.”

This was **AGREED** unanimously.

Members were keen to advertise the market via a range of media. These could include advertisements in newspapers in Milton Keynes; the use of noticeboards and parish magazines in surrounding parishes; and possibly adverts on buses. Cllr. Smith proposed the following motion, seconded by Cllr. Stuchbury:

“That Town Council staff are delegated authority to pursue a range of advertising opportunities for the market, following discussion with the Traders Association, and may spend up to £2171 from 301/4235 Market Infrastructure budget on this and other advertising opportunities. This was **AGREED** unanimously. Members also **AGREED** that the Deputy Town Clerk, the Events Assistant, and the Chairman of this committee would meet to draft a proposal for future market entertainments.

ACTION DEPUTY TOWN CLERK

437.3 The current continental market bookings were noted.

437.4 The current charity bookings at the market were noted.

437.5 Members considered the establishment of an allotment day at the market, where allotment holders would be encouraged to sell their excess produce. It was **AGREED** that the Events Assistant would write to local allotment associations and also to Clearly Speaking to gage support for this initiative. Members also considered the establishment of a restaurant day, where local restaurants and food shops could trade in the market. Members noted that the Town Council would need to contact the licensing authority to take advice. It was **AGREED** that the Events Assistant would contact local shops and restaurants to gage their interest in this initiative. It was further **AGREED** that the remaining monies in budget codes 301/4214 and 301/4216 would be combined to provide a small budget to promote these events.

ACTION EVENTS ASSISTANT

438/11 Fairtrade

438.1 Members **AGREED** to insert the minute that was omitted from the minutes of The Town Centre & Events Committee meeting of 23rd May 2011

438.2 Members **AGREED** to the recommendation to fund the hiring of the Old Gaol for the Fairtrade Anniversary Event, but noted that that the date of the event had changed to 10th March 2012.

438.3 Members **AGREED** to fund the distribution of the Fairtrade leaflet from the Fairtrade budget 301/4079, and noted that there was sufficient funding in the existing Fairtrade budget to cover this.

439/11 Committee Budget

Members noted the current budget position.

440/11 2012 Events Calendar

Members **AGREED** the Events Calendar for 2012, subject to the inclusion of the Diamond Jubilee events and the 10 year anniversary Town Twinning visit (9th-11th March 2012).
ACTION DEPUTY TOWN CLERK

441/11 Hanging baskets and planters

Members considered quotations for planters for 2012, and **AGREED** that Cllr. Newell would lead a sub-group to look at the purchase of improved planters, as both Cllr. Whyte and Cllr. Stuchbury reported that they had received complaints from residents that the planters used this year were "too agricultural". The sub-group would consist of Cllrs. Newell and Bloomfield, with Cllr. Whyte being kept in email communication. The group would then report back to the next meeting, recommending which planters to use.

Members also **AGREED** to continue the contract with current contractor for hanging baskets.

442/11 2012 Civic Visit

442.1 Members received a verbal update on the proposed 10th anniversary Civic Visit from Mouveaux. The Town Council had previously agreed to provide matched funding for the event, but were still awaiting quotes from the Buckingham Twinning Association, although Cllr. Mordue assured Members that the Association planned to keep costs to a minimum, and were considering doing their own catering. He also informed Members that Mouveaux were planning to present the Town Council with a tree. Members **AGREED** to consult the Green Spaces Manager about identifying a suitable specimen.
ACTION GREEN SPACES MANAGER

342.2 Members **AGREED** that a letter of friendship between the councils of Buckingham and Neukirchen Vluyn would be drawn up and signed by the Mayor.

ACTION TOWN CLERK

443/11 Queen's Diamond Jubilee celebrations

Councillors received a verbal update from the Events Assistant, and **AGREED** to organise a beacon in Bourton Park to commemorate the event. The Events Assistant would also organise a Memory Book, in which local people could record their memories of the Queen's Coronation in 1952. Cllr. Hiron reported that the Parochial Church Council is in discussions regarding the lighting of the steeple at St Peter and St Paul. Members **AGREED** that the Events Assistant would ask local organisations to let the Town Council know if they are organising commemorative events, in order to that we can publicise them.

Cllr. Whyte proposed, seconded by Cllr. Mahi, made the following recommendation to Full Council:

"That this Council purchases a portrait of the Queen to be displayed in the Council Chamber".

This was **AGREED**, with 5 votes in favour, and two abstentions.

ACTION EVENTS ASSISTANT

444/11 Traders Association

Members noted the minutes of the September 2011 meeting of the Traders Association.

445/11 Use of the Town Council's gazebo

Members **AGREED** to write to Cllr. Thompson, Cabinet Member at AVDC, to offer him use of the Town Council's gazebo in order to consult with residents about planned changes to the Swan Pool and car park.

ACTION TOWN CLERK

446/11 Buckingham Fringe

446.1 Members considered a report from the Events Assistant regarding this year's Buckingham Fringe event. Members **AGREED** that staff would investigate increasing drinks charges next year, and that tickets for adult comedy events would be clearly marked 'Adults Only' to prevent children from watching adult material. Cllr. Whyte proposed, seconded by Cllr. Mahi, that staff be reimbursed for the t-shirts that they had printed for the event. This was **AGREED** unanimously.

