

TCE/04/22

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on Monday 12th December 2022 at 7.00pm in the Council Chamber at Cornwalls Meadow, Buckingham

Present:

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

Via Zoom:

Cllr. Ahmed	
Cllr. Mordue	
Mrs. A. Brubaker	Events Co-ordinator

Also attending:

Ms. L. Stubbs	Deputy Town Clerk
Ms. P. Cahill	Committee Clerk

485/22 Apologies for Absence

There were none.

486/22 Declarations of interest

There were none.

Cllr. Mordue, on behalf of the Parade Committee, thanked the Events Committee and Buckingham Town Council for their financial support and the support of the staff on the day.

Cllr. Schaefer arrived at 19:04.

Cllr. Mordue left the meeting at 19:04.

487/22 Minutes

Members received the minutes of the Town Centre and Events Committee meeting held on 24th October 2022 and received at Full Council on 28th November 2022.

488/22 Action list

Members received action reports and updates.

Members agreed that Access will be reviewed in the next meeting following consideration of the response received from Buckinghamshire Council: works are scheduled for the new year, with paving prioritised.

ACTION DEPUTY TOWN CLERK

Skate Park event – Cllr. Stuchbury informed Members that the new skate park will begin construction by March 2023. Cllr. Donoghue Proposed asking again for a safety report. Cllr. Davies Seconded. Members unanimously **AGREED.** **ACTION DEPUTY TOWN CLERK**

489/22 Budget

Members received and noted the latest budget figures.

Cllr. Stuchbury highlighted the success of the market and Members thanked the Market Manager for his work.

Cllr. Gateley queried 9066 Earmarked reserves: the Swan Sculpture Project shows 466.2% spent. The Deputy Town Clerk explained that we have already spent some of the money for the sculptures as the process of decorating them will start much earlier in the year.

Members **AGREED** to put the Swan Sculpture Project on the agenda for the next meeting.

490/22 Budget 2023

490.1/22 Members received a written report from the Town Clerk.

It is recommended that members note this report in conjunction with the draft 2023 Budget.

It is recommended that Members recommend to the Resources Committee the transfer of £850 from budget **303/4221 Fringe** to **102/4032 Publicity**. This sum is for the production of the Fringe promotional leaflet.

Proposed by Cllr. Schaefer, Seconded by Cllr. Gateley. Members unanimously **AGREED** the recommendations. **ACTION TOWN CLERK**

490.2/22 Members reviewed and discussed the draft 2023 budget.

Cllr. O'Donoghue requested further information about Comedy Night expenditure – see 491/22.

491/22 Comedy night

Members received and discussed a written report about comedy night venues from the Events Coordinator.

After viewing the venue, it is recommended that in principle we book Tanlaw Mill for the first Comedy Night in 2023.

Cllr. O'Donoghue queried why the figures add up to £1300, not the £2000 budgeted for 2023. The Deputy Town Clerk explained that the venue was not charging for the first use and the sum gives flexibility for future events.

Members thanked the Events Coordinator and the Deputy Town Clerk for their work.

Proposed by Cllr. Davies, Seconded by Cllr. O'Donoghue. Members unanimously **AGREED** the recommendation.

492/22 Coronation event

Members received a verbal update from the Deputy Town Clerk.

Members considered a request from Mr. Lionel Weston to decorate the town centre.

The Deputy Town Clerk informed members that plans have not been finalised, but initial ideas include using the town centre rather than the park or church due to potential inclement weather in May, and moving the Spring Green Fair, in light of the King's environmental stance, and including in this a celebration of the Coronation. There is likely to be a Civic Service on Sunday 7th May following the Coronation on Saturday 6th.

Cllr. Gateley Proposed, Cllr. Davies Seconded and Members unanimously agreed the request from Mr. Weston

493/22 Updates from Representatives on Outside Bodies

Members received verbal updates from Councillors.

Cllr. Stuchbury informed members of a [new website](#) where historic buildings in your area can featured.

494/22 Forthcoming events

Event	Date	Time	Location
Holocaust Memorial Day	Friday 27 th Jan	11:00	Bourton Park
<i>Cllr. Schaefer will be giving the reading and there are plans to invite a member of the Jewish community involved with the project and student representatives from both secondary schools to give readings.</i>			
Comedy Night	TBC	TBC	TBC
Pancake Race	Friday 17 th Feb	11:00	Green outside St Peter & St Paul's Church
<i>Date to be checked by the Deputy Town Clerk as it differs from the calendar (21st February 2023).</i>			
Food Fair	Saturday 11 th Mar	10:00	Buckingham Community Centre
<i>The Administrator will lead on the Food Fair.</i>			

495/22 Event reviews

Charter fair

It is recommended that a week before the fair comes in, the Head Showman is asked to remind the stall holders not to have BB guns on stalls.

Cllr. Stuchbury Proposed that the contract with the showman is drawn up in a timely fashion, Cllr. Gateley Seconded. Members unanimously **AGREED**.

Cllr. Schaefer asked about the possibility of an environmental impact report for the Charter Fair. Cllr. Stuchbury explained that it is not always known which rides and stalls will be at the fair. Cllr. Stuchbury Proposed that we find out what other authorities do and learn from good practice. Cllr. O'Donoghue Seconded. Members unanimously **AGREED**.

