

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 14<sup>th</sup> March 2011** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield – Vice Chairman  
 Cllr. H. Cadd  
 Cllr. P. Hirons  
 Cllr. D. Isham  
 Cllr. A. Mahi  
 Cllr. Ms. Newell  
 Cllr. L. O'Donoghue  
 Cllr. M. Smith - Town Mayor  
 Cllr. P. Stevens  
 Cllr. R. Stuchbury - Chairman  
 Cllr. W. Whyte

Clerk to the meeting Mrs. A. Simonds Deputy Town Clerk  
 Also in attendance Ms D. Bottomley Aylesbury Vale District Council

#### 822/10 Apologies for Absence

Apologies were received and accepted from Cllr. Mordue; Mrs Lightfoot (Traders Association) also sent her apologies.

#### 823/10 Declarations of Interest

There were no declarations of interest at this point.

#### 824/10 Minutes

The minutes of the meeting held on 31<sup>st</sup> January 2011 ratified at Full Council on 28<sup>th</sup> February 2011 were received and accepted.

Cllr. Smith noted that page 2 732.2 should be Buckingham Town Matters not Buckingham Matters.

#### 825/10 Action List

609 Twinning Civic Lunch. Members heard that Cllrs. Hirons, Stuchbury and the Deputy Town Clerk had made progress with this event and details would be finalised soon.

**ACTION DEPUTY TOWN CLERK**

#### 826/10 The Great Poppy Party Weekend

It was **AGREED** that this item be dealt with later in the agenda as Cllr. Mrs. Collins had not yet arrived.

#### 827/10 Countdown to the Olympic Games Event: Sunday 24<sup>th</sup> July 2011

Ms Deborah Bottomley presented Members with a handout which explained her intention for this event.

Members asked a number of questions and advised Ms. Bottomley that adequate advertising for this event would be crucial to its success. Ms. Bottomley assured Councillors that the event would be marketed sufficiently. Members **AGREED** that the Buckingham Fringe Brochure carry a brief preview of the event and a logo which would be provided by Ms. Bottomley.

Members also requested that Ms Bottomley attempt to involve the Schools and University in Buckingham and attend a future meeting to report on the progress of this event.

**ACTION DEPUTY TOWN CLERK**

**828/10 The Great Poppy Party Weekend**

As Cllr. Mrs Collins was still absent, Members **AGREED** that this item be deferred to the next agenda and Cllr. Mrs Collins invited to present her proposal.

**ACTION DEPUTY TOWN CLERK/MAY AGENDA**

**829/10 Markets**

829.1 Members enquired why the Farmers' Market was omitted from the report circulated with the agenda. The Deputy Town Clerk explained that the Farmers' Market would be re-launched when she had had sufficient time to research it properly.

It had been suggested that when appropriate an information flyer could be taken to existing Farmers' Markets to drum up trade for the re-launch of the Buckingham Farmers' Market.

Members **AGREED** that the recommendation within the report would include the Farmers' Market, and the remaining budget in 301/4235 be carried forward to use when appropriate.

**ACTION DEPUTY TOWN CLERK**

829.2 Members received for information the booking of the charity space in the Saturday market.

- 19<sup>th</sup> March The Old Gaol Trust

**830/10 Buckingham in Bloom**

The Committee felt that this event would benefit from a fresh approach and due to time restrictions in the office Members felt that it would be appropriate to give this event to the new Events assistant when they are appointed as a first project.

**ACTION DEPUTY TOWN CLERK**

*Cllr. Stuchbury left the meeting briefly during the next item*

**831/10 Hanging Baskets and Planting**

831.1 The Committee considered three quotations for hanging baskets and **AGREED** the recommendation within the report. Members were reminded that the colours chosen this year were red, white and blue.

**ACTION DEPUTY TOWN CLERK**

831.2 Members noted that the forms for the sponsorship of hanging baskets this year had been sent out and several positive responses had been received. So far all had offered the £40 donation.

**ACTION DEPUTY TOWN CLERK**

**832/10 Budgets**

832.1 The Committee Budget was noted. The Chairman mentioned at this point that the Deputy Town Clerk had approached a piper to attend the raising of the union flag for the Royal Wedding. The Committee **AGREED** that the fee for the piper could be paid from the Entertainments budget [301/4215].

832.2 The Earmarked Reserves were noted.

**833/10 Fair Trade**

Members **AGREED** that the Fair Trade Budget be carried forward to the new fiscal year.

**834/10 Charter Fair**

Charter Fair Contract

The Chairman informed Councillors that the Town Clerk had consulted with Ms. Diana Davis at Chandler Ray regarding the contract, and the advised changes were minimal. Members **AGREED** that the Deputy Town Clerk could send the amended version to Mr. Marshal Nichols with a letter of explanation.

**ACTION DEPUTY TOWN CLERK**

**835/10 Traders Association**

As Mrs. Lightfoot had submitted her apologies there was no report but she had sent an email to the Deputy Town Clerk which had been circulated at the meeting.

Members felt that it would be more appropriate for the Buckingham Traders Association to submit a detailed written report at least ten days before the meeting which could be included in the meeting agenda so that Committee Members would be better informed and able to make considered decisions should they be required to.

