

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Tuesday 26<sup>th</sup> May 2015** 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/Town Mayor  
Cllr. H. Mordue  
Cllr. Ms. Newell  
Cllr. L. O'Donoghue  
Cllr. M. Smith  
Cllr. Mrs. C. Strain-Clark  
Cllr. R. Stuchbury - Vice Chairman

Also attending

Mrs. A. Brubaker Events Co-ordinator  
Mr. C. Robson Deputy Town Clerk  
Mrs. C. Bolton Committee Clerk

#### **54/15 Election of Chairman**

To elect a Chairman of the Committee for 2015 – 2016

Cllr Smith was elected Chairman by unanimous vote.

Cllr Mahi thanked all staff and Councillors for their help during 2014/15.

*Cllr Smith took the chair for the remainder of the meeting*

#### **55/15 Election of Vice Chairman**

To elect a Vice-Chairman of the Committee for 2015 – 2016

Nominations were received for Cllr Stuchbury and Cllr Bloomfield.

Cllr Bloomfield was elected Vice Chairman following a vote of 4 for, 4 against with 1 abstention. The Chairman made the casting vote for.

#### **56/15 Apologies for Absence**

Apologies were received and accepted from Cllr Mordue.

#### **57/15 Declarations of Interest**

None.

#### **58/15 Minutes**

The minutes of the meetings held on Monday 23<sup>rd</sup> March 2015 ratified at Full Council on 11<sup>th</sup> May 2015 were received and accepted.

#### **59/15 Terms of Reference**

To discuss and agree the broad terms of reference for sub-committees; documents to be written by Town Clerk for next meeting.

59.1 Fringe Committee

59.2 Christmas Lights Committee

Members requested that drafts be prepared for discussion at the next meeting.

## **ACTION: TOWN CLERK FOR JULY AGENDA**

### **60/15 Action List**

To receive action reports and updates

Cllr Smith requested an update on the Memory Book.

The Events Co-ordinator reported that she would be meeting with Christina from Black Dog printers to finalise numbers this week.

Public Entertainment Licence – the Deputy Town Clerk commented changes had not yet been publicised but would update the committee as soon as possible.

Cllr Stuchbury raised the issue of the Town Council's alcohol licence for Chandos Park and requested the licence details be checked.

**ACTION: DEPUTY TOWN CLERK/EVENTS CO-ORDINATOR**

### **61/15 Venues**

To receive the draft Buckingham venue list

The Deputy Town Clerk reported that the list was in draft form and that he intended to visit the venues to further research their facilities.

It was noted that the Old Gaol was the only building that listed its access information on its web page.

Cllr Strain-Clark commented on the access difficulties at the Council Chamber and the Old Town Hall and offered to help the Deputy Town Clerk to evaluate facilities.

Cllr O'Donoghue supplied access information for the Youth Centre.

Cllr Stuchbury commented that Bourton Meadow Hall should be added.

Cllr Mahi suggested that the Lace Hill School and Community Centre also be added.

**ACTION: DEPUTY TOWN CLERK**

### **62/15 Budgets**

Noted.

### **63/15 870/14 Christmas Parade Accounts TCE/07/14 (815.14)**

To receive email correspondence following a request for a complete balance sheet from the Christmas Parade Committee as requested by the Town Centre and Events Committee on 23 March 2015 and referred to the Resources Committee

Cllr Mordue commented that income was shown, in the total collected from street collections; the Parade Committee did not hold any assets and only held one current account. Cllr Mordue confirmed the balance of the account at £2724.34.

**ACTION: CLLR MORDUE**

Members discussed the presentation of figures and **AGREED** that although almost there, it would be useful to have brought forward and carried forward totals, and for the Parade Committee to settle the bill for the P/A system. Further information to be presented at the next TC&E committee meeting.

**ACTION: TC&E AGENDA MAY 2015**

Members **AGREED** the information requested was now complete; the Christmas Parade Committee had approximately £2,500 to carry forward to 2015.

### **64/15 Christmas Lights Tenders**

To receive a written report from the Events Co-ordinator Company 2 **AGREED**.

**65/15 Magna Carta Trail**

Verbal update from the Events Co-ordinator

The Events Co-ordinator reported that Mr Tony Hewitt would be coming through the town on Friday 5<sup>th</sup> June, between 12 noon and 3pm. The Events Co-ordinator requested the presence of the Mayor and Town Crier.

**ACTION: EVENTS CO-ORDINATOR**

**66/15 Christmas light switch on**

To receive and discuss a written report from the Events Co-ordinator

Members **AGREED** the new proposal for layout, viewing, designated disabled area and containment areas for performers as per the report's recommendation.

