

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 6th December 2010** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7.00pm

Present: Cllr. P. Hirons
Cllr. D. Isham
Cllr. A. Mahi
Cllr. H. Mordue
Cllr. Ms. R. Newell
Cllr. L. O'Donoghue
Cllr. M. Smith - Town Mayor
Cllr. R. Stuchbury - Chairman
Cllr. W. Whyte

Clerk to the meeting Mrs. A. Simonds Deputy Town Clerk

602/10 Apologies for Absence

Apologies were received and accepted from Cllrs. Bloomfield and Cadd. Mrs T. Lightfoot of the Traders Association also sent her apologies.

603/10 Declarations of Interest

Cllrs. Smith and Whyte declared a prejudicial interest in agenda item 15 as they are Trustees.

604/10 Minutes

The minutes of the meetings held on Monday 18th October 2010 ratified at Full Council on 15th November 2010 were received and accepted.

605/10 Action List

224.1 Circular Walk 3rd Anniversary Event:

Cllr. Smith informed Members that this date had passed and nothing much had happened. It could now be removed from the Action List.

ACTION DEPUTY TOWN CLERK

In light of the fact that Cllr. Stuchbury had had a family bereavement that day, it had been agreed that items 7, 15.1, 15.2, 13.3, 18, 8.1, 8.2 would be taken immediately to allow him to leave.

606/10 Budgets

606.1 Committee Budget.

The Chairman requested that residual monies from Town in Bloom 301/4104 and Buckingham Festival 301/4219 be vired to this year's Buckingham Fringe. The Buckingham Fringe will take place in the next fiscal year, but the monies would need to be moved now in order to cover event bookings and other forward plans.

Members **AGREED** that monies from 301/4104 be vired to Buckingham Festival 301/4219. There was also an amount in a Budget heading Aylesbury Vale Shortfall and this would also be used for the Buckingham Fringe.

606.2 Earmarked Reserves.

Members noted the Earmarked Reserves.

606.3 Precept Budget

The Chairman pointed out that there had been an omission of the Buckingham Summer Festival account 301/4213 as the Town Clerk thought it was advisable that the money be placed into the Aylesbury Vale Shortfall. The market income projection had been reduced as the markets may not have brought in the usual amounts and these figures would reflect this.

Councillors enquired as to the Christmas Parade Budget, which had not increased for some years. Proposed by Cllr. Mordue, seconded by Cllr. Isham and **AGREED** that the Christmas Parade Budget be increased to £3,000.

Members questioned why the Town in Bloom budget had increased as money left in the account would be vired to another account. Members **AGREED** that the Buckingham Summer Festival budget amount of £4,000 should be shown as an Officer Recommendation figure and carried down to show as the Aylesbury Vale Shortfall and not shown as a zero figure. Members **AGREED** that the same be done with the Tourist Information Centre figures.

The Chairman informed Members that some figures are committed in one fiscal year but not spent until the next fiscal year.

Members requested that if monies are carried forward that have already been precepted, they should be placed into Earmarked Reserves.

Cllr. Whyte suggested, and Cllr. Hirons agreed, that the amount in the precepted budget for the Town in Bloom account could be reduced. Cllr. Stuchbury proposed, seconded by Cllr. Newell, to keep to the budget proposed by the Town Clerk. This was carried six votes to three.

The Chairman informed Members that they could bring this issue up again at the precept meeting.

It was **AGREED** that Cllr. Hirons take the matter of the Market income up with the Town Clerk.

ACTION TOWN CLERK/DEPUTY TOWN CLERK

607/10 Tourist Information Centre

607.1 Matters arising.

Nothing was discussed.

607.2 Cllr. Whyte expressed concerns about the principle that Councillors that had expressed prejudicial interest should leave the room. He questioned the validity of the Standing Orders and suggested that the Code of Conduct should be revised. Cllr. Mordue informed him that no party that has expressed an interest in an agenda can take part in the discussion or vote in regard to this agenda item. The Standing Orders had been adapted from examples from AVDC and had been agreed at Full Council. Cllr. Mordue went on to say that the Local Authorities (Model Code of Conduct) 2007 takes precedence and interested parties should remove themselves from the meeting or remain silent throughout the discussion of the item they have declared an interest in.

Cllr. Whyte left the room during this agenda item.

Notes of a meeting between representatives to the Buckingham Heritage Trust and Buckingham Town Council had been circulated to Members.

Councillors heard that a request would be made to take over employment of the staff presently employed in the Tourist Information Centre.

