

TCE/04/19

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 2nd December 2019** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present:

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

Also attending

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

587/19 Apologies for Absence

Members received and accepted apologies from Councillors Isham and Cole.

588/19 Declarations of Interest

There were no declarations of interest.

589/19 Minutes

Members received and **AGREED** the minutes of the Meeting held on Monday 14th October 2019 and received at Full Council on Monday 18th November 2019.

590/19 Action List

Members received and discussed the action reports.

69/19 (Litter Picking Event) - The next Keep Britain Tidy campaign will take place between the 20th March and 13th April 2020. Members **AGREED** to holding a litter picking event in Buckingham on the 14th June 2020 to allow new Town Councillors to take part, and to avoid the purdah period which will precede the Town Council elections on 7 May 2019.

419/19 (Events Evaluation) – The webpage is live on the Town Council's website and feedback had already been received on the Christmas Lights Switch On and Winter Fair.

591/19 Climate Change Action Plan

Members received the draft Action Plan and **AGREED** the following amendments:

The Action Plan is to be retitled as The Climate Emergency Action Plan.

Christmas Lights – highlight the Council's use of energy saving bulbs and timer switches.

Food Fair – Members discussed some of the environmental effects that have been associated with meat production and were in agreement that the Food Fair should be an opportunity to showcase vegan and vegetarian products, alongside the more traditional offerings. Members **AGREED** for the Events Coordinator to contact local food producers specialising in plant based food products.

ACTION EVENTS COORDINATOR

Photovoltaic Panels – Cllr. Harvey **AGREED** to investigate ways of encouraging businesses to install photovoltaic panels on their premises.

ACTION CLLR HARVEY

Tree Planting – Members discussed the importance of tree planting events and acknowledged that the Environment Committee were planning a tree planting event for Spring 2020.

Spring Fair – Members agreed to ask Anglian Water to host a stall on water reuse.

ACTION EVENTS COORDINATOR

Cllr. Stuchbury suggested sorting the actions by Committee Responsibility and numbering each action.

ACTION COMMITTEE CLERK

Cllr Stuchbury spoke in favour of an event that promoted cycling around the town and suggested that it could take place in conjunction with the Primary Schools' cycling proficiency week.

592/19

Budget

Members received the latest budget figures

4094 (LAF Funding) – Cllr. Stuchbury suggested covering the £198 overspend from the Youth Budget.

Cllr. Stuchbury expressed concern that Committee had not yet agreed to vire any accrued underspends for 2019/20 into Earmarked Reserves. Cllr Stuchbury asked how the Precept Forecast would be effected should TC&E Committee choose to move underspends into the Council's Earmarked Reserves. The Town Clerk confirmed that any changes to earmarked reserve had to be approved by Full Council as part of the budgetary control process.

Cllr. Stuchbury expressed concern that TC&E Committee would not meet again until after the Precept meeting on the 6th January 2020. Proposed by Cllr. Stuchbury that Committee agree for any underspends to be automatically vired into earmarked reserves for TC&E projects in 2020/21. The Town Clerk explained that Committee would meet again on the 10th February 2020 (after precept but before the end of the financial year) and Members could take a decision then on how to deal with any forecasted underspends. Cllr. Stuchbury amended his proposal for the Town Clerk to report back to the next meeting of the TC&E Committee on the movement of any underspends in line with the Council's Financial Regulations.

ACTION TOWN CLERK

593/19

Precept and Business Plan

The Town Clerk presented the proposed budget for 2020/21 and highlighted the following key points:

- The budget was prepared assuming RPI of 2.6%, in line with the rise reported in September 2019. For this reason, the draft budget is being prepared with a forecast precept rise to Council Tax payers of 2.6%.

- Staff changes at the TIC and costs for the creation of a new tourism website have been built into the budget.
- An additional £2,500 has been added to 4104 Town In Bloom. It is proposed to add this increase, but for no expenditure to take place until the committee has agreed proposals for the installation and maintenance of features to include permanent flower beds around the town. A further additional £750 has been added to 4104 Town In Bloom to allow for a “flower and produce” event.
- A new budget code, 4273, has been added, with a budget of £1,000, for one-off events. It is likely that this would be for events to mark VE Day in 2020. The use of a general description will provide the Committee with flexibility in future years.

Cllr. Stuchbury welcomed an increase in the Town Centre & Events’ budget and called for a recorded vote.

Proposed by Cllr. Stuchbury, seconded by Cllr. O’Donoghue and unanimously **AGREED** the following report recommendations:

- Committee agree the proposed forecast budget for 2021 to 2025 to be submitted to Full Council for consideration at the Precept Meeting on 13th January 2019.
- Committee agree the proposed budget for 20/21 to be submitted to Full Council for consideration at the Precept Meeting on 13th January 2019.

In favour: Councillors: Bloomfield, Gateley, Harvey, Mahi, O’Donoghue Stuchbury and Strain-Clark.

ACTION TOWN CLERK

594/19 Buckingham Heritage App

Members received and noted a written report from the Communications Clerk.

