

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 5th December 2011** in the Town Council Chamber, Cornwall's Meadow, Buckingham at 7.00pm.

Present:

Cllr. T. Bloomfield
Cllr. H. Cadd
Cllr. Mrs. G. Collins
Cllr. P. Hirons
Cllr. A. Mahi
Cllr. Ms. Newell
Cllr. Mrs. L. O'Donoghue
Cllr. M. Smith - Town Mayor
Cllr. R. Stuchbury (Chairman)

In attendance: Mrs. A. Simonds Deputy Town Clerk
Mrs. L. Bird General Administrator

569/11 Apologies for Absence

RESOLVED to receive apologies from Cllrs. Isham and Whyte

570/11 Declarations of Interest

There were no declarations of interest at this point.

571/11 Minutes

RESOLVED to accept the minutes of the meeting held on Monday 17th October 2011 ratified at Full Council on 21st November 2011.

572/11 Action List

Members noted the Action List.

572.1 (436/11) Visit from AVDC Licensing to Shop Trader

Members heard that the letter had been sent from AVDC to the shop trader concerned and that a request would be made for a report on the result. A complaint had been received from the trader and forwarded to John Bercow MP. Currently the outcome was unknown; Members **AGREED** to request that the Town Clerk write to John Bercow MP to request a copy of the letter he sent to the trader.

ACTION TOWN CLERK

572.2 (422/11) 2012 Civic Visit

Cllr. Smith informed Members that Cllr. H. Mordue would be meeting with the Twinning Association to discuss funding details and report the outcome to the Deputy Town Clerk.

ACTION CLLR SMITH

572.4 Cllr. Hirons requested dates to be provided on activities, reports or completion dates for the next meeting.

ACTION DEPUTY TOWN CLERK

573/11 Olympics 2012

Members **AGREED** to invite Mr. Phil Black and Mr. Ian Barham to attend the next meeting to provide details and discuss funding. Cllr. O'Donoghue advised Members that Youth Councillor Jordan Mayer may have been invited to hold the torch. Members requested that the Deputy Town Clerk contact the Youth Council to invite them to the next meeting. Cllr. Mahi requested that handheld flags bearing the Buckingham Crest be handed out for members of the public to wave at the event; these could also be used for the Queen's Jubilee. It was **AGREED** unanimously that prices and quotations should be sourced and brought to the next meeting.

ACTION EVENTS ASSISTANT

574/11 Markets

574.1 The Deputy Town Clerk advised Members that the Saturday Markets are at full capacity. A local commercial business had contacted Buckingham Town Council to complain regarding rights of way and the placement of stalls affecting their business. Members **AGREED** to write a strong legally worded letter to the complainant to advise them of the details & historical presence of the Bylaw.

Market trader Andy Pelling requested to stand before Christmas with his flower stall on Thursday 22nd December. Members **AGREED** the space should be shared with Mr Geoff Geen and his fruit and vegetable stall should he wish to apply.

574.2 The Continental Markets have been a success and running well with no issues so far.

574.3 The Town Crier has informed Buckingham Town Council that some Flea Market Traders would like to continue running stalls throughout the winter; the Town Crier has also advised he would be happy to collect the money. Members **AGREED** the flea market could continue running, and that the Town Crier would collect the money and pass it to the Deputy Town Clerk at the nearest opportune moment.

ACTION DEPUTY TOWN CLERK

575/11 Committee Budget

575.1 Cllr. Newell informed Members that the Budget remaining in the Fair Trade account would be used towards stickers and leaflets and that the remaining budget would be spent.

575.2 Members noted the Earmarked Reserves

575.3 301/4016 New Signs; Members **AGREED** that the budget for this be £200.

301/4079 Fair Trade Promotion. Cllr. Hirons expressed a concern that the budget was double that of last year. Cllr. Stuchbury informed Members that this was due to the previously agreed expenditure for the purchase of display stands. Prices and quotes to be sourced for display stands, stickers and leaflets by Cllr. Newell.

ACTION CLLR. NEWELL

301/4094 Youth Project. Cllr. P. Hirons raised concerns regarding the amount for this budget. Cllr. R. Stuchbury informed Members that the budget covers hall hire costs and refreshments, plus £2000 towards the Youth Council, £1000 this year and the same again for next year. Members **AGREED** to £1500 for this budget.

301/4104 Town in Bloom. Members **AGREED** to £6000 for this budget.

