

TCE/01/23

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on Monday 5th June 2023 at 7.00pm in the Council Chamber at Cornwalls Meadow, Buckingham

Present:

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

Also attending:

Ms. L. Stubbs	Deputy Town Clerk
Mrs. A. Brubaker	Events Co-ordinator
Ms. P. Cahill	Committee Clerk

Absent: Cllr. R. Willett

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

27/23 Election of Chair

Proposed by Cllr. O'Donoghue, Seconded by Cllr. Davies and unanimously **AGREED** to elect Cllr. Stuchbury as Chair of the Town Centre and Events Committee for 2023-2024.

28/23 Election of Vice-Chair

Proposed by Cllr. Ahmed, Seconded by Cllr. Schaefer and unanimously **AGREED** to appoint Cllr. Davies as Vice-Chair of the Town Centre and Events Committee for 2023-2024.

29/23 Apologies for absence

Members received apologies from Cllr. Willett.

30/23 Declarations of interest

There were none.

31/23 Minutes

Members received the minutes of the Town Centre and Events Committee meeting held on 3rd April 2023.

32/23 Terms of Reference

Members noted the Terms of Reference for the Town Centre and Events Committee, as agreed by Full Council.

33/23 Budget

Members received and noted the latest budget figures.

5th June 2023

Draft minutes subject to ratification

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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.....

Cllr. Harvey thanked and praised staff for raising sponsorship income.

34/23 Climate Emergency Action Plan

34/23.1 Members received updates to the Climate Emergency Action Plan.

34/23.2 Members noted a report from the Estates Administrator regarding the updated Climate Emergency booking form appendix for events over 400 attendees.

Members discussed:

- Vegan and vegetarian food at events – increasing this option over time.
- Sustainably sourced/good welfare standards for meat products –
Cllr. Davies Proposed that we change the second food and drink sentence to: ‘we would encourage sustainably sourced or good welfare standards for sourced meat products.’ Seconded by Cllr. Gateley and unanimously **AGREED** by Members. **ACTION ESTATES ADMINISTRATOR**
- Non-recyclable sample pots – the Deputy Town Clerk confirmed that ‘must’ has been added to the requirement to avoid materials which cannot be recycled or re-used.

The Deputy Town Clerk informed Members that this section is sent to all traders/vendors prior to an event.

Cllr. Stuchbury Proposed that post-event we monitor the outcomes against the agreed standard. Cllr. Davies Seconded and Members unanimously **AGREED**. **ACTION EVENT ORGANISER**

35/23 TIC Annual Visitor Statistics

Members received a copy of the Tourist Information Centre Annual Visitor Statistics.

Cllr. Harvey queried the May 2022 figures. The Deputy Town Clerk will ask the Town Centre Manager to clarify this. Cllr. Stuchbury proposed that a resumé is compiled to demonstrate the ways in which the Council supports tourism and sent to the Cabinet Member at Buckinghamshire Council, highlighting the promotion of events, organisations, and visitor attractions outside of Buckingham. Seconded by Cllr. O’Donoghue and unanimously **AGREED** by Members. Cllr. Harvey will also raise this at the Communications Strategy Meeting on Thursday. **ACTION TOWN CENTRE MANAGER**

36/23 Old Gaol Memorandum of Agreement

36/23.1 Members received a report from the Compliance and Projects Manager on changes to the Old Gaol Museum.

It is recommended that Members approve the requested amendments to the Old Gaol memorandum of agreement and authorise the Clerk to sign the revised document.

Cllr. Davies Proposed, Cllr. Harvey Seconded and Members unanimously **AGREED** the recommendation.

37/23 Fringe Week

Members noted a report from the Events Co-ordinator.

The Events Co-ordinator summarised the events that will be taking place including a performance by The Oxford Fiddle Group, a Family Fun Day, market entertainment, Art In The Market, basketball sessions, a Comedy Night, Buckingham Play Days, Buckingham in Bloom judging, Buckingham-opoly trail, Arts and Crafts at the Chantry Chapel, a theatre workshop and a jumble sale. The Events Co-ordinator will be asking local food businesses if they will again offer cream teas at discounted prices.

Members **AGREED** that the proceeds from the Jumble Sale will be divided between the Mayor's charities and The Salvation Army.

Cllr. Harvey suggested that Fringe Week has a theme and Members **AGREED** that this will be added to a future agenda.

ACTION EVENTS COORDINATOR

Buckingham in Bloom: the community garden section has been included again this year.

Cllr. O'Donoghue informed Members that Terry Bloomfield has suggested including a 'garden on a plate' section for children. He will provide the prizes. Proposed by Cllr. O'Donoghue, Seconded by Cllr. Davies and unanimously **AGREED** by Members.

ACTION EVENTS COORDINATOR

Cllr. Gateley found that the judging last year was time consuming due to difficulties in locating properties. The Deputy Town Clerk suggested that a map could be put together for the judging.

ACTION EVENTS COORDINATOR

The Events Co-ordinator will contact Councillors regarding availability for judging.

ACTION EVENTS COORDINATOR

Cllr. Harvey said that Comedy Night feedback from the Student Union was very positive.

Cllr. Davies suggested liaising with the Film Place to avoid a clash.

