

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 20th May 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. D. Isham
Cllr. A. Mahi
Cllr. H. Mordue
Cllr. Ms. Newell - Town Mayor
Cllr. L. O'Donoghue
Cllr. M. Smith
Cllr. Mrs. C. Strain-Clark
Cllr. R. Stuchbury - Chairman

Also attending: Mrs. A. Brubaker - Events Assistant
For the Committee Clerk: Mrs. K. McElligott

53/13 Election of Chairman for 2013-2014

Proposed by Cllr. Newell, seconded by Cllr. Mordue, that Cllr. Stuchbury be the Chairman;

proposed by Cllr. P. Collins, seconded by Cllr. Mrs. G. Collins, that Cllr. P. Collins be Chairman;

A recorded vote was called for.

For Cllr. Stuchbury – Cllrs. Mahi, Mordue, Newell, O'Donoghue, Smith, Strain-Clark (6)

For Councillor P. Collins – Cllrs. Bloomfield, Cadd, G. Collins, P. Collins, Isham (5)
Cllr. Stuchbury abstained.

Cllr. Stuchbury was declared Chairman for the forthcoming year.

54/13 Election of Vice Chairman

Proposed by Cllr. Newell, seconded by Cllr. Strain-Clark, that Cllr. Mahi be the Vice Chairman;

proposed by Cllr. Bloomfield, seconded by Cllr. O'Donoghue, that Cllr. P. Collins be Vice Chairman;

For Cllr. Mahi - 5; for Councillor P. Collins - 5

Chairman's casting vote was for Cllr. Mahi, so Cllr. Mahi was declared Vice Chairman for the forthcoming year.

55/13 Apologies for Absence

There were no members of the Committee absent.

56/13 Declarations of Interest

Cllr. Smith declared an interest in item 16 (Tourist Information Centre) as a Trustee of the Old Gaol;

Cllrs. Bloomfield, Mordue, and Strain-Clark declared a personal interest in item 19 (Twinning) as members of the Twinning Association.

57/13 Minutes

The minutes of the meeting held on Monday 25th March 2013 ratified at Full Council on 7th May 2013 were received and accepted. There were no matters arising.

58/13 Action List

470/12, 838/12 & 846/12: The Mayor reported that she had done these letters.

64/12: Cllr. Strain-Clark had circulated a report on disabled access, noting that the Old Town Hall was very difficult – the main door had steps, and there was a lift, but it had a steep slope to it. People booking tickets should be advised.

Members discussed other venues, noting that the White Hart's disabled toilet was on the ground floor (key available on request) and that Buckingham Athletic's pavilion had a ramp, but a sharp turn at the top and a considerable step at the threshold. The Old Town Hall did have a ramp to cover the steps; its use would be requested for future bookings.

ACTION EVENTS ASSISTANT

It was felt that Council events should be held in venues with access and toilets for the disabled.

ACTION FUTURE AGENDA

840/11: The Memory Book was assembled, but some copyright issues remained. When these were resolved the book could be produced.

469/12: FairTrade leaflet. The Mayor said that the individual shops had to be checked for inclusion before the leaflet could be finalised.

845/12: Public Entertainment Licence. It was pointed out that the Performing Rights Society was nothing to do with Licencing, and the fee was calculated as a percentage of income, which could be expensive.

445/12: Winner's cup for Buckingham in Bloom. To be dealt with later on the agenda.

59/13 Markets - Street Market Rules and Regulations Policy

The rules were felt to be clear and comprehensive, but needed a small amount of editing for duplication and missed words. Cllr. Smith volunteered to mark up the errors if the Deputy Town Clerk emailed the document over.

ACTION DEPUTY TOWN CLERK/CLLR. SMITH

60/13 Budgets

Members' attention was drawn to the separation of the Comedy Night income and expenditure into new codes (respectively 301/1066 and 301/4241).

The Jubilee and Olympics budget residues would be used for the Memory Book.

Members asked about the purchase or lease of new and replacement Christmas Lights; this would be discussed as the need arose for replacement lights, following the annual testing.