The Town Clerk explained that the launched date was to be moved to April 2020, possibly to coincide with the Spring Fair. Members expressed their thanks to the Communications Clerk and **AGREED** to issue a press release once the launch date was confirmed.

ACTION COMMUNICATIONS CLERK

595/19 Online Ticket sales

Members received a written report from the Communications Clerk. Cllr. Strain-Clark questioned the accessibility of the site for customers with visual or hearing impairments. The Town Clerk **AGREED** to include a telephone number for people with accessibility needs to contact rather than going online.

ACTION COMMUNICATIONS CLERK

Members **AGREED** the following report recommendations:

- It is recommended that the Town Council trials selling sell tickets online, starting with the Comedy Night which is taking place on 1st February 2020. Tickets will go on sale before Christmas.
- It is recommended that if the first trial is successful, tickets are sold online for the Fringe events and any other appropriate events.

- It is recommended that tickets are still sold through the Tourist Information Centre and when appropriate on the door, for those people that do not wish to purchase tickets on line or decide at the last minute to attend an event.

596/19 Charter Fair Goldfish

Members received a written report from the Town Clerk and discussed the Town Council's current policy of allowing goldfish to be offered as prizes at the Charter Fair.

Proposed by Cllr. Gateley and seconded by Cllr. Strain-Clark to implement an immediate ban on the on the giving of pets as prizes at Buckingham Town Council's Charter Fair.

An amendment was proposed by Cllr. O'Donoghue and seconded by Cllr. Bloomfield for the Town Clerk to prepare a detailed report on the contractual implications of Buckingham Town Council preventing any live animals being given as prizes at the Charter Fair.

Cllr. Harvey spoke against the amendment and encouraged Members to support an immediate ban. A vote was taken on the amendment and the results were:

In favour: 4

Against: 3

The amended motion becomes the substantive motion and a further vote was taken.

In favour: 6

Abstentions: 1

The Substantive Motion was carried.

ACTION TOWN CLERK

597/19 WW1 War Memorial Dedication

Members received a written report from the Events Coordinator and considered the recommendation not to proceed with the re-dedication.

Cllr. Harvey said the Council should arrange a civic event without involvement from the Royal British Legion or local church groups. Cllrs. Bloomfield and Stuchbury spoke in support of hosting a civic event and inviting the Royal British Legion, Bishop of Buckingham and other dignitaries as guests.

The Town Clerk advised Members there would be an impact on office resources, especially if the British Legion were not going to be involved in organising the event. The Events Coordinator highlighted the following events that were also taking place in May 2020:

7th May – Elections

8th May – Bank Holiday & VE DAY Celebrations

11th May – Annual Statutory Meeting

18th May – Annual Statutory & Full Council

20th May – *Re-dedication Service*

24th May – Music in the Market

25th - Late Spring Bank Holiday

The Town Clerk said there would be budgetary implications if additional resources needed to be bought in to organise the event. Cllrs. Harvey and O'Donoghue volunteered to lead on the event. Cllr. Harvey said the event should replicate the

original dedication service and therefore only the following guests should be invited to attend: The Bishop of Buckingham, High Sheriff, Lord Lieutenant, Town Mayor and soldier's families. Cllr. Harvey added that the events should be small but notable involving Town Councillors and new Unitary Councillors. Members said the 'lunch' should be no more than tea and cake in the Council Chamber or Community Centre's Small Hall.

Proposed by Cllr. Harvey, seconded by Cllr. O'Donoghue and unanimously **AGREED** for the Events Coordinator to progress with arrangements for a rededication service on the 20th May 2020. To invite the Lord Lieutenant, the Bishop of Buckingham, High Sheriff, Town Mayor, Town Councillors and new Unitary Councillors to a re-dedication of the Memorial on 20 May 2020, exactly one hundred years after it was first established. And to precept for the year beginning April 2020 to pay for a small community lunch on that day for the descendants of those named on the memorial from WW1.

ACTION EVENTS COORDINATOR

598/19 VE Day

The Events Coordinator reported on a recent meeting with Mr Weston concerning arrangements for a VE Day commemorative event in the Cattle Pens. Mr. Weston would like to arrange street parties. One idea put forward was a street party in Cornwall Meadow. Mr Weston wanted a large screen and could only suggest the Cattle Pens to incorporate a large screen and street party. Members were in agreement that the Community Centre should be considered as an alternative venue.

Members **AGREED** for the Events Coordinator to report back to a future meeting of TC&E Committee.

ACTION EVENTS COORDINATOR

599/19 Forthcoming Events

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| 599.1/19 | Christmas Parade | 14 th December 2019 |
| The Events Coordinator asked for volunteers and explained that this year's theme was musicals. Proposed by Cllr. Stuchbury a press release is thanking the Christmas Parade Committee for organising an event within the Town Council's road closure and highlighting the Town Council's investment in the parade. | | |
| 599.2/19 | Community Fair | 14 th December 2019 |
| Noted | | |
| 599.3/19 | Pancake Race | 22 nd February 2020 |
| 599.4/19 | Food Fair | 29 th February 2020 |
| Noted | | |
| 599.5/19 | Good Endings Fair | 21 st March 2020 |
| Noted | | |

600/19 Event Reviews

600.1/19 Lace Hill Halloween Event – Members received a written report from the LHSCC Coordinator and **AGREED** to support a similar event in 2020.

