

TCE/04/20

**Minutes of a meeting of the Town Centre and Events Committee of Buckingham Town Council held on Monday 19<sup>th</sup> October 2020 at 7.00pm online via Zoom.**

**Present:**

Cllr. R. Ahmed	
Cllr. G. Collins	Town Mayor
Cllr. T. Bloomfield	Vice Chair
Cllr. Mrs. M. Gateley	
Cllr. J. Harvey	
Cllr. A. Mahi	
Cllr. H. Mordue	(from minute 743/20)
Cllr. L. O'Donoghue	
Cllr. Mrs. Strain-Clark	
Cllr. R. Stuchbury	Chair
Cllr. M. Try	

**Also attending:**

Mr. P. Hodson	Town Clerk
Mrs. A. Brubaker	Events Co-ordinator
Mrs. N. Stockill	Committee Clerk
Cllr. H. Mordue	(from minute 743/20)

No members of the public attended and so there was no public session

726/20 Apologies for Absence  
Members received and noted apologies from Councillor W. Whyte.

**727/20 Declarations of Interest**

Cllrs. Gateley and O'Donoghue declared an interest in agenda item 8 (Community Fundraising Day) as a member of the Fairtrade Buckingham Group and Youth Club respectively.

**728/20 Minutes**

Members received and **AGREED** the minutes of the meetings held on Monday 27<sup>th</sup> July 2020 and Thursday 10<sup>th</sup> September 2020.

**729/20 Action List**

Members received the action report and noted the updates.  
Climate Emergency Action Plan (886/20) – Members **AGREED** for the office to investigate the feasibility of hosting an online Climate Emergency Workshop and to bring a feasibility report to the next meeting. **ACTION COMMITTEE CLERK/EVENTS COORDINATOR**

**730/20 Rural Market Town Group (516/19)**

Members noted the report and Cllrs. O'Donoghue and Gateley **AGREED** to attend an upcoming meeting of the Rural Market Market Towns Group on the 9<sup>th</sup> November.

**731/20 Terms of Reference**

Members received a written report from the Committee Clerk and **AGREED** the following

TC&E (19/10/2020) Ratified Page 1 of 6  
*PUBLIC SECTOR EQUALITY DUTY 2010/CRIME AND DISORDER ACT, 1988: the decisions made during the course of the meeting were duly considered and it was decided that there were no resulting direct or indirect implications in respect of crime and disorder, or equalities considerations, other than those stated in the minutes.*

Initial.....

report recommendations:

That Members AGREE the amend 10.6 of the approved Terms of Reference to include:  
*"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 events involving the Town Council. To organise and co-ordinate the Council's Christmas Lights display; set up and review contracts."*

**ACTION COMMITTEE CLERK**

That the amended Terms of reference are referred to Full Council on the 23<sup>rd</sup> November 2020 for approval.

**ACTION COMMITTEE CLERK**

### **732/20 Story Collecting Micro Festival Plans - Summer 2021**

Members received and discussed correspondence from Buckinghamshire Council.

Members **AGREED** for the Town Clerk to respond positively, expressing an interest in the creative initiative. Cllr. Stuchbury informed Members that North Bucks Carers had compiled an anthology of local residents' stories that could fit the brief of the festival's plans.

**ACTION TOWN CLERK**

### **733/20 Buckingham Community Group Fundraising Day**

The Events Coordinator explained that the Resources Committee on Monday 21<sup>st</sup> September had agreed for TC&E to investigate holding a Buckingham community group fundraising day, to be a large summer fair with stalls from local VCSE groups and local grant giving bodies in order to support local groups to raise their profile, funds and recruit volunteers. Cllr. Stuchbury noted that funding for this event would be included in the Town Centre and Events 2021/2022 precept.

Members **AGREED** to feedback any potential charity stall holders to the Events Coordinator. The following report recommendations were unanimously **AGREED**:

- The Events Coordinator continues with plans for the event as outlined.
- A report will be brought back to the first TC&E meeting of 2021 which will be Monday 8<sup>th</sup> February 2021.
- The Events Coordinator works with the Buckingham Society to see how we can work together and combine the Civic Day with the Community Fair.
- The event is held on a Sunday in June 2021 in the cattle pens. The date for the Moretonville Football tournaments 2021 will be looked into so that the event does not clash with them.
- A budget of £1,500 is set for the financial year 2021/22 to cover any costs relating to the event.

