

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 10<sup>th</sup> June 2019** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present:

Cllr. T. Bloomfield	Chair
Cllr. J. Harvey	
Cllr. D. Isham	
Cllr. A. Mahi	Vice Chair
Cllr. L. O'Donoghue	
Cllr. R. Stuchbury	

Also attending	Mrs. A. Brubaker	Events Co-ordinator
	Mr. P. Hodson	Town Clerk
	Mrs. N. Stockill	Committee Clerk

#### **55/19 Election of Chair**

Proposed by Cllr. O'Donoghue, seconded by Cllr. Stuchbury and unanimously **AGREED** to appoint Cllr. Mahi to the position of Chair for 2019-2020.

*Cllr. Mahi took the Chair from this point in the agenda.*

Members expressed their thanks to Cllr. Bloomfield for his time as Chair of the Town Centre and Events Committee.

#### **56/19 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 Chair for 2019-2020.

#### **57/19 Apologies for Absence**

Members received and accepted apologies from Councillors Gateley, Strain-Clark and Cole.

#### **58/19 Declarations of Interest**

There were no declarations of interest.

#### **59/19 Minutes**

Members received the minutes of the meeting held on Monday 1<sup>st</sup> April 2019 seen by Full Council on the 20<sup>th</sup> May 2019. Cllr. O'Donoghue reported the following error:

856/18 (Buckingham Action Group) – 'Simon Garfield' should read 'Simon Garwood'. With amendments the minutes were **AGREED**.

#### **60/19 Terms of Reference**

To review and agree the Terms of Reference as agreed at Full Council (min 22.2.4/19)

10.6 (Annual and Other Events) Members **AGREED** to reference Music in The Market and Band Jam.

10.11 (Youth Budget) Members **AGREED** the following amendment '*Youth projects to be facilitated by the TC&E Committee*'.

Cllr. Harvey questioned why TC&E retained a budget for Youth Projects when Full Council had responsibility for the Youth Council. Cllr. Stuchbury explained that historically the funds had been for entirely separate activities. The Youth Project budget funded TC&E lead events such as Play around the Parishes, Local democracy week and the Community Arts and Drama project.

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and **AGREED** that the Youth Project budget is retained by TC&E Committee and for the Town Clerk to report to Full Council on the reinvigoration of the Buckingham Youth Council.  
**ACTION TOWN CLERK**

10.8 (Access and equality) Proposed by Cllr. Harvey and seconded by Cllr. Mahi to read '*to work toward a range of event that provide Access and equality for all*'

Cllr. Stuchbury spoke in support of Cllr. Harvey's proposal but wanted any amendments to be supported by recommendations from the Town Clerk's investigation into best practice.

An amendment was proposed by Cllr. Stuchbury and seconded by Cllr. O'Donoghue to allow the Town Clerk to review best practice and bring back a report recommendation for review by Committee.

A vote on Cllr. Stuchbury's amendment was taken and the results were:

In favour: 3

Against: 3

The casting vote fell to the Chair: Cllr. Mahi voted against the amendment.

A vote on Cllr. Harvey's original motion was taken and the results were:

In favour: 3

Against: 1

Abstentions: 2

Motion carried

Members **AGREED** the amendments to the Terms of Reference and referred the item to the next meeting of Full Council. **ACTION COMMITTEE CLERK**

## 61/19 **Action List**

61.1/19 Members received and noted the updated action reports

61.2/19 Food Fair Feeder Pillar (min 851/18) – The Events Coordinator had obtained a quote of £698 to install a feeder pillar outside of the Chamber door, similar to that outside of the Old Goal. Members were reminded they had already budgeted for the purchase of a generator that could be employed for such events.

Proposed by Cllr. Mahi and seconded by Cllr. O'Donoghue not to proceed with the installation of a feeder pillar and request that at Town Council events all external stall holders are asked to provide their own power.

An amendment was proposed by Cllr. Stuchbury and seconded by Cllr. Bloomfield to consider the installation of a feeder pillar within the feasibility study for any extension to the Council Chamber.

A vote was taken on Cllr. Mahi's proposal not to proceed with the installation of a feeder pillar but to revisit the idea within any feasibility study for extending the Council Chamber.

A vote was taken and it was unanimously **AGREED**.

Members **AGREED** that at Town Council events all external stall holders are asked to provide their own power.

61.3/19 Bonfire fireworks (min 847/18) At Cllr. Stuchbury's suggestion Members **AGREED** to discuss the matter within agenda item 9 (Earmarked Reserves).

### **62/19 Budget**

Members discussed the latest budget figures.

Solar Loan Repayments (4115) - Town Clerk to investigate and report back

**ACTION TOWN CLERK**

Information Leaflets (9030) –Cllr. Stuchbury reminded Committee Members that although TC&E were budgeting for the Tourist Information Centre it did not appear within the current Term of Reference. The Town Clerk **AGREED** to amend the Terms of Reference accordingly.

**ACTION TOWN CLERK**

### **63/19 Ear-Marked Reserves**

Members received and discussed a report from the Town Clerk.