38/23 Skate Park event

Members received a report from the Deputy Town Clerk.

It is recommended that Buckingham Town Council does not host a skate park event in the 2023 – 2024 year, as Canvas Spaces Ltd, the new skate park contractors will be running a similar event when construction finishes.

Members unanimously **AGREED** the recommendation.

Cllr. Stuchbury proposed a letter is written to Canvas Spaces Ltd about the launch event as he believes that we can help them with local information. Cllr. Harvey Seconded and Members unanimously **AGREED**.

ACTION DEPUTY TOWN CLERK

39/23 Bonfire Night

Members received a written report about glo sticks at Bonfire & Fireworks Night from the Deputy Town Clerk.

It is recommended Buckingham Table are allowed to continue collecting charity donations from those entering the Bonfire & Fireworks event for their own charity fund. The Deputy Town Clerk confirmed that the Buckingham Table do not want to replace the glo sticks with anything else; options were proposed.

Cllr. Davies Proposed that the recommendation is agreed and Cllr. Gateley Seconded. A vote was taken, and the result was:

For: 7

Against: 1

Abstention: 0

40/23 Swan Trail update

Members noted a written report from the External Facilities and Town Centre Manager.

The launch date is 24th June and there will be some small activities outside the Council Chamber.

41/23 Fees at Lace Hill events

Members received a report from the External Facilities and Town Centre Manager.

It is recommended Members agree to keep the £6 fee table charge for events that take place at the Lace Hill Sports & Community Centre (LHSCC), except the Summer Family Fun Day, where all stall bookings and donations are given to the Mayor's Charities.

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

It is recommended that advertising from the Family Fun Day in the future, includes that all Council income goes towards the Mayor's Charities to encourage additional donations.

Members unanimously **AGREED** the recommendations.

42/23 Volunteers at events

Members received a report from the Deputy Town Clerk.

It is recommended that volunteers fulfilling a specific work role at ticketed Town Council events are offered one free ticket each for the event at which they are working.

Cllr. O'Donoghue and Cllr. Davies declared an interest as they bought tickets and helped at an event previously.

Members discussed leaving it to individual Councillors to decide if they want to buy a ticket and volunteer but noted that volunteers are not always Councillors.

Cllr. Stuchbury Proposed that we accept the recommendation and Cllr. Schaefer Seconded.

A vote was taken, and the result was:

For: 5

Against: 0

Abstention: 3

43/23 Updates from representatives on outside bodies

Members received verbal updates from Councillors.

Cllr. Stuchbury informed Members that a report on dementia is going to Cabinet next month and he asked that Members read it.

44/23 Event reviews

44/23.1 Comedy Night

It is recommended that the next Comedy Night will be held on Saturday 29th July in Tanlaw Mill, as part of Buckingham Fringe Week.

It is recommended that the ticket price for the Comedy Night be increased to £15 per ticket, including VAT.

The Deputy Town Clerk informed Members that venue capacity will be 130, that a written agreement regarding layout and fire safety has been put in place for future events at Tanlaw Mill, and our own security will continue to be used for Comedy Nights as University security could be called away.

Members Agreed to review arrangements following the Fringe Week Comedy Night.

Members unanimously **AGREED** the recommendations.

44/23.2 Easter Event

Members noted the report.

44/23.3 Spring Green Fair

Members noted the report.

- 44/23.4 May Day
Members noted the report.
Amendment: 2.3 - Cllr. Gateley opened this event, not Cllr. Schaefer.
- 44/23.5 Coronation Weekend
Members noted the report and expressed thanks to the volunteers who decorated the town.
Cllr. Stuchbury thanked Cllr. Gateley for the successful Civic Service.
- 44/23.6 Music in the Market
Members received a verbal report from the Events Coordinator: The event was opened by our new Mayor, Cllr. Schaefer, and our new Town Crier, Patrick Laws. All bands were local and there was a great variety of music and entertainment, including a children's choir, Bollywood dancing, poetry, and a DJ set. Members agreed to write to the committee and thank them.

ACTION DEPUTY TOWN CLERK

45/23 Calendar of forthcoming events

Members noted the current calendar of events.
The Deputy Town Clerk informed Members that the BFG is not going to be included in the Fringe Week advertising as it is sold out.

46/23 Action list

- 46/23.1 Members receive action reports and updates.
Best Kept Village – Cllr. Harvey and the Estates Coordinator are meeting 6th June at 2pm to check areas that will be judged. Councillors are welcome to join them. Cllr. Gateley requested that all out of date posters and notices are taken down. Cllr. Davies asked that the cobwebs around the Chamber window are cleaned.
- 46/23.3 Members received a letter from Transport for Buckinghamshire.
Cllr. Stuchbury feels that the letter is inadequate and does not explain what will be done. Cllr. Stuchbury Proposed that we write a press release regarding the deterioration of the fabric of the town centre. Cllr. Davies Seconded and Members unanimously **AGREED.** **ACTION DEPUTY TOWN CLERK**

47/23 News releases

Access – fabric of our town centre.

48/23 Chair's items

The Chair informed members that the Town football clubs are now combined.

49/23 Date of the next meeting: Monday 24th July 2023

The meeting closed at 9:03pm

Signed Date