

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 1<sup>st</sup> April 2019** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present:

Cllr. T. Bloomfield	Chair
Cllr. Mrs. M. Gateley	
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
	Mrs. A. Brubaker	Events Co-ordinator
	Mrs. N. Stockill	Committee Clerk

**844/18 Apologies for Absence**

Members received and accepted apologies from Councillors. Harvey, G. Collins and P. Collins.

**845/18 Declarations of Interest**

There were no declarations of interest.

**846/18 Minutes**

Members received and **AGREED** the minutes of the Meeting held on Monday 11<sup>th</sup> February 2019.

**847/18 Action List**

Members received the action report and asked for an update on the Christmas lights contract. The Town Clerk explained that the contract and stock of lights had been thoroughly examined and it was agreed that it was not worth progressing the matter further. The Town Clerk assured Members that a recommendation for any new lights will be brought to a future meeting of Committee.

Bonfire & Fireworks (713/18) – Cllr. Mahi reminded Members that historically the Buckingham Air Cadets were given £250 from any remaining underspend as a thank you for their assistance at the Bonfire and Fireworks event. The Town Clerk confirmed that once the financial year was closed there will be a clearer picture of what is left and confirmed that he would report back to the next meeting. **ACTION TOWN CLERK**

**848/18 Budget**

Members received and noted the latest budget figures.

**849/18 Market Stall Pricing**

Members received a written report from the Deputy Town Clerk and **AGREED** the report recommendations to keep stall prices on the Street Market at their current rate and to increase the cost of a pitch on the Flea Market by £1 from £7 to £8 for a single and from £14 to £15 for a double stall.

**850/18 Forthcoming Events**

Members noted the following forthcoming events:

- 850.1/18 Easter Fair @ Lace Hill 7<sup>th</sup> April (2-4.30pm) Including a children's petting zoo
- 850.2/18 Spring Fair 28<sup>th</sup> April (10-2pm)- Including Brackley Morris Men, Environment Agency, Fair Trade and Woodlands Trust.
- 850.3/18 May Day 1<sup>st</sup> May (10.30 start)
- 850.4/18 Music in The Market 26<sup>th</sup> May Cllr. Stuchbury suggested Members consider an increase in the budget for next year's Precept.
- 850.5/18 Fringe Week 13<sup>th</sup> – 21<sup>st</sup> July. This year's theme is the Sun, Moon and Stars in celebration of the 50<sup>th</sup> anniversary of the first man on the Moon. The next comedy night will be held at the Royal Latin School with capacity for 250 people

### 851/18 Event Reviews

**Food Fair** – Members received a written report from the Events Coordinator. The Chair raised Cllr. Smith's recommendation to purchase a feeder pillar to be erected outside of the Community Centre.

Proposed by Cllr Stuchbury, seconded by Cllr. O'Donoghue and unanimously **AGREED** for the Town Clerk to bring back a report on the costings of the feeder pillar outside of the Community Centre and consider funding from the Charter Fair budget or reserves.

#### **ACTION TOWN CLERK**

Members discussed and **AGREED** the report recommendation to:

- Continue with the event in 2020. If the Junior Bake Off does not make a comeback, then the Committee will look at something else for young people.

**Pancake Race** – Members received a written report from the Events Coordinator and **AGREED** the report recommendations to:

- Include a relay race in future pancake races.
- Include additional activities such as a pancake tossing competition so that everyone feels they can participate.

Cllr. Stuchbury stressed that the Pancake Race was a community event and expressed concern that some of the participants arrived wearing political party rosettes. Cllr. Gateley said it was encouraging to see two County Councillors and Leaders of the District Council attending one of Buckingham Town Council's events.

The Town Clerk made Councillors aware that Men in Shed were crafting a wooden podium to be used at future Town Council events.

### 852/18 Best Kept Village Competition

Members discussed and **AGREED** to enter this year's Best Kept Village Competition

### 853/18 Soap Box Derby Update

Members received a written report from the Events Coordinator and discussed the following details from the report:

- The Town Council's Insurance company have said that they would not insure an event like this under the current insurance policy
- First Aid will be critical for this event as serious injuries could occur.
- Competent marshals will need to be hired for the event. They will be responsible for car parking, making sure that entrants and karts know where the pit area is. They will also be responsible for making sure that only competitors and their crew be allowed in the pit area. Marshalls will also be required to marshal along the track and crowd control.
- This event will attract a large number of spectators and so trained SIA security guards will need to be hired to help control the crowd and deal with any situation that may rise before the police are called.

- Hay bales will need to be used as part of the safety barriers along the track. A farmer will need to be found to provide and deliver them to the event. If we have to collect the bales ourselves logistics for moving them could be difficult as we do not have a large enough vehicle to move them. We will have to look at hiring a big enough vehicle. Aylesbury Town Council set up 300m of barriers for their event. We only have 70m of barriers. We would have to hire in the remainder. There would be a cost involved for this and if we had to pick them up we would need to hire in a large vehicle or make several trips.
- Competent mechanics will need to be sourced to check over the karts before each run to make sure that they are safe.
- Some sort of children's activities and entertainment could be provided for the event such as bouncy castle, and children's merry go round. There will be a charge for hiring which will need to be included in the budget for the event.
- This event will require a lot of man power from our Green Spaces Team not only on the day, but the Friday before and the Monday after. This will include preparing the area of the event on the Friday and any clear up on the Monday following the event. All 5 members of the Green Spaces Team will be required on the day as they will be needed to set up the course and to help with marshalling. If the event is held on a Sunday, then they will be paid at double time. The time that the Events Co-ordinator Deputy Town Clerk and Green Spaces Manager work on the day will also be at double time..
- The time put into researching the event and visiting other Local Councils should also be taken into consideration when looking at staff time for the event.

