



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,  
BUCKINGHAM. MK18 1RP

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Tuesday, 26 March 2019

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council which will be held on **Monday 1<sup>st</sup> April 2019** in the Council Chamber, Cornwallis Meadow, Buckingham at 7.00pm.

Mr. P. Hodson  
Town Clerk

Please note that the Town Centre & Events Committee meeting will be preceded by Public Question time in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes

## AGENDA

1. **Apologies for Absence**  
Members are asked to receive apologies from Councillors.
2. **Declarations of Interest**  
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.
3. **Minutes**  
To receive and agree the minutes of the Meeting held on Monday 11<sup>th</sup> February 2019  
**Copy previously circulated**
4. **Action List** **Appendix A**  
To receive action reports and updates
5. **Budget** **Appendix B**  
To receive the latest budget figures
6. **Market Stall Pricing** **TCE/109/18**  
To receive a written report from the Deputy Town Clerk
7. **Forthcoming Events**  
To note the following forthcoming events:  
7.1 Easter Fair – Lace Hill 7<sup>th</sup> April @ 2-4.30pm  
7.2 Spring Fair 28<sup>th</sup> April  
7.3 May Day 1<sup>st</sup> May  
7.4 Music in The Market 26<sup>th</sup> May  
7.5 Fringe Week 13<sup>th</sup> – 21<sup>st</sup> July



Twinned with Mouvaux, France 

Members are reminded to declare any prejudicial interest as soon as it becomes apparent.  
All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

8. **Event Reviews**  
 8.1 Food Fair – To receive a written report from the Events Coordinator **TCE/110/18**  
 8.2 Pancake Race – To receive a written report from the Event Coordinator **TCE/111/18**
9. **Best Kept Village Competition**  
 To agree to enter this year's Best Kept Village Competition
10. **Soap Box Derby Update**  
 To receive a written report from the Events Coordinator **TCE/112/18**
11. **Flags**  
 To note that the St George's flag will go up around town on Thursday 18<sup>th</sup> April in time for St George's Day on Tuesday 23<sup>rd</sup> April
12. **Buckingham in Bloom 2019**  
 To discuss whether or not to run Buckingham in Bloom competition this year
13. **Buckingham Action Group**  
 To receive a verbal update from Cllr O'Donoghue
14. **Access**  
 To receive a verbal report from the Events Coordinator on the meeting with BuDS regarding Music in The Market
15. **Visitor Information Centre** **Appendix C**  
 15.1 To receive the latest visitor and accommodation statistics
16. **Events Survey**  
 To receive a verbal update from the Town Clerk
17. **Press Releases**
18. **Chairman's Items**
19. **Date of the next meeting:** Monday 10<sup>th</sup> June 2019

#### 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.

20. **New Contract for Summer & Winter Planters** **TCE/113/18**  
 To receive a written report from the Events Coordinator

To:

Cllr. T. Bloomfield      Chairman  
 Cllr. Mrs. G. Collins  
 Cllr. Mrs. M Gateley  
 Cllr. D. Isham  
 Cllr. Harvey Town Mayor

Cllr. A. Mahi      Vice Chair  
 Cllr. P. Collins  
 Cllr. L. O'Donoghue  
 Cllr. Mrs. C. Strain-Clark  
 Cllr. R. Stuchbury

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	864/18	Commemorating 100 years of WW1	Agreed to purchase a WW1 bench	Events Coordinator	Events Co-ordinator to arrange a 'Crowd Funding' scheme to purchase the bench. 18/04 e-mailed the Company for a quote for the bench.	Ongoing
TC&E	870/18	Armed Force Day	Events Coordinator to research the proposal further and bring a report back to a future Committee meeting.	Events Coordinator	Ongoing	Ongoing
TC&E	191/18; 713/18	Soap Box Derby	Members discussed and AGREED for the Deputy Town Clerk and Events Coordinator to continue investigating the logistic of hosting a Soap Box Derby and report back to a future meeting of the TC&E committee. ACTION DEPUTY TOWN CLERK	Events Coordinator		01/04/2019 Ongoing

Appendix A

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	540/18; 713/18	Bonfire & Fireworks	Members discussed and AGREED for the Event Coordinator to report back to the next meeting on any remaining underspend that could be donated to the Buckingham Air Cadets. ACTION EVENTS COORDINATOR	Events Coordinator		01/04/2019 Ongoing
TC&E	543/18	Buckinghamshire Disability Service	BTC AGREES to consistently demonstrate exceptional commitment to making events more accessible and inclusive for everyone including people with disabilities	Events Coordinator	Meeting with Cllr Strain-Clerk on Monday 4th February to discuss what is required at events.	Ongoing