Proposed by Cllr Stuchbury and seconded by Cllr. O'Donoghue that £200 is donated to the Air Cadets in recognition of their assistance at the Town Council's Bonfire Night event and the following funds are added to TC&E's Earmarked reserves along with any remaining balance:

- Christmas Lights £1,000
- Fair Trade Promotion £400
- Bonfire and fireworks donation to Air Cadets

A vote was taken and the results were:

In favour 4

Abstentions: 2

Motion Carried

**ACTION TOWN CLERK**

### **64/19 Market Rules**

Members received written report from the Deputy Town Clerk and **AGREED** to ban the trading of both real animal fur and faux fur at Buckingham Town Council's markets.

**ACTION DEPUTY TOWN CLERK**

### **65/19 Forthcoming Events**

65.1/19 Buckingham in Bloom – Members discussed and **AGREED** to advertise via 'Club Voice' and for the Events Coordinator to create a press release asking for entrants and further nominations.

## **ACTION EVENTS COORDINATOR**

65.2/19 Fringe Week – 13<sup>th</sup> – 21<sup>st</sup> July

Cllr. Stuchbury said the Events Coordinator should be praised for having sold 91 tickets for Comedy Night so quickly. The Events Coordinator explained this year's Comedy Night would be held at the Latin School and would appreciate Councillors' feedback on the venue. The Events Coordinator would also seek feedback from the comedian on the suitability of the venue.

65.3/19 Basketball sessions – Monday 22<sup>nd</sup> July to Tuesday 27<sup>th</sup> August (weekly sessions) All sessions fully booked.

65.4/19 Play Around the Parishes – 29<sup>th</sup> July, 12<sup>th</sup> August & 21<sup>st</sup> August

Cllr. Harvey explained that the University's Duck Race was being arranged for the 21<sup>st</sup> August to coincide with the Play around the Parishes.

65.5/19 Bandjam 25<sup>th</sup> August – Arrangements were in place.

65.6/19 Dog Show 8<sup>th</sup> September – Planning meetings have taken place. The same sponsors as last year with the addition of an agility ring in the dog scurry and shield awarded to the best Youngest Handler. Local Estate Agents Leeders will sponsor the event.

65.7/19 River Rinse 22<sup>nd</sup> September & 6<sup>th</sup> October – The Events Coordinator explained the sections of river had been mapped and skip hire was yet to be arranged.

### **66/19 Event Reviews**

66.1/19 Spring Fair – Members received a written report from the Events Coordinator and **AGREED** the recommendation to give the Spring Fair a theme again next year.

## **ACTION EVENTS COORDINATOR**

Cllr. Stuchbury questioned why the cost of staff time was included within every TC&E event report and not within any of Environment Committee's activities.

Proposed by Cllr. Stuchbury that all future activities reported to the Environment Committee should reflect the cost of Greenspaces staff time.

A seconder could not be found and therefore the motion fell.

The Town Clerk explained that the work undertaken by the Greenspaces Team for the Environment Committee was within annual salary costs. However, Greenspaces Team incur additional staff cost when working evening or weekend events to help with events and those costs needed to be reflected somewhere.

Proposed by Cllr. Bloomfield and seconded by Cllr. O'Donoghue for the Town Clerk to bring a report back to a future meeting of the TC&E Committee.

A vote was taken and the results were:

In favour: 5

Against: 1

Motion carried

**ACTION TOWN CLERK**

66.2/19 May Day – Members received a written report from the Events Coordinator and **AGREED** to continue with this event as it brings schools together and is enjoyed by the community.

The Events Coordinator explained that, for reasons of child protection, a number of the children could not be photographed at the event. Cllr. Stuchbury expressed concern over the Council's liability should any of those children's images be published by members of the public.

Proposed by Cllr. Harvey, seconded by Cllr. O'Donoghue and unanimously **AGREED** for the Events Coordinator to investigate the use of mobile phone technology applications to distort/blur photographs so children's faces can not be recognised. **ACTION EVENTS COORDINATOR**

Proposed by Cllr. Stuchbury that no photographs are taken without prior consent from the Town Council office. A seconder could not be found and the motion fell.

Members **AGREED** the Town Clerk's suggestion to ask for the schools' recommendation prior to the next event. **ACTION EVENTS COORDINATOR**

66.3/19 Music in The Market – Members received and **AGREED** a written report from the Events Coordinator

66.4/19 Lace Hill Easter Event - Members received and **AGREED** a written report from the Lace Hill Co-ordinator

#### **67/19 Event Ownership**

Members noted the list circulated. The following amendments were **AGREED**:  
Community Drama and Arts and Local Democracy Week - Cllr O'Donoghue to lead.

Good Endings Fair – to be added in April 2020 and led by Cllr. Harvey

Food Fair – Cllr Bloomfield to lead.

Spring Fair – No lead required

May Day – No lead required

Xmas Lights – Cllr. Mahi to lead and Cllr. Bloomfield to deputise.

