



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, VERNEY CLOSE,
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TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 03 June 2020

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Monday 8th June 2020** at 7pm online via Zoom, Meeting ID 871 2899 7691.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Paul Hodson

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. Election of Chair**
To elect a Chair of the Committee for 2020-2021
- 2. Election of Vice Chair**
To elect a Vice Chair of the Committee for 2020-2021
- 3. Apologies for Absence**
Members are asked to receive apologies from Councillors.
- 4. 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.



Twinned with Mouvaux, France



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

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.

- 5. Minutes**
To receive the minutes of the Meeting held on Monday 30th March 2020 received at Full Council on Monday 11th May 2020. [Copy previously circulated](#)
- 6. Minutes Fringe Subcommittee**
To receive and agree the minutes of the Meeting of the Fringe Subcommittee held on Thursday 21st March 2020.
- 7. (19.2/20) Terms of Reference**
To discuss, amend and recommend any proposed changes to the existing Terms of Reference to Full Council **Appendix A**
- 8. Action List** **Appendix B**
To receive action reports and updates
- 9. Budget** **Appendix C**
To receive the latest budget figures
Revised budget forecast; to receive and discuss a report from the Town Clerk **TCE/04/20**
- 10. Covid 19 update**
To receive and discuss verbal updates from the Town Clerk
- 11. Forthcoming Events**
Fringe Festival, 11th – 19th July (*agenda item 13*)
Play Around The Parishes 27th July, 10th & 17th August TBC
Circus 14th-16th August TBC
VE/VJ Day celebrations 15th Aug TBC
Bandjam 30th Aug TBC
Dog Show 13th Sept TBC (*agenda item 15*)
River Rinse 20th September
River Rinse 4th October
Charter Fair 17th Oct & 24th Oct
- 12. Event Reviews**
12.1 Online VE Day - To receive and discuss a written report from the Events Coordinator **TCE/05/20**
12.2 Online Events - To receive and discuss a verbal report from the Events Coordinator
- 13. Fringe Festival** **TCE/06/20**
To receive and discuss a written report from the Events Coordinator
- 14. Dog Show** **TCE/07/20**
To receive and discuss a written report from the Events Coordinator
- 15. Death Cafe & Good Endings Fair** **TCE/08/20**
To receive and discuss a written report from the Events Coordinator
- 16. Drive-in Cinema**
To receive and discuss a verbal report from the Events Coordinator
- 17. Bard of Buckingham**
To receive and discuss a verbal; update from the Town Clerk on the Bard of Buckingham
- 18. Councillor leads for Events** **Appendix D**
- 19. Christmas Lights**

To receive and discuss a verbal update from the Events Coordinator

20. Access

To receive a verbal update on the AccessAble contract from the Town Clerk

21. Markets

To receive and discuss a written report from the Deputy Town Clerk regarding options for collecting payment

TCE/09/20

22. Tourist Information Centre

22.1 Website – to receive a verbal update from the Deputy Town Clerk

22.2 Reopening – to receive written report from the Deputy Town Clerk

TCE/10/20

23. Town Centre

23.1 To receive a verbal update from the Events Coordinator regarding hanging baskets and planters

23.2 To receive a written report from the Town Clerk on efforts to support local businesses

TCE/11/20

24. Buxplore

To receive a verbal update from the Town Clerk

25. Youth Council

To receive a verbal update from the Town Clerk

26. News Releases

27. Chair's Items

28. Date of the next meeting: Monday 27th July 2020

To:

Cllr. T. Bloomfield
Cllr. G. Collins
Cllr. Mrs. M Gateley
Cllr. Harvey

Vice Chair
Town Mayor

Cllr. A. Mahi
Cllr. L. O'Donoghue
Cllr. Mrs. C. Strain-Clark
Cllr. R. Stuchbury

Chair



Buckingham Town Council

Terms of Reference

Date Agreed: 20/05/19
Minute Number: 22/19
 Reviewed 20th May 2019
Prepared by:
 Paul Hodson
Version: 2

TOWN CENTRE AND EVENTS COMMITTEE

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
 - 3.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
4. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

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

Conduct of the Meeting

8. All meetings of the Town Centre & Events Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
9. All business undertaken at the Town Centre & Events Committee shall be done so 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:

Markets

- 10.1 the day to day running of the Street, Flea, Farmers and Specialist Markets.
- 10.2 the promotion of environmentally friendly carrier bags.