Appendix A

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	715/18	Christmas Lights Sparks Contract	The Town Clerk recommended that Committee wait for Sparks's response before seeking informal legal advice. The Town Clerk confirmed that he would refer the matter to Resources or Full Council if there were any financial risks to the Council.	Town Clerk	Response received and further investigations being undertaken	Ongoing
TC&E	721/18	Event Sponsorship	Members were in agreement that a sponsor's name should not be a prefix to any Town Council event. Members AGREED for any revision to the sponsorship package to be managed by the Committee Chair, Vice-Chair, Deputy Town Clerk and Events Coordinator.	Deputy Town Clerk	Sponsorship Package amended	Completed

25/03/2019

## Buckingham Town Council

19:43

Detailed Income &amp; Expenditure by Budget Heading 21/03/2019

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Month No : 12

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>TOWN CENTRE &amp; EVENTS</b>							
301	<b>TOWN CENTRE &amp; EVENTS</b>						
3997	0	2,699	3,900	1,201		1,201	69.2 %
3998	0	6,602	13,200	6,598		6,598	50.0 %
3999	0	46,153	55,600	9,447		9,447	83.0 %
4079	0	121	400	279		279	30.2 %
4094	0	2,414	3,000	586		586	80.5 %
4104	0	6,578	6,300	-278		-278	104.4 %
4107	0	193	250	57		57	77.1 %
4115	0	186	400	214		214	46.5 %
4119	0	7,740	8,600	860		860	90.0 %
4125	0	31	500	469		469	6.2 %
4126	0	1,105	1,000	-105		-105	110.5 %
4166	0	797	1,000	203		203	79.7 %
4201	0	8,933	9,000	67		67	99.3 %
4202	0	4,462	4,500	38		38	99.1 %
4203	0	511	785	274		274	65.1 %
4205	0	2,580	3,000	420		420	86.0 %
4208	0	90	500	410		410	18.0 %
4210	0	80	75	-5		-5	106.7 %
4211	0	3,366	3,500	134		134	96.2 %
4212	0	1,289	1,300	11		11	99.1 %
4213	0	189	300	111		111	63.1 %
4216	0	0	50	50		50	0.0 %
4220	0	3,430	3,500	70		70	98.0 %
4230	0	18	50	32		32	35.3 %
4241	0	0	3,000	3,000		3,000	0.0 %
4243	0	609	4,445	3,836	4,795	-959	121.6 %
	<b>0</b>	<b>100,173</b>	<b>128,155</b>	<b>27,982</b>	<b>4,795</b>	<b>23,186</b>	<b>81.9 %</b>
TOWN CENTRE & EVENTS :- Expenditure							
1013	0	333	400	-67			83.3 %
1028	0	273	1,000	-727			27.3 %
1029	0	1,230	1,000	230			123.0 %
1031	0	0	500	-500			0.0 %
1033	0	5,939	8,600	-2,661			69.1 %
1062	0	230	300	-70			76.7 %
1066	0	0	3,000	-3,000			0.0 %
1069	0	6,630	6,400	230			103.6 %
	<b>0</b>	<b>14,635</b>	<b>21,200</b>	<b>-6,565</b>			<b>69.0 %</b>
TOWN CENTRE & EVENTS :- Income							
<b>Net Expenditure over Income</b>							
	<b>0</b>	<b>85,538</b>	<b>106,955</b>	<b>21,417</b>			

