

TCE/06/22

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on Monday 3rd April 2023 at 7.00pm in the Council Chamber at Cornwalls Meadow, Buckingham

Present: Cllr. Mrs. M Gateley Town Mayor
Cllr. A. Mahi
Cllr. L. O'Donoghue
Cllr. R. Stuchbury Chair
Cllr. R. Willett

Also attending: Ms. L. Stubbs Deputy Town Clerk
Mrs. A. Brubaker Events Co-ordinator
Ms. N. Stockill Estates Administrator

No members of the public attended and so there was no public session

750/22 Apologies for absence

Apologies were received and accepted from Cllr. Hetherington, Cllr. Schaefer, Cllr. Ahmed and Cllr. Davies.

751/22 Declarations of interest

There were none.

752/22 Minutes

Members received the minutes of the Town Centre and Events Committee meeting held on 13th February 2023 and received at Full Council on 20th March 2023.

753/22 Action list

Members received action reports and updates.

495/22 – Bonfire Fireworks - Members noted that an update on the meeting with the Buckingham Table would be brought to the next meeting.

495/22 - Local Democracy feedback – Cllr. O'Donoghue requested that Local Democracy Week 2023 be discussed at Committee in the summer.

498/22 – to be removed.

754/22 Event dates and times 2023/2024

754/22.1 Members received the revised calendar of events for 2023/2024.
Raise the Flag for the Coronation should be Friday 5th May 2023, not 6th.
The second Charter Fair comes in on the 21st October 2023, not the 24th.
Proposed by Cllr. O'Donoghue, Seconded by Cllr Willett, and unanimously **AGREED** for the calendar of events to accompany every future Town Centre and Events agenda. **ACTION COMMITTEE CLERK**

754/22.2 Members received a report on the proposed date and time of the Christmas Lights Switch On from the Deputy Town Clerk.
It is recommended that the Buckingham Christmas Lights Switch On be held on Thursday 23rd November 2023.

3rd April 2023

Draft minutes subject to ratification

Page 1 of 5

PUBLIC SECTOR EQUALITY DUTY 2010/CRIME AND DISORDER ACT, 1988: the decisions made during the course of the meeting were duly considered and it was decided that there were no resulting direct or indirect implications in respect of crime and disorder, or equalities considerations, other than those stated in the minutes.

Initial.....

It is recommended that the day of the week used for the event is reviewed after the 2023 event.

It was noted that local businesses were open to moving the event away from a Saturday, and Thursday and Friday were the most popular choices. Members raised concern over moving the event to a school night.

Cllr. O'Donoghue Proposed, Cllr. Willett Seconded, and Members unanimously **AGREED** the recommendations.

Cllr. Stuchbury proposed that a report about the event plans is brought to committee in September. Seconded by Cllr. O'Donoghue and unanimously **AGREED**.

ACTION DEPUTY TOWN CLERK

755/22 Climate Emergency Action Plan

755/22.1 Members received and noted a covering report about the Climate Emergency Action Plan from the Estates Administrator.

Members thanked the Estates Administrator for the report.

755/22.2 Members received and discussed updates to the Climate Emergency Action Plan.

Members noted that the Climate Café is being held on Saturday 23rd April at 10am in Buckingham Library. Cllr. Gateley and the Estates Administrator confirmed that they will be attending the event.

756/22 Budget

Members received and noted the latest budget figures.

757/22 Fees for stalls at events

Members received a report from the Deputy Town Clerk.

Proposed by Cllr. O'Donoghue that a future report on Lace Hill Sports and Community Centre event stall fees be brought back to this Committee at an appropriate time. Seconded by Cllr. Mahi and unanimously **AGREED**.

ACTION LACE HILL COORDINATOR

It is recommended that Members agree the following stall fees at events:

Type of stall	Fees (excluding VAT)	Fees (including VAT)
Voluntary, Community and social enterprise	£10	£12
Commercial – Food & Drink and licensed bars	£25	£30
Commercial – Other	£15	£18

It is recommended that in 2023/2024 stall fees will be charged at all events, excluding those where bookings for stalls have already begun (that is Spring Green Fair and Celebrate Buckingham Day) and those at Lace Hill. In 2024/25 stall fees would apply to all events, except those at Lace Hill.

It is recommended that the amount charged for stall fees should be reviewed annually.

Cllr Stuchbury Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** the recommendations.

ACTION EVENTS COORDINATOR

758/22 Best Kept Village 2023

Members received a report from the Events Coordinator on the rules and marking schedule for Best Kept Village 2023 and decide whether to enter.

It is recommended that the marking schedule and rules for the Best Kept Village 2023 competition are received, and it is agreed that Buckingham enters the competition again this year.

Cllr. Stuchbury Proposed, Cllr. O'Donoghue Seconded, and Members unanimously **AGREED** the recommendation. **ACTION EVENTS COORDINATOR**

Cllr. Gateley Proposed that a working party is formed to inspect the 'problem areas' a few days ahead of this year's judging date to ensure that remedial work can be undertaken. Invitations to participate in the working group will be issued to all Councillors. Seconded by Cllr. O'Donoghue and unanimously **AGREED** by Members.

ACTION EVENTS COORDINATOR

759/22 Updates from representatives on outside bodies

There were no updates.

760/22 Public Spaces Protection Order (PSPO) update

Members received a response from Buckinghamshire Council.

