

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 2nd February 2015** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield
Cllr. H. Cadd
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

Mrs. A. Brubaker Events Co-ordinator
Mrs. C. Bolton Committee Clerk
Cllr. M. Try

680/14 Apologies for Absence

None

681/14 Declarations of Interest

Cllr Smith declared a prejudicial interest in item 14, Visitor information Centre.

682/14 Minutes

The minutes of the meetings held on Monday 8th December 2015 ratified at Full Council on 19th January 2015 were received and accepted.
Agreed.

683/14 Action List

Public Entertainment Licence – The Deputy Town Clerk reported that for the fireworks event both a Performance Right limited licence at £247 and Phonographic performance limited licence at £50 would be necessary.

Cllr Stuchbury requested that the entertainment licence for Chandos Park be discussed on a future agenda.

The Events Co-ordinator confirmed that the flags had arrived.

Memory Book - The Events Co-ordinator informed Members that she had met with the representative from the publishing company, final numbers and costs would be agreed shortly.

ACTION: EVENTS CO-ORDINATOR

684/14 Budgets

The Chairman requested the committee agree that the following budget headings remaining funds be moved to earmarked reserves –

Youth Projects
Christmas Lights
Charter Fair
Comedy Night
Fringe

Budgets would be discussed in full at the next meeting on 23rd March.

685/15 Christmas Lights

The Events Co-ordinator reported the contract for the motif decorations (mounted on lampposts) had come to an end. A meeting would be called with the Christmas lights sub-committee to review the motifs and look for a further 3 year contract.

ACTION: EVENTS CO-ORDINATOR

686/15 Planters & Hanging Baskets

The Events Co-ordinator reported she and the Chairman had met with Peter Richardson from Preston Bissett garden centre to discuss the possibility of a 3 year contract for hanging baskets. Mr Richardson had demonstrated a 'cup and saucer' type hanging basket which could potentially cut down on the watering required. The Events Co-ordinator had contacted Stuart Labross at Bucks County Council to ascertain whether the posts would take the weight of a different type of hanger.

ACTION: EVENTS CO-ORDINATOR

The Events Co-ordinator informed Members 3 tenders were due back shortly for a 3 or 5 year contract on the planters. Members were advised that due to the potential cost of the contract being over £5,000 the Council were obliged to go to tender.

Members commented that the planters provided in 2014 by Plantscape had been excellent.

ACTION: EVENTS CO-ORDINATOR

687/15 Forthcoming Events

687.1 To receive a verbal update from Cllr. T Bloomfield on the Pancake Race
Cllr Bloomfield said that unfortunately the kitchen at the Church would be out of action, but all other arrangements remained as advertised.

687.2 To receive verbal updates from the Events Co-ordinator as follows –

Food Fair – 28th February

Arrangements were progressing; 15 exhibitors had confirmed, including Gyre & Gimble, a crepe van, local wine producer, 3 bakers – 2 of whom were demonstrating cake decorating and mozzarella nation – who prepare and cook pizzas over a wood burning stove.

Fringe Week – 13th – 21st June

The Events Co-ordinator would shortly call a meeting of the Fringe sub-committee.

688/15 Event Reviews

To receive a verbal report from the Events Co-ordinator on the 1st February

Comedy Night

The Events Co-ordinator reported on a successful event, following the late change to the headline act ticket sales had increased, 92 had been sold. The Events co-ordinator recorded thanks to Cllrs O'Donoghue, Strain-Clark, Stuchbury and Mahi for their help.

There had been difficulty with a group of students attempting to film the event – the Events Co-ordinator would discuss with the relevant contact at Buckingham University.

ACTION: EVENTS CO-ORDINATOR

689/15 Play Around the Parishes

To receive and note the dates for this year's play around the parishes

Thursday 30th July

Thursday 13th August

Thursday 27th August
Noted.

690/15 Christmas Parade

To receive the minutes of the Christmas Parade Wash up meeting
Cllrs Stuchbury and Smith commented on a positive meeting, issues arising had been discussed and resolved.

Cllr Mahi commented that the accounts for 2014 were still outstanding.

Cllr Mordue would chase up following the receipt of final invoices.

ACTION: CLLR MORDUE

691/15 Access

To receive a verbal update from Cllr. Strain-Clark

Cllr Strain-Clark commented on the poor disability access at Villiers for the Comedy night event. Members felt that the number of accessible venues in the town were somewhat limited for large numbers.

Members discussed a variety of possible venues that could be used including schools, the community centre, the mezzanine floor at the library, the radcliffe centre, film place, and the Well St centre. Members also commented on the currently unused Red Cross building and **AGREED** to contact Bucks County Council to enquire at the possibility to use the building for events. The Deputy Town Clerk would also formulate a list of possible venues in the town.

ACTION: DEPUTY TOWN CLERK

Cllr Mordue left the meeting

692/15 Ownership of Events

To receive the updated list

The list was out of date – the Events Co-ordinator would circulate a new list via email.

ACTION: EVENTS CO-ORDINATOR

693/15 Visitor Information Centre

To receive the latest visitor and accommodation statistics
Received.

694/15 Twinning

To receive the minutes of a meeting held 7/1/2015

Cllr Stuchbury requested that the Town Council write to the Twinning Association to find out about a civic event for 2015.

Cllr Newell as representative on the committee would find out in time for the next meeting.

ACTION: CLLR NEWELL

695/14 Correspondence

None

696/14 News releases

Plans to go out to tender on plant displays, and tidying up the Town Centre.

ACTION: DEPUTY TOWN CLERK

697/14 Chairman's Items

None

698/14 **Date of the next meeting:** Monday 23rd March 2015

Meeting closed at 8.05pm

Signed Date
Chairman