

08 January 2009

Dear Member

You are hereby summoned to attend a meeting of the Events Committee which will be held in the Room MB1, University of Buckingham, Hunter Street, Buckingham on Monday 12th January 2009 following the Planning meeting.

The public are invited to attend

Signed: Mr. C. P. Wayman
Deputy Town Clerk

There will be a public session of no more than 15 minutes held at the start of the meeting.

AGENDA

1. To receive apologies for absence
2. Declaration of interest for items on the agenda
3. To receive the minutes of the meeting held on 17th November 2008, ratified on 15th December 2008
4. To receive Action reports and updates
5. (641) To receive and discuss Waitrose sponsorship for 2009; *Members should note that as at today's date no response has been received to the invitation*
6. (635) To receive an update on the Youth Drama Project – Chairman
7. To receive and discuss a report on an exploratory meeting with Nic Brennan, BCC Extended Services, held on 16th December 2008 - Chairman
8. (649) To discuss and agree a suitable civic gift for the April Twinning Visit
9. (632) To review the 2008 Christmas Lights & Carols
10. To review the French Market (November 29th 2008)
11. (630) To review the 2008 Christmas Parade
12. (634) To review the 2008 Community Fundraising Fair
13. (639) To agree a donation to the Air and Army Cadets for their attendance at the 2008 Bonfire
14. To discuss requirements and agree that the office should seek quotations/costs for:
 - i) hanging baskets and planters (summer and winter)
 - ii) bin or skip provision/litter clearance after the May and August music festivals
 - iii) skips for the River Rinses
 - iv) removal of road signs etc for the Charter Fair
 - v) post-Fair litter clearance
 - vi) entertainment for the Teddy Bears Picnic & Community Fair
 - vii) Sealed Knot appearance at the Bonfire
 - viii) Firework Display
 - ix) provision of signs for Freedom Parade, Charter Fair and Christmas Parade
 - x) provision of barriers for Charter Fair and Bonfire
 - xi) town centre signage (details to be sought from Cllr. Whyte)
15. To agree to set up meetings with the appropriate parties to discuss
 - i) the Charter Fair (Nichols Bros. and the Police)
 - ii) the Christmas Parade (Heywoods and the Police)
 - iii) the Festival Fortnight (usual participants and advertise for others interested)
 - iv) Remembrance Parade (Royal British Legion)
16. To discuss and agree the sending of letters after Precept to all event colleagues with details of the budget agreed, road closure cost to be deducted, etc.
17. To receive the Budget figures and discuss and agree the Precept request

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting.

18. Markets & trade
- 18.1 To consider the likely effect of the closure of Woolworths on trade in the town, and if any measures can be taken to encourage footfall in the shopping centre
- 18.2 To discuss and agree whether the pitch rents for the Farmers' Market traders who attended on Tuesday 6th January should be waived as a gesture of goodwill. (Total £60)
- 18.3 To receive reports on the markets
- 18.4 To discuss whether the Market SubGroup should have permission to spend from budget heads 4227 and/or 4229, subject to Committee approval of the proposed use
- 18.5 (636) To receive an update on the Buckingham Bag project
- 18.6 To receive a report on a complaint made by a trader
19. Press Releases
20. Chairman's Items for information

To:

Cllr. T. Bloomfield

Cllr. H. Cadd

Cllr. P. Desorgher

Cllr. P. Hirons

Cllr. D. Isham

Cllr. A. Mahi

Cllr. H. Mordue (Mayor)

Cllr. R. Newell

Cllr. M. Smith

Cllr. P. Stevens

Cllr. R. Stuchbury (Chairman)

Mr. M. Foster (Buckingham Traders' Association)

4. Action list

Minute	Subject	Action to be taken		Response/ Agenda no.
		Date	Action	
565.7	Coach Parking	6/10/08 6/10/08 29/12/08	Land registry search Write to Total requesting use of land Reminder sent	Done
584.1	Youth Art Project	6/10/08	Clerk to write to Cllr. Polhill – request for support	
598	Letter re events		Mayor to respond as minuted	
602.3	Buckingham in Bloom		Mayor to arrange presentation and press coverage	
610	Freedom Parade		Cllr. Mahi to investigate costs for manuscript	
611	2009 Events	6/10/08 To do	Clerk to circulate list Put on website, and advise Town Crier/Jester	
612	Town Map	6/10/08	Clerk to write to LAP	
614	Additional planting	6/10/08	Clerk to write to AVDC for permission to use North End verge	Passed to VAHT
617	Continental markets	3/10/08 – enquiry 29/12/08	Clerk to book for 2009 Reminder sent	Definite response expected end Nov.
618	River rinse		Cllr. Newell to provide receipts for reimbursement	
619	Fair Trade Town	2/10/08	Clerk to advise Accounts of budget transfer; Cllr. Newell to provide paperwork	

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting.

630	Christmas Parade	20/11/08 18/11/08 18/11/08	Arrange meeting with Police Arrange maintenance staff cover Advise marshal details to SH/RH	26/11/08
635 602.1	Youth Drama Project	18/11/08	Advise Accounts of committed budget Cllrs. Smith, Stuchbury to arrange meeting with schools; Cllr Newell to contact B.Primary	
636	Buckingham Bag Project	18/11/08 19/11/08	Maintenance staff advised re gazebo Cllr. Try – lighting Cllrs. Newell, Smith – press release	
637	River Rinse		Letters to BCC, EA re old bridge	
638	Charter Fair	24/11/08	Copy risk assessment to Cllr. Isham	
639	Bonfire & Fireworks	21/11/08 tba	Letters of thanks to Air cadets Army cadets Round Table PSL Guides Arrange meeting in New Year for 2009 events	
640	Remembrance Parade		Arrange meeting after RBL AGM	
641, 642	Waitrose sponsorship	21/11/08 Reminder sent 30/12	Invite PR rep. Inform use of monies as agreed	
643	Chandos Park Alcohol Licence	21/11/08 Tba Tba	Check with new licensee New Inn Chairman/Clerk to agree budget source Renew Licence	29/12/08 - OK
645	Website Film		Cllr. Try to speak to Mr. Stotesbury	
647	Parish Touring Scheme	21/11/08	Information to churches	
648.1	Town centre signs		Cllr. Whyte to supply costs	
648.2	Fingerposts	21/11/08	Check with AVDC re shrub bed Check with Fair re other site	23/12/08
649	Twinning Gift			Jan. agenda
650.2	Market advert		Cllr. Smith to check Film Place costs	
650.6,7,8,9,10	Stall requests etc	21/11/08	Letters as minuted	
650.11	Market advert	11/12/08	As minuted	In Adv 24/12 & 1/1/09
653.2	Pancake Race	tba	Clerk to supply Cllr. Bloomfield with info.	

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting.