

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 8th December 2014** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present:	Cllr. T. Bloomfield	
	Cllr. Mrs. G. Collins	
	Cllr. D. Isham	
	Cllr. A. Mahi	Chairman
	Cllr. H. Mordue	
	Cllr. Ms. Newell	
	Cllr. L. O'Donoghue	Town Mayor
	Cllr. M. Smith	
	Cllr. Mrs. C. Strain-Clark	
	Cllr. R. Stuchbury	Vice Chairman
Also attending	Mr. C. Robson	Deputy Town Clerk
	Mrs. A. Brubaker	Events Co-ordinator
	Mrs. C. Bolton	Committee Clerk

553/14 Apologies for Absence

Apologies were received and accepted from Cllr Cadd.

554/14 Declarations of Interest

Cllrs Smith and Bloomfield declared an interest in item 12, Tourist Information Centre.

Cllr Mordue declared a prejudicial interest in item 10, Play around the Parishes, and item 12 above.

555/14 Minutes

The minutes of the meetings held on Monday 20th October 2014 ratified at Full Council on 24th November 2014 were received and accepted.

Agreed.

Members agreed to move the Christmas Parade item next on the agenda

556/14 Christmas Parade

To receive a verbal update from Cllr Mordue

Cllr Mordue reported a record entry of 64 floats entered into the Parade. Cllr Mordue said this did present a logistical problem; there would be in effect 2 parts to the parade, the first section leading with a World War I commemorative theme. The horse that played the lead in 'War Horse' would head the parade, followed by soldiers in uniform and various other military related organisations including the Air Cadets. A short gap would separate the rest of the Christmas floats – this year's theme was heroes and heroines.

Cllr Smith commented that the Town Council had not been informed of the briefing meeting for marshalls set for Wednesday 10th December at the Royal Latin School. Cllr Mordue thought that all marshalls had been invited. High visibility jackets would be given out indicating official Christmas Parade marshalls.

The Events Co-ordinator reported that the Town Clerk would carry out a safety briefing on the morning of the Parade (Saturday 13th) on the corner of Station Rd/Hunter St at 9am.

Members expressed concern that the Christmas Parade Committee had not kept the Town Council fully informed of arrangements; the Town Council would be held responsible for any safety infringements of the road closure order.

Cllr Mordue would email the Events Co-ordinator with details of the marshalls meeting.

ACTION: CLLR MORDUE

557/14 Action List

Disabled Access to public events – Cllr Strain-Clark requested that all outdoor events take account of suitable access for those with mobility difficulties. The recent ‘Christmas lights switch on event’ had highlighted problems for those members of the community with wheelchairs, scooters etc when in crowds.

Members briefly discussed suitable positions for cordoning off areas; the Events Co-ordinator said she planned to review the whole event following the large numbers this year of both spectators and participants.

Memory book – Cllr Newell confirmed the forward had been completed – remove from action list.

The Events Co-ordinator would get in touch with Black Dog designs to pursue the printing of the Memory Book.

ACTION: EVENTS CO-ORDINATOR

Cllr Mordue left the meeting

558/14 Markets

Written report from the Deputy Town Clerk

Members **AGREED** the recommendation of the report – and declined the request from the trader to trade on a Wednesday.

ACTION: DEPUTY TOWN CLERK

559/14 Budgets

Members received the budget report.

The Deputy Town Clerk apologised for not including the precept committee budget figures which had been circulated in Members folders.

Members **AGREED** the officer recommendations.

ACTION: DEPUTY TOWN CLERK

560/14 Forthcoming Events

Christmas Parade and Community Fair 13th December

Members discussed the arrangements for the parade; commenting on the Town Council’s overall legal responsibility for both safety and marshalling arrangements. Members felt it important that a member of the Events Committee sit on the Christmas Parade Committee to ensure the proper involvement of the Town Council.

The Events Co-ordinator would contact the neighbourhood policing team with the concerns raised.

Cllr Smith commented that the Town Council had a protocol for events run by other organisations which should be agreed by the Christmas Parade Committee for future years. The Events Co-ordinator would report back after the wash up meeting.

ACTION: EVENTS CO-ORDINATOR

Pancake Race

17th February

Cllr Bloomfield reported he had spoken to Reverend Pearson-Gee about next year's event; which could be held at the church with church representatives supplying the pancakes and coinciding with a 12pm finish time.

Food Fair

28th February 2015

The Events Co-ordinator would be contacting exhibitors after the Christmas break; the event would run on the Saturday only in 2015.

ACTION: EVENTS CO-ORDINATOR

561/14 Event Reviews

561.1 To receive a verbal report from Cllr Mahi - Bonfire and Fireworks

Cllr Mahi reported on a successful event with thanks recorded to the Buckingham Table for their help in clearing up.

Cllr Smith commented that the public should be reminded not to bring sparklers to next year's event. Members also briefly discussed the use of barriers around the bonfire.

561.2 To receive a verbal report from Cllr Mahi - Remembrance Parade

Cllr Mahi reported a well-run event by all organisations; the agreed protocol had been adhered to.

561.3 To receive a verbal report from the Events Co-ordinator Christmas Lights

The Events Co-ordinator reported an excellent turn out to the event and over 50 children from the George Grenville Academy and Bourton Meadow Academy singing carols round the Christmas tree. Members discussed difficulties experienced with hearing the singing and those speaking from various points in the audience; it was agreed to look at the way the sound system was set up and how it can be improved.

ACTION: EVENTS CO-ORDINATOR

Cllr Newell complimented the team on the attractive Christmas lights display throughout the town.

562/14 (425.1) Pancake Race

Terry Bloomfield; to discuss the event date and involvement of the Church
As above in 560/14.

563/14 Play Around the Parishes

To receive a communication from AVDC; to discuss and agree dates and funding

Members **AGREED** to proceed with 2 play around the parish events with sports, and a Family Fun Day. The Events Co-ordinator would organise dates.

Members also **AGREED** to further promote that although the Play Around the Parishes event were provided by AVDC, they were funded purely by the Town Council.

ACTION: EVENTS CO-ORDINATOR

564/14 Ownership of Events

To receive the updated list

Cllr Mahi to take lead on the Fringe Week events.

Cllr Smith to take lead on the Christmas Lights event.

Cllr Stuchbury to take lead on the September River rinse event.

Cllr Bloomfield to take lead on the October River rinse event.

Members discussed that new Councillors may come onto the committee in May and take on further events.

565/14 Visitor Information Centre

565.1 To receive the latest visitor and accommodation statistics
Received.

565.2 To receive and discuss a written report from the Deputy Town Clerk
Members **AGREED** the recommendation – to renew the contract between the Town Council, Tourism South East and the Old Gaol for a further three years with a management fee of £26,000 per year; an increase of £1,000 per year.

ACTION: DEPUTY TOWN CLERK

566/14 Spring Fair

To receive and discuss a report from the Events Co-ordinator
The Events Co-ordinator had provided a written report detailing running the Spring Fair with and without a road closure. Gazebos could be leant to stall holders in accordance with the Town Council’s previously written hire agreement – the onus was on the stall holders to collect, erect and return the item.

Proposed by Cllr Bloomfield, seconded by Cllr Stuchbury and **AGREED** that the Town Council take over the organisation and running of the Spring Fair without a road closure.

Proposed by Cllr Smith, seconded by Cllr Stuchbury and **AGREED** to budget £500 for the Spring Fair event to allow for posters, publicity and associated expenses.

ACTION: EVENTS CO-ORDINATOR

567/14 Shop Buckingham

To receive the minutes of a meeting held 14 October 2014
Received.

568/14 Twinning

To receive the minutes of a meeting held 5th November 2014
Received.

569/14 Correspondence

569.1 To receive a letter from the National Association of Ladies’ Circles for information

Members **AGREED** permission for the request to run the event in 2015.

569.2 To receive a letter from AVDC for information
Noted.

570/14 News releases

None

571/14 Chairman’s Items

None

572/14 Date of the next meeting: Monday 2nd February 2015

Meeting closed at 8.45pm

Signed Date

Chairman