



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
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Town Clerk: Mr. C. P. Wayman



Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Monday 20th May 2013** in the Council Chamber, Cornwalls Meadow, 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 1.4, which will last for a maximum of 15 minutes

AGENDA

1. **Election of Chairman**
To elect a Chairman of the Committee for 2013 – 2014
2. **Election of Vice Chairman**
To elect a Vice-Chairman of the Committee for 2013 – 2014
3. **Apologies for Absence**
Members are asked to receive apologies from Members.
4. **Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.
5. **Minutes**
To receive the minutes of the Meeting held on Monday 25th March 2013 ratified at Full Council on 7th May 2013. **Copy previously circulated**
6. **Action List** **Appendix A**
To receive action reports and updates
7. **Markets** **Appendix B**
To receive and agree the Street Market Rules and Regulations Policy
8. **Budget** **Appendix C**
To receive for information the latest budget figures
9. **Staff time on Events**
In light of Cllr. Mrs Collins' motion to Full Council, seconded by Cllr. Lehmann, and **AGREED**:
"That a report to be produced of all event-related staff time (including Town Clerk's time) required to cover existing event commitments in 2013/14. This report is required to ensure that we fully understand our staff's existing commitments, especially weekend and evening work, before agreeing to any additional event commitments"
a list of the events from May 2012 to April 2013 is attached for information **Appendix D**



- 10. Buckingham in Bloom**
 10.1 To discuss and agree a theme for the event
 10.2 To discuss whether separate classes for awards are required
- 11. Forthcoming Events**
 To receive a verbal update from the Events Assistant:
 11.1 Music in the Market – 26th May
 11.2 Fringe Week 15th – 23rd June
- 12. Safety Advisory Group Meeting**
 To receive a report on the recent meeting re Bandjam & Music in the Market **TCE/13/01**
- 13. Event Reviews**
 13.1 Spring Fair – to receive a verbal report from the Mayor
 13.2 May Day – written report from the Events Assistant **TCE/13/02**
- 14. Union Flags**
 14.1 To receive and discuss a request from the Mayor to purchase Union flags from next year's budget to fly in the Town Centre on all occasions except for St. George's Day itself, when the flag of St George would be flown.
 14.2 To discuss and agree which occasions these will be.
- 15. Youth Projects**
 To receive a request for support from Mr. Mark Grindall, and discuss whether to arrange a meeting to pursue the idea as a Youth Project **Appendix E**
- 16. Visitor Information Centre**
 To receive the annual totals sheet for 2012-2013 and the comparison bar charts updated to April 2013 **Appendix F**
- 17. Town Map**
 To receive a verbal report on the new edition of the Town Map – Events Assistant
- 18. Magna Carta Anniversary**
 (835.1) To receive and discuss a letter from Mr. Tony Hewitt **Appendix G**
- 19. Twinning**
 (846.1) To receive an email request, discuss and agree a response **Appendix H**
- 20. Charter Fair**
 To receive and discuss an email regarding Cone Hire **Appendix I**
- 21. Correspondence**
 21.1 To receive for information an email regarding parking at the church. **Appendix J**
 21.2 To receive for information a letter from the Royal British Legion **Appendix K**
- 22. News Releases**
 Buckingham in Bloom – judging week commencing 15th July
- 23. Chairman's Items**
- 24. Date of the next meeting:** Monday 8th July 2013

To: Cllr. T. Bloomfield (V.Chairman) Cllr. D. Isham Cllr. L. O'Donoghue
 Cllr. H. Cadd Cllr. A. Mahi Cllr. M. Smith
 Cllr. Mrs. G. Collins Cllr. H. Mordue Cllr. Mrs. C. Strain-Clark
 Cllr. P. Collins Cllr. Ms. Newell (Town Mayor) Cllr. R. Stuchbury (Chairman)