

**MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON
MONDAY 30th APRIL 2007 AT 7.00 pm**

PRESENT Councillor H. Cadd
P. Collins (Mayor)
Mrs. P. Desorgher
D. Isham
H. Mordue
R. Newell
Mrs. P. Stevens
P. Strain-Clark
R. Stuchbury (Chairman)
Co-opted member Mr. M. Foster, Chairman, Buck. Traders' Assocⁿ

Guest Mr. R. Watkins, Buckingham Acoustic Club

For the Town Clerk Mrs. K. McElligott

APOLOGIES FOR ABSENCE

Apologies were received from Councillors R. Lehmann and Ms. H. Saul.

The Chairman noted that this was the last meeting of the current Council and expressed his thanks to Members for their continuing support over the last two years. He remedied a perceived omission at the previous week's Interim Council meeting and made particular mention of the contribution made over many years by Cllr. Mrs. Strain-Clark, who was not standing for re-election this year.

Cllr. Mordue thanked the Chairman for all his efforts during his period of office.

DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda at this point.

380/2007 MINUTES OF THE LAST MEETING AND MATTERS ARISING

Members accepted the minutes of the last meeting held on 12th March 2007, which were ratified at the Council meeting held on 26th March 2007.

(365) The contractor had quoted for 20 strings of pealights per tree, but this was felt to be too many and he had been asked to re-quote for fewer. New strings could be added to the installation very simply. It was suggested alternate trees be lit this year and the remainder next, budget permitting. The Clerk to order as the remaining 2006/7 budget allowed, as per minute 347.

ACTION THE CLERK

381/2007 ACTION REPORTS

381.1 (363.1) Pancake Race

Mr. Foster reported that the Traders' Association could organise the Pancake Race, if this did not take too much time, and he was provided with the necessary contacts.

381.2 (363.2) Youth Art Project

The Chairman reported that this was progressing. The senior schools' artwork was to feature 'Characters of the town'.

381.3 (363.3) Digital Camera

Cllr. Cadd had purchased a Canon PowerShot A710 IS which would be used for the first time at the May Day celebration. Pictures could be added to the website and plasma screen display.

Cllr. Collins arrived.

381.4 (363.4) 'A' board

Members noted that A boards were a hazard for pedestrians; however if put out at each end of the market on market days they would act as a deterrent to vehicles and advertise events to best effect. The support would have to be sturdy enough to withstand gusty winds and fold or be removed so the frame could be hung when necessary.

Cllr. Stevens would liaise with Mr. Foster on size and other details.

ACTION CLLR. STEVENS/MR. FOSTER

381.5 (363.8) Coach Parking

A letter had been received from the Football Club indicating a willingness to discuss the matter. A meeting would be arranged, to include Mr. Humphries from AVDC, the land owners.

381.6 (367) Town Centre signage

Installation permission was awaited. The completed finial had arrived earlier that day and was displayed to Members.

381.7 (368) Public Entertainment Licence

The Town Clerk had reported the licence procurement was in hand.

The following items were postponed to later in the meeting:

381.8 (373) Thames & Chilterns in Bloom

381.9 (375) Holocaust Memorial Day

The following letters had been copied with the agenda:

381.10(289) Letter from Thrift Farm (thanking the Council for the gift of the emptied hanging baskets from previous years)

381.11(323) Letter from ATC (thanking the Council for the cheque for their attendance on Bonfire Night)

An additional letter of thanks had been received that day from Helen & Douglas House Hospice for the donation from the Bonfire Night collection.

381.12(329) Letter from BCC re No Parking signs in the market

The design of the sign was to be changed (but no example had been enclosed).

The market traders had also asked for more signs along the wall facing Boots/Tesco; the current ones were too low and they were obscured by parked vehicles, leading to drivers leaving their cars overnight and obstructing the setting up of market stalls. They had suggested a sign at the front of each bay. Members were informed that a parked car the previous Saturday had led to a trader not being able to set up and the Council had consequently lost revenue and the trader his takings for the day. The Police had been informed, and the operator was aware of the procedure, but nothing had been done. Members felt that the Police should be invoiced for the loss of revenue (estimated at £20)

381.13 Britain in Bloom's Bloom Review Spring 2007

This was available from the office.

381.14 (374) Taxis

A letter had been received thanking the Council for their comments and indicating these would be passed to BCC as part of the consultation.

*Proposed by Cllr. Stuchbury, seconded by Cllr. Isham and **AGREED** to suspend Standing Orders to allow Mr. Watkins to address the meeting.*

382/2007 (369) MAY MUSIC FESTIVAL

The 7th Music in the Market would take place on 27th May from 1pm to 10pm. The format would be similar to last year, with a mobile stage across the entrance to the Bull Ring and seats in front of it. Mr. Watkins requested the new Mayor and Town Crier to attend the opening, and the use of the Event banner. There would be 16 or 17 acts; the afternoon headliners 'Twisted Lines' were pupils from local schools, and the evening band 'Soul Fever' from Milton Keynes. There would also be musicians from Mouvaux.

