

**TCE/08/21**

Minutes of a meeting of the Town Centre and Events Committee of Buckingham Town Council held on Monday 21st February 2022 at 7.00pm in the Council Chamber, Cornwalls Meadow, Buckingham.

**Present:** Cllr. R. Ahmed  
Cllr. F. Davies  
Cllr. Mrs. M Gateley      Town Mayor  
Cllr. S. Hetherington  
Cllr. A. Mahi              Vice Chair  
Cllr. L. O'Donoghue  
Cllr. R. Stuchbury      Chair  
Cllr. R. Willett

**Also attending:**              Cllr. A Schaeffer  
Paul Hodson              Town Clerk  
Mrs. A. Brubaker      Events Co-ordinator  
Ms. P. Cahill              Committee Clerk

No members of the public attended.

**658/21              Apologies for Absence**

Members received and accepted apologies for absence from Mr. Dean Jones and Ms. C. Molyneux, Deputy Town Clerk.

**659/21              Declarations of Interest**

Cllr. Gateley declared an interest as a member of the Twinning Association.

**660/21              Minutes**

Members received and agreed the minutes of the Town Centre and Events Committee meetings held on Monday 13th December 2021 and Monday 7th February 2022.

**Copies previously circulated**

**661/21              Action List**

Members received the updated action report.

**Appendix A**

Cllr. O'Donoghue requested that discussions about the Accessibility Workshop be more inclusive for everyone with accessibility needs, not restricted to people with mobility issues. She suggested using social media to target local groups. The Town Clerk has written to Access4All but has received no response. Cllr. Gateley volunteered to talk to the Open House Group when she visits on 3<sup>rd</sup> March 2022. **ACTION TOWN CLERK**

**662/21 Event Reviews**

**662.1/21 Christmas Parade**

Members received and discussed a written report from the Events Coordinator.

**TCE/102/21**

Members discussed the order of the parade and the position of the Mayor within this. Members agreed that a letter should be written to the Parade Committee thanking them for their work and requesting information regarding the order of the parade. **ACTION TOWN CLERK.**

**662.2/21 Holocaust Memorial event**

Members received and discussed a written report from the Events Coordinator.

**TCE/103/21**

The memorial stone was placed in Bourton Park on Holocaust Memorial Day, 27<sup>th</sup> January 2022. The event was well attended by invited guests, Councillors and members of the public. Attendees included:

- MP Greg Smith
- Mr Anson, High Sheriff of Buckinghamshire
- The Countess Howe, HM Lord Lieutenant of Buckinghamshire
- Councillor Dev Dhillon, Vice Chair Buckinghamshire Council
- Councillor Warren Whyte
- Councillor Robin Stuchbury
- Councillor Mark Cole JP
- Councillor Ryan Willett
- Councillor Anja Schaefer
- Councillor Robina Ahmed
- Councillor Jon Harvey
- Councillor Adekunle Osibogun
- Councillor Andy Mahi
- Councillor Howard Mordue
- Councillor Caroline Cornell, Buckinghamshire Council
- Councillor Patrick Fealey
- Roger Edwards, Buckingham Society
- Rev'd Tim Edworthy, Mayor's Chaplain
- Mrs Christine Strain-Clark
- Louis Francis, StoneMason
- Dean Jones, Buckingham University
- Paragon
- Members of the public

Paragon Tool Hire lifted the stone into place free of charge. Members **AGREED** to the recommendation that next year the small car park is closed to the public to ensure that invited guests and those with disabilities can park safely. **ACTION EVENTS CO-ORDINATOR**

Members agreed that a letter of thanks should be written to Paragon Tool Hire. **ACTION TOWN CLERK**

Members agreed that a letter is written to retired Councillor Ruth Newell, who initially proposed the idea of a memorial, informing her that the event took place successfully. **ACTION CLLR. GATELEY (MAYOR)**

Cllr. Gateley asked that information regarding next year's event is put into the newsletter, not just on social media. Members agreed and a note will also be added to the next newsletter. **ACTION COMMUNICATIONS CLERK**

#### **662.3/21 Civic Service**

Members received and discussed a verbal update from Cllr. Gateley. Cllr Gateley felt that she was well supported and had received positive feedback. She asked if this event is open to everyone. The Town Clerk agreed that there is a need to be clear that everyone is invited to the Civic Service and this will be made more apparent in next year's publicity. **ACTION EVENTS COORDINATOR**

#### **663/21 Twinning Event**

Members received and discussed a written report from the Events Coordinator.

**TCE/104/21**

This event will be held on 19<sup>th</sup> March 2022. Formal invitations will also be sent to Germany and France.

Members noted the report and unanimously **AGREED** the proposed budgets.

#### **664/81 Platinum Jubilee weekend**

Members received and discussed a written report from the Events Coordinator.

**TCE/105/21**

Cllr. O'Donoghue requested that the events are added to the government Jubilee events website. Members agreed. **ACTION EVENTS COORDINATOR**

Cllr. Gateley asked about potential road closures for parties. The Town Clerk explained that permission from Buckinghamshire Council is needed for road closures but that this is free of charge. Information will be offered to the public to raise awareness of this. **ACTION EVENTS COORDINATOR**

The Events Coordinator informed members that Mr. Lionel Weston will put Jubilee decorations outside the old gaol and would like to meet at 11am on Saturday 4<sup>th</sup> June to sing the National Anthem and toast the Queen. Mr. Weston has requested that the Town Crier assist. The Events Coordinator will liaise with the Town Crier. **ACTION EVENTS COORDINATOR**

Members agreed to Cllr. Stuchbury's request that a photograph of the Queen and Cllr. Isham and the Town Council's picture of the Queen, currently situated in the Library, be used to promote the events, possibly by being positioned in the Chamber Window.

