

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 11th February 2019** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present:

Cllr. T. Bloomfield	Chair
Cllr. Mrs. M. Gateley	
Cllr. J. Harvey	Town Mayor
Cllr. D. Isham	
Cllr. A. Mahi	Vice Chair
Cllr. L. O'Donoghue	
Cllr. Mrs. Strain-Clark	
Cllr. R. Stuchbury	

Also attending

Mr. P. Hodson	Town Clerk
Ms. C. Molyneux	Deputy Town Clerk
Mrs. A. Brubaker	Events Co-ordinator
Mrs. N. Stockill	Committee Clerk

710/18 Apologies for Absence

Received and accepted apologies from Councillors P & G Collins.

711/18 Declarations of Interest

There were no declarations of interest.

712/18 Minutes

Members received and agreed the minutes of the Meeting held on Monday 3rd December 2018. Members noted an amendment (678/18) proposed at Full Council on the 28th January 2019 by Cllr. Strain-Clark, seconded by Cllr. Bloomfield and unanimously **AGREED** to insert the word 'fair' within the first paragraph of minute 543/18.

713/18 Action List

191/18 (Soap Box Derby) – The Deputy Town Clerk had been in touch with Brackley Town Council reporting that their Soap Box Derby event was organised by a management committee and not the Council. The Deputy Town Clerk explained the Council's insurance policy would not cover a high risk event of this nature. Members discussed and **AGREED** for the Deputy Town Clerk and Events Coordinator to continue investigating the logistic of hosting a Soap Box Derby in 2020 and report back to a future meeting of the TC&E Committee.

ACTION DEPUTY TOWN CLERK

543/18 (Buckinghamshire Disability Service) An amendment was proposed by Cllr. Strain-Clark and seconded by Cllr. O'Donoghue to read: "...the initiative was to recognise Buckinghamshire organisations which consistently demonstrate exceptional commitment to making events more accessible and inclusive for everyone including people with disabilities." Member discussed and unanimously **AGREED** the amendment.

Cllr. Strain-Clark reported on a recent meeting between The Events Co-ordinator and herself. Councillors considered access issues and lack of toilet facilities at events held in Bourton Park. Cllr. Gately said that public toilets in Bourton Park would be popular but the lack of a main's water supply would make the installation very costly. The Town Clerk explained the Estates Manager was writing the Bourton Park Management Plan and suggested the provision of public toilets be written into the plan as one of the Council's long-term aspirations for the park.

Members **AGREED** for the Estates Manager to factor in provision of public toilets in Bourton Park within the Bourton Park Management Plan.

ACTION ESTATES MANAGER

540/18 (Bonfire Fireworks) Members discussed and **AGREED** for the Event Coordinator to report back to the next meeting on any remaining underspend that could be donated to the Buckingham Air Cadets.

ACTION EVENTS COORDINATOR

714/18 Budget

Cllr. Strain-Clark made a point of saying how helpful she found the budget's cover sheet and Members were in agreement and expressed their thanks to the Finance Officer.

715/18 Christmas Lights

715.1/18 Members received a verbal report from the Town Clerk on the previous lighting installation contract. The Town Clerk explained that the contractor has been asked to return the Christmas lights from 2017 by 4 March 2019 and formal action would follow if the Council's property was not returned. Cllr. Stuchbury proposed referring the matter to Resources Committee. No seconder could be found and the motion fell.

The Town Clerk recommended that Committee wait for the contractor's response before seeking informal legal advice. The Town Clerk confirmed that he would refer the matter to Resources or Full Council if there were any financial risks to the Council.

ACTION TOWN CLERK

716/18 Forthcoming Events

Food Fair Saturday 23rd Feb – Members received a verbal report from the Events Coordinator. Arrangements were progressing; 27 exhibitors had confirmed, including , chocolatiers, local breweries and local pubs – 1 of who were offering gin tasting sessions.

19.22 Standing Orders were temporarily suspended to assist a member of the public. Standing orders were reinstated again at 19.25.

Pancake Race Saturday 2nd March – Members received a verbal report from the Events Coordinator, noting this year's event would include a relay race with entrants from local businesses and organisations. Councillors Gateley, Harvey and Stuchbury **AGREED** to represent the Town Council. The Event Coordinator reported that Buckingham Library, Direct Pizza and local public houses will also be taking part.

Members discussed and **AGREED** for Cllr. O'Donoghue to liaise with the Events Coordinator on utilising volunteer Youth Leaders at future Town Council events.

Civic Service 28th April 3pm - Members discussed and **AGREED** for the event start time and logistics to be arranged between the Town Mayor, St Bernadine's Church and the Town Clerk.

Spring Fair Sunday 28th April 10-2pm – The Events Coordinator reported that arrangements were progressing and a theme of 'Love of the outdoors' had been agreed. Exhibitors being invited were: The Woodlands Trust, Brackley Hogwatch, Brackley Morris Dancers, Tree Wardens, River Wardens and Railway Walk volunteers. Cllr. Stuchbury suggested issuing a press release in advice of the Spring Fair to promote and publicise the theme.

717/18 Event Reviews

Christmas Light Switch On – Members received a report from the Events Coordinator and **AGREED** the following recommendations:

- This year invite performers that have not taken part in the event before, such as the Rock Choir.
- The choir should be on stage throughout the event so that they can lead the carol singing.
- We look for another company for this year to supply the staging, lighting and sound for the event.
- The sound arrangements should include additional speakers placed towards the middle of the crowd
- The carol sheets are printed in house, but it is recommended that this year we find a sponsor who will be able to produce them for us so that they have a more professional look to them.
- Carol sheets are also provided as a digital download online.

ACTION EVENTS COORDINATOR

Cllr. Strain-Clark encouraged the Council to continue providing a view area for people with disabilities.

Christmas Parade – Members received a written report from the Events Coordinator

Cllr. Harvey remarked how he had preferred walking the parade route rather than previous years when the Town Mayor was driven. Members **AGREED** the following report recommendation: It is recommended that due to the popularity of the Christmas Parade we continue to support the event with the road closure and marshalling. However, it is recommended that we support the parade committee to recruit more marshals to cover the parade. **ACTION EVENTS COORDINATOR**

Community Fair – Members received a written report from the Events Coordinator and noted the Town Mayor and Cllr. Strain-Clark were also present

at the event. Members **AGREED** the following report recommendations: That the Community Fair continues as is. With regards to the giving out of leaflets on the day and payment to the young people for doing this, it is recommended that this is stopped as the event is well advertised through social media.

ACTION EVENTS COORDINATOR

718/18 Renewal of Contract for Summer Hanging Baskets

Members received a written report from the Events Coordinator and **AGREED** the following report recommendation: It is recommended that we go with company number 2. We have used this company in the past. The plants that they provide are varied and they listen to the concerns that we have regarding shady areas and provide plants that are suitable for those areas. Comments that have been received from the public in the past regarding the baskets have been very positive.

ACTION EVENTS COORDINATOR

719/18 Charter Fair Contract

Members received and noted the new contract for the Charter Fair and **AGREED** to **RECOMMEND** the contract to the next meeting of the Resources Committee.

ACTION COMMITTEE CLERK

720/18 Summer Children's activities

Members received and discussed a proposal from Mrs Crossman. Councillors said they were encouraged by the proposal but could not discount the cost of hiring Lace Hill Sports and Community Centre as it would set precedence for reducing fees in the future. Members **AGREED** for the Events Coordinator to respond suggesting Mrs Crossman form a group to coordinate the summer activities and apply to the Town Council for funding within the next round of community grants (i.e. for 2020).

ACTION EVENTS COORDINATOR

721/18 Event Sponsorship

Members received a written report from the Deputy Town Clerk. Members were in agreement that a sponsor's name should not be a prefix to any Town Council event. Members **AGREED** to delegate any revisions to the sponsorship package to the Committee Chair, in consultation with the Vice-Chair, Deputy Town Clerk and Events Coordinator.

ACTION DEPUTY TOWN CLERK

722/18 Easter Fair – Lace Hill

Members received a written report from the Lace Hill Sports & Community Centre Co-ordinator and **AGREED** to host a pop up farm and support the community event.

ACTION LHSCC COORDINATOR

723/18 Event Ownership

Members **AGREED** to refer the item TC&E Committee on the 10th June 2019.

ACTION COMMITTEE CLERK

724/18 Buckingham Action Group

Cllr. O'Donoghue reported that the group had agreed to host a board game event for local teenagers in Buckingham Community Centre. It was expected to take place between 4-10pm (date to be finalised) and it would provide a variety

of board games including Chess, Scrabble and Risk. The Skate Park event had been set for the 22nd June 2019 and would be organised by a professional organisation.

725/18 Access

Cllr. Strain-Clark encouraged Councillors to attend a Town Council meeting with the Buckinghamshire Disability Service on the 19th February 2019 2-3pm in Buckingham Library's meeting room.

726/18 Visitor Information Centre

726.1/18 Members received and noted the latest visitor and accommodation statistics

726.2/18 The Town Clerk gave a verbal report on the status of Tourism in Buckingham, and the steps the Tourist Information Centre staff were taking to improve on visitor numbers. These include: networking events between attractions, liaising with coach tours as well as ticket sales that bring locals in to the Tourist Information Centre. It was confirmed that they would produce a strategy document as part of this process, working alone initially.

Members discussed feedback mechanisms from the Tourist Information Centre and Economic Development Group and options for better understanding the current impact of the service and **AGREED** for the Town Clerk to report back at the next meeting of TC&E Committee. **ACTION TOWN CLERK**

727/18 Twinning

The Chair informed Members that Neukirchen Vluyn were suggesting a Twinning event in either the first or last weekend of May 2019. Cllr. Stuchbury said any Twinning event should be arranged in conformity with previous events and questioned whether it was the right time to formalise agreements with Neukirchen Vluyn. Members were in general agreement that no decisions would be made until the Twinning Association provided the Town Council with a request for support for a specific event.

728/18 Chairman's Items

The Chair noted it is unlikely that there would be a MK Dons Buckingham Big Bash this year.

729/18 Date of the next meeting: Monday 1st April 2019

Meeting closed at 20.34pm

Signed Date
Chairman