Promotion of the event would be:

- Advertisement in the *Advertiser* of 18th May, with A5 leaflets inside the *Advertiser* of 25th May (Buckingham and Winslow edition)
- Posters in the town centre the week before (to be removed by Tuesday 29th)
- Three-stage signs on the major routes into town and on the bypass
- Radio and TV notified.

There was a discussion about the disposal of rubbish from the event, bearing in mind recent arson attacks. Black sacks could be stored temporarily in the Moreton Road toilet store.

ACTION CLLR. STUCHBURY/MR. WATKINS

Cllr. Newell arrived

The Clerk would confirm the budget and Road Closure Order costs to Mr. Watkins. A bucket collection would be made for the Mayor's Charity, naming it on the label if known.

The Jardine's socket would be checked before the event for retained water.

The Fire Brigade and Ambulance services would be advised of the event.

The Clerk would furnish Mr. Watkins with details of the Public Liability insurance to insert into an updated Risk Assessment and Emergency Plan and then send the Council a copy.

Project Street Life would do food in the afternoon, and tea and coffee; Desperate Dan would bring the van in for the evening. There would also be a Continental Market in the Cattle Pens during the day.

Members discussed other stalls and activities, and decided that only non-profitmaking/charity stalls would be permitted.

Moreton Road toilets are time-controlled and close at 10.30pm, but the various public houses would be open later.

Mr. Watkins left the meeting.

*Proposed by Cllr. Stuchbury, seconded by Cllr. Isham and **AGREED** that Standing Orders be reinstated.*

As Cllr. Newell had arrived, the deferred items were taken next.

381.8 (373) Thames & Chilterns in Bloom

Cllr. Newell had made contact with the advisor and would arrange a meeting.

381.9 (375) Holocaust Memorial Day

Cllr Newell reported that the theme for 2008 had yet to be decided; she would know by the next meeting. Members agreed that all the schools – both in the town and in the surrounding area – should be advised before the summer holidays so that it could be considered in relation to their 2007/8 curriculum activities.

JUNE AGENDA

383/2007 (370) ENVIRONMENT MONTH

Cllr. Newell reported that due to absence and subsequent illness no events had been organised; an Open Day at the Sandpit was not possible without supervision and organisation of the various professionals – geologist, botanist, etc – who also attended. The Friends of Railway Walk and of Maids Moreton Avenue/Holloway Spinney were still active.

Members felt that it was a shame to lose such events for lack of a co-ordinator; a letter would be drafted to express the Council's disappointment.

ACTION CLLR. NEWELL/CLLR. STUCHBURY/THE CLERK

384/2007 (371) BANDJAM

A French market had been booked to run along side the event, and the Climbing Wall promised if staff were available.

Cllr Stuchbury and another Councillor would meet Mr. Saunders to progress matters after the May Music Festival was over.

ACTION CLLR. STUCHBURY/ANOTHER CLLR. TO BE DETERMINED

385/2007 (365) CHRISTMAS LIGHTS

Members agreed the proposed one year contract, to be negotiated for a further three if the company proved satisfactory.

It was hoped that quotations for new feeder pillars would be available for the next meeting.

JUNE AGENDA

386/2007 (366) BUCKINGHAM SUMMER FESTIVAL FORTNIGHT

386.1 Reports on recent meetings

Notes on the meetings of 14th March and 18th April had been circulated to Members. Buckingham Summer Festival had proposed an open-air performance outside the Old Gaol on Saturday 14th July with the Haddenham Hoofers, an Appalachian folk and dance group, and a clavichord recital in the Chantry Chapel. Members agreed to fund this from Budget 4228.

Arrangements would be made for the toilets in the Park to be left open during late events.

Councillor cover would be required for the final weekend – this would be finalised at the next meeting.

JUNE AGENDA

386.2 Artists in the High Street

Mr. Foster was happy to co-ordinate this event. Details of a pottery-painting artist seeking venues were copied to him.

It was agreed that artists would be invited to demonstrate working and sell their works in the Cattle Pen (Flea Market) area of the High Street on Sunday 15th July. There would be no charge for a 'pitch'.

ACTION MR. FOSTER

Mr. Foster left the meeting.

387/2007 (322) MEETING HELD 27TH MARCH 2007 RE CHARTER FAIR AND REMEMBRANCE DAY PARADE

Notes of the meetings had been circulated to Members.

387.1 Charter Fair

Members were of the opinion that the major difficulties had been solved the previous year, and the subsequent report ignored by the BCC Officer. Replacement of the raised roundabout centre at the Old Town Hall by a painted circle had been suggested, as larger vehicles rode over it anyway, and this would ensure adequate road width by the dodgem ride, which had been moved back as far as was feasible. At the September meeting with Nicholls Bros. the increased cost of refuse collection would be discussed, as this needed to be incorporated into the new contract.

Cllr. Cadd declared an interest in the following item, as a member of the Royal British Legion.

387.2 Remembrance Sunday

Members discussed the Remembrance Day parade and agreed with the principle of the Town Council organising Road Closure, barriers and marshals, and the protocol/order of wreath-laying; the Royal British Legion the guest list and invitations. It was felt that a Councillor should be appointed to liaise with the RBL. A letter of request would be sought from the Legion to formalise the arrangement.

