

TCE/01/19

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 8<sup>th</sup> June 2020 at 7pm** online via Zoom.

Present:

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

Also attending

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

**80/20 Election of Chair**

Proposed by Cllr. Mahi and seconded by Cllr. Gateley to appoint Cllr. Try to the position of Chairman for 2020/21. Proposed by Cllr. O'Donoghue and seconded by Cllr. Bloomfield to appoint Cllr. Stuchbury to the position of Chairman for 2020/21. Voting was 4 : 5; Cllr Stuchbury was declared Chairman for the forthcoming year. Cllr. Stuchbury recorded his thanks to the outgoing Chairman.

**81/20 Election of Vice Chair**

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and unanimously **AGREED** to appoint Cllr. Bloomfield to the position of Vice-Chairman for the forthcoming year 2020/21.

**82/20 Apologies for Absence**

Members received apologies from Buckinghamshire Councillor Clare.

**83/20 Declarations of Interest**

There were no declarations of interest.

**84/20 Minutes**

Members received the minutes of the meeting held on Monday 30<sup>th</sup> March 2020 and received at Full Council on Monday 11<sup>th</sup> May 2020.

878/19 (Litter Picking) Members discussed and **AGREED** to move the following paragraph to minute 877/19 (Covid-19 Update): "*Cllr. Stuchbury said what legal basis is there around the Charter Fair if we have to cancel in law. The Events Coordinator said that in order to protect the Charter, Nicholls Amusements only one stall need to be present in order to constitute a Charter Fair. The Events*

*Coordinator said she would liaise with the Head Showman and Showman's Guild nearer to the date."*

887/19 (Twinning) Councillors debated the accuracy of the recorded motions. It was **AGREED** to amend the minutes to read: "Members asked for the Events Coordinator to investigate three local restaurants that could cater for vegan and gluten free diets, to host a civic meal on Saturday 12<sup>th</sup> December 2020, *subject to Town Council procurement requirements*"

The Events Coordinator reported that in light of current travel restrictions the Twinning Association had paused any arrangements.

### **85/20 Minutes Fringe Subcommittee**

Members received and **AGREED** the minutes of the Meeting of the Fringe Subcommittee held on Thursday 21st March 2020.

Members **AGREED** to take agenda item 13 (Fringe Festival) next.

### **86/20 Fringe Festival**

Members received a written report from the Events Coordinator and **AGREED** for the Chairman, Vice Chairman and Events Coordinator to plan for the following online events and update the committee accordingly:

- Children's Mural Design Challenge
- Children's Colouring Competition
- Online Quiz Night
- 'Wot The Fok' Karaoke Night
- Stargazing in your back garden
- Spoken Word
- Rock Hunt
- Buckingham Acoustic Club
- The Oxford Fiddle Group

**ACTION EVENTS COORDINATOR & CLLRS. STUCHBURY AND BLOOMFIELD**  
Cllr. Harvey and the Events Coordinator to liaise over arrangements for the online karaoke event and to consider an alternative name for the event.

**ACTION EVENTS COORDINATOR & CLLR HARVEY**

### **87/20 (19.2/20) Terms of Reference**

Members discussed proposed changes to the existing Terms of Reference of the Town Centre & Events Committee.

Cllr. Stuchbury said the Terms of Reference should differentiate between events that are run by the Town Council and those which are simply funded and facilitated by the Town Council. Cllr. Try argued that it wasn't necessary to specify individual events and it should read: "to arrange Town Council events and facilitate others around the Town".

Proposed by Cllr. Try, seconded by Cllr. Harvey and unanimously **AGREED** for the following text to be inserted into the Terms of Reference and an amended copy to be brought back to the next meeting on the 27<sup>th</sup> July 2020: "Annual & Other Events: 10.6 The Town Centre and Events Committee coordinate and supervise various events for the town which may include the following: May Day, Pancake Race,

Music in the Market, Band Jam, Buckingham Fringe Week, River Rinse, Spring Fair, Food Fair, Dog Show, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town and any other event involving the Town Council. To organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.”

**ACTION TOWN CLERK**

### **88/20 Action List**

WW1 War Memorial Dedication – Proposed by Cllr. Harvey, seconded by Cllr. Bloomfield and unanimously **AGREED** that the Events Coordinator progress with arrangements for a rededication service on the **20<sup>th</sup> May 2021**, providing it is safe to do so. To invite the Lord Lieutenant, the Bishop of Buckingham, High Sherriff, Town Mayor, Town Councillors and new Unitary Councillors to a re-dedication of the Memorial on 20 May 2021. And to precept for the year beginning April 2021 to pay for a small community lunch on that day for the descendants of those named on the memorial from WW1.

**ACTION EVENTS COORDINATOR**

### **89/20 Budget**

89.1/20 Members received and noted the latest budget figures

89.1/20 Members received a report from the Town Clerk outlining how the Covid-19 restrictions had impacted on Council services and any associated budgetary implications. Members **AGREED** to add 'Revised Budget Forecast' as a standing item on future agendas of the TC&E Committee.