ACTION ESTATES ADMINISTRATOR

Art in the market

It is recommended that Committee agree to support further Art in the Market events during Fringe Week and school half terms.

Members noted that a free event of this nature benefits families in the town. Cllr. Stuchbury Proposed that further free events are considered. Cllr. Schaefer Seconded. Members unanimously **AGREED**. **ACTION DEPUTY TOWN CLERK/EVENTS COORDINATOR**

Halloween disco

It is recommended that committee agree to support another Halloween Disco event next year.

Cllr. Gateley commented that one of the issues was that it sold out quickly. Cllr. Davies proposed looking into holding two discos on the same evening, an earlier one for the younger children. Cllr. Gateley Seconded. Members unanimously **AGREED**.

ACTION TOWN CENTRE AND EXTERNAL SERVICES MANAGER

Local Democracy Week event

It is recommended that the Town Council continues working with the Buckingham School and the Royal Latin School with the Local Democracy event.

It is recommended that the format of next year's Local Democracy event is based around the ideas submitted from the schools and the structure of the event changed accordingly.

Cllr. O'Donoghue Proposed that we explore with the schools what they would like and feed back to Committee. Cllr. Gateley Seconded and Members unanimously **AGREED**.

ACTION EVENTS COORDINATOR

Bonfire and fireworks

It is recommended that the entertainment for Bonfire & Fireworks 2023 takes place before the fireworks and bonfire.

Members discussed the following:

- The Climate Emergency Action Plan.
- Single use plastic and its environmental impact.
- The negative impact on the Buckingham Table re. glow sticks.
- Alternatives to chemical filled glow sticks.
- A consistent approach towards single use plastic for all Buckingham Town Council events.
- Consulting with Buckinghamshire Council regarding waste.
- Explaining to traders why we are asking that single use plastic is not used at events.

Cllr. Davies Proposed that we undertake research on environmentally friendly alternatives to the chemical filled glow sticks and help the Buckingham Table to continue to fundraise and allow children access to a safe toy. Cllr. O'Donoghue Seconded. Members unanimously **AGREED**.

ACTION ESTATES ADMINISTRATOR

Cllr. Stuchbury Proposed that we allow officers to work out a specific procedure for bonfire and fireworks night having consulted the lead councillor and Committee.

Cllr. Schaefer Seconded. Members unanimously **AGREED**.

ACTION EVENTS COORDINATOR

Remembrance Sunday parade

It is recommended that as the big screen was a success, that it is booked again for 2023 and the cost shared between the Royal British Legion and Town Council.

It is recommended that the Town Council contributes no more than £1,000 towards the cost of the screen.

Members thanked former Councillors Mr. Collins, Mr. Bloomfield and Ms. Newell for their significant contributions and the contribution of staff time prior to the event and their involvement on the day. Thanks were also given to the Royal British Legion.

Cllr. Willet Proposed, Cllr. Mahi Seconded and Members unanimously **AGREED** the recommendations.

ACTION EVENTS COORDINATOR

Winter fair

It is recommended that committee agree to support a festive event next year at the LHSCC. Cllr. Gateley Proposed, Cllr. Willett Seconded and Members unanimously **AGREED** the recommendation.

Christmas lights switch on

It is recommended that the Christmas Lights Switch On in 2023, in principle, provisionally, be held on a Thursday. Research will be done with local shops and restaurants to choose the best date.

Members discussed Thursday/Friday as potential days, possible clashes with Winslow, staffing, the start and end time of the event and consultation with local businesses.

Cllr. Stuchbury Proposed agreeing the recommendation with a caveat that further discussion takes place at a future meeting before a final decision is made. Cllr. Davies Seconded and Members unanimously **AGREED**. **ACTION TOWN CENTRE MANAGER**

Christmas parade – verbal update

Cllr. Stuchbury informed Members that there is a learning log for this and all events that take place.

The Events Coordinator said that the attendance at the parade of two police officers, Amberon Traffic Management, and the use of walkie talkies aided the smooth running of the event.

Members thanked staff for their work which allows the parade to take place.

Cllr. Gateley informed Members that prize giving this year was shared with the Vice Chancellor of Buckingham University, the MP and herself.

Community fair – verbal update

Members thanked Mr. Bloomfield for setting up the Community Fair and attending the parade as Mace Bearer. Cllr. O'Donoghue has received feedback that the car park didn't reopen until 12 noon and the fair packed away at 1pm so there were not as many visitors as stallholders would have liked. Members thanked Mrs. McElligott for her Mayor's charities fundraising. A written report on the event will be brought to the next meeting.

ACTION EVENTS COORDINATOR

496/22 Access

497/22 Climate Emergency Action Plan

Members received and discussed updates to the Climate Emergency Action Plan.

498/22 News releases

Cllr. Stuchbury Proposed a press release for the new year to cover:

Thanking staff for their work in organising and working at events, including the additional events that took place this year.

Changing roles: the new Town Clerk and Deputy Town Clerk.

New Mace Bearers.

Cllr. O'Donoghue Seconded. Members unanimously **AGREED**.

ACTION DEPUTY TOWN CLERK

499/22 Chair's items

Cllr. Stuchbury wished Members a Happy Solstice, Christmas and New Year.

500/22 Date of the next meeting: Monday 13th February 2022

Meeting closed at 21:03pm

Signed Date