

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 9<sup>th</sup> July 2018** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present:

Cllr. T. Bloomfield	Chair
Cllr. Mr. P. Collins	
Cllr. Mrs. M. Gateley	
Cllr. J. Harvey	Town Mayor
Cllr. D. Isham	
Cllr. A. Mahi	Vice Chair
Cllr. H. Mordue	<i>(until minute 190/18)</i>
Cllr. L. O'Donoghue	
Cllr. Mrs. Strain-Clark	
Cllr. R. Stuchbury	<i>(from minute 193/18)</i>

Also attending	Mrs. A. Brubaker	Events Co-ordinator
	Mrs. N. Stockill	Committee Clerk
	County Councillor Clare	

Cllr. Bloomfield opened the meeting and welcomed Councillor Clare who had come to speak to Members regarding a proposal to hire a big screen for the public to watch the World Cup final. Members **AGREED** to suspend Standing Order to allow Members to ask questions if they wished to.

Councillor Clare informed Members he was liaising with local community groups and businesses to arrange sponsorship and to work out the logistics of locating the large screen at Buckingham Athletics Ground or a smaller indoor screening at one of Buckingham's Community Centres. Cllr. Clare said it would be a unique and alternative venue to watch the match should England successful win the semi-final on Wednesday 11<sup>th</sup> July. In the event England did not make it through to the Final then the screen could be used for a community cinema event.

Cllr. O'Donoghue cautioned against unruly behaviour that has previously been associated with large football matches. Cllr. Clare acknowledged that a thorough risk assessment would need to be carried out. Cllr. Clare said the screen hire would cost between £2-3,000 and he was hopeful this could be raised from private sponsorship. Additional costs for St John Ambulance, temporary toilets and private security could make the event unachievable. Therefore, using a venue such as a community centre could make hosting the event more feasible.

*Cllr Clare left the chamber at 19.10*

Members agreed to reinstate Standing orders.

### **184/18 Apologies for Absence**

Members received and accepted apologies from Cllr. G. Collins and from Cllr. Stuchbury for lateness.



- 189.4/18 Merchant Navy Day Monday 3<sup>rd</sup> September  
Flag to be raised outside of the Community Centre by the Town Mayor.
- 189.5/18 Good Endings Death Café Wednesday 5<sup>th</sup> September  
To be hosted in the Buckingham Library.
- 189.6/18 Good Endings Fair Saturday 8<sup>th</sup> September  
The Events Coordinator reported that 12 stallholders were confirmed for the event with a disappointing response from larger corporations. Cllr. Harvey said that more TV and radio publicity could be investigated.
- 189.7/18 River Rinse Sunday 23<sup>rd</sup> Sept & Sunday 7<sup>th</sup> October  
The Events Coordinator confirmed the first river rinse would start at the bridge nearest the bypass in Bourton Park. However, this was subject to confirmation from the Environment Agency that it was safe for the volunteers to enter the water following the recent pollution incident. The second River Rinse would start at the Cricket Field and continue on towards Waitrose.
- 189.8/18 Charter Fair Saturday 13<sup>th</sup> & Saturday 20<sup>th</sup> October  
Noted.

*Cllr Mordue left the chamber at 19.32*

**190/18 Event Reviews**

190.1/18 Music in the Market

The Events Coordinator stated that the event went well with no reported issues and that the clear up was completed in record time thanks to all of the Members and Officer that lent a hand.

**191/18 Soap Box Derby**

To receive a proposal from Cllr. Stuchbury

Cllr. Bloomfield explained that Cllr. Stuchbury had recently attended Brackley's successful Soap Box Derby and was keen to see if something similar could be hosted in Buckingham. Cllr. P. Collins said that Buckingham should not be trying to emulate events held in neighbouring towns. Cllr Strain-Clark spoke in favour of the proposal and felt it was worth exploring the idea further.

Proposed by Cllr. Strain-Clark and seconded by Cllr. Isham for the Events Coordinator to research the proposal further and bring a report back to a future Committee meeting. A vote was taken and the results were:

In favour: 6

Against: 1

**Motion carried**

**ACTION EVENTS COORDINATOR**

### **192/18 Armistice 100**

The Events Coordinator updated Members on the meeting with Mr Lionel Weston for the Armistice 100 Celebration event. The event management plan and risk assessment has been issued to the Safety Advisory Group and the Events Coordinator was waiting for their response.

