

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 3rd February 2014** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield
 Cllr. H. Cadd
 Cllr. Mrs. G. Collins
 Cllr. P. Collins
 Cllr. D. Isham
 Cllr. A. Mahi - Vice Chairman
 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 Mr. C. Robson Deputy Town Clerk
 Mrs. A. Brubaker Events Co-ordinator
 Mrs. C. Bolton Committee Clerk

729/13 Apologies for Absence

None

730/13 Declarations of Interest

None

731/13 Minutes

The minutes of the meetings held on Monday 2nd December 2013 ratified at Full Council on 20th January 2014 were received and accepted.

732/13 Action List

Members noted the Action List.

733/13 Markets

733.1 To receive a written update from the Deputy Town Clerk
 Members received the report. The Deputy Town Clerk reported positive feedback from the Market Manager. The fortnightly Saturday market was now full. The Tuesday market had 3 available pitches; although a new casual trader was due to join, selling eggs, cheeses, charcuterie, sausages and similar.

The Flea market had also re-started on 18th January, although quiet at the moment it was felt that the footfall would soon pick up.

The Deputy Town Clerk provided Councillors with a brief history of the beginnings of the Artisan market. The market had been started by members of Shop Buckingham, with fees collected going towards future market related projects. A payment of £75 was made to Buckingham Town Council, for use of the cattle pens area each month.

Cllr Isham raised the matter of a particular trader still continuing very loudly calling out on both Tuesday and Saturday markets. Members **AGREED** that as the trader

has not heeded previous requests to stop calling, a letter warning the trader would be sent. Should the letter not be heeded, and the trader continued, then further action would be considered.

ACTION: DEPUTY TOWN CLERK

733.2 To discuss advertising with the Film Place – Deputy Town Clerk
Members **AGREED** the Deputy Town Clerk's suggestion that the Town Council place an order with the Film Place for 12 adverts per year, at a charge of £50. The adverts could be adjusted to publicise not only the markets, but other events throughout the year.

ACTION: DEPUTY TOWN CLERK

734/13 Budgets

734.1 To receive the latest budget figures 2013/14; to consider any further financial decisions.

Members **AGREED** the following amendments to be made:

- 301/4078 New Signs £200 underspend to roll forward to 2014/15 budget.
- 301/4094 Youth Project £2178 underspend – move into earmarked reserves.
- 301/4107 Pride of Place £47 underspend to roll forward to 2014/15 budget.
- 301/4115 River Rinse £133 underspend to roll forward to 2014/15 budget.
- 301/4201 Christmas Lights underspend £1212 underspend to roll forward to 2014/15 for expected repairs to pea light and strung sections.
- 301/4203 Community fair £334 underspend, to be rolled forward to 2014/15 into a new line for the Food Fair.
- 301/4212 Christmas lights switch on £82
Proposed by Cllr Stuchbury, seconded by Cllr Isham and **AGREED** to donate £82 to the Old Gaol as a mark of appreciation for all their help with for the Christmas lights switch on event.
- 301/4215 Events PA system £100 underspend to roll forward to 2014/15 budget as an invoice was expected in shortly from Mr Try.
- 301/4216 Mayday £21 underspend to roll forward to 2014/15 budget.
- 301/4228 Entertainments £270 underspend to roll into Food Fair budget line 2014/15.
- 301/4232 Barriers £200 underspend to roll forward to 2014/15 budget.
- 301/4241 Comedy night £4612 underspend to roll forward to 2014/15 budget.
Cllr Smith commented that Aylesbury Vale District Council's total events spend was £94,000, compared with Buckingham Town Council's total spend of £44,000; and commended the whole team on providing a very good value for money program of events.
- 302/4235 Market Infrastructure £3497 underspend to roll forward to 2014/15 for expenditure on further advertising.
- 303/4240 £1600 underspend will be spent in the current financial year.
- 303/4264 Members briefly discussed the £3000 underspend but did not agree to vire the amount, but to discuss further at another meeting.
ACTION: MARCH AGENDA
- 901/9012 Christmas lights £3463 underspend to roll forward to 2014/15 budget.
- 901/9015 Charter fair £7920 underspend to roll forward to 2014/15 budget.
- 901/9031 Youth Music Event £600 underspend to roll forward to 2014/15 budget.

