

TCE/04/23

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on Monday 13th November 2023 at 7.00pm in the Council Chamber at Cornwalls Meadow, Buckingham

Present:

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

Also attending:

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

Absent:

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

402/23 Apologies for Absence

No apologies.

403/23 Declarations of Interest

There were none.

404/23 Minutes

Members agreed the minutes of the Town Centre and Events Committee meeting held on 25th September 2023.

405/23 Music in the Market

Cllr. Stuchbury Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** to suspend Standing Orders to allow Ms. Smith to talk in the meeting.

Ms. Smith summarised the history/background of the event and the proposals for the 2024 event:

- The 2021 event was held at the Rugby Club and was highly successful with families attending and able to stay all day due to the facilities in place.
- The 2022 event in the town was a great success.
- The 2023 event was successful with music well received, no major incidents, a broadened line-up including a DJ, and more community involvement. The location is, however, not people friendly as it has slopes and high kerbs, no soft spaces and access difficulties. There are also problems with amplification and access for artistes is quite poor.

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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.....

- The organisers would like Music in the Market to evolve by creating a 3 day event which would include a variety of performances within the town centre and the Sunday performance held at a town venue, for example Buckingham Football Club which has facilities and safe grounds for attendees. They would like Buckingham Town Council to continue their financial support but will also be seeking corporate sponsorship.

Members raised the following points:

- Previous objections were made as the proposed venue (Rugby Club) was in Maids Moreton.
- A three day event is a great idea.
- If Buckingham Town Council is the main funder of the event then this should be recognised on any advertising/placards used.
- Buckingham Football Club would be a more suitable venue than the old football club site due to accessibility.
- Staff time and security requirements.

Members **AGREED** to reinstate Standing Orders.

Members received a report from the Music in the Market organisers.

Members received a report from the Deputy Town Clerk.

It is recommended that Members decide whether or not to approve the following recommendations from the Music in the Market organisers.

1.1.1. That the funding given by Buckingham Town Council to the Music in the Market organisers be used for 3 days of events, Friday to Sunday, rather than one day.

1.1.2. That the Friday and Saturday take place in the town centre, but with no requirement for road closures, e.g. in pubs/cafes, outside Old Gaol, Cattlepens etc.

1.1.3. That the Sunday take place at a family friendly venue near the town centre, e.g. Buckingham Football Club, or the old football club at Ford Meadow.

Cllr. O'Donoghue Proposed all three recommendations are agreed. Cllr. Gateley Seconded and Members unanimously **AGREED**.

Cllr. Stuchbury thanked Ms. Smith for attending the meeting.

Ms. Smith left the meeting at 19:34.

406/23 Markets

Members received a written update from the Town Clerk.

It is recommended that Members agree to add £1 to the price of a market pitch.

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

Cllr. Stuchbury suggested that agenda item 6 (Budget) is moved to ensure discussions can be informed by the reports. Members **AGREED** that the item is moved to follow agenda item 15.

407/23 Youth project

Members received a report from the Deputy Town Clerk.

1.1. It is recommended that Members agree to continue to fund Buckingham Play Days in 2024.

1.2. It is recommended that Members agree to fund summer basketball sessions one day a week during summer 2024 alongside new summer activity sessions aimed at young people. Cllr. O'Donoghue Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** the recommendation.

408/23 Small Business Saturday

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

1.1. It is recommended that Members agree to support the Small Business Saturday event.

1.2. It is recommended that Members agree to the wet weather plan and enable the full event to go ahead.

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

Cllr. Stuchbury Proposed a press release, Cllr. Davies Seconded and Members unanimously **AGREED**.

ACTION TOWN CENTRE AND EXTERNAL SERVICES MANAGER

External Facilities and Town Centre Manager

409/23 Local Democracy Week update

Members received and noted an update on Local Democracy Week from the Events Coordinator.

410/23 Street Food Fair & Good Endings Fair

Members received a report from the Deputy Town Clerk.

1.1. It is recommended that Members agree to host and budget for a Street Food Fair in 2024 and that, if successful, this event is alternated in future years with the Summer Art Sculpture Trail.

1.2. It is recommended that a Good Endings Fair is held in the 2024 - 2025 year.

The Deputy Town Clerk explained that the alternated events have been recommended due to current staff capacity; this means that we cannot hold both events annually.