### **193/18 Commemorating 100 years of WW1 – Silent Soldier**

The Events Coordinator explained that the silhouette could be placed outside of the community centre until the 1<sup>st</sup> December 2018 once permission was gained from AVDC.

Proposed by Cllr Harvey, seconded by Cllr. O'Donoghue and unanimously **AGREED** to fix the Silent Soldier to the external wall of the Council Chamber.

Cllr. Mahi suggested placing a flower trough at the foot of the soldier for wooden crosses during the weeks leading up to Remembrance Sunday.

*Cllr Stuchbury entered the chamber at 19.41*

### **194/18 Ice Rink**

To receive a verbal update from the Events Coordinator

The Events Coordinator explained she had sought three quotations but only one of the companies provided a viable quotation at just under £8,000 for the complete package. Members were reminded that this was a cost neutral event and tickets would be sold from the Tourist Information Centre and online. Members were in agreement that local schools and youth groups should be contacted in advance for group bookings and advertising spaces (inside of the rink) should be sold to local businesses. Cllr. Bloomfield confirmed that the artificial ice rink would stretch from the steps by the zebra crossing to the bus station end of cattle pens (opposite Paynes Court entrance). Members **AGREED** to progress with the ice rink proposal and for a full report to be brought back to a future TC&E Committee meeting.

**ACTION EVENTS COORDINATOR**

### **195/18 Buckingham Action Group**

Cllr. O'Donoghue reported that the Skate Park Awareness Day had gone very well and was much enjoyed. At future events it was recommended that competitions were divided into age categories. Cllr. O'Donoghue recorded her thanks to the Events Coordinator for all of her hard work leading up to the event. Cllr. O'Donoghue expressed disappointment that AVDC were charging the BAG £600 for the use of the skate park despite the fact they are a Member of the group.

### **196/18 Illegal signage**

Members discussed the report from the Town Clerk and noted that the Town Council's own posters must be removed promptly after Town Council events. Members **AGREED** the report recommendation with the exception that any

advertisements from outside of the parish boundary are to be removed immediately.  
*[Report recommendation: That the Town Council can not do what they wish to do within the framework in place. That the existing situation continues.]*

**ACTION ESTATES MANAGER**

**197/18 Motion Cllr Stuchbury**

To recommend to Members to agree a committee budget to fund additional temporary staff to assist with events throughout the summer in light of temporary staffing difficulties within the office. To relieve pressure and make sure appropriate experience is used in appropriate ways throughout The Council.

Cllr Stuchbury spoke to his above motion adding that the next few months would see many staffing changes within the office, combined with annual leave there would, undoubtedly, be periods of time when the Town Council's office and events were short staffed. Cllr Stuchbury called for £1,000 to be released from the Charter Fair budget to allow the Chair of TC&E and Events Coordinator to spend on agency staff should an event require additional staffing.

An amendment to the motion was proposed by Cllr P Collins and seconded by Cllr. Stuchbury that permission is given to the Chairman and Vice Chairman of the TC&E committee to vire £2k from the Charter fair budget when necessary to be used for overtime or to supply outside sources, be it contractors/agency staff until September 2018.

A vote was taken and the results were:

5 favour

1 against

3 abstentions

**Motion carried.**

**ACTION FINANCE OFFICER**

**198/18 Event Ownership**

To recommend that this item is referred to Full Council

**AGREED**

To recommend to Full Council that all Members consider the Event Ownership spreadsheet and inform the Events Coordinator if they wish to lead or deputise at any of the forthcoming events.

**199/18 Access**

Noted.

**200/18 News Releases**

The following press releases were **AGREED**:

Silent Solider and Good Endings Fair.

**ACTION EVENTS COORDINATOR**

Cotton End Steps – Cllr. Bloomfield mentioned a press release for the official opening of the new Cotton End Access way, due to the ceremony taking place

before the next Environment Committee meeting.

**ACTION ESTATES MANAGER**

**201/18 Chairman's Items**

None.

**202/18 Date of the next meeting:** Tuesday 28<sup>th</sup> August 2018

Meeting closed at 20.31pm

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