**ACTION EVENTS COORDINATOR**

#### **68/19 Events Survey**

Members received and noted a written report from the Town Clerk

#### **69/19 Litter Picking**

Members discussed and **AGREED** to host a community litter pick in spring 2020 similar to Clean for the Queen or The Big Spring Clean. Cllr. O'Donoghue suggested writing to the Youth Centre to encourage involvement from Youth Leaders and DoE groups. **ACTION EVENTS COORDINATOR**

#### **70/19 Lace Hill Summer Event – Cancer Relay**

Members received a written report from the Lace Hill Co-ordinator.

The Town Clerk explained that Mr Weston was aware of the Estates Manager's concerns regarding use of the football pitches and was considering Bourton Meadow Park as an alternative venue.

Members noted the report, expressing interest in such a worthy event. Councillors **AGREED** to wait for Environment Committee's decision on the use of the Lace Hill pitches.

Proposed by Cllr. Harvey, seconded by Cllr. Mahi and unanimously **AGREED** to recommend to Environment Committee that the Council has early discussion with Mr Weston on how best to proceed.

#### **AGENDA ENVIRONMENT COMMITTEE**

#### **71/19 WW1 Lunch (20<sup>th</sup> May 2020)**

Members received a written report from the Committee Clerk. Cllr. Harvey suggested inviting local groups such as Scout leaders and St Johns Ambulance.

Proposed by Cllr. Harvey, seconded by Cllr. Stuchbury and unanimously **AGREED** for the Events Coordinator, Chair and Vice Chair to plan the event and report back to a future meeting of TC&E.

#### **ACTION EVENTS COORDINATOR**

#### **72/19 Armed Forces Day**

Member received a report from the Events Coordinator and **AGREED** that the Council supports the activities that the Royal British Legion will be putting on and that the Town Council raises the Union Flag on the flagpole outside of the Community Centre.

#### **ACTION EVENTS COORDINATOR**

#### **73/19 Buckingham Calendar Proposal**

Members considered a report from the Tourist Information Coordinator.

Proposed by Cllr. Bloomfield and seconded by Cllr. Harvey to run a photography competition online and choose twelve winning photos which will be made into a calendar printed by Colour Calendars at a cost of £789 to be sold in the TIC at a cost of £5.50 each. A vote was taken and the results were:

In favour: 5

Abstentions: 1

Motion carried

#### **ACTION TOURIST INFORMATION COORDINATOR**

#### **74/19 Planters**

Members noted that the new planters have been installed, including two at Lace Hill. Also that Buckingham WI are sponsoring the planters outside of the Postal Sorting Office and a Member of the public has planted up the one in the Cattle Pens.

#### **75/19 Signs Policy**

Members received and **AGREED** a written report from the Town Clerk. The Town Clerk explained that the Town Council deals with signage in two categories: signs on the highway, and compliance with planning requirements, including signs within the conservation area.

Members discussed and **AGREED** Cllr. O'Donoghue's following amendments:

- Only refer to 'signs' and not 'cardboard, paper or wooden signs'.
- 3. *All 'A' boards or metal swing signs in and around the town will be removed unless in the opinion of the Mayor, the Chairman of the*

~~Environment & Property Committee and the Town Clerk of Buckingham.~~

- 4. For 'A' boards and substantial signs other than those in para.3, above, a warning letter will be sent to the advertiser stating that the board will be removed in 7 days. After that date the boards will be removed and stored in Buckingham Town Council's storage facility for a maximum period of 6 3 months, after which the sign will be destroyed.
- Town Clerk was asked to consider an increasing scale of fees depending on how long the signs are stored.

**ACTION TOWN CLERK**

#### **76/19 Buckingham Action Group**

Skate Park Event – Cllr. O'Donoghue discussed the event plan with Councillors noting that Thames Valley Police and representatives from the Youth Centre would be in attendance.

#### **77/19 Access**

The Events Coordinator said she is working with the Buckinghamshire Disability Service (BUDS) to improve the accessibility of each event involving site visits prior to any recommendations.

#### **78/19 Tourist Information Centre**

78.1/19 Members received and noted the latest visitor statistics

78.2/19 Members received a written report from the Town Clerk and **AGREED** that the Council set up a Task and Finish Group to review the Tourist Information Centre service. The Group's remit would be to clarify the benefits provided by the service, to review the service now compared to that provided by the Tourism South East before the current arrangement, and to make recommendations on any changes or improvements which could be made.

Members **AGREED** for the Town Clerk to arrange an initial meeting for the Tourist Information Centre staff to input their thoughts and ideas before meeting with any Councillors

**ACTION TOWN CLERK**

#### **79/19 Chairman's Items**

### **COMMITTEE IN PRIVATE SESSION**

#### **80/19 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 it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

#### **81/19 Operation London Bridge**

Members received a written report from the Administrator and **AGREED** and **RECOMMENDED** to Full Council that the Mayor reads the Proclamation of the new King outside the Old Gaol. It is recommended that TC & E receive an annual report reviewing plans for the death of a member of the Royal Family.

**82/19    Date of the next meeting: Monday 29<sup>th</sup> July 2019**

Meeting closed at 9.30pm

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