Cllr. O'Donoghue requested that lead Councillors are included in the information: Cllr. Harvey for Good Endings and Cllr. Davies for the Street Food Fair. The Deputy Town Clerk agreed.

ACTION DEPUTY TOWN CLERK

The Deputy Town Clerk explained that we can promote private businesses in the context of the Good Endings Fair.

Cllr. O'Donoghue asked if we could alternate the Good Endings Fair with the Summer Art Sculpture Trail rather than with the Street Food Fair which could be an annual event. The Deputy Town Clerk responded that whilst this is possible, we are currently at capacity in terms of events which would make it difficult to bring in any new events.

Cllr. O'Donoghue Proposed the amendment that the Street Food Fair is held annually, Cllr. Davies Seconded and Members **AGREED**.

Cllr. Harvey suggested that the Good Endings Fair should be held every two to three years. The Deputy Town Clerk apologised and explained that she misunderstood the question which means that the vote may not have been informed. The Good Endings Fair will be considerably less work than the Street Food Fair which is why it was recommended that this is alternated with the Summer Art Sculpture Trail.

Cllr. Harvey noted that it is suggested in 2.2 that organisation of the Food Fair could be outsourced. Cllr. Davies confirmed that this is an available option.

Cllr. Stuchbury suggested that we make a recommendation to the Resources Committee, that a report is issued about staffing levels. Cllr. O'Donoghue said that she will Second this if it is a Proposal. Cllr. Schaefer suggested that it is not the right place for this Committee to make a recommendation as to what should go to the Resources Committee - adding individual events will not be solved by a longer-term staffing plan. Cllr. Stuchbury responded that we already have a Proposer and Secunder.

A vote was taken, and the result was:

For: Cllr. Stuchbury, Cllr. Mahi, Cllr. O'Donoghue, Cllr. Ahmed, Cllr. Davies, Cllr. Willett and Cllr. Harvey.

Against: 0

Abstentions: Cllr. Gateley and Cllr. Schaefer

ACTION DEPUTY TOWN CLERK

Cllr. Gateley suggested that the Street Food Fair should be held and then reviewed to ensure that we have the capacity to deliver it annually and not increase our Precept.

Cllr. O'Donoghue Proposed that recommendation 1.1 is amended to:

It is recommended that Members agree to host and budget for a Street Food Fair in 2024.

Cllr. Harvey Seconded and Members unanimously **AGREED** the amended recommendation 1.1 and recommendation 1.2.

ACTION DEPUTY TOWN CLERK

411/23 Celebrate Buckingham Day & Spring Green Fair

Members received a report from the Deputy Town Clerk.

1.1. It is recommended that Members agree to keep Celebrate Buckingham Day and the Spring Green Fair as separate events.

Cllr. Gateley Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** the recommendation.

Cllr. Ahmed left the meeting at 20:17

412/23 Tourist Information Centre

Members noted the summary report of activities 2022 – 2023.

Members thanked the Town Centre Manager and the team for their work. Cllr. Stuchbury Proposed that we send this report to Buckinghamshire Council to add to their consultation about tourism and that we promote the TIC through a press release based around the officer's contribution in promoting the town. Cllr. O'Donoghue Seconded and Members unanimously **AGREED**.

ACTION DEPUTY TOWN CLERK

Cllr. Gateley asked that 2.5 in the report is corrected from borough to town.

413/23 D-Day 80th anniversary

Members received a report from the Deputy Town Clerk.

Members received and discussed the request from the Pageant master.

It is recommended that the Town Council support St Peter & St Paul's Church with the lighting of the beacon to mark the 80th anniversary of the D-Day landings in Normandy.

Cllr. Gateley Proposed, Cllr. Mahi Seconded and Members unanimously **AGREED**.

414/23 Events contracts

Members received the Charter Fair contract for 2024 – 2027.

Cllr. Mahi Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** the contract.

The Deputy Town Clerk informed Members that the Christmas Parade Committee contract has been signed. Members thanked officers.

415/23 Updates from representatives on outside bodies

Cllr. Stuchbury will give a report to the office from the Fire Authority meeting.

416/23 Budget

Members received and noted the latest budget figures.

Cllr. Harvey offered congratulations for gaining sponsorship. The Deputy Town Clerk explained that the main contribution had been from Buckinghamshire Council towards the skip hire for the river rinses.