61/13 Staff time on Events

Following 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“

The Events Assistant had drawn up table of the events from May 2012 to April 2013 listing the duration, and man-hours required from Councillors, staff and volunteers

to run each one. It was pointed out that some of the events were one-offs, such as the Olympic Torch Relay.

Members debated whether office administration time should have been included. Cllr. P. Collins wanted projected hours per event, not historic figures; having the whole picture would enable an informed judgement to be made about staff hours. A rough idea was all that was required. The Events Assistant said that this was quite difficult to work out, as work for each event was carried out over a period of several months – for example she had started work on the Bonfire and Fireworks while Music in the Market was almost completed, and the Fringe was largely settled – and though it was always hoped that administration time for regular events would lessen year on year, it rarely worked like that with new regulations etc. to be taken into consideration. Councillors were invited to sit in and observe the quantity and variety of administration work done from the office.

Members continued to argue forcefully about the need to define and apportion the time to be spent on each event. Mrs. Brubaker said that it was not possible to predict; some events ran perfectly and some had unexpected snags requiring additional work to resolve. Setting a target time for work on a particular event was impractical. It was pointed out that this was a widespread practice in business and should be possible in the office. All officer time should be allocated to individual cost-codes.

As a result of the fraught and accusatory nature of the dispute, Mrs. Brubaker left the Chamber distressed.

The Chairman adjourned the meeting at 7.35pm and Cllrs. Stuchbury, O'Donoghue, Mordue and Newell left the room.

The Chairman returned to the meeting at 7.40pm and resumed the Chair. The Minute Clerk agreed to remain, and the meeting was resumed at the next agenda item.

62/13 Buckingham in Bloom

62.1 To discuss and agree a theme for the event

It was felt to be too late in the year to set a theme.

62.2 To discuss whether separate classes for awards are required.

Cllr. Bloomfield reported that last year's event had gone well, but Paynes Court had entered as a group of gardens and he suggested that there be a separate award for Community Gardens, thus opening the competition to entries from, for example, Options and the Verney Close Day Centre.

AGREED

Members discussed a suitable trophy, advocating a cup to be awarded and returned and a small souvenir to keep. Events Assistant to bring costs to the next meeting.

The resident's prize would be cash and a rosette.

AGREED

The judges would be the Mayor, and Cllrs. Bloomfield, Cadd, and G. Collins as last year, and judging would be week beginning 15th July.

ACTION EVENTS ASSISTANT & NAMED COUNCILLORS

Cllrs. Newell and O'Donoghue returned.

63/13 Forthcoming Events

The Chairman gave a verbal update in the absence of the Events Assistant:

63.1 Music in the Market – 26th May

Buckingham Acoustic Club were arranging paid stewards for the evening hours (6pm – 10.30pm) per the advice from the SAG meeting. The cost will come from the event budget. For next year's event a training course would be considered, and the

EMP modified accordingly. The Chairman reported that Mr. Hooper (Licensing Officer, TVP) was happy to allow this year's events to proceed as in previous years, as these had been well organised and it was unreasonable to ask for additional expenditure after budgets had been set, but future planning would have to address the concerns raised in the SAG meeting (report TCE/13/01)

Cllr. Mordue returned to the meeting.

Members discussed whether the music events were subcontracted or sponsored by the Town Council, and whether it was the event organiser's or the Town Council's responsibility to provide trained stewards. There was a course available for stewards which took 2-3 hours on one afternoon. Members agreed to work in partnership with event organisers and resolve the matter before next year's budgets were set. Sean Allen of BandJam was experienced at putting on events and would have stewards available.

The Chairman hoped that Members would attend the events.

63.2 Fringe Week 15th – 23rd June

The leaflet had been published and was being distributed.

64/13 Safety Advisory Group Meeting 24th April 2013

Covered in Min. 65.1, above.

65/13 Event Reviews

65.1 Spring Fair.

The Mayor reported that the event had gone very well, with about 1000 people passing through in the morning. The Traders had given favourable views and hoped it would be repeated. The school stands and children's attractions had been by the Community Centre, and PSL's barbecue had sold out in two hours.

