

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 3rd December 2012** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield - Vice Chairman
Cllr. H. Cadd
Cllr. Mrs. G. Collins
Cllr. J. Harvey
Cllr. P. Hirons
Cllr. D. Isham
Cllr. A. Mahi (arrived 7.30pm)
Cllr. H. Mordue
Cllr. Ms. Newell - Town Mayor
Cllr. L. O'Donoghue
Cllr. M. Smith
Cllr. Mrs. C. Strain-Clark
Cllr. R. Stuchbury - Chairman
Cllr. M. Try

Also attending Mrs. A. Brubaker Events Assistant
Mrs C. Bolton Committee Clerk

571/12 Apologies for Absence

All Councillors were present.

572/12 Declarations of Interest

None.

573/12 Minutes

The minutes of the meetings held on Monday 15th October 2012 ratified at Full Council on 19th November 2012 (TCE/04/12) were received and accepted.

574/12 Action List

574.1 Received – most actions were ongoing. No matters were arising.
574.2 (437.3) Received.

575/12 Markets

575.1 Market report received. The Chairman commented that overall revenues were up. Members acknowledged a report from the Market Toby. Members discussed those market traders who had requested stalls over Christmas and it was **AGREED** that this had always been permitted and that the decision to allow traders during the Christmas period would be left to the Market Coordinator to authorise.

ACTION: MARKET COORDINATOR

Members discussed the letter of complaint from a trader regarding the tenant landlord at the Whale public house. It was noted that the complainant had written to the brewery who owned the premises; Members considered the possibility of facilitating mediation on the issue between the stall holders and landlords of the Whale, but it was felt that this was not the role of the Council, and that the correct action would be to wait for the owners' reply to the trader and then send a letter if appropriate to the brewery management.

576/12 Forthcoming Events

576.1 Christmas Parade. Members discussed the meeting of the Christmas Parade Committee meeting of Wednesday 28th November. The minutes for this meeting had been emailed to Members on 3rd December. Members decided that for this year's parade the intention would be to work with the marshalls and road closure in conjunction with the Christmas Parade Committee and then review for 2013.

Members also requested that the dates for the marshalls meetings be notified as soon as possible.

ACTION: EVENTS ASSISTANT

576.2 The Chairman updated Members on the meeting with AVDC officers and Councillors held on 3rd December. There had not always been a good attendance at events run by AVDC and that the needs of the youth and older community should be considered for the future. AVDC also intended to carry out a survey of leisure facilities. Members discussed the lack of facilities at Swan Pool, with those available mainly focussed around senior citizens and swimming lessons after school hours. It was **AGREED** that Members should discuss this further after the minutes of the meeting had been issued.

ACTION: FEBRUARY AGENDA

576.3 River Rinse dates for 2013 – 15th September and 6th October.

The Chairman thanked all Members who had attended the River Rinses this year.

Members discussed the possibility of offering a warm drink at the end of the event. It was **AGREED** to look at this for the planning of next year's event.

ACTION: EVENTS ASSISTANT

577/12 Event Reviews

577.1 Comedy Night (28th October). This event had gone well; the Chairman explained that the headlining comedian's car had broken down so there had been a claim for mileage expenses to recover him. Members noted that the event had been well received and served the purpose of providing an element of entertainment that the town didn't already have, and that there was a good base audience of 100 people or so at each event; the event remains in the budget.

Cllr Mahi arrived.

577.2 Bonfire and Fireworks (3rd November). Cllr Mahi gave a verbal report and commented that the fireworks had been well attended and successful. Members expressed concern that fencing had been taken down and put on the bonfire after the event and this had cost the Town Council in the region of £200 in materials to replace. Councillors discussed various ideas about how to ensure the bonfire is extinguished and **AGREED** that this should be addressed if it became a repetitive problem.

The Mayor reported that £265 had been raised for the Mayor's Charities.

Councillors received information from the Guides and **AGREED** that a donation of £100 be given towards their forthcoming international event in recognition of thanks of their hard work; funds would come from the Youth Project – code 4094

Proposed by Cllr Stuchbury, seconded by Cllr O'Donoghue, and **AGREED** unanimously that £100 be donated.

ACTION: EVENTS ASSISTANT

Members discussed the considerable amount of sparkler remnants that had been left behind after the display and that these could be somewhat dangerous to both

people and animals. It was **AGREED** that an announcement should be made about safe disposal of sparklers at future events.

Members also **AGREED** that a letter of thanks be sent to the Buckingham Table and that a donation for stewarding be given to the army cadets after all costs had been paid. Members also thanked Cllr Mahi for his hard work in supporting this event.

ACTION: EVENTS ASSISTANT

577.3 Remembrance Parade (11th November). Members discussed at length the arrangements that had been put in place by the Royal British Legion prior to this event. It was proposed that a protocol should be written and agreed by all parties, so that all attending officers from the RBL and Town Council would have clear instructions about positioning and parading at the Remembrance Parade. Members felt that a draft protocol should be worded and a meeting be set up to discuss it.

Cllrs. Cadd and Isham informed Members about the history of the event and the Town Council's involvement; and also felt it important they should attend a meeting set up with the British Legion.

Proposed by Cllr. Stuchbury, seconded by Cllr. Smith, and **AGREED** that a draft protocol be written and a meeting be arranged to negotiate with members of the British Legion.

ACTION: TOWN CLERK

577.4 Christmas Lights Switch-on. The Events Assistant reported that despite difficult weather conditions the lights switch-on had been successful. There had been some delay in getting the lights on the Christmas tree and thanks to the Chairman who had worked hard with Mr. Pratt from AVDC the lights had finally been put on the tree at midnight Friday. It was **AGREED** to write a letter of thanks to Mr Pratt.