**ACTION ADMINISTRATION APPRENTICE**

**665/21 Fringe Week**

Members received and discussed a written report from the Events Coordinator.

**TCE/106/21**

Members noted and **AGREED** the proposed events and unanimously **AGREED** that the theme for Fringe Week will be 'Buckingham is back'.

Members discussed the possible use of promotional bags but agreed that these may no longer be environmentally friendly. It was noted that the Town Council may have a supply of reusable water bottles. It was **AGREED** that this point would be raised at a future meeting as an agenda item. **ACTION EVENTS COORDINATOR**

**666/21 Food Fair**

Members received and discussed a verbal report from Cllr. Davies and the Events Coordinator.

The event will take place on 26<sup>th</sup> February 2022 with free entry to the public. A wide range of stallholders and food outlets will be available, most of them from within a 35-mile radius of Buckingham.

**667/21 Otter Auction and Swan Trail**

Members received and discussed a written report from the LHSCC Coordinator.

**TCE/107/21**

Members considered the budget for the Swan Trail:

<b>Item</b>	<b>Cost £</b>
10 x Sculptures (primed and ready to paint, inc delivery)	6,000
Plinths	720
Map	250
Printing	335
App	250
Plaques	50
Badges	150
Varnish	100
Banners	200
Launch	100
Miscellaneous	25
Competition	100
<b>Total</b>	<b>8,280</b>

The Town Clerk informed members that an application would be made to the Community Board.

Members unanimously **AGREED** the budget.

## 668/21 Forthcoming Events

Date	Day	Start	Event
22/02/22	Tuesday	11:00	Pancake Race
26/02/22	Saturday	10:00	Food Fair
19/03/22	Saturday	10:00	Marketplace Entertainment
19/03/22	Saturday	12:00	Twinning Celebration
10/04/22	Sunday	10:00	Lace Hill Easter Event
24/04/22	Sunday	10:00	Spring Fair
24/04/22	Sunday	15:00	Scout Parade
03/05/22	Tuesday	11:00	May Day
02/06/22	Thursday	11:00	Buckingham Celebrates
03/06/22	Friday	14:00	Music in the Market
04/06/22	Saturday	12:00	Picnic on the Pitch
05/06/22	Sunday	11:00	Civic Service for the Jubilee
10/06/22	Friday	19:00	Mayor Making
16/07/22	Week beginning		FRINGE WEEK
17/07/22	Sunday	11:00	FRINGE Lace Hill Fun Day
19/07/22	Tuesday	19:00	FRINGE Fiddle Group
22/07/22	Friday	11:00	FRINGE Launch of Swan Trail
23/07/22	Saturday		FRINGE Skate Park event
01/08/22	Monday		Date TBA Basketball
01/08/22	Monday		Date TBA 3 x Play Around the Parishes
03/08/22	Wednesday	14:00	Outdoor Theatre
28/08/22	Sunday	13:00	Bandjam
11/09/22	Sunday	11:00	Dog Show
25/09/22	Sunday	10:00	River Rinse 1
04/10/22	Tuesday	19:00	Bardic Trial
09/10/22	Sunday	10:00	River Rinse 2
14/10/22	Friday	14:00	Local Democracy Week event
14/10/22	Friday	09:00	Charter Fair arrives
15/10/22	Saturday	13:00	Charter Fair checks and opening
21/10/22	Friday	09:00	Charter Fair arrives
22/10/22	Saturday	11:00	Charter Fair checks
28/10/22	Friday	18:00	Lace Hill Halloween event

Date	Day	Start	Event
05/11/22	Saturday	18:00	Bonfire and fireworks
13/11/22	Sunday	10:30	Remembrance Parade
20/11/22	Sunday	11:00	Winter Fair
26/11/22	Saturday	18:00	Christmas Light Switch On
10/12/22	Saturday	10:30	Christmas Parade
10/12/22	Saturday	11:30	Community Fair

**669/21 Markets**

**669.1/21 Fees and charges**

Members received and discussed a written report from the Deputy Town Clerk.

**TCE/108/21**

Members expressed gratitude to the Market Manager for their work in organising the town market.

Members unanimously **AGREED** the recommendations to freeze pitch fees and gazebo hire rates, to introduce a minimum pitch fee and to stop giving traders reduced rates for the first two weeks.

**669.2/21 Market terms and conditions**

Members received and discussed a written report from the Deputy Town Clerk.

**TCE/109/21**

Members unanimously **AGREED** to the revised terms and conditions. **ACTION DEPUTY TOWN CLERK**

**670/21 Climate Emergency Action Plan Update**

Members received and noted updates on the Climate Emergency Action Plan.

**Appendix B**

**671/21 Tourist Information Centre**

Members received a verbal update from the Town Clerk.

The Town Clerk informed members that the team is working very well, that currently Sam Hoareau is covering the Tourist Information Centre and Lace Hill Community Centre alongside her role as Town Centre Manager. A press release will be produced to show what the Tourist Information Centre offers, and it is planned that the centre will be open on Sundays throughout the Summer.

**672/21 Budget**

672.1/21 Members received and noted the latest budget figures.

**Appendix C**

672.2/21 Members received and noted the budget for 2022/23

Appendix D

Cllr. Stuchbury proposed that the Committee recommends to Full Council that if there is an underspend from the Charter Fair budget (301 4243) then that amount be transferred to the Charter Fair ear-marked reserve (901 9015). Cllr. O'Donoghue seconded. **AGREED** unanimously.

**673/21 News Releases**

To include:

- Twinning
- Platinum Jubilee
- Spring Events

**674/21 Chair's Items**

None.

**675/21 Date of the next meeting:** Monday, 11<sup>th</sup> April 2022.

Meeting closed at 21.07 pm

Signed

Date