Continued on Page No 2

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>302 STREET MARKET</b>							
4017 SUBSCRIPTIONS	0	318	330	12		12	96.4 %
4225 RATES	0	2,193	4,000	1,807		1,807	54.8 %
4235 MARKET INFRASTRUCTURE &	0	1,424	1,950	527		527	73.0 %
STREET MARKET :- Expenditure	<b>0</b>	<b>3,934</b>	<b>6,280</b>	<b>2,346</b>	<b>0</b>	<b>2,346</b>	<b>62.6 %</b>
1005 STREET MARKET	980	12,310	14,000	-1,690			87.9 %
1006 FLEA MARKET	133	3,755	5,500	-1,745			68.3 %
STREET MARKET :- Income	<b>1,113</b>	<b>16,065</b>	<b>19,500</b>	<b>-3,435</b>			<b>82.4 %</b>
<b>Net Expenditure over Income</b>	<b>-1,113</b>	<b>-12,131</b>	<b>-13,220</b>	<b>-1,089</b>			
<b>303 SPECIAL EVENTS</b>							
4075 FESTIVAL OF HEALTH	0	0	2,500	2,500		2,500	0.0 %
4221 FRINGE	0	3,031	6,000	2,969		2,969	50.5 %
4242 FOOD FAIR	0	353	500	147		147	70.5 %
4244 REMEMBRANCE FLAGS	0	241	420	179		179	57.3 %
SPECIAL EVENTS :- Expenditure	<b>0</b>	<b>3,625</b>	<b>9,420</b>	<b>5,795</b>	<b>0</b>	<b>5,795</b>	<b>38.5 %</b>
1020 FOOD FAIR INCOME	125	705	400	305			176.3 %
1034 FESTIVAL OF HEALTH	0	0	2,500	-2,500			0.0 %
1083 FRINGE INCOME	0	336	3,000	-2,664			11.2 %
SPECIAL EVENTS :- Income	<b>125</b>	<b>1,041</b>	<b>5,900</b>	<b>-4,859</b>			<b>17.6 %</b>
<b>Net Expenditure over Income</b>	<b>-125</b>	<b>2,584</b>	<b>3,520</b>	<b>936</b>			
<b>305 TOURIST INFORMATION CENTRE</b>							
4253 TIC	550	26,978	1,500	-25,478		-25,478	1798.5
TOURIST INFORMATION CENTRE :- Expenditure	<b>550</b>	<b>26,978</b>	<b>1,500</b>	<b>-25,478</b>	<b>0</b>	<b>-25,478</b>	<b>1798.5</b>
1084 TIC INCOME	396	25,088	400	24,688			6272.0
TOURIST INFORMATION CENTRE :- Income	<b>396</b>	<b>25,088</b>	<b>400</b>	<b>24,688</b>			<b>6272.0</b>
<b>Net Expenditure over Income</b>	<b>154</b>	<b>1,889</b>	<b>1,100</b>	<b>-789</b>			
<b>TOWN CENTRE &amp; EVENTS :- Expenditure</b>	<b>550</b>	<b>134,710</b>	<b>145,355</b>	<b>10,645</b>	<b>4,795</b>	<b>5,850</b>	<b>96.0 %</b>
<b>Income</b>	<b>1,634</b>	<b>56,829</b>	<b>47,000</b>	<b>9,829</b>			<b>120.9 %</b>
<b>Net Expenditure over Income</b>	<b>-1,084</b>	<b>77,880</b>	<b>98,355</b>	<b>20,475</b>			

**BUCKINGHAM TOWN COUNCIL****TC&E****Monday 1<sup>st</sup> April 2019****Contact Officer:** Deputy Town Clerk**Subject:** Market Stall Pricing**Recommendation**

To keep stall prices on the Street Market at their current rate.

To increase the cost of a pitch on the Flea Market by £1 from £7 to £8 for a single and from £14 to £15 for a double stall.

**Information****Street Market**

The Street Market takings have increased over the last few months and it has a steady core of regular traders. However, this is a difficult time across the industry and many of our traders are operating on very tight margins. The current prices are very slightly below average for the area at £1 a foot for regulars and £1.50 a foot for casual. At this time, we are putting effort into increasing the number of traders as there is often space especially on the Saturday Market. A price increase may harm our efforts to attract new traders.

It is recommended that the Street Market prices stay the same and the priority given to attracting new traders.

**Flea Market**

The Flea Market is currently priced lower than comparable markets which often charge £10 for an 8-foot table compared to our current fee of £7. We don't offer any discount to encourage traders to take a double stall. An increase of £1 for a single stall and £1 for a double stall would be manageable for traders and still offers good value for money. It would also offer a small discount for those deciding to take a double stall. A larger than £1 rise would be a considerable percentage increase and would risk alienating loyal stall holders.

It is recommended that the price of an 8-foot stall rises from £7 to £8 and a double stall rises from £14 to £15.



**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 1<sup>st</sup> April 2019**

Contact Officer: Amanda Brubaker

**Food Fair**

**Recommendation**

The event has continued to grow over the years and has become very popular not only with the public but stall holders. See the comments at the end of this report.