**ACTION: EVENTS CO-ORDINATOR**

**67/15 Advertising – Buckingham & Winslow Advertiser**

To receive a verbal report from the Events Co-ordinator

The Events co-ordinator reported that the Advertiser's office in Buckingham had closed and relocated to Aylesbury. A new contact, Heather Jan Brunt was dealing with the Buckingham area and others. The Events Co-ordinator had experienced difficulty getting the town's events in the newspaper, although had been given brief space on the Advertiser's website. The Advertiser had also now stopped supporting the Fringe brochure.

Members **AGREED** to invite Ms Brunt and the editor to the town for a meeting to discuss the way forward for marketing the town's events.

**ACTION: EVENTS CO-ORDINATOR**

Cllr Stuchbury also suggested looking at other publications in Milton Keynes for support.

**68/15 Planters & Hanging Baskets**

To receive a verbal update from the Events Co-ordinator

The Events Co-ordinator reported that the planters had arrived, baskets to follow shortly. The colours this year would be red, orange and yellow.

**69/15 Forthcoming Events**

69.1 To receive a verbal report from the Events Co-ordinator - Dog Event

Members **AGREED** to rename the event Dog Show.

The Events Co-ordinator reported she was trying to get in touch with the judge from last year's event, and had invited the town's vets and pet shop to the event. The kennel club had confirmed their attendance.

69.2 To receive a verbal update from the Events Co-ordinator - Fringe Week

The fringe brochure was now in circulation, the week's events would be featured in next week's Advertiser and then Bicester Review and Towcester and Brackley paper.

**70/15 Event Reviews**

70.1 To receive a written report from the Events Co-ordinator - Comedy night

The Events Co-ordinator reported a successful evening with some new audience members including a number younger people.

Numbers were down a little though that may have been due to an event run in the Rugby Club at the same time.

Cllr Strain-Clark expressed thanks to the Deputy Town Clerk and Events Co-ordinator for regularly updating Facebook and Twitter feeds, and indicated that social media may be the way to continue to attract young people to the town's events.

Members **AGREED** with the report's recommendation to review the event after the next date, but to continue to the end of the current financial year.

**ACTION: EVENTS CO-ORDINATOR/CHAIRMAN**

70.2 To receive an email about the Comedy night

Noted.

*Cllr Mordue arrived*

70.3 To receive a verbal report from the Events Co-ordinator – Music in the Market  
The Events Co-ordinator thanked everyone who had supported the event and helped to clear up at the end. The event had seemed quieter this year, perhaps not helped by poor weather in the morning and the Whale public house remaining closed.

#### **71/15 Youth Project**

To receive a verbal update from Cllr O'Donoghue

Cllr O'Donoghue reported that no meeting with the schools for the project had yet taken place.

#### **72/15 Access**

To receive a verbal report from Cllr Strain-Clark

Cllr Strain-Clark reported on the continued difficulties for anyone with mobility problems accessing the Villiers, most recently used by the Town Council to host the Comedy Night event.

Members discussed the difficulties with the ramp at the back of the building and availability of staff to assist. Members felt that there were restrictions on what could be done as the building was listed, but agreed the council was beholden to investigate further. The Events Co-ordinator would arrange a meeting with Jean Rush, Manager.

**ACTION: EVENTS CO-ORDINATOR**

Cllr Strain-Clark commented that Music in the Market had been a good event in terms of access and thanked everyone involved in the organisation.

#### **73/15 Best Kept Village**

To receive a verbal report from the Events Co-ordinator

The Events Co-ordinator said the judging would take place sometime in June, though actual dates were not known.

AVDC had been in regular touch with the Town Clerk over filling in pot holes and painting railings in the town.

Cllr Stuchbury commented that he thought the tactile paving would be replaced soon.

Cllr Smith commented that some of the weed spraying in the town's areas would be moving under the Town Council's remit and it may be worth looking at affected areas.

**ACTION: EVENTS CO-ORDINATOR**

**74/15 Ownership of Events**

To receive the updated list and discuss changes. The following additions were agreed:

Cllr O'Donoghue and Cllr Bloomfield would lead on the Dog Show.

Cllr G Collins – Buckingham in Bloom

Cllr O'Donoghue – Christmas lights

Cllr Newell – Comedy nights

**75/15 Visitor Information Centre**

To receive the latest visitor and accommodation statistics

Noted.

**76/15 Twinning**

(820/14) To discuss the next Twinning Event in 2016 and agree any required actions.

Cllr Newell reported that Mouveaux were reviewing their committee and would let Members know as soon as there was more information on the 2016 event.

Cllr Smith and Stuchbury commented that it was usually difficult to get information and that the organisation for an event in 2016 should begin now.

**ACTION: CLLR NEWELL**

**77/15 News releases**

Letter to the Advertiser thanking to all for supporting Bandjam

**ACTION: TOWN MAYOR**

**78/15 Chairman's Items**

The Chairman said that he would be looking to bring the larger events forward for full scrutiny at future meetings.

**79/15 Date of the next meeting: Monday 13 July 2015**

Meeting closed at 8.05pm

Signed ..... Date .....  
Chairman