



BUCKINGHAM TOWN COUNCIL

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

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Town Clerk: Mr. C. P. Wayman

Monday, 02 July 2018

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Monday 9th July 2018** in the Council Chamber, Cornwalls Meadow, 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 3.f, which will last for a maximum of 15 minutes

AGENDA

1. **Apologies for Absence**
Members are asked to receive apologies from Councillors.
2. **Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.
3. **Minutes**
To receive the minutes of the Meeting held on Monday 21st May 2018 ratified at Full Council on Monday 25th June 2018. **Copy previously circulated**
4. **Action List** **Appendix A**
To receive action reports and updates
5. **Budget** **Appendix B**
To receive the latest budget figures
6. **Forthcoming Events**
To receive a verbal report from The Events Coordinator on the following events:

6.1 Fringe week	14 th – 22 nd July
6.2 Dog Show	Sunday 15 th July
6.3 Bandjam	Sunday 26 th August
6.4 Merchant Navy Day	Monday 3 rd September
6.5 Good Endings Death Café	Wednesday 5 th September
6.6 Good Endings Fair	Saturday 8 th September
6.7 River Rinse	Sunday 23 rd Sept & Sunday 7 th October
6.8 Charter Fair	Saturday 13 th & Saturday 20 th October

Buckingham



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD



Twinned with Mouvaux, France

Members are reminded to declare any prejudicial interest as soon as it becomes apparent.
All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

7. **Event Reviews**
7.1 Music in the Market – to receive a written report from the Events Coordinator **TCE/19/18**
8. **Soap Box Derby**
To receive a proposal from Cllr. Stuchbury
9. **Armistice 100**
To receive an update on the meeting with Mr Lionel Weston for the Armistice 100 Celebration event
10. **Commemorating 100 years of WW1 – Silent Soldier**
To receive an update on the Silent Soldier and unveiling ceremony
11. **Ice Rink**
To receive a verbal update from the Events Coordinator
12. **Buckingham Action Group**
To receive a verbal update from Cllr O'Donoghue on the Skate Park Awareness Day Event
13. **Illegal signage**
To receive a written report from The Town Clerk **TCE/18/18**
14. **Motion Cllr Stuchbury**
To recommend to Full Council or agree a committee budget to fund additional temporary staff to assist with events throughout the summer in light of temporary staffing difficulties within the office. To relieve pressure and make sure appropriate experience is used in appropriate ways throughout The Council.
15. **Event Ownership**
To recommend that this item is referred to Full Council
16. **Access**
17. **News Releases**
18. **Chairman's Items**
19. **Date of the next meeting: Tuesday 28th August 2018**

To:

