

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 26<sup>th</sup> March 2018** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present: Cllr. J. Bates  
 Cllr. T. Bloomfield Chair  
 Cllr. Mrs. G. Collins  
 Cllr. D. Isham  
 Cllr. A. Mahi  
 Cllr. L. O'Donoghue  
 Cllr. Mrs. Strain-Clark

Also attending Mrs. A. Brubaker Events Co-ordinator  
 Ms. C. Childs Deputy Town Clerk  
 Mrs. N. Stockill Committee Clerk

#### 858/17 Apologies for Absence

Members received and accepted apologies from Cllrs. Smith, Mordue, Gateley, Stuchbury and Harvey.

#### 859/17 Declarations of Interest

There were no declarations of interest.

#### 860/17 Minutes

To receive the minutes of the Meeting held on Monday 5<sup>th</sup> February 2018 ratified at Full Council on Monday 12<sup>th</sup> March 2018.

**AGREED**

*Members **AGREED** to allow members of the public Mary Simons to address the Committee. Standing Orders were suspended at this point.*

Ms. M. Simons asked Members if the Town Diary was still in use. The Deputy Town Clerk explained that the Tourist Information Centre manages the Town Diary and it is populated with Buckingham events and promoted via social media and local magazines. Ms. Simons said she was please the Town Diary was in regular use and called for wider publication to ensure all local event promoters utilise the tool.

*Members **AGREED** to resume Standing Orders.*

#### 861/17 Action List

Good Endings Fair – It was brought to the Chairs attention that a date (8<sup>th</sup> September 2018) for the event had been agreed without prior agreement from the TC&E Committee. Cllr. Bloomfield referenced minute 762 /17 (5<sup>th</sup> February 2018) *The Events Coordinator suggested running the event during a Saturday in February 2019. Cllr Harvey suggested September or October of this year and agreed to forward suitable dates.* **ACTION EVENTS COORDINATOR**

Cllr. O'Donoghue and Mahi raised concern that the Event Coordinator's recommendation of a February 2019 date was not followed. Cllr. Bates explained there had been subsequent sub-committee meetings where the Event Coordinator was present and the September 2018 date was discussed with no objections being raised. Cllr. O'Donoghue asked the Events Coordinator if she had undertaken any preparatory work for the event as it was initially agreed for Cllrs. Harvey and Bates to scope the project. The Events Coordinator explained that she was not in favour of the event running in September 2018 especially as now she was involved in arrangements for the Armistice 100 event (November 2018) and the Ice rink (December 2018) on top of the Charter Fair, Remembrance Day Parade, Bonfire Night, Christmas Parade, Christmas Lights and Community Fair. The Deputy Town Clerk explained that currently there was not capacity in the office for another member of staff to take on organisation of the Good Endings Fair.

Proposed by Cllr O'Donoghue and seconded by Cllr. Mahi that the Committee agrees to suspend arrangements for the Good Endings Fair until a suitable date in the events calendar.

A vote was taken and the results were:

In favour: 6

Against: 1

**Motion Carried**

**ACTION EVENTS COORDINATOR**

Training and Safeguarding –The Events Coordinator reported that Cllr Mrs Gateley suggested that maybe the Town Council look at a safeguarding policy for staff assisting at public events. Members **AGREED** for the Events Coordinator to look at a draft policy and additional training in terrorism and public place violence.

**ACTION EVENTS COORDINATOR**

## **862/17 Markets**

To receive a report from the Deputy Town Clerk

The Deputy Town Clerk explained the current market rules prohibited the sale of alcohol on the market. However, recently a company have requested a stall on the Street Market selling closed container alcoholic beverages. The Deputy Town Clerk also noted that a number of Traders who attended the Food Fair in 2017, and in 2018 had also expressed an interest in having a stall on the street market, but had to be turned down because of the current market rules.

Cllrs. Isham and Collins spoke against the sale of alcohol on the Street Market.

Cllrs. O'Donoghue and Bates spoke in support of amending the market rules as the Town Council was already accepting licenced stall holders at the Food Fair. Cllr. Bloomfield was happy for a 3 month trial.

Proposed by Cllr. O'Donoghue and seconded by Cllr. Strain-Clark to allow the applicant, Tipple on Tap Ltd to sell alcoholic products on the Buckingham Street Market for a trail period of 3 months.

A vote was taken and the results were:

In favour: 4

Against: 3

**Motion carried**

**ACTION DEPUTY TOWN CLERK**

## **863/17 Budget**

TC&E 26<sup>th</sup> March 2018

Ratified 8<sup>th</sup> May 2018

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*EQUALITIES ACT 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, racial equality or diversity.*

Initial.....

To receive the latest budget figures  
Noted.

#### **864/17 Commemorating 100 years of WW1**

To discuss whether to participate in the Silent Soldier campaign  
Members discussed the two commemorative campaigns and **AGREED** to participate in both.

Proposed by Cllr. O'Donoghue, seconded by Cllr. Mahi and unanimously **AGREED** to vire £285 from 4203 Community Fair budget to the Silent Soldier campaign and for the Events Coordinator to arrange a 'Crowd Funding' scheme to purchase a commemorative bench.  
**ACTION EVENTS COORDINATOR**

Members were in agreement that residents should be consulted on the location of the soldier statue and commemorative bench.

#### **865/17 Summer Quiz**

To receive a verbal update from The Chair  
Cllr. Bloomfield asked for support to run another Summer Quiz on the 20<sup>th</sup> July 2018 during Fringe Week. Cllr. Bloomfield explained that it would be a self financing event as participants would have to pay a small entrance fee. Members **AGREED** to support the event.  
**ACTION CLLR BLOOMFIELD**

#### **866/17 Forthcoming Events**

Spring Fair - Sunday 8<sup>th</sup> April

Ten stall holders have confirmed, including The Woodland Trust and Men in Sheds. The Brackley Morris Dancers will be performing at the event.