**ACTION COMMITTEE CLERK**

### **90/20 Covid 19 update**

Discussed within minute 89.1/20.

### **91/20 Forthcoming Events**

91.1/20 Fringe Festival, 11<sup>th</sup> – 19<sup>th</sup> July 2020 (see minute 86/20)

91.2/20 Play Around the Parishes 27<sup>th</sup> July, 10<sup>th</sup> & 17<sup>th</sup> August 2020

The Events Coordinator reported that Play Around the Parishes may still go ahead. One of the options was for a ticketed event with social distancing measures in place. The Events Coordinator **AGREED** to report back to Committee with more information.

**ACTION EVENTS COORDINATOR**

91.3/20 Circus 14<sup>th</sup>-16<sup>th</sup> August 2020

The Events Coordinator was waiting to hear back from the Circus as to whether they could still host an event for 2020.

91.4/20 VE/VJ Day celebrations 15<sup>th</sup> Aug 2020

The Events Coordinator reported the Pageant Master was suggesting that VJ Day should be coordinated in a similar vein to the recent VE Day celebrations.

91.5/20 Bandjam 30<sup>th</sup> Aug 2020

The Events Coordinator was not certain if Bandjam would still go ahead and was trying to contact Mr. Maloney to confirm arrangements.

91.6/20 Dog Show 13<sup>th</sup> Sept TBC (See minute 93/20)

91.7/20 River Rinse 20<sup>th</sup> September and 4<sup>th</sup> October 2020  
Members **AGREED** to discuss the event at the next meeting of TC&E Committee on the 27<sup>th</sup> July 2020. **ACTION EVENTS COORDINATOR**

91.8/20 Charter Fair 17<sup>th</sup> Oct & 24<sup>th</sup> Oct (See minute 84/20)

**92/20 Event Reviews**

92.1/20 Online VE Day - Members received and noted a written report from the Events Coordinator.

92.2/20 Online Events - (see minute 86/20)

**93/20 Dog Show**

Members received a written report from the Events Coordinator. It was **AGREED** for Cllr. O'Donoghue and the Events Coordinator to liaise over arrangements for the Dog Show. Cllr. Try offered to assist with any technical support in hosting the event online via Zoom.

**ACTION EVENTS COORDINATOR**

It was **AGREED** that if by mid-August the Council were still unable to hold live events, then the Council would run an online Dog Show during the week leading up to and including Sunday 13<sup>th</sup> September which is the date set for the live event.

**ACTION EVENTS COORDINATOR**

**94/20 Death Cafe & Good Endings Fair**

Members received and discussed a written report from the Events Coordinator. Cllr. Harvey said it was positive to see how many stall holders were engaged with the event.

Proposed by Cllr. Harvey, seconded by Cllr. O'Donoghue and unanimously **AGREED** that due to the Coronavirus outbreak and the current rules around social distancing and large gatherings that the Death Café and Good Endings Fair are postponed until 2021 or such times when mass gatherings and events are able to take place. Members also **AGREED** that the booking fees are refunded to the stallholders.

**ACTION EVENTS COORDINATOR**

**95/20 Drive-in Cinema**

The Town Clerk reported on options for hosting an open-air cinema. The following locations were discussed as potential sites:

Cornwalls Meadow car park – Buckinghamshire Council have granted permission to use of the car park but it would require a minimum of 45-50 ticket sold in order for the event to be financially viable.

Stowe – In previous years Stowe have successful run open air cinema events. Members were in agreement that it was not an ideal location being so far out of town.

Bourton Park – An open air cinema in Bourton park, not involving any vehicles, could have ticket holders sat within 2m squares.

Cllr. O'Donoghue suggested Ford Meadow, Cllr. G. Collins proposed the old Innov8 site on Tingewick Road and Cllr Stuchbury suggested outside the Swan Pool.

Cllr. Harvey said it was worth exploring the proposal in more detail. Cllr. Stuchbury said there was surplus budget from previously cancelled events and this was an opportunity to organise something new for the community. Cllr. Try suggested arranging an event with The Film Place. The Deputy Town Clerk informed Members that based on initial investigations the ticket prices would be £65 per car or £15 per individual.

Members **AGREED** for the Chairman, Vice Chairman and Events Coordinator to investigate options and, if necessary, call an extra ordinary meeting of TC&E for any decisions on expenditure.

**ACTION EVENTS COORDINATOR & CLLRS. STUCHBURY AND BLOOMFIELD**

**96/20 Bard of Buckingham**

Members noted an update from the Town Clerk on the continued work of the Bard of Buckingham. Members congratulated Mr. D. Jones on his success in the role and asked the Town Clerk to suggest to the Bardic Council if Mr. D. Jones would consider another year as The Bard of Buckingham with an election to be held in 2021.