Cllr. T. Bloomfield
Cllr. Mrs. G. Collins
Cllr. Mrs. M Gateley
Cllr. D. Isham

Chairman

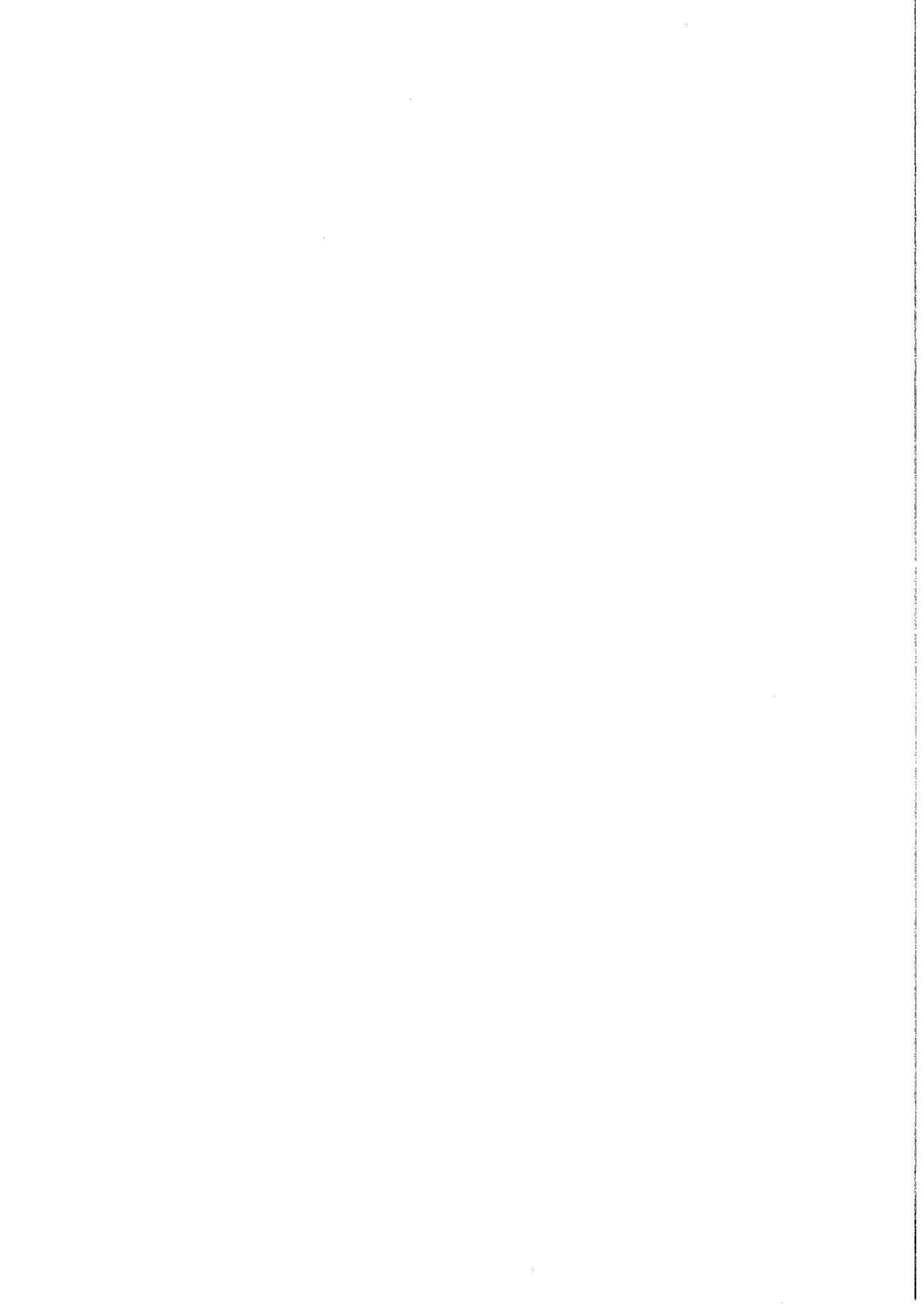
Cllr. A. Mahi
Cllr. P. Collins
Cllr. L. O'Donoghue
Cllr. Mrs. C. Strain-Clark
Cllr. R. Stuchbury

Vice Chair

Events - Action list

Appendix A

Subject	Action to be taken		Response/ Agenda no.
	Date	Action	
Market Report	23.05.16	To provide a report taking the Nabma health check report into account	To be reviewed - ongoing
	17/10/16	Deputy Town Clerk and Market Manager to revise market contracts	On going
Comedy Nights		Advertorial on the success of previous acts	
04/12/17			
Armistice 100	04/12/17 581/17	AGREED to apply for a road closure for the event. AGREED for Cllrs Smith, Isham, Stuchbury, Town Mayor, TC&E Chair & Events Co-ordinator to meet with Mr Lionel Weston to discuss the event	Meeting took place on 12/01/18. Minutes to be circulated at 05/02/18 TC&E meeting
Bonfire & Fireworks	575.1/17	AGREED for the Events Coordinator to seek the advice of the Advisory Group on the points raised in the 2017 event report.	Ongoing
Ice rink	576/17	AGREED to investigate the potential of an ice rink and feedback at a future committee. March AGENDA	March Agenda Ongoing
26/03/18			
Commemorating 100 years of WW1	864/17	Agreed to purchase a WW1 bench	Events Co-ordinator to arrange a 'Crowd Funding' scheme to purchase the bench. 18/04 e-mailed the Company for a quote for the bench. Ongoing
Charter Fair-Nichols Amusements	867/17	Agreed to commemorate 100 th anniversary	Obtain costs of silver tankards engraved - ongong
Armed Force Day	870/17	Investigate and take back recommendation for event	Ongoing
21/05/18			



Month No : 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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EARMARKED RESERVES901 EARMARKED RESERVES

9006	SPEED WATCH	0	0	598	598	598	0.0 %	
9012	CHRISTMAS LIGHTS	0	0	6,753	6,753	6,753	0.0 %	
9015	CHARTER FAIRS	2,864	0	4,136	4,136	4,136	0.0 %	
9025	PLAY AREA REPLACEMENT	0	0	17,121	17,121	17,121	0.0 %	
9027	GREEN BUCKINGHAM GROUP	0	0	226	226	226	0.0 %	
9029	CIRCULAR WALK MAINT	0	0	5,399	5,399	5,399	0.0 %	
9030	TOURISM LEAFLETS	998	0	2,404	2,404	2,404	0.0 %	
9033	DESTINATION BUCKINGHAM	2,186	2,942	22,617	19,675	19,675	13.0 %	
9035	PARKS DEVELOPMENT	2,250	0	2,025	2,025	2,025	0.0 %	
9036	ELECTION COSTS	0	0	3,188	3,188	3,188	0.0 %	
9040	PARK RUN	43	0	89	89	89	0.0 %	
9045	ACCESS FOR ALL	265	0	220	220	220	0.0 %	
9046	PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242	5,242	0.0 %	
9048	BAG FUND	-1,071	1,800	2,071	271	271	86.9 %	
	EARMARKED RESERVES :- Expenditure	7,535	4,742	72,089	67,347	0	67,347	6.6 %
1070	DESTINATION BUCKINGHAM	20,000	0	0	0			0.0 %
	EARMARKED RESERVES :- Income	20,000	0	0	0			
	Net Expenditure over Income	-12,465	4,742	72,089	67,347			