734.2 To consider precept amount for 2014/15.

Noted.

735/13 Summer Planters and Hanging Baskets

To note that planters have been ordered at a cost of £2080, pricing held by Plantscape for 2014.

Proposed by Cllr Bloomfield, seconded by Cllr Newell and **AGREED** to approach Preston Bissett Nurseries for a 3 year agreement for hanging baskets.

ACTION: EVENTS CO-ORDINATOR

Cllr Newell commented that the large planters in the market area had been moved to one side of the Bull Ring. Cllrs asked for the planters to be spread out in the area, to discourage illegal parking.

ACTION: GREEN SPACES MANAGER

736/13 Forthcoming Events

736.1 Food Fair – to receive a verbal update from the Events Co-ordinator

The Events Co-ordinator reported that 14 stalls were currently signed up to attend the food fair on 22nd and 23rd February. All but 1 of the stall holders would attend both days. Mrs Brubaker also said that the Mix 96 radio station would be present on the Saturday between 12pm and 2pm, holding 2 live broadcasts from the event, and their 'street stars' would be circulating. Hot food would be sold in the area outside the Community Centre, the same as last year.

Councillors recorded thanks to Mrs Brubaker for her organisation, and looked forward to another successful event.

736.2 Pancake Race – to receive for information an email from Sarah Davis, Transport for Bucks.

The pancake race would take place on 1st March, outside the church.

736.3 Dog Awareness Event – verbal update from Cllr O'Donoghue

Cllr O'Donoghue reported that she had been in contact with a number of parents and interested parties through various Facebook groups and social media to spread the word. Further advertising would be needed. The Events Co-ordinator also had someone in mind to help judge a dog show.

ACTION: EVENTS CO-ORDINATOR

738/13 Event Reviews

Comedy Night - To receive a verbal report from the Events Co-ordinator

The Events Co-ordinator thanked Cllr O'Donoghue, Cllr. Strain-Clark and Peter Strain-Clark for their help on the Comedy Night, and reported a very successful attendance of 176 people. The night had made a profit of approximately £669. Questionnaires had been given out to all those who attended; 31 had been returned with positive feedback. Cllr Stuchbury noted that some of the regular audience members had come from further afield, and had followed the headline act on social media sites, thus providing more advertising for the event in Buckingham.

Amongst the Town Councillors, Cllrs Whyte and Harvey attended the comedy night most frequently.

The Events Co-ordinator and the team were thanked for their efforts.

739/13 (544.3) Comedy Nights – Venues

739.1 To receive a verbal report of the Comedy night venue from Cllr. Mahi.

Cllr Mahi reported he had attended a meeting with Jean Rush at Villiers, along with the Events Co-ordinator and other members of the Town Council, to discuss access issues. As the building was listed, there were limited works that could be done to further improve wheelchair access. However it was reported that the door staff were always very willing to assist anyone attending the hotel that needed extra assistance, to gain access via the disabled ramp and lift.

Cllr Mahi said that the venue was one used by the Town Council that was a 'walk away' venue, meaning that all arrangements for bar, security, clear up, advertising and assistance were all provided by the Villiers.

Cllr Newell suggested that the Radclive Centre be tried out for a Comedy night; and offered to run the bar at a trial event. Members discussed the advantage of cheaper hire (£200 for the Radclive and £305 for Villiers), easier access and tiered seating. Cllrs also commented on the negatives of parking issues, running a bar, security, the lower maximum seating number. The Events Co-ordinator commented that more Town Council staff would be needed to help run the Comedy night at the Radclive Centre; arrangements and clear up would likely take much longer. Only if volunteers were on hand could further staff costs be avoided. Members continued to discuss the Radclive Centre, Community Centre and Villiers as proposed venues.

Proposed by Cllr Cadd, seconded by Cllr O'Donoghue, that the Town Council continue to use the Villiers as the venue for Comedy Nights.

An amendment proposed Cllr Smith and seconded by Cllr Mahi that the Town Council continue to use the Villiers as the venue for Comedy Nights, but keeps the venue under further review was carried.

