

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 23rd May 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. Mrs. G. Collins
Cllr. P. Hirons
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

Clerk to the meeting Mrs. A. Simonds Deputy Town Clerk
Also in attendance Mrs. A. Brubaker Events Assistant

The Mayor took the Chair for the first item and welcomed Members back to the new council.

51/11 Election of Chairman

Proposed by Cllr. Isham, seconded by Cllr. Mahi, and **AGREED** that Cllr. Stuchbury be Chairman of the Town Centre and Events Committee for the municipal year 2011/2012.

Cllr. Stuchbury took the Chair for the remainder of the meeting.

52/11 Election of Vice Chairman

Proposed by Cllr. Isham, seconded by Cllr. Mahi, and **AGREED** that Cllr. Bloomfield be Vice Chairman of the Town Centre and Events Committee for the municipal year 2011/2012.

53/11 Apologies for Absence

There had been no apologies received.

54/11 Declarations of Interest

There were no declarations of interest at this point.

Cllr. Newell joined the meeting.

55/11 Minutes

The minutes of the meeting held on 14th March 2011 ratified at Full Council on 9th May 2011 were received and accepted.

56/11 Action List

Members noted the Action List.

57/11 The Great Poppy Party Weekend

Cllr. Mrs. Collins outlined plans for the day of 11th June 2011. The event would take place in the Buckingham Community Centre. Cllr. Collins informed Members that the day would begin with a children's fancy dress event in the afternoon and continue in the evening with a disco.

Cllr. Collins would be approaching the Buckingham & Winslow Advertiser to publicise the event and contact Councillors for support as proceeds from this event will go the Help for Heroes charity.

Members **AGREED** unanimously that the unspent budget in 301/4216 May Day Event be offered to Cllr. Collins to help with the cost of the event.

ACTION CLLR. COLLINS & DEPUTY TOWN CLERK

58/11 Markets

58.1 The Deputy Town Clerk reported that the situation with the Street Market had improved and traders had reported an upturn in trade.

Members **AGREED** that the Deputy Town Clerk bring an advertising plan and costs to the next meeting.

ACTION DEPUTY TOWN CLERK

58.2 Members heard that the rules of the market would need to be reviewed and updated. Cllrs. Ms. Newell and Mrs. O'Donoghue volunteered to help the Deputy Town Clerk go through the information sent by other Councils and compile a set of rules which would be brought back to the Committee for approval at a later date.

ACTION CLLRS. NEWELL, O'DONOGHUE & DEPUTY TOWN CLERK

58.3 Members received for information the booking 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

The Deputy Town Clerk introduced Mrs. Amanda Brubaker as the newly appointed Events Assistant.

59/11 Buckingham in Bloom

The Deputy Town Clerk gave a brief outline to Members.

At the last Town Centre and Events Committee meeting it had been noted that some residents did not feel their gardens worthy to be entered into the competition, therefore the Deputy Town Clerk suggested that the whole town be toured to find winners.

Members felt that this was a task they could help with and the Deputy Town Clerk would find a map which could divide the town and inform the Councillors of the ground to be covered. Councillors would then take an area to be judged and cover that area. The successful gardens would need to be in a place accessible to the road and once found could be placed into a shortlist with photographs which judges could view and decide on a winner.

The prizes this year would be 1st, £75.00, 2nd, £50.00 and 3rd, £25.00 with an additional category of 'Commended'. Cllr. Bloomfield volunteered to donate rosettes in red, white and blue, with six in green for the commended gardens. Cllr. Smith, the Town Mayor, would then place the rosettes into the winning gardens

Cllrs. Cadd and Bloomfield had volunteered to be judges and would be deciding on the final winners.

Cllr. Bloomfield volunteered to contact the Buckingham & Winslow Advertiser to publicise the competition.

ACTION DEPUTY TOWN CLERK

60/11 Budgets

The Committee Budget was noted.