Scouts Parade – Sunday 22<sup>nd</sup> April

Troupes from Winslow and District Scouts will be following the same route as the Remembrance Day parade. Volunteer marshals are required from 12.30pm.

Music in the Market – Sunday 27<sup>th</sup> May

The bands are to be confirmed in April/May 2018.

May Day – Tuesday 1<sup>st</sup> May

All Buckingham Primary schools are taking place in this year's event.

Fringe Week – Saturday 14<sup>th</sup> July – Sunday 22<sup>nd</sup> July

Buckingham Rugby Club's events to be incorporated into this year's Fringe Week.

Family Camp Out - Saturday 21<sup>st</sup> July 2018.

The event could start mid-afternoon. The Scouts, Guides and Cadets would be asked to come along and show off some of the skills that they have learnt whilst camping. There could be a BBQ and ice cream vendor. A meeting has been arranged with the UK Astronomy Group to see if they are able to come along to the event to do some sun and star gazing.

Dog Show – Sunday 15<sup>th</sup> July

Sponsors already lined up.

**867/17 Charter Fair – Nichols Amusements**

To receive a verbal report from the Events Coordinator and Cllr. O'Donoghue  
Cllr. O'Donoghue is investigating historical photographs in the County Archives and undertaking research into the Nichols family tree.

Members discussed and **AGREED** to commemorate the 100 anniversary of the Nichols family bringing the fair to Buckingham with personalised engraved silver tankards to be presented to the Nicholls Brothers .

**ACTION EVENTS COORDINATOR & CLLR. O'DONOGHUE**

**868/17 Ice rink**

To receive a verbal report from the Events Coordinator

The Events Coordinator reported that she had only received one quotation so far and that was approximately £8,000 for a 5x20m rink, inclusive of installation, lighting, skates etc. The Deputy Town Clerk reminded Members there was an agreed budget of £8600 for the project, though it was anticipated that tickets sales would make it a cost neutral event. The Events Coordinator was still waiting for another two companies to submit their quotes and would bring the figures back to the next TC&E Committee Meeting for discussion.

**ACTION EVENTS COORDINATOR**

**869/17 Lace Hill Events Schedule 2018**

To receive a written report from the LHSCC Coordinator and Deputy Town Clerk

The Deputy Town Clerk explained that a small budget of £750 was allocated in FY17/18 from within the Environment Budget and events and activities have previously been agreed at the Environment Committee. From April 2018 this budget will transfer to TC&E (£1000 budget allocated in FY 2018/19). The management plan of the Lace Hill Sports and Community Centre states that at the beginning of each financial year, an events schedule will be sent to TC&E for agreement. It is anticipated that staffing for these events will be predominantly managed by the LHSCC Coordinator and Assistant supported by volunteers. THE Deputy Town Clerk explained that dates for all of the events have been coordinated with the existing Events schedule, and the LHSCC Coordinator liaised with the Events Coordinator regarding use of consistent paperwork / management plans / shared knowledge and experiences.

Cllr O'Donoghue questioned whether the Town Council should be involved in organising a 'pamper evening' exclusively for women. The Deputy Town Clerk explained that the idea of a Ladies Pamper Evening had come from community consultation. Following questioning from Cllr. Mahi the Deputy Town Clerk explained that there was no expectation on the Events Coordinator to be involved in any of the events detailed within the report. Cllr O'Donoghue questioned whether running events at the LHSCC was within the Coordinator's original job description. The Deputy Town Clerk reminded Cllr. O'Donoghue that part of the LHSCC Coordinator's role was to coordinate activities at the LHSCC for the community whilst raising the profile of the centre. Members agreed the change the event title to 'Pamper Evening'

Members **AGREED** the report recommendation. **ACTION DEPUTY TOWN CLERK**

**870/17 Armed Forces Day**

To discuss whether to hold an Armed Forces Day in 2019  
Members discussed and **AGREED** for the Events Coordinator to investigate and bring back recommendation to a future Committee. Cllr. Bates suggested a concert to celebrate the day,

**ACTION EVENTS COORDINATOR**

**871/17 Best Kept Village**

To note this year’s entry into the competition  
Noted

**872/17 Event Reviews**

**872.1/17 Pancake Race**

To receive a written report from the Events Coordinator  
Cllr. Bates suggested incorporating a pancake race for disabled people.  
Noted.

**872.2/17 Food Fair**

To receive a written report from the Events Coordinator.  
Noted. Recommendation to continue the Food Fair for 2019

**873/17 Buckingham Action Group**

To receive a verbal update from Cllr O’Donoghue  
Cllr. O’Donoghue advised Members that the Skate Park Awareness event will take place on the 16<sup>th</sup> June 2018.

**874/17 Access**

Cllr. Strain-Clark expressed disappointment in the lack of disabled access to and from the Villers’ Ballroom.

**875/17 Correspondence**

None.

**876/17 News Releases**

Members **AGREED** a press release on the WW1 commemorative bench and Silent Solider campaigns.

**ACTION EVENTS COORDINATOR**

**877/17 Chairman’s Items**

Cllr. Bloomfield reminded Members of the Spring Fair scheduled for the 8 April and for Councillors’ assistance at the event.

**878/17 Date of the next meeting: Monday 21<sup>st</sup> May 2018**

Meeting closed at 20.09pm

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