**ACTION TOWN CLERK**

**97/20 Councillor leads for Events**

Proposed by Cllr. Bloomfield, seconded by Cllr. O'Donoghue and unanimously **AGREED** for Members to fill out the form and return to the Events Coordinator.

**ACTION ALL TC&E COMMITTEE COUNCILLORS**

**98/20 Christmas Lights**

The Events Coordinator reported on plans to extend the icicle lights from the Almshouse Houses to the turning of Cornwalls Meadow Car park. In following years, the lights could be extended further down Bridge Street.

The Town Clerk **AGREED** to bring back budget costs to the next meeting of TC&E.

**ACTION TOWN CLERK**

**99/20 Access**

The Town Clerk updated members on feedback the Council had received regarding the AccessAble website.

Cllr. O'Donoghue asked if Accessibility information could be incorporated within the Buxplore application. The Town Clerk said the office was working on updates to the Tourist Information Centre's website and there was potential for investing in the expansion of accessibility content. Members noted that the Town Clerk would review the AccessAble contract and investigate options for adding accessibility information to the new tourism website. It was **AGREED** the Town Clerk would provide a written report to a future meeting of TC&E.

**ACTION TOWN CLERK**

**100/20 Markets**

Members received and discussed a written report from the Deputy Town Clerk regarding options for collecting payment. The Deputy Town Clerk reported that this time payment to the Council from traders is by cash only. This presents a Covid-19 risk to both the Market Manager and traders as notes and coins are exchanged between them. It has also become exceptionally difficult to bank cash as banks are operating limited hours and there are long queues. The Deputy Town Clerk confirmed that individual's traders would still determine whether or not they wanted to trade with cash.

Proposed by Cllr. Harvey, seconded by Cllr. Bloomfield and unanimously **AGREED** the following report recommendations:

- It is recommended that the Market Manager be issued an iZettle card machine to collect the market rents. The machine will be purchased from budget 302 4235 Market Infrastructure.
- It is recommended that after a brief transition period, Buckingham Markets cease to except cash and move to card only payment.
- It is recommended that Members note the measures in place to ensure the markets are a safe place to shop post Covid-19.

**ACTION DPEUTY TOWN CLERK**

**101/20 Tourist Information Centre**

101.1/20 Website – The Deputy Town Clerk reported on initial research into website design. Members were enthusiastic and **AGREED**, in principle, for the Deputy Town Clerk to further investigate options for designing the website in house and report back to a future meeting of the TC&E Committee.

**ACTION DEPUTY TOWN CLERK**

101.2/20 Reopening – Members received a written report from the Deputy Town Clerk and unanimously **AGREED** the following report recommendations:

- It is recommended to reopen the Tourist Information Centre on the 4<sup>th</sup> July in line with phase three of the Government's lockdown easing plan. This date will be kept under review as government guidance changes.
- It is recommended that members note the proposed Covid-19 safety measures.

- It is recommended that Buckingham Town Council continue to liaise with the Old Gaol Museum and seek to work towards shared solutions where possible.

**ACTION DEPUTY TOWN CLERK**

Members **AGREED** to issue a press release, at the appropriate time, on the Town Mayor's reopening of the Town Centre.

**ACTION DEPUTY TOWN CLERK**

## **102/20 Town Centre**

102.1/20 The Events Coordinator informed Members that the Greenspaces Team had planted 250 geraniums in the town centre planters. Members were in agreement that the planters were a welcome addition to the town centre.

102.2/20 Members received and noted written report from the Town Clerk. Initial ideas included extending the current free parking arrangements, providing outdoor tables and chairs for people who have purchased take away goods, supporting local businesses to trade or promote themselves online and provide advice and guidance. The Town Clerk informed Members that a press release was issued, asking businesses to provide their contact details and any views. This has now been provided through an online survey. If this does not attract sufficient responses, it may be necessary to hand deliver a letter and form to local businesses.

Members held a discussion on the merits and pitfalls of implementing road closures around the town and highlighted pedestrian pinch points such as the pavement outside of Smith & Clays.

## **103/20 Buxplore**

the Town Clerk informed Members that the application was now live and its launch had been covered by the national press. The physical launch will take place later in the year. Promotion will be rolled out across the town with stickers and other promotional materials. Cllr. Harvey congratulated the Communications Clerk on all her hard work. Cllr. Stuchbury asked if the office had asked Buckinghamshire Council to take the application into their system for further promotion.

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and **AGREED** that the office write to Cllr. Steve Bowles and ask for his assistance in the County-wide promotion of Buxplore.

**ACTION TOWN CLERK**

## **104/20 Youth Council**

There were no updates.

## **105/20 News Releases**

Re-opening of the Town Centre (*minute 101.2/20*)

## **106/20 Chair's Items**

There were none.

**107/20 Date of the next meeting: Monday 27<sup>th</sup> July 2020**

Meeting closed at 9pm

Signed ..... Date .....

Chair

DRAFT