

TCE/05/23

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on Monday 12<sup>th</sup> February 2024 at 7.00pm in the Council Chamber at Cornwalls Meadow, Buckingham

**Present:** Cllr. R. Ahmed  
Cllr. F. Davies Vice Chair  
Cllr. L. Draper  
Cllr. M. Gateley  
Cllr. J Harvey  
Cllr. A. Mahi  
Cllr. L. O'Donoghue  
Cllr. R. Stuchbury Chair

**Also attending:** Ms. L. Stubbs Deputy Town Clerk  
Ms. B. Dowden Administrator  
Ms. P. Cahill Committee Clerk  
Cllr. H. Mordue  
Cllr. P. Fealey

**Absent:** Cllr. A. Schaefer Town Mayor  
Cllr. R. Willett

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

The Chair introduced the Administrator who will be covering the Events Co-ordinator role.

**587/23**

**Apologies for Absence**

Apologies were received and accepted from Cllr. Schaefer and Cllr. Willett.

**588/23**

**Declarations of interest**

There were none.

**589/23**

**Minutes**

Members agreed the minutes of the Town Centre and Events Committee meeting held on 13<sup>th</sup> November 2023.

**590/23**

**Christmas Parade**

Members received a report from the Deputy Town Clerk.

The Chair Proposed that we suspend Standing Orders to allow Cllr. Fealey to join us for this agenda item. Members unanimously **AGREED**.

Cllr. H. Mordue thanked the Committee for their help with the Christmas Parade and raised a query about the budgeting process.

The Deputy Town Clerk quoted the following terms 10) a. ii. & iv. *"The Council will support your organisation in the following ways: in advance of the event: book road closure, external road closure contractor and first aid for your event, and any other costs required to run the*

12<sup>th</sup> February 2024

Page 1 of 7

*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.....

*road closure safely. This will be paid from the total budget awarded for your event... After costs identified in 10(a)(i) have been paid, an email will be sent to you confirming that the bookings have been made and how much of the amount awarded remains to be transferred to your organisation towards other costs."*

Cllr. Fealey responded that difficulties arise when trying to secure bookings without knowing far enough in advance how much the Committee will receive from the Town Council.

Cllr. Stuchbury explained that the Town Council budgets £5000 for the whole event, including Council costs, and that that this how the budget line has always been run. The Deputy Town Clerk confirmed that there was an underspend this year so there is an additional amount that the Parade Committee can claim.

Cllr. Gateley affirmed that the Parade is brilliant for everyone, and Members agreed that the 2023 Parade was excellent for both participants and spectators. The feedback received has been very positive.

Cllr. Fealey raised concerns regarding vehicle access to Chandos Road for carers. The Town Clerk explained that this is a hard road closure for safety reasons and that all care facilities were contacted in advance and informed of the closure and alternative available parking. The Town Clerk confirmed that it is the Town Council's legal responsibility, and it is for them and their staff to manage the road closure.

Cllr. Stuchbury thanked Cllr. H. Mordue and Cllr. P. Fealey for attending and for their work in arranging an excellent Parade and Proposed reinstating Standing Orders. Cllr. Davies Seconded. A vote was taken, and the result was:

For: 7  
Against: 0  
Abstention: 1

Cllr. Stuchbury Proposed that a meeting is arranged with the Town Clerk, Deputy Town Clerk, Cllr. H. Mordue and Cllr. Fealey to look further at the issues raised here and how we can work together moving forward. Cllr. Davies Seconded and Members unanimously **AGREED.** **ACTION TOWN CLERK**

Cllr. H. Mordue and Cllr. Fealey left the meeting at 7:47pm.

- 1.1 It is recommended that this Committee thank our partners in the Christmas Parade Committee for their work on this event.
- 1.2 It is recommended that Members receive and note the Parade Committee's Partner Event Report.

1.3 It is recommended that road closure arrangements are reviewed before the 2024 event. Including, signage, cones, barriers, and arrangements with external contractors.

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

### **591/23 Budget**

Members received and noted the latest budget figures.

Cllr. Draper requested that income and outgoings are differentiated when presenting the income and expenditure report. The Deputy Town Clerk explained that the top of each section is an income line; income lines begin with 1, minus figures are in brackets and if they are on an income line, it shows that it is an unexpected income.

They will speak to the Finance Officer regarding the use of capital letters for income, but this is not simple: a change in name will change the income line. It is important that Members see the actual accounts and not our version of them. Training to read the accounts is always available to Councillors with the Finance Officer and/or the Town Clerk.

#### **ACTION TOWN CLERK**

Members thanked the officers for the balanced budget.

### **592/23 Motion: Cllr. Stuchbury**

"That we write to Buckinghamshire Council to ask when the decision not to fund the Buckingham Christmas tree and lights in 2024 was taken and when the decision notice was posted."
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Members raised the following points:

- The cost of a tree has not been precepted.
- Other town councils have crowdfunded for a Christmas tree.
- A small tree could be placed in the town to show what the Shire Council have done.
- Government cuts have led to local authorities having to reduce costs.
- It is important for the people of the town that a tree is provided.
- Asking officers to look at the validity of the proposal that we apply to the Community Board for funding/part-funding.
- The Community Board has an underspend this year; perhaps apply for this funding now.

The Deputy Town Clerk confirmed that a report will be brought to the next meeting.

#### **ACTION DEPUTY TOWN CLERK**

Cllr. Harvey Proposed an amendment to the motion: 'and we approach the Community Board asking that some of their underspend is used to offset this decision.' Cllr. O'Donoghue Seconded. A vote was taken, and the result was:

For: 5  
Against: 0  
Abstention: 3

Member unanimously **AGREED** the substantive Motion.