**ACTION EVENTS COORDINATOR**

### **734/20 Litter Picking Events**

The Events Coordinator explained that June and September's litter picks had been cancelled following the government's restrictions on organised events.

The Committee Clerk informed members of an online litter picking campaign to run between Wednesday 21<sup>st</sup> October – 20<sup>th</sup> November 2020. Participants will be asked to submit photos of themselves (or others) throwing litter into a bin, along with why they feel

it's important to keep Buckingham clean. The winning photographs will be picked by the Town Clerk and the Town Mayor on the 27<sup>th</sup> November 2020.

**735/20 Buckingham Calendar 2021**

The Town Clerk reported on the publication of the 2021 Buckingham calendar and displayed some of the winning entries. Members **AGREED** for the Town Clerk to investigate means to sell the calendar online.

**ACTION TOWN CLERK**

**736/20 WW1 Memorial Rededication (20th May 2021)**

It was unanimously **AGREED** to review plans for the rededication service on the 8<sup>th</sup> February 2021.

**ACTION COMMITTEE CLERK**

**737/20 Bard of Buckingham**

The Town Clerk reported that the Bardic Elections had been postponed until Spring 2021.

**738/20 Good Endings Fair 2021**

The Events Coordinator reported that The Good Endings Fair was cancelled in March and September 2020 following the government's restrictions on organised events. Members **AGREED** that the event be rescheduled for September 2021, but that the plan be reviewed nearer the time to ensure the timing is appropriate to the current situation.

**ACTION EVENTS COORDINATOR**

**739/20 Christmas Lights Switch On 2020**

Members **AGREED** to discuss the agenda item within a confidential session at the end of the meeting in light of information received following the publication of the agenda.

**740/20 Christmas Shopping Promotion**

The Town Clerk informed Members that Buckinghamshire Council had agreed to rescheduled free parking days from the Charter Fair to weekends in the lead up to Christmas. Members **AGREED** to issue a press release.

**741/20 Buckingham Summer Youth Project Report**

Members received and noted a report from Action4Youth. Members recorded their thanks to Action 4 Youth for producing such a positive and successful event. Cllr. Stuchbury explained that Members of the Town Council had undertaken consultation with some of the young people, resulting in a petition gathering 224 signatures to be formally presented to the Community Board meeting. Cllr. Gateley said Local Democracy Week could be included within the next newsletter.

**742/20 Budget**

742.1/20 Members received and noted the latest budget figures.

742.2/20 Members received and noted the revised budget forecast (covid-19 impact).

742.3/20 Members received and noted a written report proposing the draft budget for 2021/22 and the revised draft five-year budget.

*Cllr. Mordue joined the meeting at this point in the meeting.*

### **743/20 Forthcoming Events**

#### **743.1/20 Remembrance Parade**

The Events Coordinator explained that Mr Weston has sole responsibility for the ribbons and decorations being placed on the railings and being taken down and has been informed that traffic view points must not be obstructed. The following report recommendations were

#### **AGREED:**

- As Remembrance Sunday falls on Sunday 8th November this year it is recommended that the Green Spaces Team put the Union flags up in the town centre on Friday 6<sup>th</sup> November. The flags should then come down on Thursday 12<sup>th</sup> November the day after Remembrance Day.
- It is recommended that the Green Spaces Team undertake their normal duties in preparation for Remembrance Sunday and clean the war memorial and the area around it in the days leading up to Sunday 8<sup>th</sup> November.
- It is recommended that on the morning of Remembrance Sunday the Green Spaces Team clean any fallen leaves and debris from around the war memorial ahead of the wreath laying
- With regards to Mr Weston's "Red for Remembrance", it is recommended that he be allowed to decorate a designated area on the cattle pens railings (area to be agreed in advance so as not to cause an obstruction to motorists).
- It is recommended that Mr Weston has sole responsibility for the ribbons and decorations being placed on the railings and being taken down.
- It is therefore recommended that the decorations are removed by Mr Weston on Thursday 12<sup>th</sup> November.