Charter Fair

- 10.3 to organise and co-ordinate the Annual Charter Fair and set up contract.
- 10.4 to liaise with the Showmen's Guild and/or their representatives, the Police and the County Council.

Annual & Other Events

- 10.5 to set up Road Closure Orders.

Appendix A

- 10.6 to arrange and co-ordinate the Town Council's events being; 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 event involving the Town Council.to organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.
- 10.7 to arrange the purchase of hanging baskets and similar floral arrangements, tubs and planters.

Promotion

- 10.8 to work toward a range of event that provide Access and equality for all
- 10.9 to promote the Town through appropriate media and via the web site.
- 10.10 to work with the Town Centre Traders.
- 10.11 to support any other Council events in the Town Centre.

Youth Budget

- 10.12 Youth Projects to be facilitated by the TC&E Committee

Tourist Information Centre

- 10.13 The day to day running of the Tourist Information Centre located in The Old Goal

11. The committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.
12. The Committee shall undertake reviews of Terms of Reference as and when appropriate.

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	69/19; 510/19	Litter Picking Event	Members AGREED to holding a litter picking event in Buckingham on the 14 th June 2020 to allow new Town Councillors to take part, and to avoid the purdah period which will precede the Town Council elections on 7 May 2019.	Events Coordinator	Members AGREED to move the date to the 27 th September 2020 inline with Keep Britain tidy Campaign	September
TC&E	71/19; 517/19	WW1 War Memorial Rededication	AGREED for the Events Coordinator to progress with arrangements for a rededication service on the 20 th May 2020. To invite the Lord Lieutenant, the Bishop of Buckingham, High Sherriff, Town Mayor, Town Councillors and new Unitary Councillors to a re-dedication of the Memorial on 20 May 2020, exactly one hundred years after it was first established. And to precept for the year beginning April 2020 to pay for a small community lunch on that day for the descendants of those named on the memorial from WW1.	Events Coordinator	Postponed; options to be reviewed after lockdown ends	November
TC&E	72/19	Buckingham Calendar	Proposed by Cllr. Bloomfield and seconded by Cllr. Harvey to run a photography competition online and choose twelve winning photos which will be made into a calendar printed by Colour Calendars at a cost of £789 to be sold in the TIC at a cost of £5.50 each	Tourist Information Coordinator	AGREED for a report to come back to the July meeting on the 2021 edition	July
TC&E	257/19; 518/19	VE Day Anniversary	Members AGREED for the Events Coordinator to report back to a future meeting of TC&E Committee.	Event Coordinator	Online events covered in report. Postponed until 15 th August 2020 to combine with VJ Day.	July
TC&E	252	Bard of Buckingham	AGREED that a small working group is established, including members of TC & E and local poets, to devise a promotional campaign and the details of the election event for a Bard of Buckingham and Junior Bard.	Events Coordinator		June
TC&E	254.7/1 9	Good Endings	Members AGREED for the Events Coordinator to proposed a date for the Good Endings Fair 2020.	Events Coordinator	Report provided for June meeting	TBA
TC&E	520/19	Christmas Lights	Members AGREED for the event plan to be put before Committee for review and agreement at the October 2020 meeting	Events Coordinator	19 th October 2020	Oct-20
TC&E	877/19	Fringe	Proposed by Cllr. Gateley, seconded by Cllr. Strain-Clark and unanimously AGREED for the Buckingham Fringe 2020 to be cancelled and for the Events Coordinator to investigate outline plans for an appropriate celebration event to mark a significant turning point in the fight against Coronavirus at the appropriate time.	Events Coordinator	Report provided for June meeting	June
TC&E	879/19	Buxplore	Members also AGREED that a Buxplore app end of project celebration take place instead, date to be decided	Communications Clerk	On agenda for June meeting	June
	884/19	Youth Council	Cllr. O' Donoghue said the Town Clerk was writing to local schools requesting expression of interest. Members AGREED to postpone the agenda item until the Town Clerk was in a position to report back.		On agenda for June meeting	June
	885/19	Community Gardening/Alternatives to Buckingham in Bloom	Proposed by Cllr. Bloomfield, seconded by Cllr. Mahi and unanimously AGREED that the Town Council investigate the viability of a Community Gardening project, by contacting the Buckinghamshire Council and VAHT to ask for their support.	Deputy Town Clerk	Report for July meeting	July
	886/19	Climate emergency	That the Town Council hosts a Climate Emergency Workshop, as soon as it is practically possible, to consider the measures that could help towards Buckingham Town Council reducing its own carbon footprint and discuss how to facilitate similar carbon reduction measures in the wider community.	Committee Clerk	Postponed; options to be reviewed after lockdown ends	September
	887/19	Twinning	Proposed by Cllr. Cole and seconded by Cllr. Mahi that the Town Council investigate, with the Twinning Association, the possibility of the visit taking place on the weekend of the 12-13 th December 2020 and investigate all possibilities for catering a Civic event without putting any additional load on Town Council staff.	Events Coordinator	Postponed; options to be reviewed after lockdown ends	September

