

TCE/06/23

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on Monday 8th April 2024 at 7.00pm in the Council Chamber at Cornwalls Meadow, Buckingham.

Present: Cllr. F. Davies Vice Chair
 Cllr. L. Draper
 Cllr. Mrs. M Gateley
 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
 Ms. B. Dowden Administrator
 Ms. P. Cahill Committee Clerk

Absent: Cllr. R. Ahmed
 Cllr. J. Harvey

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

724/23 Apologies for Absence

Apologies were received and accepted from Cllr. Ahmed and Cllr. Harvey.

725/23 Declarations of Interest

There were none.

726/23 Minutes

Members agreed the minutes of the Town Centre and Events Committee meeting held on 12th February 2024.

727/23 Budget

Members received and noted the latest budget figures.

The Deputy Town Clerk will check 4213 Dog Show expenditure and email Members with details.

ACTION DEPUTY TOWN CLERK

728/23 Best Kept Village 2024

Members received a report from the Administrator.

- 1.1 It is recommended that the Town Council organise a litter pick at the end of May or beginning of June 2024, to mark the start of the Best Kept Village competition.
- 1.2. It is recommended that business categories be added to the annual Buckingham in Bloom contest, to encourage local businesses to keep their shop and frontages looking well-tended and attractive as part of the Best Kept Village competition.

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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 Administrator explained that based on feedback from the Best Kept Village Committee and improvements have been made to add more detailed information to the Town's application in 2024.

Cllr. Gateley Proposed that the hanging basket outside the Chamber is removed or refreshed as it is in a poor state. Cllr. Willett Seconded and Members unanimously **AGREED.**
ACTION ESTATES MANAGER

Cllr. Schaefer arrived at 7:10pm.

Members requested that the proposed litter pick is included in the fortnightly roundup as a reminder.
ACTION ADMINISTRATOR

Members discussed evidencing community involvement, the Administrator explained that the Estates Administrator has evidence of school involvement in bulb and tree planting. They also confirmed that the information provided to the Best Kept Village Committee will show what the Town Council owns and maintains, excluding areas, including mown areas, where the Council is not responsible.

Members unanimously **AGREED** the recommendations.

729/23 Spring Green Fair

Members received and noted a report from the Estates Administrator.

Paperwork to be amended to reflect the business change from Prezzo to Mey.

ACTION ADMINISTRATOR

730/23 Climate Emergency Action Plan

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

731/23 Trader stall fees review

Members received a report from the Deputy Town Clerk.

1.1 It is recommended 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 (events under 2,000 attendees)	£25	£30
Commercial – Food & Drink and licensed bars (events over 2,000 attendees)	£35	£42
Commercial – Other	£15	£18
Lace Hill events (except Family Fun Day)	£5	£6
Family Fun Day – all traders	<i>Donation to Mayor's Charities</i>	

1.2 It is recommended that the amount charged for trader stall fees at events should be reviewed annually, alongside the budget, with the next review taking place in Autumn 2024.

The Deputy Town Clerk explained that fees at Lace Hill are lower, with events being family friendly with a limited capacity and therefore less footfall than other venues. Cllr. O'Donoghue requested that we note attendance and keep this in mind when fees are reviewed in the future.

Cllr. Davies arrived at 7:29pm.

Members **AGREED** the recommendations. Cllr. Davies abstained .

732/23 Fringe Week Comedy Night

Members received a report from the Administrator.

It is recommended that Members agree that officers should investigate using the University of Buckingham's Mount Pleasant Campus to hold this year's Fringe Week Comedy Night following a request from the Buckingham Student Union.

The Administrator informed Members that Tanlaw Mill is also available. No extra charges would be involved if the Mount Pleasant Campus is used.

Members raised the following points:

- Can the larger venue be filled?
- Mount Pleasant Campus is outside of the town.
- Not many students attended the event last year.
- Parking for the Tanlaw Mill building was difficult.
- Explore the possibility of using Ford Meadow car park for the event.

The Deputy Town Clerk confirmed that this would be brought back to Committee for the final decision following the investigation.

ACTION ADMINISTRATOR

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

733/23 Community Fair

Members received a report from the Administrator.