301/4107 Pride of Place. Members **AGREED** to £150 for this budget head. Cllr. Hirons proposed, seconded by Cllr. A. Mahi, that a Christmas display competition similar to the Buckingham In Bloom competition be established with a prize of £25

for the best display; the best display of Christmas Lights on the outside of a house would be judged by all councillors. This was defeated 4 in favour and 5 against.

301/4115 River Rinse. Members **AGREED** that £400 be allocated to this account, £50 of which would be reserved to allow for an increase in cost for skip hire.

301/4201 Christmas Lights. Members **AGREED** that £9000 be allocated to this budget head. Members **AGREED** that there should be a separate column and budget for the feeder pillar maintenance and repairs. Members also discussed creating a reserve account from residual budget to go towards the cost of repairs/replacements of the lights. Members discussed the possibility of providing a budget head with an amount of money to deal with this. It was requested that prices and quotations be sourced by the Green Spaces Manager.

ACTION GREEN SPACES MANAGER

301/4202 Firework Display. Members **AGREED** that £4000 be allocated to this account. Cllr. Mahi raised concerns regarding the rising costs of gunpowder due to the Olympics and Diamond Jubilee celebrations. Members **AGREED** any underspend would go towards gunpowder inflation.

301/4211 Bandjam. Members **AGREED** that £3000 be allocated to this account after discussion. Member raised concerns regarding the increase to the budget. Members **AGREED** this 7 votes in favour with 2 abstentions.

301/4219 Buckingham Fringe. Members discussed this at length and **AGREED** that the week is adequately provided for under budget heads 505/4219 and 505/1055. The Chairman expressed his concern that budget code 301/4219 did not have provision for the Events Assistant to confidently book acts for this week.

301/10?? Community Fair. Members noticed that the entry for this budget had been duplicated. The Deputy Town Clerk informed Members the budget is based on expected table sales, outlay and hall hire. Members requested that the entry specify the difference between income and expenditure in some way as, similarly, the Market income could be viewed as an expenditure.

ACTION TOWN CLERK

576/11 Events Calendar 2012

Members **AGREED** the Events Calendar for 2012, subject to the inclusion of the Comedy Night and the Olympic event and the amendment of Festival Fortnight to Buckingham Fringe.

ACTION EVENTS ASSISTANT

577/11 Planters and Hanging Baskets

577.1 Cllrs. Newell and Bloomfield informed Members they would be meeting with the Events Assistant on Thursday 8th December at 10am to discuss this matter. The group will then report back at the next meeting.

ACTION EVENTS ASST/CLLR.NEWELL/CLLR BLOOMFIELD

577.2 Members discussed ideas regarding how to display the sponsors of the hanging baskets. Members **AGREED** to consult the Green Spaces Manager about identifying a suitable option.

ACTION EVENTS ASST/GREEN SPACES MANAGER

578/11 Tourist Information Centre

Members **AGREED** to invite the Tourism South East to the next meeting so Members can ask any questions.

ACTION DEPUTY TOWN CLERK

Clerks note: representatives of Tourism South East have confirmed that they will be attending the next Finance, Administration and Personnel Committee Meeting to give Members the opportunity to ask any questions.

579/11 Queen's Diamond Jubilee celebrations 2012

Cllr. Mahi was concerned about publicity for the event and suggested that the time for the lighting of the beacon was advertised as soon as possible. Members also discussed if the beacon would be lit at the same time as those in other towns. A bar/beer tent and possible pig roast at the beacon event in the park was also proposed. A Temporary Event Licence would need to be applied for. Members were asked to ask around their local commercial businesses and report back to the office.

Members **AGREED** the memory book would be advertised and placed in various places within the community. The library would be one main location. Members suggested that the schools be approached to visit places such as Hamilton House as part of their community project, to talk to the residents and to assist them to write in the book. Cllr. O'Donoghue informed Members she would contact the schools.

The Deputy Town Clerk informed Members that a road closure is already being planned as per the request from the Rev. Will Pearson-Gee; however confirmation is required regarding risk assessments and health and safety details. Information to be provided at the next meeting.

ACTION EVENTS ASSISTANT

580/11 Traders' Association

Members noted the minutes of the November 2011 meeting of the Traders' Association.

581/11 Buckingham Fringe

Members noted the minutes of the last Buckingham Fringe Working Group meeting.

582/11 Comedy Night

Members considered the report. Members **AGREED** to continue to support the Comedy nights and review progress after the third event.

583/11 Forthcoming Events

583.1 Christmas Parade – 10th December

583.2 Members noted the minutes of the 22nd November 2011 Christmas Parade meeting.

583.3 Members **AGREED** to invite the Youth Councillors to the parade with the Town Councillors. Cllr. O'Donoghue informed Members she would contact the Youth Councillors.