01/06/2020

Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 01/06/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301 TOWN CENTRE & EVENTS						
1013 HANGING BASKETS	0	410	410			0.0%
1028 LACE HILL EVENTS INCOME	0	1,026	1,026			0.0%
1029 GOOD ENDINGS FAIR INCOME	0	1,000	1,000			0.0%
1062 COMMUNITY FAIR - TABLE INCOME	0	205	205			0.0%
1066 COMEDY NIGHT INCOME	0	3,078	3,078			0.0%
1069 CHARTER FAIR INCOME	0	6,843	6,843			0.0%
1086 FIREWORK DISPLAY INCOME	0	100	100			0.0%
1087 CHRISTMAS LIGHT INCOME	0	100	100			0.0%
TOWN CENTRE & EVENTS :- Income	0	12,762	12,762			0.0%
3997 NI TC & E	290	5,960	5,670		5,670	4.9%
3998 PENSION ERS TC & E	1,020	12,608	11,588		11,588	8.1%
3999 WAGES & SALARIES TC & E	4,451	60,567	56,116		56,116	7.3%
4042 EVENTS EQUIPMENT	0	560	560		560	0.0%
4079 FAIR TRADE PROMOTION	0	410	410		410	0.0%
4094 YOUTH PROJECT	0	3,000	3,000		3,000	0.0%
4104 TOWN IN BLOOM	0	10,750	10,750		10,750	0.0%
4107 PRIDE OF PLACE	0	257	257		257	0.0%
4115 RIVER RINSE	0	410	410		410	0.0%
4126 GOOD ENDINGS FAIR	0	1,000	1,000		1,000	0.0%
4166 LACE HILL EVENTS	0	1,026	1,026		1,026	0.0%
4201 CHRISTMAS LIGHTS	0	11,286	11,286		11,286	0.0%
4202 FIREWORK DISPLAY	0	5,130	5,130		5,130	0.0%
4203 COMMUNITY FAIR	0	410	410		410	0.0%
4205 CHRISTMAS PARADE	0	3,900	3,900		3,900	0.0%
4208 SPRING FAIR	0	500	500		500	0.0%
4210 PANCAKE RACE	0	80	80		80	0.0%
4211 BAND JAM	0	3,591	3,591		3,591	0.0%
4212 CHRISTMAS LIGHT SWITCH ON	0	2,500	2,500		2,500	0.0%
4213 DOG AWARENESS	0	495	495		495	0.0%
4216 MAY DAY EVENT	0	50	50		50	0.0%
4220 MUSIC IN THE MARKET	0	3,591	3,591		3,591	0.0%
4230 SCOUT PARADE	0	50	50		50	0.0%
4241 COMEDY NIGHT EXPENDITURE	0	3,078	3,078		3,078	0.0%
4243 CHARTER FAIR EXPENDITURE	0	10,254	10,254	7,254	3,000	70.7%
4260 TWINNING	0	2,000	2,000		2,000	0.0%
TOWN CENTRE & EVENTS :- Indirect Expenditure	5,761	143,463	137,703	7,254	130,448	9.1%
Net Income over Expenditure	(5,761)	(130,701)	(124,941)			