It is recommended by the Events Co-ordinator that we continue with the event in 2020. If the Junior Bake Off does not make a comeback, then look at something else for young people.

**General information**

Organised by Buckingham Town Council the Food Fair is now in its 7<sup>th</sup> year.

This year saw several new traders most of which were street food vendors to the event as well as those that have supported the event since its inception.

New traders were WW (Weight Watchers), Maria Humberstone (Kitchenware), Cindy's Kitchen (Indonesian/Asian Food) , Roo's Food (burgers), local deli Kiwi & Pomme, Chocolatier Fountain, whose chocolate fountain proved to be very popular. Hook Norton Brewery Cotswold Fudge, MK Cupcakery and Go Greek. Go Greek were very busy all day long and had long queues throughout the day.

BCC Waste Management Team had booked a table, but did not attend. Two other stalls did not attend due to last minute family commitments.

One of the outside stalls had problems with the electrics and did not have sufficient capacity to take all the sockets that she had for various cooking implements. This was eventually sorted out and she had a successful day.

The car park was full all day and over 1,000 visitors attended the event between 10am and 3pm. Entry to the event was free.

Advertising for the event was done through Social Media, the Buckingham and Winslow Advertiser and the Town Council newsletter, Stall holders also advertised the event through their social media and word of mouth and enquiries were made about the event through this.

This year Project Street Life did not organise a Junior Bake Off as it was felt that it should be given a rest this year.

**Cllrs who worked**

Cllr Andy Mahi  
Cllr Mike Smith  
Terry Bloomfield

**Officers who worked**

Amanda Brubaker  
Claire Molyneux

**Cllrs who attended the event**

Cllr Margaret Gateley (Fairtrade stall)  
Cllr Christine Strain-Clark  
Cllr Jon Harvey  
Cllr Robin Stuchbury  
Cllr Mark Cole  
Cllr Lisa O'Donoghue

**Officers who attended**

Paul Hodson  
Nina Stockill  
Katharine McElligott

**Cost for the event**

	<b>303/4242</b>	<b>£500</b>
Hire of Community Centre		£353.00
TENS		£21.00
<b>Total</b>		<b>£374.00</b>

**Income received from pitch fees**

Pitch Fee	£30
<b>Total</b>	<b>£705.00</b>

**Profit**

**£331**

### **Staffing Costs**

2 x members of staff @ 14.5 hrs time and a half	<b>£309.56</b>
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Below are comments that were received from one of the traders, members of the public and Facebook.

### **Food Fair Comments**

#### **Baja Cantina**

Just wanted to say thank you for having us and that we had a great time. The weather was perfect and it was a fantastic event.

Thanks to you and all those that volunteered their time and effort.

#### **Member of the Public**

I just wanted to express my thanks for you, for the above event you organised at the Community Centre last weekend. Isabelle and I had a great time together trying all the different samples and were tempted and purchased several products from different stalls! All items were consumed over the weekend and thoroughly enjoyed.

Thanks once again.

It was the best Food Fair to date, and has gained a considerable number of social media accolades.

#### **Facebook comments**

A really great display and selection of local produce as well as some great lunch snacks outside. It was lovely to see the town so full today, hope all the traders have had a good day. One thing, why does the town council not have a deal with the football club to use their parking if its an away game and signpost it. A small thing compared to the delightful day.

Town was so busy I turned round and left again.

We spent so much 😊 Looking forward to my supper tonight!

PS good to see the mayor enjoying the chocolate fountain! Fortunately he made less mess with it than my children - next year there should be a wet wipe stall too 😊

Anyone got the name of the Indonesian food stall that was outside? Excellent takeaway.

Food glorious food!

The Town Council held it annual food fair yesterday - and it was the biggest, busiest and best yet! Great to see lots of local food suppliers making all of our mouths water! And well done to all the Town Council staff and councillors who worked together to make this happen

Really worth a visit lots of lovely goodies

It was brilliant and I bought loads.

The best one yet and, like others, I over-spent ...!

The Fair goes from strength to strength.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 1<sup>st</sup> April 2019**

Contact Officer: Amanda Brubaker

**Pancake Race**

**Recommendation**

The Events Co-ordinator has recommended that due to the success and fun had by all that the relay race is included in future pancake races.

The event is growing in popularity and therefore additional activities such as a pancake tossing competition could be added to the event so that everyone feels they can participate.