Members **AGREED** that a letter be sent to Mr. Darren Kimber, Chairman of the Traders to make the request.

**ACTION DEPUTY TOWN CLERK**

**836/10 Branding exercise**

Members considered the branding exercise that the Buckingham Traders Association had recently completed. The strapline of the branding is Thoroughly Modern Traditional Buckingham.

Members **AGREED** unanimously that the branding logo be placed on the back of the Buckingham Fringe brochure.

Proposed by Cllr. Smith, seconded by Cllr. Whyte, and **AGREED** unanimously that a recommendation be made to Full Council to include the Branding strapline on any Town Council publication. This was with the condition that it did not overshadow the Town Council logo at any time.

**ACTION DEPUTY TOWN CLERK**

This Committee **RECOMMENDS** to Full Council that the logo Strapline of the Branding Exercise recently completed by the Buckingham Traders Association be included on any future Town Council Publication on the condition that it does not interfere or overshadow the Town Council logo at any time.

**ACTION FULL COUNCIL**

**837/10 Completed Projects**

Councillors noted a report which detailed timescales and costs of projects recently completed. The Committee wished to extend their thanks to the Town Council Staff for their hard work which resulted in the successful completion of the signage projects.

**838/10 Purchase of a PA for small events**

838.1 The Chairman informed Members that the purchase of a small PA for smaller events would help to reduce costs, rendering unnecessary the need to hire a separate PA.

It was **AGREED** that the Deputy Town Clerk seek advice from Cllr. Try and report back to the Committee with quotations.

838.2 proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **AGREED** by a majority that the remaining budget in 301/4228 Entertainments be used to purchase the PA after Committee agreement.

**ACTION DEPUTY TOWN CLERK**

**839/10 Freedom Parade 15<sup>th</sup> March 2011**

As Cllr. Mordue had sent his apologies, the Deputy Town Clerk reminded Members that the Parade would be taking place the following day. Councillors expressed concern at the lack of information as to the gathering point for Town Councillors.

**ACTION DEPUTY TOWN CLERK**

**840/10 Forthcoming Events**

**840.1 Saturday Entertainments**

Members expressed concern at the fees of some of the acts booked for these events. The Chairman explained that these acts included two sets of artistes and the hire of a PA. The Committee requested that this be looked at for next year with a view to bringing the cost down. Cllr. Ms. Newell requested that the date of Saturday 17<sup>th</sup> September be reserved for the Fair Trade Anniversary.

840.2 Members **AGREED** that the remaining monies in 301/4203 Community Fair be moved to the 301/4235 Market Infrastructure.

**ACTION DEPUTY TOWN CLERK**

**840.2 May Day - Sunday 1<sup>st</sup> May 2011**

The Deputy Town Clerk reported to the Committee that despite the positive email from the office of St Peter & St Paul Church regarding the plans for the May Day Celebrations, the position of the Church had changed.

The Deputy Town Clerk further reported that this year, as the event fell on a Sunday and was also a four day bank holiday weekend, there were no performers willing to take part. The Deputy Town Clerk requested that if no performers were found by mid April, she would like the authority to cancel the event this year.

Members **AGREED** that no more of the Deputy Town Clerk's time should be spent attempting to secure performers and the event should be cancelled.

**ACTION DEPUTY TOWN CLERK**

**840.3 The Buckingham Fringe.**

840.3.1 The Chairman reported that the week was taking shape but the details on some events had been slow to gather. Members heard that the MP's rock group had been confirmed and this would be added to the brochure in due course. The Deputy Town Clerk had been hoping that the Buckingham Athletic Club would be hosting an event, but as Tony Checkley is working out of the country at the moment, details of this event are still very sketchy.

840.3.2 Members **AGREED** that the remaining budget in 301/4104 Town in Bloom be earmarked and carried forward to 301/4219 Buckingham Festival.

840.3.3 Members discussed this item at length and were concerned as to the whereabouts of the £900 which had been allocated to the Communications Group for the production of the events leaflet [as per min no 1005.5 29<sup>th</sup> March 2010]. It was argued that the leaflet had not been produced and the monies should be reclaimed by the Town Centre and Events Committee. The Chairman expressed his disappointment that Members did not agree this, but until it could be proved that the money had been moved and where it had been moved to, it could not be moved back. Members felt it was the remit of the Full Council to return the money to the Town Centre and Events Committee budget.

**ACTION DEPUTY TOWN CLERK**

*Clerk's note: it had been found that the monies had been vired into the Publicity Account, and a request would be added to the Finance, Administration and Personnel Committee agenda to reclaim the monies.*

**ACTION FA&P COMMITTEE**

**841/10 Event Reviews**

841.1 Christmas Parade, 11<sup>th</sup> December 2010

The notes of a meeting arranged with Mr. & Mrs. Heywood, organisers of the Christmas Parade, on 7<sup>th</sup> February 2011 at 3pm were circulated with the agenda. Members were concerned that the notes contained references to sums of money collected by charities, but not the exact amounts.