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
302 STREET MARKET						
1005 STREET MARKET	0	14,500	14,500			0.0%
1006 FLEA MARKET	0	4,500	4,500			0.0%
STREET MARKET :- Income	0	19,000	19,000			0.0%
4017 SUBSCRIPTIONS	358	450	92		92	79.6%
4225 RATES	0	3,078	3,078		3,078	0.0%
4235 MARKET INFRASTRUCTURE & PROMOT	0	1,500	1,500		1,500	0.0%
STREET MARKET :- Indirect Expenditure	358	5,028	4,670	0	4,670	7.1%
Net Income over Expenditure	(358)	13,972	14,330			
303 SPECIAL EVENTS						
1020 FOOD FAIR INCOME	0	513	513			0.0%
1083 FRINGE INCOME	0	3,078	3,078			0.0%
SPECIAL EVENTS :- Income	0	3,591	3,591			0.0%
4221 FRINGE	0	6,000	6,000		6,000	0.0%
4242 FOOD FAIR	0	513	513		513	0.0%
4244 REMEMBRANCE FLAGS	0	600	600		600	0.0%
4273 ONE OFF EVENTS	0	1,500	1,500		1,500	0.0%
SPECIAL EVENTS :- Indirect Expenditure	0	8,613	8,613	0	8,613	0.0%
Net Income over Expenditure	0	(5,022)	(5,022)			
304 BUCKINGHAM TOWN YOUTH COUNCIL						
4237 YOUTH COUNCIL BUDGET	0	1,000	1,000		1,000	0.0%
4238 YOUTH COUNCIL ADMIN	0	100	100		100	0.0%
BUCKINGHAM TOWN YOUTH COUNCIL :- Indirect Expenditure	0	1,100	1,100	0	1,100	0.0%
Net Expenditure	0	(1,100)	(1,100)			
305 TOURIST INFORMATION CENTRE						
1084 TIC INCOME	0	33,000	33,000			0.0%
TOURIST INFORMATION CENTRE :- Income	0	33,000	33,000			0.0%
4253 TIC TICKETS AND PRODUCE	45	30,780	30,735		30,735	0.1%
4255 HERITAGE APP EXPENDITURE	1,000	6,344	5,344	1,039	4,305	32.1%
4274 TOURISM WEBSITE	0	2,500	2,500		2,500	0.0%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	1,045	39,624	38,579	1,039	37,540	5.3%
Net Income over Expenditure	(1,045)	(6,624)	(5,579)			

Detailed Income & Expenditure by Budget Heading 01/06/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>306 ACCESSIBILITY</u>						
4254 ACCESS ABLE	0	3,488	3,488		3,488	0.0%
4266 ACCESSIBILITY COSTS	0	500	500		500	0.0%
ACCESSIBILITY :- Indirect Expenditure	<u>0</u>	<u>3,988</u>	<u>3,988</u>	<u>0</u>	<u>3,988</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(3,988)</u>	<u>(3,988)</u>			
Grand Totals:- Income	0	68,353	68,353			0.0%
Expenditure	7,164	201,816	194,652	8,293	186,360	7.7%
Net Income over Expenditure	<u>(7,164)</u>	<u>(133,463)</u>	<u>(126,299)</u>			
Movement to/(from) Gen Reserve	<u>(7,164)</u>					