61/11 Events PA system

Members noted the attached report and **AGREED** the recommendation therein.

62/11 Gazebo

Members discussed the report attached to the agenda and **AGREED** the recommendation within the report. It was further **AGREED** that any residual monies set aside for the PA System be used to purchase the Gazebos.

ACTION DEPUTY TOWN CLERK

63/11 Road Closed Signs

The report within the agenda was discussed and Members **AGREED** that the Deputy Town Clerk assess how many signs would be needed and return to the next meeting with costs.

ACTION DEPUTY TOWN CLERK

64/11 Traders' Association

The minutes of the previous meeting of the Buckingham Traders Association meeting were noted.

Members expressed concern that the ownership of the buckinghamuk.info website would need to be clarified. A copy of the service level should be sought
Cllr. Smith would speak to Mr. Mark Gadd to ascertain the situation and a letter would be sent should the need arise.

ACTION CLLR. SMITH/DEPUTY TOWN CLERK

65/11 Lead and Deputy Councillors for Forthcoming Events

Members discussed forthcoming events and lead and deputy Councillors are as follows:

Event	Lead Councillor	Deputy Councillor
Spring Music Festival	Cllr. Stuchbury	
Youth Project	Cllr. Stuchbury	Cllr. O'Donoghue
Buckingham Fringe	Cllr. Stuchbury	Cllr. Bloomfield
Twinning Civic Lunch	Cllr. Stuchbury	Cllr. Hirons
Bandjam	Cllr. Stuchbury	
River Rinse 18 th Sept	Cllr. Stuchbury	Cllr. Bloomfield
River Rinse 9 th Oct	Cllr. Stuchbury	Cllr. Bloomfield
Local Democracy Event	Cllr. O'Donoghue	Cllr. Hirons
Charter Fair 1 st week	Cllr. Stuchbury	Cllr. Bloomfield
Charter Fair 2 nd week	Cllr. Stuchbury	Cllr. Bloomfield
Bonfire & Fireworks	Cllr. Mahi	Cllr. Stuchbury
Remembrance Day Parade	Cllr. Newell	Cllr. Mahi
Christmas Parade		Cllr. Hirons
Community Fair	Cllr. Lehmann	Cllr. Bloomfield

Various Councillors would be helping at the Spring Music Festival and both Charter Fairs. Cllr. Smith would be involved with the Christmas Parade as Town Mayor and Members asked that Cllr. Mordue be invited to take the lead at this event.

ACTION NAMED COUNCILLORS

66/11 Forthcoming Events

66.1 Music in the Market – 29th May 2011

Members heard that the event was imminent and information had been late as new organisers had slowed thing down slightly.

AVDC had provided 4 bins this year, which would be chained to the railings outside the Old Gaol on the Friday before the event.

All Members attending were requested to wear yellow high visibility waistcoats which the Deputy Town Clerk would have with her at the event.

ACTION DEPUTY TOWN CLERK

66.2.The Buckingham Fringe

66.2.1 Update

The Chairman reported that the week had taken shape. At least 70 tickets for the Comedy Night had been sold. Cllr. Stuchbury would attempt to promote the week in the press again and Members were urged to purchase tickets and support the events. The Chairman informed Members that District Councillors would receive a copy of the Fringe leaflet and it had been hoped that this week would be self-supporting in the future.

66.2.2 Members **AGREED** that the monies reclaimed from Finance, Administration and Personnel Committee for the production of the events leaflet be moved to 301/4219 Buckingham Festival account

ACTION DEPUTY TOWN CLERK/ ACCOUNTS ASSISTANT

Clerk's note: arrangements had been made to change the heading of 301/4219 Buckingham Festival to Buckingham Fringe.

ACTION ACCOUNTS ASSISTANT

66.2.3 Members felt that the request from the Deputy Town Clerk to dedicate the final event of the Fringe week to Mrs. Cath Higgins was appropriate and that the Mayor would say something fitting.