The Committee also raised concerns that though the Town Council was the main sponsor, recognition of this fact was not in evidence. Most residents of Buckingham were not aware that this event is funded by the Town Council. The large signs that the Christmas Parade organisers place on the major roads into Buckingham display the logo of other sponsors but not that of the Town Council. When these signs were redone it would be requested that the Town Council be added as the main sponsor. It was suggested by Members that a banner be purchased which states the sponsorship of the Town Council and the cost of this be taken out of the allocated budget for this event.

*Cllr. Whyte left the meeting.*

Members **AGREED** that a letter be sent to the Parade organisers, Mr. & Mrs. Heywood to resolve the matter and suggest that the profile of the Town Council be raised as the main sponsor for this event.

**ACTION DEPUTY TOWN CLERK**

Pancake Race, 5<sup>th</sup> March 2011

Members felt that this event had been successful and extended their thanks to Cllr. Bloomfield for reinstating the Pancake Race.

Councillors expressed concern that some residents were not aware that the event was taking place despite the posters being sent to the Schools and placed around the town. Members suggested that the notice boards be updated more regularly and cooperation sought from the local newspaper and **AGREED** that this could be an issue for the Communication Strategy Group.

**ACTION COMMUNICATION STRATEGY GROUP**

Councillors asked that thanks be extended to the Town Council Staff for their help with the event.

**ACTION DEPUTY TOWN CLERK**

**842/10 Christmas Light Working Group**

842.1 Councillors heard that the Deputy Town Clerk had now received three quotations for this project and would be calling a meeting of the working group very soon. Members requested that a report be circulated at this stage to Members once a firm idea of the cost of hire is obtained.

842.2 Proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **AGREED** by a majority that the remaining budget in 301/4201 be carried forward to this year's project.

**ACTION DEPUTY TOWN CLERK**

**843/10 Gazebo**

843.1 The Deputy Town Clerk reported that although quotations had been received for gazebos, she was not happy buying one that she had not seen.

Members **AGREED** that the Deputy Town Clerk seek to view gazebos and report back with quotations for anything suitable.

843.2 Councillors **AGREED** that the remaining budget in 301/4202 Firework Display be used to purchase the Gazebo.

**ACTION DEPUTY TOWN CLERK**

**844/10 Quotations and Costs**

Members considered quotations for the following:

i) Planters (summer and winter).

Members felt that this quotation was high, and asked that the Deputy Town Clerk research other quotations for next year. Members **AGREED** the quotation and instructed the Deputy Town Clerk to order the planters.

ii) Skip provision for the River Rinses.

Members discussed a quotation that was circulated with the agenda and **AGREED** to proceed with this quotation as an emailed quotation that had been circulated at the meeting had been ambiguous in detail.

**ACTION DEPUTY TOWN CLERK**

**845/10 Youth Council**

Cllr. O'Donoghue gave a verbal report on the progress of the Youth Council with the help of the Deputy Town Clerk.

Members heard that the nomination process had taken place and elections would be appropriate in the very near future. Cllr. O'Donoghue felt that the young man with the responsibility for The Buckingham School's input to the nominations had not taken the opportunity to promote the Youth Council and this would be brought up with the Head Teacher when Cllr. O'Donoghue met with her on the following Thursday. Cllr. O'Donoghue went on to say that interest in the Buckingham Town Youth Council was such that she could expect that the Town Council would soon have a working Youth Council.

**ACTION CLLR. O'DONOGHUE/DEPUTY TOWN CLERK**

**846/10 Youth Drama Project**

846.1 Cllr. O'Donoghue and the Deputy Town Clerk gave a brief verbal report and informed Members that the script writing competition had taken place and Cllrs. O'Donoghue and Stuchbury, and the Deputy Town Clerk, had received some very high quality scripts which would be circulated to all parties to consider. The group would then meet when the winning script had been chosen and an update on this event would be presented to the Committee at that point.

The Chairman also informed Members that a short video of the performance had been discussed with the schools in the hope that this could be placed onto various websites to illustrate the two schools working together to form stronger bonds.

846.2 Members **AGREED** by a majority to carry forward the remaining funds in budget from 301/4094 Youth Project to this this year's event.

**ACTION CLLR. O'DONOGHUE/DEPUTY TOWN CLERK**

**847/10 Correspondence**

To receive an email from Mr. Sam Cross the Buckingham Town Jester regarding the Jester bookings for 2011.

The contents of the email were noted.

**ACTION DEPUTY TOWN CLERK**

**848/10 News releases**

Christmas Lights

Members **AGREED** that a press release be issued on the progress of this project when details are clearer.

**ACTION DEPUTY TOWN CLERK**

**849/10 Chairman's Items**

The Chairman informed Members that an email had been received by the Deputy Town Clerk regarding a suggestion to include the Help for Heroes logo on the brochure as the MP's rock group would be raising money for this Charity on 24<sup>th</sup> June 2011 during the Buckingham Fringe.

**ACTION DEPUTY TOWN CLERK**

**850/10 Date of the next meeting:**

Monday 23<sup>rd</sup> May 2011

Meeting closed at 21.27pm

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