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th June 2020

Contact Officer: Paul Hodson, Town Clerk

Revised Budget Forecast for 2020/21

1. Recommendation

1.1. It is recommended that Members note the report

2. Summary

2.1. A budget exercise has been carried out to revise the budget forecast for 2020/21. The Covid 19 restrictions have impacted a number of Council services. For the Town Centre Events Committee, these include:

- Reduced outgoings where events have been cancelled
- Reduced income from the markets
- Reduced income from the Tourist Information Centre

2.2. There is still much uncertainty about the next few months. But the current forecast is that overall the TC and E budget will be **overspent** by £9,112.

3. Summary Revised Forecast for TCE

	Budget	Revised Forecast
Income	68,353	21,996
Expenditure	188,218	150,973
Net Expenditure	119,865	128,977

3.1. Forecast overspend

£9,112

4. Revised Budget Forecast for TCE

Cost Centre	Cost Code		Budget	Revised Forecast
301		TOWN CENTRE & EVENTS		
	1013	HANGING BASKETS	410	0
	1028	LACE HILL EVENTS INCOME	1,026	500
	1029	GOOD ENDINGS FAIR INCOME	1,000	1,000
	1031	ENTERPRISE FAIR INCOME	0	0
	1033	ICE RINK INCOME	0	0
	1062	COMMUNITY FAIR - TABLE INCOME	205	205
	1066	COMEDY NIGHT INCOME	3,078	3,078
	1069	CHARTER FAIR INCOME	6,843	0
	1086	FIREWORK DISPLAY INCOME	100	100
	1087	CHRISTMAS LIGHT INCOME	100	100
		Income	12,762	4,983
	3997	NI TC & E	5,960	3,700
	3998	PENSION ERS TC & E	12,608	12,608
	3999	WAGES & SALARIES TC & E	60,567	60,567
	4042	EVENTS EQUIPMENT	560	560
	4079	FAIR TRADE PROMOTION	410	410
	4094	YOUTH PROJECT	3,000	3,000
	4104	TOWN IN BLOOM	10,750	10,750
	4107	PRIDE OF PLACE	257	257
	4115	RIVER RINSE	410	410
	4119	ICE RINK	0	0
	4125	ENTERPRISE FAIR	0	0
	4126	GOOD ENDINGS FAIR	1,000	1,000
	4166	LACE HILL EVENTS	1,026	500
	4201	CHRISTMAS LIGHTS	11,286	11,286
	4202	FIREWORK DISPLAY	5,130	5,130
	4203	COMMUNITY FAIR	410	410
	4205	CHRISTMAS PARADE	3,900	3,900
	4208	SPRING FAIR	500	500
	4210	PANCAKE RACE	80	80
	4211	BAND JAM	3,591	3,591