Cllr. Smith supported the Mayor's report, but noted that there had been organisational glitches in the preparation stage with changes being made to the last day; a cut-off date for changes and additions needed to be set and kept to. The day itself had gone well, and Transition Buckingham and the Events Assistant should be thanked.

ACTION EVENTS ASSISTANT

65.2 May Day

The Events Assistant had circulated a report. The weather had been lovely and the event had run well.

The Mayor did not support the recommendation about having a May Queen; the individual schools each chose a May King and Queen and for the Council to choose another would be invidious. Members agreed, and thanked the Events Assistant for organising everything.

66/13 Union Flags

66.1 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.

The Mayor reported a lot of email support for Union flags rather than St. George's flags, except for St. George's Day itself. Members commented that the present flags had not worn well, and better quality should be purchased; furthermore if Scotland achieved devolution, presumably the flag design would change.

Costs would be sought and brought back to the Committee.

ACTION EVENTS ASSISTANT

66.2 To discuss and agree which occasions these will be.

Members **AGREED** that the St. George's flags would be taken down after Music in the Market. The Union flag would be flown from the flagpole on 2nd June as usual, for the Queen's Official Birthday.

67/13 Youth Project

Cllr. Smith volunteered to meet Mr. Grindall to discuss possibilities.

ACTION CLLR. SMITH

68/13 Visitor Information Centre

The annual totals sheet for 2012-2013 and the comparison bar charts updated to April 2013 were circulated with the agenda.

A daily average of 100 visitors was queried, but it was pointed out that this included residents wanting bus timetables and the like, not just tourists. Figures for 'British' and 'Overseas' visitors were obtained by asking; Members felt that a subdivision of local (MK18) residents would be a useful additional statistic to have. This would be broached by Councillors at the next meeting with Tourism SE.

ACTION CLLRS. NEWELL/ISHAM & MORDUE

Cllr. Smith reported on a Visit Buckinghamshire county-wide website proposed by Buckingham Business First and involving Blue Sail marketing consultants. 'Blurring' the county boundary by including, for example, Bletchley Park was advocated.

AVDC had still not replied about restoring support for the VIC although it was busier than Aylesbury's. An answer would be pursued.

ACTION TOWN CLERK

69/13 Town Map

Cllr. Mordue gave a verbal report on the new edition of the Town Map in the absence of the. Events Assistant.

The map, incorporating such of Lace Hill as had been named and different photos for the information side, was almost ready to go to print. The map is produced every two years.

Cllr. Stuchbury said that it would have to be changed again to incorporate the Neighbourhood Plan.

70/13 Magna Carta Anniversary

(835.1) Letter from Mr. Tony Hewitt

Members were happy to support Mr. Hewitt and suggested that the Mayor and Town Crier be involved, and publicity organised.

ACTION EVENTS ASSISTANT

71/13 (846.1) Twinning – Insurance cover for Boules Contest

Cllr. Mordue said that the Boules Contest had been a Town Council event since it was included in the Festival Fortnight. However, since the division of the Fortnight back into the Summer Festival and the Buckingham Fringe, Bastille Day was no longer within the Town Council's event.

Members noted that the Town Clerk was awaiting a decision from the insurers (Zurich) and requested that he email the result to Members when known, and contact the Twinning Association.

ACTION TOWN CLERK

It was not known whether Cllr. Try had requested use of the PA system.

72/13 Charter Fair

AVDC no longer keep such a large stock of traffic cones for hire. Members asked the Events Assistant to obtain costs both for purchase and hire of cones for the next meeting. Should cones be bought in, they needed to be marked 'Property of BTC'.

ACTION EVENTS ASSISTANT

73/13 Correspondence

- 73.1 Restriction of parking at the church (the Rector).
- 73.2 Royal British Legion – Armed Forces Day event (RBL Chairman)
Noted.

74/13 News releases

- 74.1 Buckingham in Bloom
- 74.2 Fringe week events

75/13 Chairman's Items

The Chairman thanked Members for re-electing him.

76/13 Date of the next meeting: Monday 8th July 2013

Meeting closed at 8.25 pm

Signed Date
Chairman