Members expressed concerns regarding this and **AGREED** that the matter be referred to the Finance, Administration and Personnel Committee for a decision as to the staffing situation. Councillors felt it was unwise to separate the management of the budget and the management of operations of the TIC; this should be done together.

Members **AGREED** that the Town Centre and Events Committee put forward a recommendation to the Finance, Administration and Personnel Committee as follows:

It is **RECOMMENDED** that following the Precept meeting, monies to fund the Tourist Information Centre be allocated to a budget heading in the Town Centre and Events Committee Budget and the Town Centre and Events Committee be empowered to administer those monies in the management of the Tourist Information Centre.

607.3 Plaque for the Old Gaol

Members heard that the Plaque had been received by the Deputy Town Clerk.

The Chairman suggested that the Town Clerk choose a Councillor to unveil the plaque once it has been installed.

ACTION DEPUTY TOWN CLERK

Cllr. Whyte rejoined the meeting at this point.

608/10 Buckingham Events Week

After the successful first meeting of the Working Group to plan the events week for Buckingham, Members heard that the Week had been moved to 18th – 25th June 2011 and had been named the Buckingham Fringe.

Councillors noted a short report which detailed events planned so far, including some that had been booked.

Members **AGREED** that the Deputy Town Clerk write to the Buckingham Summer Festival to inform them of the decision to separate the two weeks and rename the Town Council week of the former Buckingham Festival Fortnight.

ACTION BUCKINGHAM FRINGE WORKING GROUP

609/10 Twinning

A request for the Town Council to host a Civic Lunch as part of the Twinning visit had been received by the Committee Chairman, Cllr. Stuchbury. The Chairman therefore sought permission to arrange the event with the Deputy Town Clerk. Cllr. Hirons volunteered to help with the organisation and the newly elected Mayor of the new Council would be involved in all arrangements.

Members **AGREED** that the Chairman and the Deputy Town Clerk proceed with arrangements for this event and if Councillors wished to attend, they could be asked to pay, which would keep costs to a minimum as it is a non profit making event.

ACTION CLLR. STUCHBURY/DEPUTY TOWN CLERK

610/10 Charter Fair

610.2 Councillors considered the draft Charter Fair Contract that had been circulated with the agenda.

Members were concerned that some of the wording on the draft contract committed the Town Council to certain tasks that are legally ambiguous. The last two bullet points on page two were of great concern.

Members **AGREED** that the contract should be referred back to the Town Clerk as the responsible officer of the Town Council to review and amend if necessary.

ACTION TOWN CLERK

*Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **AGREED** that Cllr. Newell take the Chair to oversee the rest of the meeting. Cllr. Newell took over as Chairman for the rest of the meeting. Members resumed agenda order.*

Cllr. Stuchbury left the meeting.

611/10 Markets

611.1 To receive information requested on how other councils handle parking provision for their market traders.

Members discussed the information that the Deputy Town Clerk had circulated with the agenda. It had become apparent that other councils face a similar situation to Buckingham and do not make provision for market traders to park for free.

Members **AGREED** that the market traders are informed in an appropriate manner that other markets are in a similar situation, and that the parking situation should be left to settle for the immediate future and reviewed after Christmas, when some traders had threatened to leave.

ACTION DEPUTY TOWN CLERK

611.2 Members heard that the remaining Farmers' Market traders had been asked to merge with the Street Market in the hope that this would provide them with a better opportunity to maximise sales in the short term whilst the future of the Farmers Market was considered.

611.3 Councillors discussed the Christmas advert for the market and **AGREED** that the wording should be changed to give a more positive reflection on what markets were being held.

ACTION DEPUTY TOWN CLERK

612/10 Tree Planting, Hanging Baskets and Buckingham in Bloom

612.1 Hanging Baskets

As Cllr. Bloomfield was absent; the Deputy Town Clerk gave a verbal report on his behalf.

It had been recommended by Cllr. Bloomfield that the baskets be watered at least twice a day in hot or windy weather. The issue of manpower could be solved by asking Mr. Tony Bryant, the casual market Toby to water them in the evening, Cllr. Bloomfield believed that it would be a maximum of 20 days during the summer.

He also stated that he considered it a waste of money placing baskets under the canopy along Meadow Walk as the baskets had not thrived. The savings made by not purchasing baskets for this area could be used to pay for the extra watering.

612.2 Planting at the Welcome to Buckingham signs.

Members noted an update from the Green Spaces Manager regarding this project which had been circulated with the agenda.