EARMARKED RESERVES :- Expenditure	7,535	4,742	72,089	67,347			6.6 %
Income	20,000	0	0	0			0.0 %
Net Expenditure over Income	-12,465	4,742	72,089	67,347			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<u>TOWN CENTRE & EVENTS</u>								
301	<u>TOWN CENTRE & EVENTS</u>							
3997	0	736	3,900	3,164		3,164	18.9 %	
3998	0	1,249	13,200	11,951		11,951	9.5 %	
3999	0	13,049	55,600	42,551		42,551	23.5 %	
4079	440	0	400	400		400	0.0 %	
4094	1,560	2,340	3,000	660		660	78.0 %	
4104	6,263	3,370	6,300	2,930		2,930	53.5 %	
4107	250	193	250	57		57	77.1 %	
4115	440	0	400	400		400	0.0 %	
4119	0	0	8,600	8,600		8,600	0.0 %	
4125	0	31	500	469		469	6.2 %	
4126	0	0	1,000	1,000		1,000	0.0 %	
4166	0	106	1,000	894		894	10.6 %	
4201	10,022	0	9,000	9,000		9,000	0.0 %	
4202	4,288	0	4,500	4,500		4,500	0.0 %	
4203	215	250	785	535		535	31.8 %	
4205	2,975	31	3,000	2,969		2,969	1.0 %	
4208	0	90	500	410		410	18.0 %	
4210	55	0	75	75		75	0.0 %	
4211	3,110	75	3,500	3,425		3,425	2.1 %	
4212	1,085	71	1,300	1,229		1,229	5.4 %	
4213	300	80	300	220		220	26.7 %	
4216	38	0	50	50		50	0.0 %	
4220	3,613	3,209	3,500	291		291	91.7 %	
4230	46	18	50	32		32	35.3 %	
4241	0	0	3,000	3,000		3,000	0.0 %	
4243	1,337	477	4,445	3,968	2,445	1,523	65.7 %	
	TOWN CENTRE & EVENTS :- Expenditure	36,036	25,374	128,155	102,781	2,445	100,336	21.7 %
1013	483	333	400	-67			83.3 %	
1027	120	0	0	0			0.0 %	
1028	0	15	1,000	-985			1.5 %	
1029	0	450	1,000	-550			45.0 %	
1031	0	0	500	-500			0.0 %	
1033	0	0	8,600	-8,600			0.0 %	
1062	200	0	300	-300			0.0 %	
1066	0	0	3,000	-3,000			0.0 %	
1069	6,400	0	6,400	-6,400			0.0 %	
	TOWN CENTRE & EVENTS :- Income	7,203	798	21,200	-20,402			3.8 %
	Net Expenditure over Income	28,833	24,576	106,955	82,380			

Month No : 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>302</u> <u>STREET MARKET</u>							
4017 SUBSCRIPTIONS	0	0	330	330		330	0.0 %
4225 RATES	3,041	441	4,000	3,559		3,559	11.0 %
4235 MARKET INFRASTRUCTURE &	1,765	552	1,950	1,398		1,398	28.3 %
STREET MARKET :- Expenditure	4,806	992	6,280	5,288	0	5,288	15.8 %
1005 STREET MARKET	14,236	2,195	14,000	-11,805			15.7 %
1006 FLEA MARKET	4,740	1,267	5,500	-4,233			23.0 %
STREET MARKET :- Income	18,976	3,462	19,500	-16,038			17.8 %
Net Expenditure over Income	-14,169	-2,470	-13,220	-10,750			
<u>303</u> <u>SPECIAL EVENTS</u>							
4075 FESTIVAL OF HEALTH	1,228	0	2,500	2,500		2,500	0.0 %
4221 FRINGE	0	1,903	6,000	4,097	430	3,667	38.9 %
4242 FOOD FAIR	366	0	500	500		500	0.0 %
4244 REMEMBRANCE FLAGS	0	241	420	179		179	57.3 %
SPECIAL EVENTS :- Expenditure	1,594	2,143	9,420	7,277	430	6,847	27.3 %
1020 FOOD FAIR INCOME	725	0	400	-400			0.0 %
1034 FESTIVAL OF HEALTH	1,308	0	2,500	-2,500			0.0 %
1083 FRINGE INCOME	0	0	3,000	-3,000			0.0 %
SPECIAL EVENTS :- Income	2,033	0	5,900	-5,900			0.0 %
Net Expenditure over Income	-439	2,143	3,520	1,377			
<u>305</u> <u>TOURIST INFORMATION CENTRE</u>							
4253 TIC	0	5,278	1,500	-3,778		-3,778	351.9 %
TOURIST INFORMATION CENTRE :- Expenditure	0	5,278	1,500	-3,778	0	-3,778	351.9 %
1084 TIC INCOME	0	3,966	400	3,566			991.6 %
TOURIST INFORMATION CENTRE :- Income	0	3,966	400	3,566			991.6 %
Net Expenditure over Income	0	1,312	1,100	-212			
TOWN CENTRE & EVENTS :- Expenditure	42,437	33,787	145,355	111,568			25.2 %
Income	28,212	8,227	47,000	-38,773			17.5 %
Net Expenditure over Income	14,225	25,561	98,355	72,794			