**General information**

In the last 2 or 3 years Shrove Tuesday has fallen within the school half term and so the pancake races were held then. This year, Shrove Tuesday fell after the half term holiday so the races were held on Saturday 2<sup>nd</sup> March which was the closest Saturday to Shrove Tuesday.

The usual children's races and adult race were run but an additional race was introduced. This being the Local Business Team relay.

As part of the Community Engagement the Buckingham Neighbourhood Team (TVP) put in an appearance with one of their PCSO's dressed up and he took part in the adult race.

Letters had been delivered to local businesses in the town centre and the industrial estate asking if they would like to enter a team of three into the relay race. Seven teams entered. They were Direct Pizza, Buckingham Library, Retina UK, The Woolpack, In The Dog 'Ouse Dog Groomers, Buckingham Blues and a team made up of Buckingham Town Councillors.

The winners of each class were

### **Under 5s**

1<sup>st</sup> Frankie Armstrong, 2<sup>nd</sup> Harvey Collier, 3<sup>rd</sup> Lachlan Hughes

### **6 - 11yrs**

1<sup>st</sup> Joe Summersgur, 2<sup>nd</sup> Harry Davidson, 3<sup>rd</sup> Iris Russell

### **2 - 16 yrs**

1<sup>st</sup> James Russell, 2<sup>nd</sup> Katie Sargent, 3<sup>rd</sup> Anais Thomas

### **Adult**

1<sup>st</sup> Kieran Thomas, 2<sup>nd</sup> Robin Stuchbury, 3<sup>rd</sup> Chris Roberts

### **Relay Race**

1<sup>st</sup> Buckingham Blue, 2<sup>nd</sup> Direct Pizza, 3<sup>rd</sup> Buckingham Library

The winners of each class were presented with a trophy, and rosette.

The trophy for the winning team of the relay race was made by Buckingham Men In Sheds. A mini frying pan was mounted onto a block of wood and engraved plaques were fixed to the wooden mount.

### **Cllrs who worked**

Cllr Andy Mahi  
Cllr Mike Smith  
Cllr Mark Cole  
Cllr Terry Bloomfield

### **Officers who worked**

Amanda Brubaker  
Claire Molyneux  
Kathrine McElligott

### **Cllrs who attended the event**

Cllr Anthony Ralph  
Cllr Margaret Gateley (took part in the relay race)  
Cllr Robin Stuchbury (took part in relay race)  
Cllr Jon Harvey (took part in relay race)

**Officers who attended**

Paul Hodson  
Louise Stubbs

**Cost for the event**

<b>301/4210</b>	<b>£75</b>
4 x 1st place Rosettes @ £2.50 each	£45
Engraved plaques for trophies	£30
Block of wood and mounting of frying pan	£5
Chocolate to give to participants	£25.50
<b>Total</b>	<b>£105.50</b>

**Staffing Costs**

2 x members of staff @ 4.5 hrs time and a half	<b>£101.42</b>
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**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 1<sup>st</sup> April 2019**

Contact Officer: Amanda Brubaker

**Soap Box Derby**

**Recommendation**

Based on the information below, it is recommended that an update is taken back to TC&E on Monday 10<sup>th</sup> June 2019 as by then the Events Co-ordinator will have obtained all of the necessary costings for the event.

If it is agreed that the event goes ahead then the Events Co-ordinator can look for suitable sponsors and a suitable location found.

**General information**

At the last TC&E meeting on 11<sup>th</sup> February 2019 the deputy town Clerk reported to the committee that she had been in touch with Brackley Town Council regarding their Soap Box Derby. Members discussed this and it was agreed that the Deputy Town Council and Events Co-ordinator continue to investigate the logistics of hosting a Soap Box Derby in 2020.

**713/18 Action List**

191/18 (Soap Box Derby) – The Deputy Town Clerk had been in touch with Brackley Town Council reporting that their Soap Box Derby event was organised by a management committee and not the Council. The Deputy Town Clerk explained the Council's insurance policy would not cover a high risk event of this nature. Members discussed and **AGREED** for the Deputy Town Clerk and Events Coordinator to continue investigating the logistic of hosting a Soap Box Derby in 2020 and report back to a future meeting of the TC&E Committee.