600.2/19 Bonfire and Fireworks - Members received a written report from the Events Coordinator and **AGREED** that the Bonfire & Firework Display takes place on Saturday 31st October 2020. Even though this will be Halloween, when the Council has previously held the event on the 31st October it did not affect the

number of people coming out to the display. Cllr. Gateley spoke in favour of exploring more options rather than just carbon offsetting the environmental implications of large scale fireworks events. Cllr. Harvey was in agreement with Cllr. Gateley's proposal. Cllr Stuchbury said the Town Council originally brought the Fireworks event in-house in order to dissuade residents from setting off fireworks in their own gardens. Members **AGREED** for the Town Clerk to report back to a future meeting on ways to host a more eco-friendly Bonfire & Fireworks night.

ACTION TOWN CLERK

600.3/19 Remembrance Parade - Members received a written report from the Events Coordinator and **AGREED** that Buckingham Town Council continue to support the Royal British Legion with the road closure for the Remembrance Parade in 2020. Members also **AGREED** that discussions are held with the British Legion and church to consider any changes that might be needed to future arrangements to take account of the growing numbers of attendees. Cllr. Stuchbury said it was disappointing that there was no wreath laid by the District Council.

600.4/19 Christmas Lights Switch on - Members received a verbal report from the Events Coordinator and noted that next year's event should take into account resident's feedback including the following aspects:

- Length of time given to choirs and number of choirs
- Lights to be switched on earlier in the evening
- Santa to be on stage or in the Old Goal
- Audience asked to sing along with the choirs
- Band to be located around the Christmas tree and asked to play music in-between sets.
- Accessibility platform to be placed in front of the stage.
- An event compere to manage the transition between acts.

Proposed by Cllr. Stuchbury and seconded by Cllr. Bloomfield for the Town Mayor to switch on the lights at the beginning of the event, leaving the Christmas Tree lights until the end of the evening.

Members **AGREED** for the event plan to be put before Committee for review and agreement at the October 2020 meeting. **ACTION EVENTS COORDINATOR**

601/19 Forthcoming events at LHSCC

Members received a written report from the LHSCC Coordinator and **AGREED** the proposed schedule of events for Lace Hill Sports & Community Centre (LHSCC) in 2020. **ACTION LHSCC COORDINATOR**

602/19 Access

Members to report any access issues.

603/19 Rural Market Towns Group

Members received a brief verbal report from the Town Clerk who confirmed that the Council is now a member of the Rural Market Towns Group.

604/19

Tourist Information Centre Working Groups

Members received and **AGREED** the following recommendations in a written report from the Deputy Town Clerk:

To agree the following be four objectives be set for the TIC:

1. Promote the town to visitors and residents.
2. Enhance the visitor experience and increase the time they stay.
3. Entice people to Buckingham.
4. Work with relevant partners in the achievement of the above.

To agree the following benchmarks be set from which TIC performance can be measured and monitored. These benchmarks are specific and measurable, and data will be available against them each year.

- TIC visitor numbers split into three types:
 - Local
 - Further afield
 - Overseas
- Success of merchandise sales
- An Annual Customer Satisfaction Questionnaire (three questions)
- Social media visitor stats
- Website visitor stats
- Number of local events supported by selling tickets
- Number of local event tickets sold
- Number of the three main leaflets given out in the TIC & downloaded from the website which are:
 - Visitors' guide
 - Hidden Treasures
 - Town Walk

To set the following amended hours: Open on Sundays from Easter until the end of August (subject to agreement with the Old Gaol trust).

To increase the TIC Supervisor's hours from 32.5 to 37 to enable increased partnership working and development of additional services.

To Offer Additional Services Including:

- Bart Bus bookings.
- Develop safe walking and Cycling routes and present the information in clear and engaging ways.
- Sell tickets for local attractions.
- Work with partners to develop and sell itineraries and ticket bundles.

ACTION DEPUTY TOWN CLERK

605/19 **Tourist Information Centre**
Members received and noted the latest visitor and accommodation statistics

606/19 **Twinning**
The Town Clerk reported on Buckingham's Town Mayor's planned official visit to Neukirchen Vlyun to sign the Twinning agreement, and confirmed that the Twinning Association has not yet decided on the date for the formal signing in Buckingham.

607/19 **News Releases**
Members **AGREED** to issue the following press releases: Christmas Parade, Food Fair and Community Fair. **ACTION EVENTS COORDINATOR**

608/19 **Chair's Items**
None

609/19 **Date of the next meeting:** Monday 10th February 2020

Meeting closed at 21.06pm

Signed Date
Chair