#### **743.2/20 Pumpkin Trail**

The Office Apprentice spoke to the written report and the following recommendations were

#### **AGREED:**

- It is recommended that the Council holds a Halloween pumpkin letter trail event from Friday 23<sup>rd</sup> October until Saturday 31<sup>st</sup> October 2020. Officers have contacted twelve local shops and businesses that have agreed to display a pumpkin letter in their windows for all event participants to see.
- It is recommended that if we enter a national lockdown during this time, the alternative event will be to ask Buckingham residents to submit photographs of their carved pumpkins via email to [admin@buckingham-tc.gov.uk](mailto:admin@buckingham-tc.gov.uk) which will then be displayed on social media.

Members recorded their thanks to the Office Apprentice for creating the initiative and **AGREED** to issue a press release.

#### **743.3/20 Local Democracy - Friday 23<sup>rd</sup> October 2020**

Members received a verbal report from the Events Coordinator noting that pupils from Buckingham and the Royal Latin schools would participate in an online debate with Cllrs. O'Donoghue, Ahmed, Stuchbury and County Councillor Whyte. Local MP Greg Smith would chair the event and questions had already been submitted by the schools.

#### 743.4/20 Charter Fair

The Events Coordinator reported that Head Showman, Marshall Nichols of Nichols Amusements had installed a Striker game outside of the Old Goal. The game remained dormant for the afternoon of Saturday 17<sup>th</sup> and Mr Nichols was greeted in the town centre by Cllr. Robin Stuchbury and the Town Crier. Due to Covid-19 restrictions a decision had been made by Mr Nichols and the Town Council that the Charter Fair be cancelled for 2020. In order to preserve the town's Charter, the stall was set up and Cllr Stuchbury paid £1 to take part.

#### 744/20 Event Reviews

##### 744.1/20 River Rinse

The Events Coordinator explained that the second river rinse was event was cancelled due to heavy and persistent rain leading up to the event.

Members **AGREED** to **RECOMMEND** to Full Council that the Council earmark and commits the remaining budget from 301/4115 to the 2021/22 budget to give Councillors the opportunity to do an extra river rinse in the next financial year 2021.

Members **AGREED** to make a small financial donation to Stowe Sub Aqua Club.

##### 744.2/20 Dog Show

The Events Coordinator explained the success of the online dog show, which saw over 101 entries across the Town Council's social media sites: Facebook, Instagram, Twitter and the website. Members discussed and **AGREED** the following report recommendations:

- If the Dog Show were to be held online again it is recommended that more time is spent planning the website content as this proved to be very time consuming.
- It is recommended that other available software is researched i.e. a software widget voting form that could generate instant results rather than the results having to be calculated manually.

#### 745/20 Access

##### 745.1/20 AccessAble Service

Members received a written report from the Town Clerk and recalled that following the extension of the contract, it became apparent that many of the surveys carried out by volunteers had been removed by the AccessAble website. It had been the understanding of the Resources Committee when the decision was made to provide further funding that the existing surveys would be maintained and added to. Cllr. Harvey said it was important to retrieve Buckingham's data from AccessAble before proceeding with the cancellation of the Council's contract. Cllr. Gateley said it was disappointing that the website did not record that Cornwall's Meadow toilet was a Changing Places facility.

Proposed by Cllr. Stuchbury, seconded by Cllr. Mahi and unanimously **AGREED** to **RECOMMEND** to Resources Committee to review the Town Clerk's written report and consult with Access4All before deciding whether to cancel the contract.

#### **ACTION RESOURCES COMMITTEE**

**746/20 Tourist Information Centre**

Members received and noted the latest visitor and accommodation statistics.

**747/20 Twinning**

There were no updates.

**748/20 News Releases**

Members **AGREED** for the office to issues press releases on the following:

- Christmas Lights Switch On
- Buckingham Calendar 2021
- Christmas Shopping
- Pumpkin Trail

**749/20 Chair's Items**

**750/20 Date of the next meeting:** Monday 7<sup>th</sup> December 2020

**751/20 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

**752/20 Christmas Lights 28<sup>th</sup> November 2020**

Members **AGREED** for the Events Coordinator to investigate whether Granta Networks could live stream the switch on with footage from a drone flown above the town. Members were in agreement that the Town Mayor and Town Crier should be involved in a montage of resident' Christmas light photos to create a Community Christmas light switch on video. Members **AGREED** to enter into an agreement with Granta Networks to record the Christmas light switch on for £600. A vote was taken and results were:

8: in favour

1: against

Motion carried

**ACTION EVENTS COORDINATOR**

Meeting closed at 20.55pm

Signed

Date