Members were concerned that sleepers were intended to be used, as these were at risk of removal. They could also be a hazard in the event of an accident. Members felt that it would be preferable to detect the cable and endeavour to avoid it whilst planting.

ACTION GREEN SPACES MANAGER

613/10 Event Dates for 2011

Members discussed the event dates for next year and questioned whether the May Day event should be held on a Sunday morning, whilst the Church is in session, or moved to Sunday afternoon or Monday morning, when the Church would be able to assist with refreshments as they would normally do.

Members **AGREED** that this should be researched with the Schools and the Church and reported back to the Committee.

Members **AGREED** that the Fair Trade Coffee Morning on Saturday 12th March 2011 and the Town Council Twinning Civic Lunch on Sunday 3rd July 2011 be added to the list.

Councillors suggested that an email should be sent around Councillors and interested parties to ask whether one River Rinse would be preferable to two. An updated report would be added to the next agenda.

ACTION DEPUTY TOWN CLERK

614/10 Update on the Fair Trade Steering Group

Cllr. Newell reported that the University of Buckingham was soon to become a Fair Trade University. The Student Union had agreed and the Executive Body was yet to agree but this would follow. The Royal Latin School and Grenville School were both looking into becoming Fair Trade Schools.

Members heard that the Fair Trade group had planned a coffee morning which would take place on Saturday 12th March 2011 in the Salvation Army Building and they had booked a charity space on the market for this day.

Cllr. Newell went on to say that the Steering Group would be updating the list of traders that sold Fair Trade goods in the town and making it available in the shops that sell Fair Trade goods.

ACTION DEPUTY TOWN CLERK

615/10 Traders Association

As Ms. Lightfoot had given her apologies, Cllr. Smith gave a brief verbal report regarding the Shopping Spectacular event. Members heard that after a slow start the event had been a success. The Traders Association had planned a similar event in the future.

ACTION DEPUTY TOWN CLERK

616/10 Freedom Parade

Cllr. Mordue gave a verbal report.

Members heard that there had been a meeting with representatives from Buckingham Town Council, AVDC, and RAF Halton in order to discuss arrangements for this event. The parade would take place on 15th March 2011, a Tuesday, and would start from the Buckingham Athletic Car Park at 10:45hrs and proceed to the Old Cattle Pens where they would fix bayonets and parade via High

Street, Market Hill, Market Square and Castle Street to St Peter & St Paul Church. The parade would then return along the route past the Saluting Station to disperse in the Athletic Club. It had been planned that there would be a flypast. A coffee reception would be held in the Community Centre when the parade had finished.

Cllr. Mordue left the meeting.

617/10 Forthcoming Events

617.1 Christmas Parade 11th December 2010

Arrangements for this event had been progressing well. Details of the Town Mayor's role in events had been unclear. The Mayor had been invited to judge the Best Float Competition, but not to hand the prizes out. The Deputy Town Clerk would attempt to clarify this.

Cllr. Smith, the Town Mayor, enquired as to the situation regarding the Mayor's Charity buckets. Members were assured that the buckets would be present but would need Councillor volunteers to collect from the crowd. This would be done at some point near the end of the Parade so as not to detract from other Charities collecting.

ACTION DEPUTY TOWN CLERK

617.2 Pancake Race.

Councillors deferred this item to the next meeting due to Cllr. Bloomfield's absence.

618/10 Event Reviews

618. 1 Bonfire and Fireworks - 6th November 2010.

Cllr. Mahi reported that this event had gone well, although Members expressed reservations regarding the torchlight parade in which the Sealed Knot was involved. Members felt that the route they had taken had been too close to the public and, on Health and Safety grounds, it would be preferable to begin the Parade from inside the arena and ask the Sealed Knot to parade around the paddock and interact with the crowd if possible.

Members also requested that an audit of lighting on the route from the Town centre to Bourton Park be carried out before the event as it had been noted that several lights were not working, which made the route dark.

618.2 Remembrance Parade – 14th November.

Councillors discussed the fact that the TTRO had not been enforced properly by the Stewards. A car collision had resulted from this and there had been a near miss with the Town Council Mace Bearer.

Members felt that the space around the Memorial needed to be better shared out, with less room allocated to cadets, and others, with more room allocated for the Guides and Scouts. This would be to ensure that the Brownies, Rainbows, Cubs and Beavers, are not squashed at the back, unable to see. The whole event would need to be reorganised.