The Chair concluded that there were no suitable locations within Bourton Park to host a Soap Box Derby. Cllr. O'Donoghue expressed concern over the size and cost of the event. Cllr. Gateley said she felt a Soap Box Derby was too high risk an event to be hosted by the Town Council. Cllr. Stuchbury said he was disappointed and would like to use the report as a template and consult with outside organisations to run the event on the Town Council's behalf.

Cllr. Stuchbury proposed the following amendment to the report recommendation:  
It is recommended that an update is taken back to TC&E on Monday 10th June 2019 as by then the Events Co-ordinator will have obtained all of the necessary costings and have consulted with local organisations to find a sponsor to host the event. A seconder could not be found and the motion fell.

Proposed by Cllr. Gateley, seconded by Cllr. Strain-Clark and unanimously **AGREED** that in light of the excellent report prepared by the Events Coordinator and Deputy Town Clerk the Committee do not think at this time we should proceed with organising a Soap Box Derby.

Members expressed their thanks to the Events Coordinator and Deputy Town Clerk for their hard work and diligence surrounding this event proposal. The Town Clerk confirmed that he would deal with any media enquiries related to this issue.

## 854/18      **Flags**

Members noted that the St George's flags will go up around town on Thursday 18<sup>th</sup> April in time for St George's Day on Tuesday 23<sup>rd</sup> April.

Members held a discussion on how long the flags should remain up and the Town Clerk recommended that nothing changes from previous years. Proposed by Cllr. O'Donoghue and seconded by Cllr. Stuchbury to allow the Town Clerk to arrange with the Greenspaces Team as to when the flags are put up and taken down. A vote was taken and the results were:.

In favour: 6

Against: 1  
Motion Carried

**ACTION TOWN CLERK**

**855/18 Buckingham in Bloom 2019**

Members discussed and unanimously **AGREED** to run Buckingham in Bloom competition in 2019.

**856/18 Buckingham Action Group**

Cllr. O'Donoghue reminded Members of the forthcoming Buckingham Action Group events noting that Simon Garfield was moving on and a new representative from Buckinghamshire County Council was needed. Cllr. Stuchbury suggested investigating the level of support received from other organisations in the Vale and then approaching County Councillors.

**857/18 Access**

Cllr. Strain-Clark thanked the Events Coordinator for arranging for the next comedy night to be held in the Royal Latin School with improved accessibility from previous venues. Cllr. Isham asked for more advertisement of the BuDS group to increase membership numbers.

Members received a verbal report from the Events Coordinator on the meeting with BuDS regarding Music in The Market. The Events Coordinator explained that some of the BuDS suggestions were not entirely suitable for Buckingham's annual events and the BuDS representative had agreed to investigate and report back on the costs of additional equipment such as viewing platforms. Members **AGREED** that no decisions would be taken unless a report was put before committee.

Cllr. Strain-Clark spoke in favour of a safe place gazebo. Cllr. Stuchbury spoken in favour of promoting the Changing Places toilet as it was the only one in Buckinghamshire.

**858/18 Tourist Information Centre**

858.1/18 Members received and noted the latest visitor and accommodation statistics. Cllr. Stuchbury suggested a short promotional video on the Tourist Information Centre (TIC). Cllr. Gately explained that the Town Council's ownership of the TIC was advertised within recent Buckingham What Matters newsletters and the 2019/20 Precept infographic.

The Town Clerk informed Members that he would be bringing a report back to the next meeting of the TC&E Committee, proposing a way to review the TIC now that it has been run by the Town Council for one year.

**ACTION TOWN CLERK**

**859/18 Events Survey**

The Town Clerk acknowledged that (incorrectly) the CSG Committee had commissioned an events survey and a report would be brought back to the next meeting of the TC&E committee.

**ACTION TOWN CLERK**

**860/18 Press Releases**

Music in the Market - to highlight the event and Buckingham Town Council's sponsorship of the event.

**861/18 Chairman's Items**

The Chairman informed Member that this would be his last meeting as Chair of TC&E Committee and thanked everyone for their assistance throughout the year, with special mention to the Events Coordinator for her hard work and support. Members **AGREED** a vote of thanks to the Chairman for his contributions to the TC&E committee over the last year.

**862/18 Date of the next meeting: Monday 10<sup>th</sup> June 2019**

**COMMITTEE IN PRIVATE SESSION**

Exclusion of Public and Press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**863/18          New Contract for Summer & Winter Planters**

Members received a written report from the Events Coordinator and **AGREED** the report recommendations to:

- Use Company 1. This Company provides value for money and always listens to any requests that we may have for certain plants and they are always happy to give advice.
- This Company delivers the planters fully planted for the season. The summer planters arrive in May and are removed just before the first Charter Fair in October. The winter planters are then delivered after the second fair.

Meeting closed at 20.24pm

Signed ..... Date .....  
Chairman