In answer to a query, the Deputy Town Clerk explained that the 2023 – 2024 budget for the skate park event included an income line and an outgoing line with the intention to seek sponsorship for it.

Members received a report from the Town Clerk.

It is recommended that Members review, discuss and agree to send the attached Town Centre and Events budget 2024-2025 (Appendix C) to the Precept Meeting via the Resources Committee.

Members received and **AGREED** to recommend to Full Council the budget for 2024/2025.

Cllr. O'Donoghue asked if road closure should be added to Remembrance Parade as it is listed elsewhere. **ACTION FINANCE OFFICER**

Cllr. Harvey noted that it would be helpful if the increases are highlighted. The Deputy Town Clerk will feed this back.

Cllr. Gateley Proposed, Cllr. Schaefer Seconded and Members unanimously **AGREED** to recommend to Full Council the budget for 2024/2025.

417/23 Holocaust Memorial Day 2024

Members received a written report from the Estates Administrator.

It is recommended that next year's Holocaust Memorial Day event takes place on Friday 26th January, in order that local schools can take part in the proceedings.

Cllr. Harvey Proposed, Cllr. Schaefer Seconded and Members unanimously **AGREED**.

418/23 Event reviews

418/23.1 Band Jam

It is recommended that Members agree to support Band Jam: Big Bash with changes to create more family friendly spaces within the event boundary.

The Chair thanked staff and Councillors and suggested that we write and thank the organisers. **ACTION EVENTS COORDINATOR**

Cllr. Harvey stressed that the main placard at the front of the stage should highlight the Town Council if we are backing the event.

Cllr. Gateley Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** the recommendation.

- 418/23.2 **River Rinses**
 It is recommended that the first of 2024's river rinses starts at Cornwall's Meadow car park and finishes at the Flosh, and the second rinse starts at the Flosh and finishes at Fishers Field.
 Cllr. Harvey noted that there was very little rubbish this year. Cllr. Stuchbury Proposed that we write to Stowe Sub Aqua Club thanking them for their continued support. Members unanimously **AGREED**.
ACTION EVENTS COORDINATOR
 Members unanimously **AGREED** the recommendation.
- 418/23.3 **Charter Fair**
 It is recommended that Buckingham Town Council continues to support the Charter Fair.
 Members unanimously **AGREED**.
- 418/23.4 **Lace Hill Halloween event**
 It is recommended that Members agree to organise a similar event next year. Cllr. Harvey Proposed, Cllr. Willett Seconded and Members unanimously **AGREED**.
- 418/23.5 **Bonfire and Fireworks**
 1.1. It is recommended that Members go out for quotes for a fireworks provider in the new year, for the next 3 years.
 1.2. It is recommended that stall holders are encouraged to bring their own lighting to the event to illuminate their stall.
 The Deputy Town Clerk advised Members that an officer meeting will take place to review torch bearing at the event and will check with our insurers if it is possible for members of public to be involved in this part of the proceedings.
ACTION DEPUTY TOWN CLERK
 The Chair thanked Cllr. Mahi for litter picking on Sunday morning.
 Cllr. Harvey Proposed, Cllr. Mahi Seconded and Members unanimously **AGREED** the recommendations.
 Cllr. Harvey Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** that all Councillors will be invited to apply to become lead Councillor for the Bonfire and Fireworks event. **ACTION EVENTS COORDINATOR**
- 418/23.6 **Remembrance Sunday (Verbal)**
 The Events Coordinator thanked Members that attended the ceremony. A report will be on the February agenda. The Chair thanked the marshals.
- 419/23 Calendar of events**
- 419/23.1 Members noted the list of upcoming events.
- 419/23.2 Members received and **AGREED** the working calendar of events for 2024 - 2025.
- 420/23 Access**
 The Deputy Town Clerk informed Members that the new quiet space gazebo will be used for the first time at the Christmas Lights Switch On.

421/23 Action list

Members received and noted action reports and updates.

422/23 Climate Emergency Action Plan

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

423/23 News releases

Tourist Information Centre

Small Business Saturday

Fireworks – thanking Cllr. Mahi who is retiring from the lead Councillor role

424/23 Chair’s items

No items.

425/23 Date of the next meeting:

Monday 12th February 2024

Meeting closed at 21:18pm

Signed Date