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
Monday 9th July 2018**

Committee Chair: Cllr Terry Bloomfield

Contact Officer: Amanda Brubaker

Music In The Market

27th May 2018

Background

Music In the Market has been running for 18 years and is organised by the Buckingham Acoustic Club and sponsored by Buckingham Town Council. The event was declared open by Town Mayor Cllr Jon Harvey and the Town Crier.

A road closure was in place for the Bull Ring and a stage erected. This year it was across the disabled parking bays by Barclays Bank.

Lead organisers from the Buckingham Acoustic Club did things a little differently this year. The event started off with the Heart Strings Orchestra who are a community string orchestra from Buckingham. They were followed by the Buckingham Children's Choir and Bittersweet Music who were led by Suzy Smith. Others taking part were Henry Sampson, Dawn Iverson, Buckingham Glee Club, Udo Dolz, Mike Weston, Emma Jenkins with Ian Murray, Thirlby & Smith, Safari Boots, Cerys Price, Joyrig, Sam Deed, the ever popular The Thomas McEvoy Band, Ian Murray and then the headline cover band Pure Genius.

Thunderstorms were predicted throughout the day, but luckily they missed Buckingham. During the headline act lightning could be seen behind the library building and there were a few rain spots. The weather for the day was sunny and hot.

3 x SIA Security Guards were hired for the event from Newman Event. They arrived at 5:30pm. There were no incidents to report and the event went very well.

Litter picking was carried out throughout the day by volunteer Cllrs, Outdoor Maintenance Staff and a member of the public. The event finished at 10pm and the area was cleared of litter by 10:45pm.

Cllrs who attended the event

Cllr Terry Bloomfield

Cllr Andy Mahi
Cllr Christine Strain-Clark
Cllr Jon Harvey
Cllr Howard Mordue

Member of the public who worked event

Mary Simons

Staff who worked the event

Amanda Brubaker
Ian Saunders
Ben Saunders

Cllrs who worked at the event

Cllr Terry Bloomfield
Cllr Andy Mahi
Cllr Mike Smith
Cllr Jon Harvey
Cllr Margaret Gateley

Cost for the event

Budget 303/4220

£3,500

3 x SIA Security Guards	£247.50 + vat	
5 x Biffa Bins	£265.00 + vat	
Road closure	£55.68	
Amount awarded to Buckingham Acoustic Club	£2,886.82	
TOTAL	£3,455.00	

Staffing cost 3 members of staff at double time	£711.69
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Recommendation

The event is well attended and enjoyed by the public every year. We have a very good working relationship with the Acoustic Club and I recommend that we continue to support this event.

BUCKINGHAM TOWN COUNCIL

TOWN CENTRE & EVENTS

MONDAY 2018

Committee Chairman: Cllr. T Bloomfield

Contact Officer: Christopher Wayman

Illegal signage

There is not a requirement to create a by-law for removing illegal signage. This can be done under current legislation. However, the power only rests with other bodies. Buckinghamshire County Council has a devolved services agreement with Buckingham Town Council. Under this agreement the Town Council can remove illegal signs from "...those erected in the public highway or attached to street furniture...". The procedure for removing these signs are:

1. Letter to be sent to the individual, business or organisation responsible for placing the sign requesting their co-operation by removing the sign within 14 days.
2. Should the sign not be removed pursuant to 1 above, a follow up letter must be sent upon the expiry of the 14 days giving a further 7 days' notice for removal, after which the sign will be removed and returned to store and held for 28 days.
3. A charge of £25 per sign will be levied for the signs to be reclaimed

Therefore a charge can only be levied if signs are to be collected.

Recommendation

That the Town Council can not do what they wish to do within the framework in place. That the existing situation continues.