583.4 Pancake Race

Cllr. Bloomfield informed Members that a camcorder would be used at the event courtesy of the Advertiser. Members **AGREED** signs or posters need to be displayed before the event to help prevent dog fouling.

ACTION EVENTS ASST/ CLLR BLOOMFIELD

583.5 Fair Trade event 10th March 2012.

Cllr. Newell updated Members on the details of this event so far.

583.6 Green Fair.

Cllr. Newell informed Members that stalls would be in the Community Centre on the 17th March between 10-4pm. Members would be asked to help nearer the time and on the day. Councillors will communicate their availability to Cllr. Newell.

ACTION CLLR NEWELL

584/11 Event Review

584.1 Bonfire and Firework display

Members congratulated Cllr. Mahi on an excellent job. The event went well with a tremendous turnout, the only disappointment being the shortage of food which was out of the control of the Town Council. As the caterers do alternate years, this will be reviewed in depth before the 2013 event.

584.2 Remembrance Parade

Members discussed the problems that the Mayoral party experienced getting through the parade to take the salute as the band was in the way. Proposed by Cllr. Cadd, seconded by Cllr. T. Bloomfield, and **AGREED** that the parade should revert to starting from the Community Centre, passing through the Town and returning to the Community Centre. Members requested a meeting to be arranged with the RBL to discuss this. Members **AGREED** that a letter be sent to thank Mr. Fred. Bloomfield of the RBL for a good effort in his first year.

ACTION EVENTS ASSISTANT

584.3 Christmas Lights Switch On and Carol Service

Members discussed the event and **AGREED** Christmas carols should be at the beginning of the event and that the children in Bourton Meadow Choir be asked to lead the Carols.

ACTION EVENTS ASSISTANT

585/11 Youth Council

585.1 Cllr. L. O'Donoghue updated Members on activities and the progress of the Youth Council. The under 18's event that was going to be held at 13 High Street had to be cancelled due to the lack of response from some Youth Councillors and time restrictions to make it a success. One more attempt to organise an under 18's event will be arranged by the Youth Council with all Youth Councillors contributing 100%

ACTION DEPUTY TOWN CLERK/CLLR O'DONOGHUE

586/11 Youth Projects

586.1 Members **AGREED** that a letter be sent to Moretonville Junior Football Club to ask what level of support they require and their intentions for the money.

ACTION DEPUTY TOWN CLERK

586.2 Members discussed hedge planting and **AGREED** to consult the Green Spaces Manager regarding costs and suitable options to resolve the issues. Members **AGREED** to involve the Youth Projects with improvements to the parks. Information, prices and costs to be provided at the next meeting.

ACTION GREEN SPACES MANAGER

587/11 Pride of Bucks. Awards

Members thanked the Events Assistant for submitting the entry. Members **AGREED** to spend the £100 won to buy a tree and plaque. It was further **AGREED** to consult with the Green Spaces Manager for recommendations of which tree and where to place it.

ACTION GREEN SPACES MANAGER

588/11 Correspondence

Cllr. P. Hiron declared an interest at this point as a Church Warden

588.1 Music in Quiet Places. Cllr. Hiron informed Members that an interest in holding this event at the Church may be expressed and he would make enquiries to that effect.

588.2 Complaint regarding the Charter Fair Road Closure. Members **AGREED** to write a letter in response to the road closure outlining the legality of the road closure and its historical precedence.

ACTION EVENTS ASSISTANT

588.3 Email from Buckingham Ladies Circle regarding the 10k Fun Run. Members **AGREED** to write a letter to Buckingham Ladies Circle to advise they need to schedule their event around our road closure.

ACTION EVENTS ASSISTANT

588.4 response from Cllr. Thompson regarding the use of the Town Council Gazebo. Members noted that Cllr. Thompson did not require the gazebo.

588.5 Members discussed the 'Rock of Art at the Sandpit' event and suggested that this may be a Youth Project. Cllr. Newell informed the Members further information, costs and what level of support needed would be investigated and provided at the next meeting.

ACTION CLLR NEWELL

589/11 New Releases

Jubilee Memory Book, Cllr. P. Hirons volunteered to draft a press release.

590/11 Chairman`s Items

Cllr. R. Stuchbury informed Members the School Admissions Board has been abolished. No meeting will take place on 8th December.

591/11 Date of next meeting: Monday 23rd January 2012

Meeting closed at 21.53pm

Signed Date
Chairman