



## Buckingham Town Council

### Terms of Reference

Date agreed: 13/05/2024  
Minute number: 17/24.2.4  
Prepared by: Claire Molyneux  
Version: 6

#### Name

1. The Committee shall be known as the **TOWN CENTRE & EVENTS COMMITTEE**.
2. The Committee may be referred to as TC&E.

#### Membership

3. Membership of the Committee is open to any Councillor who wishes to be a member.
4. The Committee may also include a representative of Buckingham University.
  - 4.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
5. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

#### Chair

6. The Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
7. The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
8. The Chair if present shall Chair the Committee meeting.

#### Conduct of the Meeting

9. All meetings of the Town Centre & Events Committee shall be convened in accordance with the Town Council's Standing Orders and current legislation.

#### Areas of Operation

- 10 The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - 10.1 Budgets  
The committee has authority to proceed with all items within its budget, but must refer to Full Council when non-budgeted expenditure is anticipated.
  - 10.2 Markets  
The day to day running of the Street, Flea, Farmers and Specialist Markets and the promotion of environmentally friendly carrier bags.
  - 10.3 Charter Fair  
To organise and co-ordinate the Annual Charter Fair and set up contract.  
To liaise with the Showmen's Guild and/or their representatives, the police, and the County Council.
  - 10.4 Annual & Other Events  
The Town Centre and Events Committee co-ordinate and supervise various events for the town which may include the following: May Day, Pancake Race, Music in the Market, Band Jam, Buckingham Fringe Week, River Rinse, Spring Fair, Food Fair, Dog Show, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town, and any other events

involving the Town Council. To organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.

10.5 Promotion

To work towards a range of events that provide access and equality for all.

To promote the town through appropriate media and via the web site.

To work with the town centre traders.

To support any other Council events in the Town Centre.

10.6 Youth Budget

Youth Projects to be facilitated by the TC&E Committee.

10.7 Tourist Information Centre

The day to day running of the Tourist Information Centre located in The Old Gaol.

10.8 The Committee shall undertake reviews of Terms of Reference as and when appropriate.

10.9 The Committee shall co-opt members from outside bodies as and when it is appropriate on an ongoing basis.