Cost Centre	Cost Code			Budget	Revised Forecast
	4212	CHRISTMAS LIGHT SWITCH ON		2,500	2,500
	4213	DOG AWARENESS		495	495
	4216	MAY DAY EVENT		50	0
	4220	MUSIC IN THE MARKET		3,591	0
	4230	SCOUT PARADE		50	0
	4241	COMEDY NIGHT EXPENDITURE		3,078	3,078
	4243	CHARTER FAIR EXPENDITURE		3,000	0
	4260	TWINNING		2,000	2,000
		Expenditure	Expenditure	136,209	126,732
302		STREET MARKET			
	1005	STREET MARKET		14,500	4,000
	1006	FLEA MARKET		4,500	500
		Income	Income	19,000	4,500
	4017	SUBSCRIPTIONS		450	450
	4225	RATES		3,078	3,078
	4235	MARKET INFRASTRUCTURE & PROMOT		1,500	500
		Expenditure	Expenditure	5,028	4,028
303		SPECIAL EVENTS			
	1020	FOOD FAIR INCOME		513	513
	1034	FESTIVAL OF HEALTH		0	0
	1083	FRINGE INCOME		3,078	0
		Income	Income	3,591	513
	4075	FESTIVAL OF HEALTH		0	0
	4221	FRINGE		6,000	2,000
	4242	FOOD FAIR		513	513
	4244	REMEMBRANCE FLAGS		600	600
	4273	ONE OFF EVENTS		1,500	1,500
		Expenditure	Expenditure	8,613	4,613

Cost Centre	Cost Code			Budget	Revised Forecast
304		BUCKINGHAM TOWN YOUTH COUNCIL			
	4237	YOUTH COUNCIL BUDGET		1,000	1,000
	4238	YOUTH COUNCIL ADMIN		100	100
		Expenditure	Expenditure	1,100	1,100
305		TOURIST INFORMATION CENTRE			
	1084	TIC INCOME		33,000	12,000
	1088	HERITAGE APP INCOME		0	0
		Income	Income	33,000	12,000
	4253	TIC TICKETS AND PRODUCE		30,780	11,500
	4255	HERITAGE APP EXPENDITURE		0	0
	4274	TOURISM WEBSITE		2,500	2,500
		Expenditure	Expenditure	33,280	14,000
306		ACCESSIBILITY			
	4254	ACCESS ABLE		3,488	0
	4266	ACCESSIBILITY COSTS		500	500
		Expenditure	Expenditure	3,988	500

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th JUNE 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Online VE Day Celebrations

1. Recommendation

- 1.1. As this was the first time that we had done an event online where we would be using videos and down loading them onto social media, it is recommended that in the future a cut-off date is given for when the material is required. This should be 2-3 days before the event so that we are not rushing around at the last minute making sure that we have everything needed.
- 1.2. It is also recommended that we look at social media tools that will allow us to use one platform to schedule content/posts to come out at the same time across all accounts rather than us doing this manually.

2. Background

- 2.1. Due to the unforeseen circumstances surrounding the Coronavirus outbreak and the Government putting the country into lockdown, all events and social gatherings had to be cancelled or postponed.
- 2.2. The plans that were being made for the VE Day celebrations have at this time been postponed until 15th August and may be celebrated along with VJ Day (Victory in Japan)
- 2.3. The Events Coordinator monitored the VE Day 75 official website to see what was happening and to get guidance on how to celebrate the historic day. Pageant Master, Bruno Peek stated that they were still encouraging solo buglers/trumpeters/cornet players to play the Last Post at 2.55pm from the safety of their homes, along with the Pipers under taking Battle's O'er and VE 75 years at 3pm local time in the country they are in, as well as Town Criers, Crying out for Peace at 6.55pm in a similar way too on the 8th May 2020.
- 2.4. BBC Radio was encouraging everyone to make their own bunting and decorate their houses.