739.2 To receive and discuss a report on the event from the Events Co-ordinator.
Noted.

740/13 Vintage Motorcycle Club

To receive a request for the Club to meet in Buckingham on Monday 14th July
Members received the request and were supportive, but commented that the proposed date was not suitable due to other events happening in the town. The Events Co-ordinator would write back to the club asking if they could agree a different date.
ACTION: EVENTS CO-ORDINATOR

741/13 Christmas Parade Meeting – wash-up 2013, and 2014 plans

To receive a verbal report from the Events Co-ordinator
The Events Co-ordinator reported a successful meeting, with positive comments on both sides regarding the running of the 2013 event. A proposal to direct the parade into Brookfield Lane and the University car park whilst it waited to form up and proceed would be further looked into.
Cllr Mordue reported the theme for the 2014 event would be Heroes and Heroines.

742/13 Flags

To discuss flags to go up on St George's Day – 23rd April; and further event dates if required.

Proposed by Cllr Smith, seconded by Cllr Bloomfield and **AGREED** that the St George's flags go up on 23rd April and come down when time permits

An amendment to the motion proposed by Cllr Mahi, seconded by Cllr Newell that the flag only go up on the main flagpole was defeated by vote.

Cllrs Isham and Mordue left the meeting

743/13 Youth Project

To receive a verbal update from Cllr O'Donoghue
Cllr O'Donoghue reported she had had no contact from the Youth Councillors.
Members asked the Deputy Clerk to chase all the Youth Councillors by email.

ACTION: DEPUTY TOWN CLERK

Members further discussed the lack of events that should have been put on by the Youth Council and **AGREED** to discuss the matter at the next meeting. Cllr Stuchbury would also look into further action in his role as a County Councillor.

ACTION: MARCH AGENDA

744/13 (565/13) Joint project with Youth Centre

To receive and discuss an email from Jim Whatmore
Members briefly discussed the difficulties in organising a trip for the Youth Club members as described in Mr Whatmore's email.

745/13 Spring Fair

To receive a verbal update from the Mayor
The Mayor reported the event would be held on 23rd April in the cattle pen area. There were 3 main strains to the event – craft, children and businesses. The Eco bus would also be coming to the fair. The Events Co-ordinator was assisting with risk assessments.

746/13 Gazebo Hire Agreement

To receive and agree the revised agreement
AGREED

747/13 Economic Improvement Project

To receive a verbal update from Cllr Stuchbury; to agree to allocate funds
Members were unsure of the purpose of the agenda item. Cllr Stuchbury explained that in previous meetings Members had discussed ways in which the 'tatty' state of some areas of the town needed repairs or maintenance that had proven hard to get authority to proceed with. Cllrs discussed whether this item should be for another committee, possibly Environment, Property and Health. Cllrs Stuchbury and Smith would discuss further.

ACTION: CLLRS STUCHBURY AND SMITH

748/13 Access

To receive a verbal update from Cllr Strain-Clark.
Cllr Strain-Clark reported that the Access for All group were progressing items of concern including taxis and A boards. In addition, the metal studs leading across the main pedestrian crossing in the town were dangerous and slippery when icy; the general uneven state of many pathways was also of great concern.
Cllr Stuchbury requested a letter be sent to the Cabinet Member for Highways to raise all the above issues, with copies to both County and District Members.

ACTION: DEPUTY TOWN CLERK

749/13 Ownership of Events

(444/13&559/13) To review, discuss and agree the list.
Noted

750/13 Bins – Music in the Market and Bandjam

To receive a verbal report from the Events Co-ordinator

The Events Co-ordinator reported that in previous years AVDC had provided 4 large bins for the above events, which were always positioned outside the Old Gaol. This year, and without prior notice, AVDC had quoted a fee of over £300 to supply the bins for just one event; this had not been allowed for in the budgets. Mrs Brubaker had also approached 2 other suppliers for quotes.

Members were particularly annoyed at the quote, as no consultation had taken place to indicate such a change in AVDC policy, and without due notice given.

Mrs Brubaker would write to AVDC.

ACTION: EVENTS CO-ORDINATOR

751/13 Visitor Information Centre

To receive the latest visitor and accommodation statistics

Noted

752/13 Ladies Fun Run

To note the date of Sunday 19th October for information

Noted

753/13 Correspondence

To note an email from a member of the Public regarding the Christmas Parade

Noted.

754/13 News releases

Advertising of all upcoming events

755/13 Chairman’s Items

None

756/13 Date of the next meeting: Monday 24th March 2014

Meeting closed at 9pm

Signed Date
Chairman