Members discussed the proposal of the Town Clerk to place a forward extension of the RBL Road Closure on the Town Council Road Closure Order to facilitate the removal of parked cars at St Peter & St Paul Church. Councillors felt that this was a sensible course of action.

ACTION DEPUTY TOWN CLERK

618.3 Christmas Light Switch on and Carol Service - 27th November.

Members heard that, due to the size of the tree this year, there was limited space outside the Old Gaol and the Winslow Concert Band occupied most of it. Councillors felt that this event could be looked at and rearranged to give more space and utilise the area better.

ACTION DEPUTY TOWN CLERK

619/10 Youth Council

Cllr. O'Donoghue reported that she had corresponded with the Acting Youth Council Chairman, a student at The Buckingham School, who had informed Cllr. O'Donoghue that there had been no internal promotion of the Youth Council that he was aware of in the School. It had been understood that a member of the 6th Form would be feeding information into the Tutor groups in order to inspire interest amongst the students in preparation for the launch of the Youth Council.

Members suggested contacting the Buckingham & Winslow Advertiser in the hope that it would help with the promotion of the Youth Council.

ACTION CLLRS. STUCHBURY/MORDUE/O'DONOGHUE/DEPUTY TOWN CLERK

620/10 Youth Project

620.1 Youth Drama/Dance Project.

A meeting had been arranged between the two senior schools and Cllr. O'Donoghue and the Deputy Town Clerk to plan for next year's event. This took place on 24th November 2010.

It had been agreed that the theme this year would be "Choices". A script writing competition would take place with the winner given the opportunity to see their script made into a play.

Members felt that the request to commit £1,000 from next year's budget had already been agreed, but it was **AGREED** that the money be committed.

ACTION DEPUTY TOWN CLERK

620.2 Local Democracy Week 11th - 17th October 2010

Members heard that the event that took place on Friday 22nd October at 2pm in the Community Centre had gone well. Students from the Buckingham School and the Royal Latin School had attended.

Members **AGREED** that Cllr. Stuchbury and the Deputy Town Clerk arrange the event for 2011, which would take place on the 14th October 2011.

ACTION CLLRS. STUCHBURY DEPUTY TOWN CLERK

621/10 Correspondence

621.1 A letter had been received from Mr. Lionel Weston requesting permission to place posters promoting the Buckingham Community Pantomime onto the Christmas Parade signs.

Members **AGREED** that Mr. Weston's request be granted but he should negotiate directly with Mr. & Mrs. Heywood on this matter.

621.2 A letter had been received from Mr. Andy Pelling, stallholder on the Buckingham Street Market, requesting permission to stand with his stall on the Bull Ring in Buckingham on 23rd & 24th December 2010.

621.3 A letter had been received by Mr Geoff Geen requesting permission to trade on Thursday 23rd December 2010 outside Waitrose.

Members expressed concern at the requested location as objections could be raised by Waitrose and **AGREED** that Mr Geen be asked to stand in the Old Cattle Pens, and Mr Pelling would also be requested to stand in this area. As Mr. Geen had mentioned in his letter that Mr. Proctor wished to stand, that a letter be sent to all three traders to explain the situation and request that they all stand in the Old Cattle Pens.

621.4 An email had been received from Mr. Simon Webb, of AVDC, regarding his intention to hold a holiday activity in Bourton Park on Tuesday 12th April 2011 from 2pm – 4pm.

Members **AGREED** this, but requested that Mr. Webb agree the siting of the event beforehand with the Green Spaces Manager and that the event be publicised adequately.

621.5 An email had been received by Mr. Stephen Powell from Oakgrove School in Milton Keynes requesting permission for a Charity space on the Street Market in Spring for students taking part in a Business Course.

Members discussed the request, as they were from out of the parish, but **AGREED** that should space be available it could be offered to them.

621.6 A document detailing events that AVDC are planning in 2011 had been received.

Members requested that AVDC be reminded that adequate publicity is needed to ensure that the events are successful and ask the Deputy Town Clerk to enquire as to whether any of these events could fit in with other events that the Town Council are planning.

621.7 A letter of thanks from Mr. Colin Armstrong was noted.

ACTION DEPUTY TOWN CLERK

622/10 News releases

Members **AGREED** that a press release be issued regarding the Youth Council.

ACTION DEPUTY TOWN CLERK

623/10 Chairman's Items

There were no Chairman's Items.

624/10 Date of the next meeting:

Monday 31st January 2011

Meeting closed at 21.27pm

Signed Date

Chairman