**ACTION DEPUTY TOWN CLERK**

The Deputy Town Clerk visited Aylesbury Town Council recently to talk to them about their Soap Box Derby which they run under their name and in Whitehill Park, Aylesbury. The event is insured under Aylesbury Town Council's insurance and there are very strict rules and regulations regarding entry. The event is free to enter and entries are limited to 30 and must register beforehand. All karts are safety



checked before the event starts. Anyone who refuses or fails to adhere to the rules and regulations will not be allowed to enter.

Aylesbury Town Council informed the Deputy Town Clerk on her visit there, that there is a Soap Box Derby Circuit, and this should be looked at before we choose a date for our event so that it does not clash with another towns event. Some examples are shown below.

Wicksteed Park	event 15 <sup>th</sup> June 2019
Brackley	event 2 <sup>nd</sup> June 2019
Aylesbury	event 16 <sup>th</sup> June 2019
Billericay	event 6 <sup>th</sup> May 2019
Newport Pagnell	event 14 <sup>th</sup> July 2019

Based on the information gained from both Brackley and Aylesbury Town Council, the following things will need to too be looked at

### **Location**

Safest location to run the event –

Bourton Park the Events Co-ordinator and Deputy Town Clerk will look for a suitable area in the park

Highway – Discussion will need to take place to see if we would be able to obtain a road closure for this event.

### **Insurance**

Zurich our Insurance Company have said that they would not insure an event like this under our insurance policy as it is a high risk event and if there was an accident it could jeopardise all future events. Suggested that a committee is set up and insured under the Committees name.

Events Co-ordinator will go back to Zurich to see if holding the event in the park would make any difference.

### **First Aid**

First Aid will be critical for this event as serious injuries could occur. The Events Co-ordinator has gone out for three quotes.

One quote has been received so far (see costings further down the report). The Company that has quoted so far has based their quote on the following

*Based on 4 x hours cover 11:00-15:00*

*1 x Ambulance with a Paramedic and Emergency Care Assistant / FREC 4*

*1 x IRV Response vehicle with a Paramedic and Emergency Care Assistant / FREC 4*

*2 x additional FREC 4 staff predominantly for crowd*

*FREC = First Response Emergency Care / Equivalent of NHS Ambulance Emergency Care Assistant*

*Exact cover is going to depend on weather, size of crowd and risk assessment once the venue has been confirmed.*

*I would want an ambulance on site as it will add the full range of immobilisation equipment to be able to deal with any serious fractures or suspected or actual back injuries and more importantly provide a treatment area out of public gaze for anybody who is injured on the track.*

### **Marshalls**

Competant marshals will be required for the event. They will be responsible for car parking, making sure that entrants and karts know where the pit area is. They will also be responsible for making sure that only competitors and their crew be allowed in the pit area. Marshalls will also be required to marshal along the track and crowd control.

Marshals would also need to check the course before and after each run.

### **Security**

This event will attract a large number of spectators and so trained SIA security guards will be required to help control the crowd and deal with any situation that may rise before the Police are called. The Events Co-ordinator is waiting for a quote to come in.

### **Haybales**

These will be used as part of the safety barriers along the track. A farmer will need to be found who can let us have some bales and be able to deliver them to the location being used for the event.

If we have to collect the bales ourselves logistics for moving them could be difficult as we do not have a large enough vehicle to move them. We will have to look at hiring a big enough vehicle.

### **Barriers**

Aylesbury Town Council set up 300 mtrs of barriers for their event. We only have 70 mtrs of barriers. We would have to hire in the remainder. There would be a cost involved for this and if we had to pick them up we would need to hire in a large vehicle or make several trips. This would also be the case if we were able to borrow Aylesbury Town Councils barriers.

### **Scrutineering Team**

Competant mechanics will be sourced to check over the karts before each run to make sure that they are safe.

The Events Co-ordinator will contact local garages such as Gandertons and Buckingham Ford to see if they would like to be involved.

We will need to check with our insurance company to see if they would need to have special insurance for this.

### **Timings**

A team of two people to record the timings

### **Registration**

All karts must be registered a week before the event. The cut off point will be 30 entries.

A registration desk will need to be set up and manned by at least two people. On the day of the event the team captain will need to register the kart and team at the registration desk. They will need to complete a participation form. The kart will then be checked by the scrutineering team for compliance with all the specified rules and regulations.

### **Parking for entrants and spectators**

Parking will be looked into at the same time that a location is. Once this has been agreed and a date set resident in the area of the event will be notified regarding the event and parking.

