

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Tuesday 28th August 2018** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present:

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

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

301/18 Apologies for Absence

Members received and accepted apologies from Cllrs. P. Collins, G. Collins and Mordue.

302/18 Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

There were no declarations of interest.

303/18 Minutes

To receive the minutes of the Meeting held on Monday 9th July 2018 ratified at Full Council on 13th August 2018. (TCE/02/18)

AGREED

304/18 Action List

To receive action reports and updates
Noted.

305/18 Markets

To receive a verbal update from the Events Coordinator
The Events Coordinator provided Councillors with an update of a recent telephone conversation with Chesham Town's Market Manager and exchange of best practice ideas. Members **AGREED** to invite the Chesham Market Manager to a future meeting.

ACTION EVENTS COORDINATOR

306/18 Budget

To receive the latest budget figures
4241 (Comedy Nights) The Events Coordinator explained that a Comedy Night had not taken place this year as Villers Ballroom was being refurbished and the Event's

calendar was now busy until the end of the year. Members **AGREED** to earmark the underspend at Precept.

307/18 Forthcoming Events

307.1/18 Merchant Navy Day 3rd September 2018

Noted.

307.2/18 Death Café 5th September 2018

Noted.

307.3/18 Good Endings Fair 8th September 2018

The Event Coordinator noted a small profit of £11.20.

307.4/18 Dog Show 9th September 2018

Cllr. Stuchbury raised concern over cracks in the ground, caused by extremely dry summer. Members acknowledged that the greenspaces Team would be inspecting the condition of the paddocks leading up to the event.

307.5/18 River Rinse 23rd September 2018

Noted.

307.6/18 River Rinse 7th October 2018

Members discussed the health of the Great River Ouse.

307.7/18 Charter Fair 13th October 2018

Noted.

307.8/18 Charter Fair 20th October 2018

Noted.

307.9/18 Remembrance Day 11th November 2018

Members held a discussion on previous year's parade departure time and sequencing of laying wreath. Members **AGREED** for the Event Coordinator to check with the Royal British Legion and circulate an updated plan to all Councillors.

ACTION EVENTS COORDINATOR

307.10/19 Armistice 100 11th November 2018

The Events Coordinator reported she would be meeting with the event organisers, Councillors, Thames Valley Police, Newman events, and first aiders on the week beginning 10th September 2018. Members noted that the Council's road closure permits had been granted and would need to be tightly manned by trained staff and volunteers. The Events Coordinator highlighted that the Council's Greenspaces Team would be working outside from 7am on the day of the event. Members discussed how the weather could impact on the event and Cllr. Harvey recommended a wet weather contingency plan. Members were reminded that Buckingham Town Council had agreed to pay overtime for the Greenspaces Team. Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and unanimously **AGREED** for the Events Coordinator to seek a written Memorandum of Understanding from the Armistice 100 event organisers.

ACTION EVENTS COORDINATOR

307.11/18 Christmas Lights Switch on 1st December 2018

The Chair tabled report TCE/31/18 Renewal of the Christmas Lights Contract.

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and unanimously **AGREED** to accept the report recommendation.

ACTION EVENTS COORDINATOR

[Report recommendation: I recommend that we go with Company 2. The lights are tasteful as well as traditional and would blend in nicely with the traditional style of

Buckingham's town centre. The lights would also add a touch of colour to the town centre which members of the public have commented that we have lacked in the past, They would also add a feeling of warmth.]

307.12/18 Christmas Parade 15th December 2018

Cllr. Bloomfield noted that the Christmas Craft Fair was to take place on the 8th December 2018 having swapped dates with Community Fair on the 15th Cllr. Harvey suggested that, at future parades, the Town Mayor does not ride in the same (sponsored) vehicle with santa clause as it did not seem congruent with the office of Town Mayor. Cllr. Harvey also suggested that prizes were presented on the return route to ensure the Mayor could take part in the whole parade. Cllr. Mahi explained that the Mayor could choose whether to ride in the car or walk the route.