The Mayor had written a thank you letter in the *Advertiser*; it was also **AGREED** that individual letters of thanks should be sent to Reverend Richard Rugg, Ambassador Theatre Group and Deacon John Lovelock.

Thanks also to Amanda Brubaker for her consistent hard work on this project.

ACTION: EVENTS ASSISTANT

Cllrs. Try and Harvey left the meeting

578/12 Budgets

The latest figures were noted. The budgetary figures for 2013/2014 were also presented and noted.

579/12 Play around the Parishes

Members discussed the document from AVDC and which events would be of interest. It was noted that a 4 hour event would be more favourable. It was not clear what degree of funding or advertising would be required from the Town Council. Members **AGREED** that the Events Assistant should investigate running 2 events during Easter and 2 during the Summer holidays.

Proposed by Cllr O'Donoghue, seconded by Cllr. Bloomfield, and **AGREED** to earmark some funding from the Youth Budget in case of need for advertising the events.

ACTION: EVENTS ASSISTANT

580/12 Tourist Information Centre

Members noted the information but thought that the bar charts did not in fact reflect the table of statistics supplied. Members requested comparable figures for Aylesbury be obtained

ACTION: TOWN CLERK

Members asked for an update from the Tourist Information Centre on how the £25,000 that the Council pay is spent. The Chairman informed Members that it was the Councillors' role to scrutinise the budget; it is a new and significant sum.

Members also noted that the local representative attends the Economic Group Meeting and **AGREED** that budgetary information should be obtained on the spend.

ACTION: TOWN CLERK

Members noted that the coordinator for Tourism South East was keen to meet with the Town Council; Members **AGREED** that a meeting with the Manager of Tourism South East would be useful and that all Councillors be invited to attend.

ACTION: TOWN CLERK

581/12 2013 Events

581.1 The Chairman reported that a road closure had been requested for the Flood Action Group event in June/July – date to be confirmed. The Town Council will facilitate this event by providing barriers and road closure. AVDC would fund the portion of the road closure.

Clerk's note: Events Assistant to inform Flood Action Group of the date for the event.

581.2 Fringe Event 15 – 23 June

Members expressed concern that events scheduled by Lionel Weston were to take place over both weekends of the Fringe and noted that the clash could jeopardise the events that the Town Council put on. Councillors **AGREED** that Mr Weston be asked to move his dates. It was suggested that the Town Council publicise only one of Mr Weston's events in the Fringe Brochure.

ACTION: EVENTS ASSISTANT

581.3 Cllr O'Donoghue informed Members that dates for the Youth Project and Local Democracy event would be notified shortly. Cllr O'Donoghue would liaise with the schools regarding dates.

ACTION: CLLR O'DONOGHUE

581.4 Food Fair 23rd and 24th February

Members discussed the format of the Food Fair event and how it would be funded. The Chairman advised Members that funding would be sought from the Economic Development Department, AVDC, and Destination Buckingham. Cllr. Smith advised that Destination Buckingham would need the request for their next meeting on 18th December. Members **AGREED** that a letter should be written to both organisations requesting funds for this event. Advance advertising would take place before Christmas.

ACTION: EVENTS ASSISTANT

582/12 Fairtrade Town Renewal

The Mayor informed Councillors that the town would be required to renew membership to Fair-trade every 2 years. She would circulate the renewal form to Members to comment on ideas and also noted that the printed leaflet required regular updating and sought funding for this project; the reprint would be due in April 2013.

Proposed by Cllr Smith and seconded by Cllr Bloomfield, and **AGREED** in principle that funding would be from the tourism leaflets budget (9030/901)

Councillors discussed ideas for further ways in which the Council could support the Fair-trade project and **AGREED** that the Mayor would bring costs to the next meeting.

ACTION: EVENTS ASSISTANT

**ACTION: CLLR. NEWELL
ADD TO FEBRUARY AGENDA**

583/12 Transition Buckingham Spring Fair

Cllr Smith reported that Destination Buckingham had agreed to offer funding for organisation of this event and the proposed date for the event would be 21nd April 2013.

Cllr. Newell added that the name of the event would be North Bucks. Spring Fair and would promote 4 subjects; Food, Voluntary Groups, Commercial and Children. Cll.r Newell also offered to draft a letter of support in the Mayor's name and would send the letter to the Events Assistant.

ACTION: CLLR NEWELL

584/12 Youth Projects

Cllr O'Donoghue informed Members that the Youth Council proposed to hold an event in the skate park during Easter 2013. This would be a skateboard competition, further information would follow. A talent competition would also be organised by the Youth Council, in the format of an open mic, cross talented event. Cllr Donoghue would continue to follow up and report back.

ACTION: CLLR O'DONOGHUE

585/12 Correspondance

585.1 Buckingham Ladies Circle letter - noted.

585.2 (454.6) Response from Dr Henderson.

Councillors discussed the request for further risk assessment documentation from the Council. It was **AGREED** that the Council's risk assessment document for the event be supplied and that Dr. Henderson should apply to the other agencies involved for theirs.

ACTION: EVENTS ASSISTANT

586/12 News Releases

586.1A release about the food fair event would be drawn up following circulation of information to Members. 473.2 An article will be included in the next Town Council newsletter about the removal of fencing following the bonfire and fireworks display – to note the cost of replacement including labour and materials.

587/12 Chairman's items

There were none.

588/12 Date of next meeting:

Monday 4th February 2013

Meeting closed at 9.15pm

Signed Date
Chairman