3. Information

- 3.1. The Events Coordinator contacted the local Army Cadets and with their help was able to find a cadet who would be able to play The Last Post and Reveille.
- 3.2. A piper was found through the Milton Keynes Pipe Band.
- 3.3. The Town Crier was to read out the Cry for Peace.
- 3.4. A week before the event an enquiry was received from Beth Hawking the Communications Officer for Buckinghamshire Council, asking what our plan was for the Cry for Peace.
- 3.5. Beth explained the with the help of Bucks TV they were putting together a montage of footage from around Buckinghamshire and would like to use footage from Buckingham.
- 3.6. It was agreed with the Town Crier that he would read the Cry for Peace a few days early so that we could send it to Beth and Bucks TV to be included in the montage.
- 3.7. This was done and sent to Beth in time to be included.
- 3.8. A pre-recorded message from the current Mayor Cllr Mark Cole was received together with a written version of the message to go on the Town Council Facebook page.
- 3.9. The Events Coordinator arranged with the bugler, piper and Town Crier that their performance should be pre-recorded and from the safety of their home.
- 3.10. As the bugler was a minor, permission was granted by her mother for her to take part in the online event.
- 3.11. The pre-recorded videos were sent to the Events Coordinator via WhatsApp and Google Drive. Together with signed consent forms from the piper and buglers mother allowing us to use the videos.
- 3.12. A schedule was posted on Facebook letting members of the public know what was taking place and when.
- 3.13. Emma Churchill (TIC Supervisor) was able to then put the videos onto the Town Council Facebook page and schedule them to come up at the required time on Friday 8th May (VE Day).

- 3.14. On the day, Sam Hoareau and the Events Coordinator monitored the posts on Facebook to make sure that they appeared at the scheduled time. Sam was then able to share them to Instagram and Twitter.
- 3.15. This was the first time that the Town Council has put on an online event like this and overall it went well on the day.
- 3.16. The video post that reached the largest number of people was the bugler playing Reveille, reaching over 3,500 people.
- 3.17. A request was received via Facebook from the leader of the Cub Scouts in Maids Moreton. They are currently making a weekly video which is sent to the cubs and the leader was requesting permission to use our videos. This was granted to them.
- 3.18. Emma Churchill has uploaded the videos from the event to the Town Council YouTube channel.
- 3.19. To show that we were taking part in the event, the Events Coordinator registered Buckingham Town Council and the Town Crier on the official VE Day 75 website.

Cost for the event

One Off Events 303/4273

£1500

Total	Nil

There were no costs involved for this event as this was an online event. The budget will be used in August when the outdoor event has been re-scheduled for.

Staff working on the day of the event

Sam Hoareau Adding Social Media

Amanda Brubaker Monitoring Social Media

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8TH JUNE 2020

Contact Officer: Amanda Brubaker

Online Fringe Week

1. Background

- 1.1. Due to the Coronavirus outbreak and current Government Guidelines around social distancing and not being able to have mass gatherings, it was agreed at the last TC&E meeting on 27th March to cancel this year's Fringe Week events.

- 1.2. At a recent meeting of the Fringe Sub Committee, it was agreed that we would put on some online events during the week of 11th – 19th July.

2. Information

- 2.1. The theme chosen was Fun Outdoors. The following events were agreed:

- 2.2. **Children's Mural Design Challenge** – An appeal will be launched asking children to submit ideas and drawings based on the theme Fun Outdoors. This can be submitted via social media. The ideas will then be sent to the Children's Workshop who turn the ideas into a mural. The mural will then be sent to us so that we can put it on display. We can choose whether we want an external one or one for indoors. The location for display is still to be chosen.

The cost for the mural is based on 2 x 8ft x 4ft boards for exterior display including artists time and delivery £650

For an interior mural of the same size the fee would be £580.

The event would be funded through the Fringe Budget 303/4221.

- 2.3. **Children's Colouring Competition** – Organised by Gilroy Steel. A colouring sheet will be available for children under 10yrs to download from 1st July. Entries need to be received by Gilroy Steel by 20th July. The winner will receive £20. Full details are being worked up.

