

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 25<sup>th</sup> March 2013** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield – Vice Chairman  
 Cllr. H. Cadd  
 Cllr. Mrs. G. Collins  
 Cllr. P. Collins  
 Cllr. P. Hirons  
 Cllr. D. Isham  
 Cllr. Ms. Newell - Town Mayor  
 Cllr. L. O'Donoghue  
 Cllr. M. Smith  
 Cllr. Mrs. C. Strain-Clark  
 Cllr. R. Stuchbury - Chairman  
 Also attending Mrs. C. Bolton Committee Clerk  
 Mrs. A. Brubaker Events Assistant

#### 827/12 Apologies for Absence

Apologies were received and accepted from Cllr Mahi.

#### 828/12 Declarations of Interest

Cllrs Bloomfield and Strain-Clark declared an interest in agenda item 21, Twinning.

#### 829/12 Minutes

The minutes of the meetings held on Monday 4<sup>th</sup> February 2013 ratified at Full Council on 21<sup>st</sup> January 2013 were received. Cllr Smith reported a spelling error in the last minutes – a surname – this would be corrected before publishing.

#### 830/12 Action List

Members noted the action list and that most items were ongoing. The Events Assistant would continue to research the Memory Book (305.3) content; there may be potential crown copyright issues with some of the submissions.  
 (183.3) Bourton Meadow School should be added to the May Day action.

**ACTION: EVENTS ASSISTANT**

#### 831/12 Markets

831.1 The market report was noted. Councillors discussed the view from NABMA and the possible potential impact for the town's market. It was decided to wait for the responses from the Secretary of State's office, and to the NABMA from the Department of Business, Innovation & Skills.

831.2 Councillors discussed the request from a trader and agreed that the market rules were clear – no more than two lines of the same product would be allowed. Councillors **AGREED** that the trader may be allowed to sell the hot cooked food requested, providing they follow all legalities required – i.e., food hygiene etc. Councillors **AGREED** that the Market Co-ordinator make the final decision.

**ACTION: MARKET CO-ORDINATOR**

831.3 (709.1/12) Councillors refused the appeal from the market trader. Members stated that the decision had been unanimous and referred the claimant to the previous minute (709.1/12).

### **832/12 Budgets**

Councillor Stuchbury informed Members that most decisions on budgets had been taken at the last meeting, and advised that the noted figures were not final until the end of year accounts had been completed.

Proposed by Cllr Bloomfield, seconded by Cllr Cadd and **AGREED** that £100 be put towards evening watering of the hanging baskets during the summer as 6 would not be required for the Alms Houses.

Councillor O'Donoghue queried whether for future committee meetings that budgetary figures required could be up to date for each meeting, rather than issued a week prior with the agenda. Councillors **AGREED** that this was a matter for Finance, Administration and Personnel Committee to agree.

Proposed by Councillor O'Donoghue, seconded by Councillor Newell and **RECOMMENDED** to FA&P Committee that they decide how to present up to date budgetary information for each meeting, if possible.

**ACTION: FAP APRIL AGENDA**

### **833/12 Comedy Night Budget**

(719/12) Councillors discussed the figures provided and noted that the two most recent Comedy Nights had made a loss. Cllr Stuchbury informed Members that the Comedy Nights had made £1500 in the first year, but that had not been carried forward. Councillors suggested various options that could be looked investigated to bring costs down, including change of venue, cheaper acts, methods of advertising, and the possibility of reducing the total number of Comedy Nights offered over the course of a year. Councillors also discussed that the events were not just about cost, but also bringing extra trade to the town and promoting community spirit. Councillors **AGREED** to review expenditure on the Comedy Nights again after the next two events in April and June.

**ACTION: EVENTS ASSISTANT**

### **834/12 Forthcoming Events**

834.1 Fringe Week 15/23 June – The Events Assistant reported that the Fringe Brochure was under construction, with final acts to be announced.

834.2 May Day – the Mayor advised Members that all three primary schools would be taking part in this event; format would be advised as soon as it was known.

8.3 Music in the Market 26<sup>th</sup> May – The Events Assistant informed Councillors that the Event Management Plan was currently under review with the Acoustic Club.

### **835/12 2015 Anniversaries**

1415 Battle of Agincourt

1815 Battle of Waterloo

1215 Magna Carta signed

Councillors discussed the 2015 anniversaries, and **AGREED** that the Town Council would not be doing any formal events.

835.1 Response to letter regarding Magna Carta walk. Councillors **AGREED** that a letter be written to Mr Hewitt to obtain more information and ascertain whether his walk would go through Buckingham. The Committee may then re-consider an event in the town.

**ACTION: EVENTS ASSISTANT**

**835/12 Partners for Event Organisation**

The Events Assistant sent an email round to Councillors on 22<sup>nd</sup> March requesting specific committed assistance to dated events. Cllr Stuchbury encouraged Members to widen the core number of Councillors who attend events, and to take a lead on certain projects. This approach would also help to reduce the amount of lieu time built up by staff attending events outside of normal office hours.