#### **ACTION TOWN CLERK**

12<sup>th</sup> February 2024

Page 3 of 7

*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.....

### **593/23 Great Fire of Buckingham 1725 Anniversary**

Members received a report from the Town Clerk.

It is recommended that Members agree to theme the 2025 Celebrate Buckingham event around the 1725 Great Fire of Buckingham.

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

### **594/23 Markets**

Members received a report from the Town Clerk.

It is recommended that Members agree the below amendments to the market rules.

Members discussed point 3.1:

- Political parties have held stalls on the market in the past.
- Groups like Cancer Research may not be allowed in the market.
- Are charitable collections and promotion of services allowed?
- It should be retained as a market only for market traders selling goods.
- Allowing the sale of badges etc. could provide a loophole for political parties.
- Only bona fide traders should be allowed.

The Town Clerk explained that it is unfair to expect officers to make decisions about what is and what is not a political party; a clear policy is needed. There is available space near the Chamber that can be used for non-market traders.

Cllr. Ahmed Proposed an amendment to 3.1: This must be a bona fide trader and shall exclude any political parties, religious groups, or pressure groups. Cllr. O'Donoghue Seconded and Members unanimously **AGREED**.

Cllr. Davies Proposed, Cllr. Mahi Seconded and Members unanimously **AGREED** the recommendation with the above change. **ACTION TOWN CLERK**

The Town Clerk left the meeting at 8:47pm.

### **595/23 Swan Trail Update**

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

It is recommended that members agree to recommend to Full Council that any remaining underspend, after the thank you event is held, in the Swan Trail budget is earmarked for a future event in 901/9066 Summer Sculpture Trail.

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

### **596/23 Calendar of events**

Members received the current calendar of events and verbal updates on Pancake Day, Easter Event and Spring Green Fair.

**597/23 Food Fair**

Members received and noted a report from the Administrator. The Administrator explained that there are no major changes. This is the 10<sup>th</sup> anniversary of the Food Fair, and a baking competition is being held on the day to celebrate. The event is fully booked with a reserve list. The Chair thanked the Administrator for their work.

**598/23 Street Food Fair**

Members received a report from the Town Centre and External Services Manager. It is recommended that Members agree to continue working with a sports club to host the Street Food Fair, but not an external provider, and instead officers would organise the event in-house.

Cllr. Stuchbury Proposed, Cllr. Davies Seconded and Members voted on the recommendation. The result was:

For: 5  
Against: 1  
Abstention: 2

**599/23 Skate Park Event**

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

Members discussed the possibility of a summer holiday event.

Cllr. Davies Proposed that we note the report, Cllr. Ahmed Seconded and Members unanimously **AGREED**.

**600/23 May Day**

Members received a report from the Administrator.

It is recommended that members choose Bourton Meadow to host May Day 2024 and thereafter, whilst officers work with them to assist with the event.

The Administrator confirmed that the other schools involved are happy with this decision.

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

**601/23 Buckingham Live (was Music in the Market)**

Members received a report from the Deputy Town Clerk. Cllr. Davies Proposed, Cllr. Harvey Seconded and Members unanimously **AGREED** to note the report.

**602/23 Fringe Week**

Members received a report from the Deputy Town Clerk. Chair thanked Cllr. Ahmed for their work at the Fringe planning meeting.

Cllr. Ahmed Proposed, Cllr. Mahi Seconded and Members unanimously **AGREED** to note the report.

Members **AGREED** to move event reviews to the end of meeting.

**603/23 Updates from representatives on outside bodies**

No updates.

**604/23 Action list**

Members received and noted action reports and updates.

**605/23 Climate Emergency Action Plan**

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

**606/23 PSPO update**

Members noted the response from Buckinghamshire Council which was distributed to Full Council last year.

**607/23 News releases**

No press releases.

**608/23 Chair's items**

No items.

**609/23 Date of the next meeting:** Monday 8<sup>th</sup> April 2024

**610/23 Event reviews**

610/23.1 Remembrance Sunday

It is recommended that Members agree to continue supporting the Buckingham Remembrance Sunday Parade, including use of the big screen. Members unanimously **AGREED** the recommendation.

610/23.2 Christmas Lights Switch On

This was a successful event with a good crowd and seemingly more young children and older people than usual which reflects positively on the earlier time. Members congratulated the team.

Cllr. Davies Proposed, Cllr. Ahmed Seconded and Members unanimously **AGREED** to note the report.

610/23.3 Small Business Saturday

It is recommended that Members agree to support Small Business Saturday with similar activities to help support town centre businesses.

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

610/23.4 Holocaust Memorial Day

- 1.1 It is recommended that the Town Council host another event on Monday 27th January 2025.
- 1.2 It is recommended that the office explore options for a portable outdoor speak system to be used at next year's event.

Members agreed that this was a good event which was well attended by a number of schools. The Deputy Town Clerk confirmed that a back-up plan was in place in case of flooding: the statement would have been recorded and published on social media.  
 Cllr. Mahi Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** the recommendations.

**COMMITTEE IN PRIVATE SESSION**  
**Exclusion of public and press**

**RECOMMENDED** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded. Members unanimously **AGREED**. **RS Proposed, FD Seconded.**

Cllr. Ahmed left the meeting at 9:30pm

**611/23 Lamp post tests**

Members received a report from the Deputy Town Clerk.  
 Cllr. Mahi Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** the recommendation.

**612/23 Annual First Aid costs**

Members received a report from the Administrator.  
 Cllr. Gateley Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** the recommendation.

**613/23 Security Cover costs**

Members received a report from the Administrator.  
 Cllr. Harvey Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** the recommendation.

**614/23 Update from RBL.**

Members received a verbal report from the Deputy Town Clerk.

Meeting closed at 9:36pm

Signed ..... Date .....

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