The Deputy Town Clerk would approach Mr. George Higgins to obtain his permission.

ACTION DEPUTY TOWN CLERK

67/11 Event Reviews

Marché de France – Continental Market 2nd May 2011.

Members heard that the Continental Market in the Old Cattle Pens, although arranged at short notice, had been a success.

The Deputy Town Clerk requested that this be allowed to happen more often during the year and not just during the large music events, as the market had been well attended.

Members **AGREED** this, as it would bring in revenue to the town.

ACTION DEPUTY TOWN CLERK

68/11 Christmas Light Working Group

Members heard that the lights illustrated in the report circulated with the agenda were in addition to the existing lights.

Councillors **AGREED** 10 votes to 0 with one abstention to accept the recommendation within the report attached to the agenda.

ACTION DEPUTY TOWN CLERK

69/11 Quotations and Costs

Members considered quotations for the following:

- i) Litter clearance for the Charter Fairs.
The quotation within the agenda had been discussed and Members **AGREED** to accept the quotation.
- ii) Firework Display.
Members **AGREED** this quotation.
- iii) Bin provision for Music in the Market and Bandjam.
Members noted that the bins had been offered free of charge.
- iv) Bollard removal for the Charter Fairs.
This quotation was discussed at length and Members enquired as to why the quotation had been so high. The Chairman and the Deputy Town Clerk explained that the bollards were not just removed, but covered with a wooden cover and tarmac, which was to a standard accepted by BCC Highways.
Members enquired as to why the bollards were replaced on the Monday following the second Charter Fair; this was because the company did not operate jobs such as these on a Sunday, and should they be requested to do so, the cost would escalate considerably.

ACTION DEPUTY TOWN CLERK

70/11 Youth Council

Cllr. O'Donoghue gave a verbal report on the progress of the Youth Council. An election will be held in the Royal Latin School as there are six candidates from year 10. For year groups with only one candidate the place had been allocated and a Councillor information sheet had been sent to each new Youth Councillor. Cllr. O'Donoghue also informed Members that CRB check forms had been completed by the Buckingham Town Council representatives for the Buckingham Youth Council and would be sent off imminently.

ACTION CLLR. O'DONOGHUE/DEPUTY TOWN CLERK

71/11 Youth Drama Project 10th June 2011

Cllr. O'Donoghue gave a brief verbal report and informed Members that a script had been chosen and the head teachers from The Buckingham School and the Royal Latin School contacted to request that the teachers involved be released to rehearse for the event.

Cllr. O'Donoghue informed Members that the event will take place in the Buckingham Community Centre and will begin at 1pm with an art and photography exhibition of work by selected students.

Cllr. O'Donoghue would issue a press release to promote the event.

ACTION CLLR. O'DONOGHUE/DEPUTY TOWN CLERK

72/11 Correspondence

72.1 To receive a letter from Mr & Mrs Heywood in response to the Town Council letter regarding the recognition of the Town Council as sponsors.

Members noted the letter from Mr & Mrs Heywood and **AGREED** that a letter be sent with a positive response.

72.2 To receive an email from Ms. Deborah Bottomley requesting permission to hold three events in Chandos Park.

Members discussed the email and felt that it would be more appropriate for the Environment & Property Committee to make a decision.

72.3 To receive an email from Mr. Sam Cross the Buckingham Town Jester. Members discussed the email at length and **AGREED** that a letter be sent to Mr. Cross to thank him for his hard work and wish him well in the future.

ACTION DEPUTY TOWN CLERK

73/11 News releases

News releases had been dealt with under the relevant item.

ACTION DEPUTY TOWN CLERK

74/11 Chairman's Items

The Chairman thanked Members for their patience.

ACTION DEPUTY TOWN CLERK

75/11 Date of the next meeting:

Monday 11th July 2011

76/11 Committee in Private Session

RESOLVED 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, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

77/11 Email Correspondence

Meeting closed at 21.04pm

Signed Date
Chairman