



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
BUCKINGHAM. MK18 1RP

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Town Clerk: Mr. C. P. Wayman

Councillors,

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council which will be held on **Monday 23rd May 2011** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7.00pm.

Mr. C.P. Wayman
Town Clerk

Please note that the Town Centre & Events Committee meeting will be preceded by Public Question time in accordance with Standing Order 1.2, which will last for a maximum of 15 minutes

AGENDA

1. **Election Of a Chairman**
Members are asked to elect a Chairman for the municipal year 2011-2012
2. **Election of a Vice Chairman**
Members are asked to elect a Vice-Chairman for the municipal year 2011-2012
3. **Apologies for Absence**
Members are asked to receive apologies from members.
4. **Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Parish Councils (Model Code of Conduct) Order 2001.
5. **Minutes**
To receive the minutes of the Meeting held on Monday 14th March 2011 ratified at Full Council on 9th May 2011. **Copy previously circulated**
6. **Action List** **Appendix A**
To receive action reports and updates.
7. **The Great Poppy Party Weekend**
To receive a proposal from Cllr. Mrs. Collins regarding an event for The Great Poppy Party Weekend to raise money for the Royal British Legion.
8. **Markets**
8.1 To receive a verbal update on the Street Market from the Deputy Town Clerk.
8.2 To review the rules of the Street Market and agree that they be updated and amended. **Appendix B**



8.3 To receive for information the current bookings of the charity space in the Saturday market.

- 28th May North Bucks Carers
- 14th June Buckingham University
- 18th June Buckingham University
- 25th July The Buckingham Society

9. **Buckingham In Bloom**

To hear an idea regarding this year's event from and agree any action.

To be circulated on the night

10. **Budgets**

10.1 To note the Committee Budget.

Appendix C

11. **Events PA system**

To receive a quotation for a PA recommended by Cllr. Try and agree to purchase the recommended system.

TCE/03 /11

12. **Gazebo**

To receive a report from the Deputy Town Clerk regarding the quotations for the Gazebo and agree the recommendation therein.

TCE/04 /11

13. **Road Closed Signs**

To receive a report from the Deputy Town Clerk regarding road closed signs and advance warning signs for proposed road closures.

TCE/05/11

14. **Traders Association**

To receive the minutes of the recent Buckingham Traders Association meeting of and agree any action.

Appendix D

15. **Lead and Deputy Councillors for Forthcoming Events**

To seek volunteers for Lead and Deputy Councillors for the list of forthcoming events.

Appendix E

16. **Forthcoming Events**

16.1 Music in the Market – Sunday 29th May 2011.

To receive an update on this event and agree any action

Appendix F

16.2 Buckingham Fringe 18th – 25th June 2011.

16.2.1 To receive a brief verbal report from the Chairman regarding the progress of this week of events.

16.2.2 To agree that the returned unspent budget from the Finance, Administration and Personnel Committee (to produce the events leaflet) be moved to 301/4219 Buckingham Festival.

16.2.3 To receive a request from the Deputy Town Clerk to approach Mr. George Higgins with the intention of dedicating an event during the Buckingham Fringe to his late wife, Mrs. Cath Higgins – the suggested event would be the Flamenco event, which Mrs. Higgins attended last year.

17. **Event Reviews**

Marché de France – Continental Market 2nd May 2011.

To receive a brief verbal report from the Deputy Town Clerk regarding this event.

18. **Christmas Light Working Group**

To receive the unratified minutes of the meeting held on 4th May 2011, and agree a recommendation from the Christmas Light Working Group.

Appendix G & TCE/06/11

- 19. Fair Trade Steering Group**
To receive and note a update report from the Fairtrade Steering Group. **Appendix H**
- 20. Quotations and costs**
To consider and agree quotations for:
i) Litter Clearance for the Charter Fairs **Appendix I**
ii) Firework display. **Appendix J**
iii) Bin provision for Music in the Market and Bandjam **Appendix K**
iv) Bollard removal and replacement for both Charter Fair dates **Appendix L**
- 21. Youth Council**
To hear a verbal report from Cllr. O'Donoghue on the progress of the Youth Council.
- 22. Youth Drama Project – 10th June 2011**
To receive a verbal report from Cllr. O'Donoghue and the Deputy Town Clerk regarding the progress of this event.
- 23. Correspondence**
23.1 To receive a letter from Mr. & Mrs Heywood in response to the Town Council letter regarding the recognition of the Town Council as sponsors. **Appendix M**
23.2 To receive an email from Ms Deborah Bottomley requesting permission to hold three events in Chandos Park **Appendix N**
23.3 To Receive an email from Mr. Sam Cross the Buckingham Town Jester **Appendix O**
- 24. News Releases**
- 25. Chairman's Items**
- 26. Date of the next meeting:** Monday 11th July 2011
- 27. COMMITTEE IN PRIVATE SESSION**

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 relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

28. Email Correspondence.

To:

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