### **PA**

A professional PA and announcer will be sought for the event. Ideally this will be someone who has been an announcer at a Soap Box Derby before.

### **Entertainment**

Some sort of children's activities and entertainment could be provided for the event such as bouncy castle, and children's merry go round. There will be a charge for hiring which will need to be included in the budget for the event.

### **Food vendors**

These will be sourced nearer to the time of the event and a location for them to set up will be looked into. A pitch fee will be charged for each one.

### **Prizes and Trophies**

These will also need to be costed into the budget, but we can ask for donations of prizes and the winner's trophy.

## **Rubbish**

Volunteers to litter pick on the day.

Look at hiring 2 x 1100 ltr wheelie bins from Biffa for putting rubbish bags in after litter picking.

The Town Council doe have 6 x dustbins that will be put out in the area of the event

## **Toilets**

Depending on the location of the event, mobile toilets will need to be brought in. There will be a charge for this.

## **Disability Access**

A suitable parking and viewing area will be looked into once the event location has been chosen. BuDS will be asked for their input regarding the event and how to make it disabled friendly.

## **Staff Time**

This event will require a lot of man power from our Green Spaces Team not only on the day, but the Friday before and the Monday after. This will include preparing the area of the event on the Friday and any clear up on the Monday following the event. All 5 members of the Green Spaces Team will be required on the day as they will be needed to set up the course and to help with marshalling. If the event is held on a Sunday, then they will be paid at double time.

The time that the Events Co-ordinator Deputy Town Clerk and Green Spaces Manager work on the day will also be at double time.

Staff costings shown below are based on the Green Spaces Team, Events Co-ordinator and Deputy Town Clerk working from 7am until 5pm.

The time put into researching the event and visiting other Local Councils should also be taken into consideration when looking at staff time for the event.