446.2 Based on the report regarding the Youth Event held in the Skate Park, which AVDC attended, Members were disappointed with AVDC's participation. Proposed by Cllr. Smith, seconded by Cllr. Stuchbury, and unanimously **AGREED** that AVDC will be written to expressing the disappointment that they did not involve themselves with the play equipment they had brought to the event. **ACTION TOWN CLERK**

446.3 Cllr Newell and Cllr Hiron volunteered to be part of the Fringe Sub Committee along with Cllr. Stuchbury. **ACTION EVENTS ASSISTANT**

447/11 Comedy Night

Members considered a report from the Events Assistant on the viability of setting up a comedy night. Some Councillors were concerned that a full year maybe too much of a financial risk. Members **AGREED** that The Villiers should be used as a venue, but suggested that it be referred to as 'The Old Town Hall' in promotional literature and that a full year of comedy nights should be booked. Cllr. O'Donoghue proposed, seconded by Cllr. Hiron, that £4800 be vired from the underspend in Buckingham in Bloom into the Fringe account as working capital to cover the cost of arranging Comedy Nights. This was **AGREED** unanimously.

ACTION EVENTS ASSISTANT

448/11 Forthcoming Events

448.1 Cllr. Mahi reported that the Town Council would be providing 50 free food tickets at the bonfire and fireworks display for the cadets. The quote received from the Sealed Knot for their attendance at the event was **AGREED**, and Members requested that they too were provided with food tickets. The Events Assistant would be responsible for distributing the food tickets, and she would also investigate whether parking could be made available at the car park by Bourton Meadow School. Cllr Whyte raised the issue of confusion over the start times a couple of years ago. Cllr Mahi said that the Advertiser had got the times wrong for last year's event, even though they had been given the correct information. It was **AGREED** that the cadets and councillors should take round the Mayor's Charity Collection buckets.

ACTION EVENTS ASSISTANT

348.2 Members **AGREED** to invite local clergy to the Christmas carols and lights event, and to book appropriate entertainment. MK Dons Mascots will switch on the lights.
ACTION EVENTS ASSISTANT

348.3 Members **AGREED** to invite Mr and Mrs Heywood to attend the 23rd January meeting of this committee to review the Christmas Parade.

449/11 Event Review

349.1 Members **AGREED** that the River Rinse had been a success.

349.2 Cllr. Whyte raised concerns about a stall at the Charter Fair that was allegedly providing cigarettes as prizes. The Events Assistant agreed to investigate. Two cars had been towed away when the fair set up, and a push bike had been cut from the railings and was currently being stored by the Town Council. Members thanked staff for their hard work.

349.3 Members noted that the Local Democracy Week had gone well, but that a smaller panel should be used at any future 'Question Time' event, with a timer to prevent individual panellists from speaking for too long. Members thanked Cllr. O'Donoghue for her hard work.

450/11 Christmas Lights update

Members endorsed the decision of the previous meeting to roll over the project until next year as no further building owners had come back in support of increasing the lights in the town.

451/11 Remembrance Parade

The minutes of the Remembrance Day meeting of 20th September 2011 were noted. Members also noted the new forming up place outside M&Co.

452/11 Youth Council

Members noted the minutes of a meeting of Buckingham Youth Council held on 9th September 2011.

453/11 Pride of Bucks. Awards

Members were informed that the Events Assistant had entered the Town Council's River Rinse in the Pride of Bucks. Awards, and that it had been shortlisted in the Community Pride category. The awards ceremony was being held at Weston Turville on 10th November at 7pm. It was **AGREED** that Cllr. Mahi and the Green Spaces Manager would attend the event.

454/11 Correspondence

Members noted the correspondence, and **AGREED** to forward the comments about public transport to the Local Area Forum
ACTION TOWN CLERK

455/11 News Releases

Members **AGREED** that press releases would be drafted on the following events;

1. Comedy Night
2. Bonfire and fireworks – to be drafted in conjunction with Cllr. Mahi
3. Christmas Lights switch on

Cllr. Stuchbury informed Members that he had persuaded AVDC to include the Town Council's website and contact details in its district magazine.

ACTION EVENTS ASSISTANT

456/11 Chairman's Items

Cllr. Smith reported that an invite had been received by Rt. Hon. John Bercow MP, for the Town Council to visit Westminster, and present the money raised at the MP4 Help for Heroes Charity Concert, which was held during the Buckingham Fringe, to the Help for Heroes charity. Members **AGREED** that the Deputy Town Clerk and the Events Assistant would attend with Cllr. Bloomfield and the Mayor. Members also noted that Cllr. Mordue had originally asked the committee to arrange for MP4 to perform during the Fringe Week, and proposed that it be a charity event and that the monies raised would go to Help for Heroes.

457/11 Date of the next meeting:

Monday 5th December 2011

Meeting closed at 21.30pm

Signed Date
Chairman