It is recommended that Members agree to run the Community Fair in conjunction with the Buckingham Craft and Gift Fair on Saturday 14th December 2024.

The Administrator confirmed that all stall holders are aware of the procedures for the event, including parking difficulties at times throughout the day, and will include this in their advertising. Members unanimously **AGREED** the recommendation and thanked the Administrator.

734/23 Calendar of events

Members received the current calendar of events.

The Deputy Town Clerk pointed out a slight change of dates to note for the 2025 Food Fair and Good Endings Fair.

Cllr. Stuchbury Proposed a press release of the calendar of events. Cllr. Draper Seconded and Members unanimously **AGREED.** **ACTION ADMINISTRATOR**

735/23 Event reviews

735/23.1

Pancake Race – Members noted the report.

The Administrator informed Members that feedback had been positive, and the event was well attended. Attendees enjoyed the free arts and crafts stall and the warm-up session provided by Fortified Gym.

Members agreed that this was a great family event and thanked staff for organising it.

735/23.2

Food Fair – Members noted the report.

The Administrator explained that this was the 10th anniversary of the Food Fair and to mark the occasion a Buckingham Bakes competition was added. The event had record breaking attendance and trader feedback was very positive, with stalls inside and outside very busy.

Members noted that some traders and attendees asked if the Food Fair could be held twice a year and thanked officers for organising this very successful event.

735/23.3

Easter Event – Members noted the report.

The Deputy Town Clerk said that the event went very well, with Bluey being a great favourite. There were 14 craft and gift stalls and free craft activities available. The event made a slight profit.

Members noted that this is another piece of evidence that free craft opportunities for children are very popular.

Cllr. Stuchbury Proposed that the Committee makes a recommendation to Full Council to note how many free children's events, and activities for young children at other events, are organised by the Town Centre and Events Committee and how well attended they are. This should be considered when planning the Precept next year. Cllr. O'Donoghue Seconded and Members unanimously **AGREED.** **ACTION COMMITTEE CLERK**

735.23.4

Market Entertainment

Members received a verbal update from the Deputy Town Clerk.

There were lots of positive comments and visitors over the two weeks totalled over 300. The Easter Bunny was popular, and the face painter was very busy.

Some who took part in the Easter Trail said that they had found shops that were new to them.

Cllr. Stuchbury thanked all Officers involved and praised the success of the Tourist Information Centre in Buckingham.

Cllr. Stuchbury Proposed that we promote busking in the town through a press release. Cllr. O'Donoghue Seconded and Members unanimously **AGREED**.

ACTION DEPUTY TOWN CLERK

736/23 Action list

Members received action reports and updates.

737/23 Updates from representatives on outside bodies

Members received verbal updates from Councillors.

Cllr. Stuchbury reminded Members that there is an event in the library tomorrow about the Street Trading consultation.

738/23 News releases

Calendar of events.

Busking.

Christmas tree.

739/23 Chair's items

740/23 Date of the next meeting: Monday 3rd June 2024

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**.

741/23 Hanging Baskets

Members received a report from the Administrator.

Cllr. Stuchbury Proposed, Cllr. O'Donoghue Seconded and Members **AGREED** the supplier for this year. There was one abstention.

742/23 Fireworks

Members received a report from the Administrator.

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

743/23 Buckingham Play Days

Members received a report from the Administrator.
Members unanimously **AGREED** the recommendation.

744/23 Christmas Lights and Tree

Members received a report from the Deputy Town Clerk and discussed the options.

Motif: A vote was taken, and Option 3 was chosen.

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

Cllr. Stuchbury Proposed a press release to explain that Buckingham Town Council will be funding the Christmas tree this year and the reason for this. Cllr. Davies Seconded and Members unanimously **AGREED**.

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

745/23 Skate Park Event

Members received an update from the Town Centre and External Services Manager. Cllr. O'Donoghue Proposed, Cllr. Draper Seconded and Members unanimously **AGREED** the recommendations.

Cllr. Draper proposed that we ask Buckinghamshire Council if the skate park can be decorated, with street art stylised for Buckingham, to prevent continued tagging. Cllr. O'Donoghue Seconded and Member unanimously **AGREED**.

ACTION DEPUTY TOWN CLERK

Meeting closed at 8:58pm

Signed Date