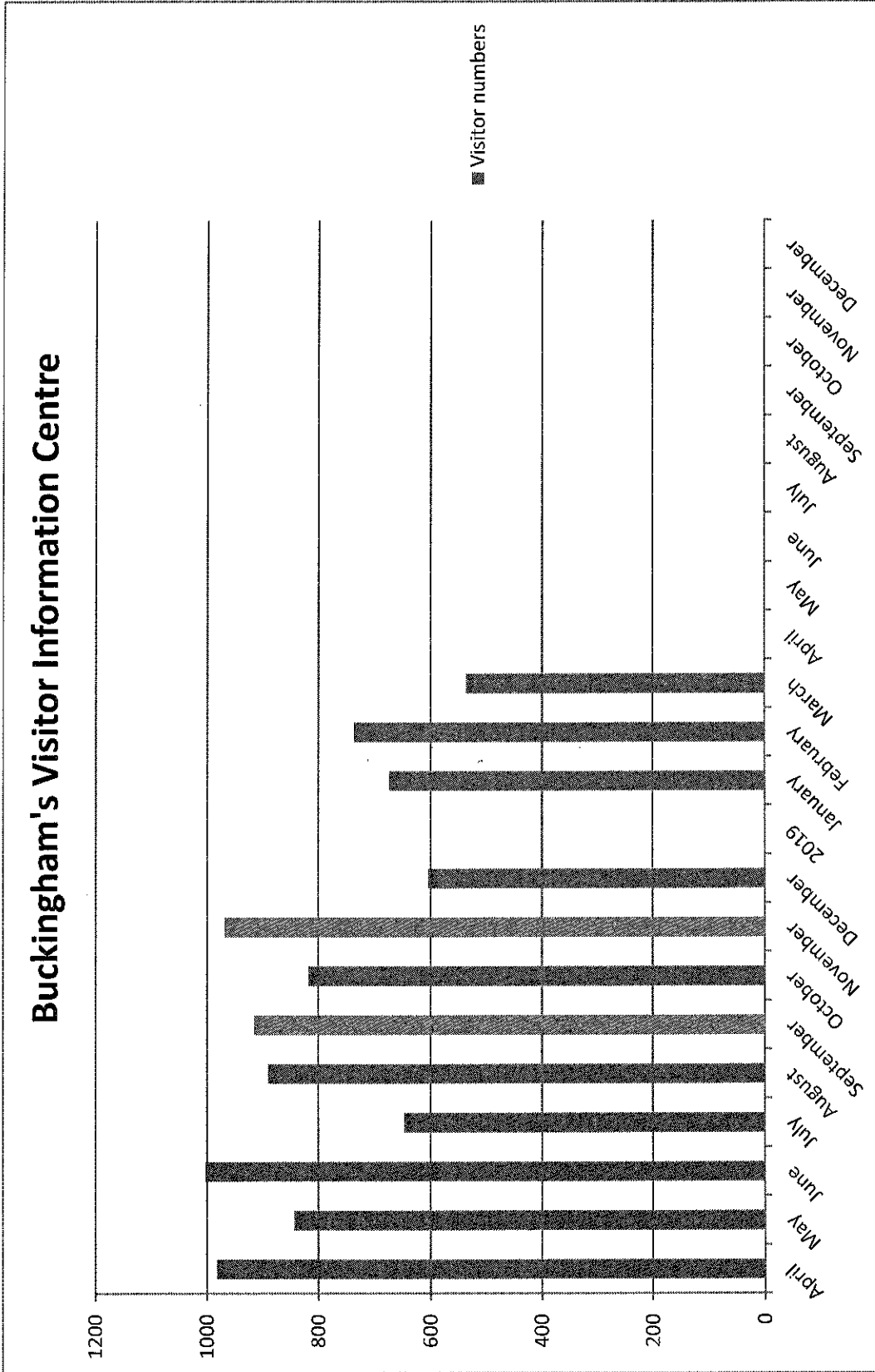
## **Cost for the event**

First Aid 4 x personnel based on 4 hours	£500
Security	
Insurance	
Haybales	
Barriers	
PA	
Entertainment i.e inflatables	
Prizes	

**Staffing Costs**

	Grounds Maintenance Person x 4		Grounds Maintenance Supervisor		Events Coordinator		Green Spaces Manager		Deputy Town Clerk		Administrator	
Hourly Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
		14.85		16.55		14.85		£24.12		£26.98		14.85
Sunday	10	£1,188	10	£331	10	£149	6	£145	10	£270	10	£297
Saturday	10	£594	10	£166	10	£149		£0	10	£270		£0
preparation	5	£297	5	£83	148	£2,198	7.4	£178	111	£2,995	29.6	£440
Clear up	5	£297	5	£83	14.8	£220	7.4	£178	14.8	£399	7.4	£110
<b>TOTAL</b>	<b>120</b>	<b>£2,376</b>	<b>30</b>	<b>£662</b>	<b>182.8</b>	<b>£2,715</b>	<b>20.8</b>	<b>£502</b>	<b>145.8</b>	<b>£3,934</b>	<b>47</b>	<b>£846</b>

Total staff time (hrs)	546.4
Total cost	£11,581
Total actual overtime cost	£2,576



New chart begun April 2018 with change of ownership

## Appendix C

November – 672 locals. 296 FA

December - 474 locals. 130 FA

January 591 Locals. 83 FA

February 500 locals. 236 FA

1<sup>st</sup> – 26<sup>th</sup> March 373 locals. 163 FA

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 1<sup>st</sup> April 2019**

Contact Officer: Amanda Brubaker

**Contract for Planters**

**Recommendation**

The Events Co-ordinator recommends that we go with Company 1. This Company provides value for money and always listens to any requests that we may have for certain plants and they are always happy to give advice.

This Company delivers the planters fully planted for the season. The summer planters arrive in May and are removed just before the first Charter Fair in October. The winter planters are then delivered after the second fair.

**General information**

The contract for the town centre planters has come to an end and the Events Co-ordinator has contacted three companies for quotes.

The Companies were asked to quote based on a three year contract, and for the hire, installation and removal of summer planters, planted and winter planters, planted. No maintenance would be required on the planters, as we provide our own.

The planters they were asked to quote on are as follows

Summer – 11 x flower towers 3 tier, planted  
3 x Manchester planters, planted  
4 x pathway planters, planted

Winter – 10 x 1 mtr square planter, planted  
3 x Manchester planers, planted  
4 x pathway planters, planted

This year we have decided to place 2 x Pathway planters at the Lace Hill Sports and Community Centre and so this has been included in the quote.

Two Pathway planters are placed outside Shopmobility and these are also included in the quote. Last year the cost for them was taken from the Shopmobility budget 249/4608



Due to the annual Charter Fair arriving in October and taking up all of the town centre, the summer planters are removed the first week of October and then the winter planters delivered at the end of October. These are then removed at the end of May and replaced with the summer planters.