308/18 Event Reviews

308.1/18 Fringe

Cllr. Gateley noted that she had been present at the Youth Project and Oxford Fiddle Group event.

Members discussed and **AGREED** the report recommendation to continue with the Fringe week next year, but look at having different events to what we have had in the past. The week should include events for all age groups and abilities and recommends that the week has a theme.

Cllr. Harvey suggested the theme of Internationalism for next year's Fringe.

ACTION EVENTS COORDINATOR

308.2/18 Basketball sessions

Members **AGREED** to recommend to the Buckingham Activities Group that the sessions continue next year.

ACTION EVENTS COORDINATOR

308.3/18 Play around Parishes

Members discussed the success of this year's session despite having to change location of the first session due to unexpected drainage works in the entrance to Chandos Park. Members **AGREED** to continue to support these activities as they have done for the last 7 years.

308.4/18 Silent Solider

Noted.

308.5/18 Family Fun Day at Lace Hill

Members **AGREED** the report recommendation to make this an annual Fringe event.

308.6/18 Bandjam

The Events Coordinator thanked Cllrs and council staff for their assistance at the event and to the Greenspaces Team of Ian and Craig who were outside working from 7am that day. Cllr. Stuchbury suggested a video montage of the event to be placed on the Town Council Facebook page. Members noted issues with the stage and how the weather impacted on the equipment.

309/18 Pancake Race 2019

To discuss and agree a date for the Pancake Race in 2019.

Proposed by Cllr. Bloomfield, seconded by Cllr. Isham and **AGREED** for the 2019 Pancake Race to be held on the 2nd March 2019 at 12 noon.

ACTION EVENTS COORDINATOR

310/18 Ice Rink

To receive a verbal report from the Events Coordinator
The Events Coordinator explained that the ice rink would be in place from Monday 26th November to Sunday 2nd December 2018. The Events Coordinator requested a volunteer for event planning and contacting local schools and youth groups. Cllrs. O'Donoghue, Stuchbury and Bloomfield offered to assist with event planning. Cllr. Stuchbury suggested utilising the company's existing PR material.

ACTION EVENTS COORDINATOR

311/18 Best Kept Village

To note the results of the Best Kept Village competition
Noted.

312/18 100th anniversary of The RAF

To receive a verbal report from the Events Coordinator
Noted.

313/18 Buckingham Action Group

To receive a verbal update from Cllr O'Donoghue
A report of this year's skate park event will be given at the next meeting.

314/18 Access

To receive the latest Review Report from Disabled Go.
Noted.

315/18 University of Buckingham opening of the Vinson Building

To receive and discuss a request for publicity material from the University's Head of Development Services

Members **AGREED** for Cllrs. Stuchbury, Strain Clark and Bloomfield to host a stand at the opening of the Vinson Building on the 28th November 2018. Cllr. Harvey agreed he would send through photographs for the event. Events Coordinator to suggest to University that they contact the University Media Dept for footage of events they have filmed over the years.. Members **AGREED** to discuss further at the next Committee meeting.

ACTION COMMITTEE CLERK

316/18 Visitor Information Centre

To receive the latest visitor and accommodation statistics
Noted.

317/18 (Full Council 274/18): Councillor Training

To consider what training and development Members of this Committee feel is necessary.

Members discussed appropriate training for TC&E Committee members including Road closure marshal training, Committee Chair training and New Councillor training.

Proposed by Cllr. Harvey, seconded by Cllr. O'Donoghue and unanimously **AGREED** for the Events Coordinator to explore available options for training in

318/18 News Releases

None.

319/18 Chairman's Items

The Chairman reminded members of the up coming Good Endings Fair and Dog Show over the weekend of the 8th and 9th of September.

320/18 Date of the next meeting: Monday 15th October 2018

Meeting closed at 20.40pm

Signed Date
Chairman

DRAFT