388/2007 RISK ASSESSMENTS

Members agreed that the Responsible Officer should prepare a Risk Assessment for each Event. Cllr. Mordue pointed out that the fireworks company did their own. The Music in the Market Assessment, suitably modified, would serve for BandJam.

389/2007 ROAD CLOSURE ORDER

12.1 To receive for information a copy of the Annual Road Closure Order and the list of re-charge amounts

A list had been circulated with the agenda, calculated both with and without the Church events included.

12.2 To discuss whether to charge the Church for their parts of the Road Closure Order

Members agreed that the Church not be charged for their events and the costs distributed pro rata over the other events.

12.3 To receive a request from the University for their Graduation Day to be included on the Town Council Road Closure Order for 2008

Members agreed that the University Graduation would be included on the next Road Closure Order, and the University charged accordingly. The Road Closure would be need to be applied for in October 2007, and thus all events dates for 2008 finalised at the September 24th meeting.

SEPTEMBER AGENDA

390/2007 (363.5) TWINNING VISIT

Cllr. Mordue reported that the visit had been a success; the oak tree (cost €100) had been planted in some Buckingham soil with an appropriate plaque in English and French, and the regional paper had devoted a page to the event. He displayed the reciprocal gift of a mediaeval-style tapestry.

There was as yet no date for the return visit; this would be discussed in July.

AUGUST AGENDA

391/2007 (363.6) MAY DAY

Cllr. Cadd would attend from 9am to enforce the Road Closure; permits had been issued to vehicles requiring access. The Mayor, and Cllrs. Mordue, Newell, Stevens and Isham would also be able to attend; juice, water and biscuits had been arranged for the children, and the Church would serve tea and coffee for adults. The Bishop was in the area for the day, and it was hoped that he would also be able to attend.

392/2007 (363.7) TEDDY BEARS PICNIC

Members agreed to approach Tumblers for help with activities for this event in return for publicity and the opportunity to promote their children's activity centre.

Should they require a small amount of funding (for e.g. transport of equipment to the Church) Members agreed a maximum of £100 from 4228.

393/2007 BEST KEPT VILLAGE 2007

The forms had been received on 4th April and closing date for entries was 30th April; the Clerk had therefore prepared the entry and sent it to BALC. A copy was passed round for Members' information.

394/2007 BUCKINGHAM IN BLOOM 2007

The forms had been sent off to the schools; judging and the organisation of the Business Competition would be discussed next meeting.

JUNE AGENDA

395/2007 S^t. GEORGE'S DAY

It had been suggested that St. George's Day could be marked throughout the town by putting flags in the Christmas tree brackets.

Members felt that the other national days should also be celebrated with the appropriate flag on the flagpole, and on the Old Gaol if possible.

The costs would be investigated.

ACTION THE CLERK

Cllr. Newell left the meeting.

396/2007 INVITATION, MR. COLIN POLLARD, BCC YOUTH SERVICE

Members agreed to invite Mr. Pollard to a meeting of the Committee to discuss BCC youth initiatives and how the Town Council could support and promote campaigns and activities.

It was suggested that Mr. Whatmore (London Road Youth Centre) also be invited to the meeting.

ACTION THE CLERK

397/2007 MARKETS

397.1 Street Market

There was an on-going problem with parked cars which resulted in a loss of revenue for both the trader and the Council. (see Min. 381/12).

Members should consider methods for further promotion of the markets.

Cllr. Stevens reported that she had investigated the moving of the planters; it had not been the traders, who had moved them back as best they could from where they had been left on the Friday night.

397.2 Flea Market

Overflow Flea Market stalls were being sited in the street market when necessary, as there was space.

397.3 Farmers' Market

Nothing to report. The traders would be approached to see if they were interested in a Sunday market during the Summer Festival.

ACTION THE CLERK

397.4 Continental Markets

The Clerk had booked an Italian/Spanish market for the May Music Festival, and French markets from different operators for the Band Jam event and the Christmas lights switch-on. Contact details had been filed for operators unable to attend this year, but willing to be approached for next (October is the best time).

397.5 Invitation to NABMA event for Parish & Town Councils

No Members wished to attend the proposed June event; the September conference would be considered next meeting.

JUNE AGENDA

397.6 Response from Police to complaint about non-removal of car

The Police had apologised for the failure to remove a car obstructing the market area on 3rd April; the only officer on duty had been called to a burglary at Winslow.

398/2007 BUDGET

Members would like to see Income as well as Expenditure figures.

399/2007 PRESS RELEASES

Cllr. Newell and the Mayor would be available for press comment at the May Day event.

The various Radio and TV stations would be advised of the Music in the Market.

A Press release would be drawn up on the markets, including the Continental markets.

400/2007 CHAIRMAN'S ITEMS

There were no Chairman's Items.

Meeting closed at 9.35pm

CHAIRMAN DATE

The following item was heard under section 1 (2) of the Public Bodies (Admission of Meetings) Act 1960 which excludes members of the public due to the confidential and financial nature of the business to be discussed.

401/2007 Contingency plans for Events' commitments.