**836/12 Gazebo hire**

Councillors discussed the possibility of introducing a formal hire agreement for the gazebos. It was felt that considerable staff time was spent on delivery/erection/re-packing the gazebos, sometimes at weekends – which incurred cost to the Town Council. It was agreed to look at using a system of a returnable £50 cheque for each ‘hire’ period.

Councillors **AGREED** that Cllrs Stuchbury, Newell and Smith design and circulate a pro-forma for agreement.

**ACTION: CLLRS STUCHBURY/NEWELL/SMITH**

**837/12 Christmas Parade**

(666.1/12)Councillors noted that as yet no formal request had been made for funding by the Christmas Parade Committee.

**838/12 Photography at Town Council Events**

Cllr O’Donoghue reported that Brian Simonds had been photographing many of the Council’s events over the last few years, without officially be asked to do so; or recompensed for the use of photos. It was thought that he had photographed up to 60 Town Council events.

Councillors **AGREED** that the Mayor would write a letter of thanks to Mr Simonds and a voucher for £50 be funded by the Committee.

**ACTION: THE MAYOR**

**839/12 Anniversary of the start of World War I**

Councillors **AGREED** not to mark this event. Cllrs Hirons and Stuchbury commented their support for an event.

**840/12 Multi Agency meeting**

Councillor Smith reported that the Multi Agency group were currently running a program of street hockey at the MUGA in Chandos Park. Further events included a film project at Street Life, ‘Gymivate’ the Swan Leisure Centre, Tag Rugby with Thames Valley Police, and ‘Boccia’ at the Buckingham School. A meeting with the Multi Agency team was scheduled for 27<sup>th</sup> March to discuss dates and funding.

**841/12 Event Reviews**

Food Fair – Councillor Stuchbury and the Events Assistant reported that the Food Fair had been particularly well received, and was a huge success for the town on many levels. The Events Assistant suggested that following research the February

dates had proven to be successful as it was the start of the Food Fair event season; with the larger fairs soon to follow on in Thame, Great Missenden and Waddesdon. Councillors **AGREED** to look at the feasibility of running another Food Fair event next year in February over two days at the next Committee meeting.

**ACTION: EVENTS ASSISTANT**

**842/12 Buckingham Spring Fair**

Councillor Newell reported that as per the action list a letter of support had been written to all local Parish Councils and Schools. John Mortimer and Maria Street were working on the four sectors of the fair. The Events Assistant had been heavily involved in helping with the set up as it had been a lot more work than initially anticipated.

Following a discussion that Cllr Stuchbury had with Maria Street on the siting of the animals in the cattle pens and mechanical roundabout near the Community Centre; Councillors **AGREED** they should be positioned for the fair as per the event management plan already submitted.

**ACTION: EVENTS ASSISTANT**

**843/12 Youth Project**

Councillor O'Donoghue informed Members that there had been a meeting at the Buckingham School to discuss a forthcoming youth and art project. The theme would be family history stories, and the Youth Council would have a stall at the event. A provisional date of 19<sup>th</sup> June would be confirmed as soon as possible.

**844/12 Visitor Information Centre**

844.1 Noted.

844.2 (580/12)Noted. Councillors commented that Buckingham had received significantly more enquiries than Aylesbury when comparing the figures; and that a letter should be composed to AVDC to discuss whether funding would be once again made available in light of the new figures.

**ACTION: TOWN CLERK**

**845/12 Public Entertainment Licence**

Councillors discussed that only a temporary licence could be obtained as the Council did not have a Performing Rights Licence. Councillors **AGREED** research should be carried out for the next meeting.

**ACTION: EVENTS ASSISTANT**

**846/12 Twinning**

846.1 Councillors noted the request to provide Insurance for the Boules Competition, but questioned whether this was something the Council could actually provide. It was agreed to find out costs for the Twinning Association to provide their own insurance for the event.

847.2 Moretonville Football Club – Football tournament twinning event. Councillors discussed the benefit of the tournament for various groups of the town and **AGREED** to make £854 available to assist with funding the event. The Mayor would write a letter making the funds available by means of a one-off payment. Councillors commented that future assistance should be requested by means of an official grant request.

**ACTION: THE MAYOR**

**847/12 Correspondence**

None

**848/12 News releases**

Tourist figures, comparison with Aylesbury and funding.

**849/12 Chairman's Items**

The Chairman urged Councillors to write to Bucks County Council, complaining in the strongest terms about the way in which works on the bypass had been undertaken; with no consultation, without prior discussion with the Town Council and in a disrespectful manner to the people of Buckingham.

**850/12 Date of the next meeting:**

Monday 20<sup>th</sup> May 2013

Meeting closed at 21.50pm

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