It was the opinion of Members:

- That the PSPO was renewed by Buckinghamshire Council based on a report that stated incorrectly that the Town Council supported the order.
- That the decision should be reviewed.
- That an official complaint should be made to Buckinghamshire Council.
- That the legal status of the PSPO should be brought into question as the decision had been made based on incorrect information.

Proposed by Cllr. Stuchbury, Seconded by Cllr. Willett, and unanimously **AGREED** by Members to write a formal letter of complaint regarding Buckingham Town Council having been misrepresented in the consultation leading to the decision.

Proposed by Cllr. Stuchbury, Seconded by Cllr. O'Donoghue, and unanimously **AGREED** by Members for Cllr. Stuchbury and Cllr. Gateley to lead on a response to Buckinghamshire Council. **ACTION CLLR. GATELEY & CLLR. STUCHBURY**

Cllr. Stuchbury Proposed that the office write a press release, should it become appropriate. Seconded by Cllr Mahi.

A vote was taken, and the results were:

For: 4

Against: 0

Abstentions: 1

ACTION DEPUTY TOWN CLERK

Cllr. O'Donoghue proposed that a note of concern, explaining the reasons, be sent to all Councillors to inform them of them of the PSPO complaint. Seconded by Cllr. Mahi and unanimously **AGREED** by Members.

ACTION DEPUTY TOWN CLERK

761/22 Partner Event Contracts

3rd April 2023

Draft minutes subject to ratification

Page 3 of 5

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Initial.....

Members reviewed and **AGREED** the contracts for partner events 2023 – 2027.
It is recommended that the attached contracts are accepted and presented in full to Buckingham Christmas Parade, Music in the Market and BandJam Big Bash.

Cllr. Stuchbury Proposed, Cllr. Gateley Seconded, and Members unanimously **AGREED** the recommendation. **ACTION DEPUTY TOWN CLERK**

Members **AGREED** to take the next agenda item out of order.

762/22 Christmas Parade – breakdown of costs

Members received a breakdown of costs from the Christmas Parade Committee for the 2022 event.

Proposed by Cllr Stuchbury, Seconded by Cllr, O’Donoghue and unanimously **AGREED** by Members that any underspends from future Christmas Parades should be discussed at Committee. **ACTION DEPUTY TOWN CLERK**

763/22 Coronation Weekend

Members received an update from the Events Coordinator on the Coronation weekend planned activities.

764/22 Celebrate Buckingham Day

Members received and noted a report from the Administrator.

Proposed by Cllr. O’Donoghue, Seconded by Cllr. Gately and unanimously **AGREED** by Members that a Buckingham Town Council pop up art stall will feature at Celebrate Buckingham Day. **ACTION OFFICE ADMINISTRATOR**

765/22 Renaming of Play Around the Parishes

Members received a report from the Events Coordinator.

It is recommended that the new name Buckingham Play Days is agreed.

Cllr. O’Donoghue Proposed, Cllr. Gateley Seconded and Members unanimously **AGREED** the new name and option one for the new logo. **ACTION EVENTS ADMINISTRATOR**

Proposed by Cllr. Stuchbury, Seconded by Cllr. O’Donoghue and unanimously **AGREED** by Members a press release on Buckingham Town Council leading on this event.

ACTION EVENTS ADMINISTRATOR

766/22 Forthcoming events

Member noted the events.

Event	Date	Time	Location
Easter Event	Sunday 2 nd April		Lace Hill Sports & Community Centre
Spring Green Fair	Sunday 23 rd April		Town Centre
May Day	Tuesday 2 nd May		Green outside St Peter & St Paul’s Church
Coronation Weekend	Friday 5 th – Monday 8 th May		Various locations

Music in the Market	Sunday 29 th May		Town Centre
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767/22 Event reviews

Pancake Race

Members received and discussed the Officer report, the following recommended changes to next year's event were highlighted:

The Pancake Races are held during half term again next year.

The classes are made smaller.

A warmup session takes place before the races start.

A walking race is introduced for those that cannot run.

Cllr. Stuchbury Proposed, Cllr. Mahi Seconded, and Members unanimously **AGREED** the recommendations. **ACTION EVENTS COORDINATOR**

Food Fair

It is recommended that this event is held in March again next year.

Members unanimously **AGREED** the recommendation.

Proposed by Cllr. Stuchbury, Seconded by Cllr. Gateley and unanimously **AGREED** by Members that an updated version of the environmental section of the Trader booking form to be brought to a future meeting of Town Centre and Events Committee.

ACTION ESTATES ADMINISTRATOR

Comedy Night

The Events Coordinator gave a verbal update and Members discussed the positive feedback regarding the new venue. A written report will be brought back to the next meeting.

768/22 Access

Bench outside Waitrose: Cllr Stuchbury proposed that a press release is written about the missing bench and a letter written to the landlord requesting an update on replacing the popular bench. Seconded by Cllr. Gateley and unanimously **AGREED** by Members.

ACTION DEPUTY TOWN CLERK

Cllr. O'Donoghue expressed a wish to donate a memorial bench, and was advised to contact the office. **ACTION ESTATES ADMIN**

769/22 News releases

Buckingham Play Days.

Missing bench.

770/22 Chair's items

No items.

771/22 Date of the next meeting: Monday 5th June 2023

Meeting closed at 21:04

Signed Date

Initial.....