- 2.4. Online Quiz Night** – Wednesday 15th July 8pm organised by Mikey Dyson. Mikey has been running an online quiz night called Isolation Examination since the lockdown began. He now has over 2,000 people take part every Wednesday evening. The quiz is suitable for all ages and suitability. He will advertise the quiz that week as Isolation Examination, Fringe Week Special.
- 2.5. 'Wot The FOK': Fringe Online Karaoke** Thursday 16th July 8pm. This will be hosted online by Cllr Jon Harvey. Details will be available nearer the time.
- 2.6. Stargazing from your back garden** – In the last few weeks the skies have appeared to be clearer. You have been able to see with the naked eye the International Space Station, the Satellite Train and meteor showers. People will be encouraged to go outside and look up at the skies and see what they can see during the fringe week. They can then go onto the events page on the Town Council Facebook page and let us know what they have seen. The Events Coordinator has contacted the local UK Astronomy Group and they will write something up showing what can be seen during that week with the naked eye, binoculars and of telescopes. The UK Astronomy Group are going to check to see there is an evening when they can log on and do live chats with members of the public during that week.
- 2.7. Spoken Word** – An evening of poetry and spoken word. The Bard of Buckingham, Dean Jones has been contacted regarding this and is keen to be involved. More details to follow
- 2.8. Rock Hunt** – It was suggested that a rock hunt similar to that of last year is organised. We need to look at the safest way that this can take place and stay within the Government Guidelines in effect at the time. We will need to assemble a group of people to paint the rocks and then go out and hide them on the day. Last year updates were posted on social media informing people of when and where the rocks were being hidden.
- 2.9. Buckingham Acoustic Club** – The Events Coordinator is in touch with the Buckingham Acoustic Club to see if they would like their Thursday night online meeting advertised as part of the online fringe week.
- 2.10. The Oxford Fiddle Group** – The Events Coordinator is in touch with the Oxford Fiddle Group to see if they would like to put something together for the week or if permission can be granted for the footage that Cllr Stuchbury has of them can be used.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th June 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Online Dog Show

1. Recommendation

- 1.1. It is recommended that if by mid-August we are still unable to hold live events, the Council runs an online Dog Show during the week leading up to and including Sunday 13th September which is the date set for the live event.

2. Background

- 2.1. The 7th annual Dog Show is due to be held on Sunday 13th September in Bourton Park.
- 2.2. The event is popular with local dog owners and last year saw 106 entries across all classes.
- 2.3. The event consists of 8 classes with the winner of each going through to Best in Show.
- 2.4. An entry fee of 1.50 is charged for each class.
- 2.5. Sponsors for the event are Arden Grange Pet Food, Maids Moreton Vet Centre, Kimberly Cox Dog Training, Vets 4 Pets and Leaders Estate Agents.
- 2.6. The sponsors have provided prizes, rosettes and the winner's cup.
- 2.7. The last couple of years has also seen a Dog Scurry provided by Kimberly Cox.

3. Information

- 3.1. The online Dog Show would be similar to the live show that is held in Bourton Park but would be from the comfort of the pet owners home. There would still be a chance to win rosettes and prizes.

The categories for the online Dog Show would be as follows:

- Cutest Puppy (6-12 months)
- Fabulous Fella
- Gorgeous Gal
- Best Rescue
- Dog Most Like Its Owner
- Golden Oldie (7 yrs. & over)
- Fancy Dress
- Dog the Judge would most like to take home
- Best in Show

3.2. Entry to more than one class is permitted but must not be the same picture.

3.3. 1.50 entry fee to be charged with the proceeds going to the Mayors charities which are Kit Cat Club and Clearly Speaking

3.4. Entries would be posted on the Town Council's social media sites, and must be received no later than 7pm on the day of the class they are entering

3.5. The class would be judged by an online judge the following morning and the winners notified the same day.

3.6. The winner of each class would go through to Best in Show which would be judged on Sunday 13th September

3.7. How to enter:

3.8. **Instagram** – Load photo onto account and tag Buckingham Town Council
Add #Buckinghamonlinedogshow
Photo is then added to the Town Council Instastories where it can be seen

3.9. **Facebook** - On the Town Council Facebook Page, the event would be created on the Events page

Photo added to the comments section for the category on that day
#buckinghamdogshow
It will then show on the Town Council Facebook page

3.10. **Advertising** - A press release would be sent to the Buckingham & Winslow Advertiser a week before the start of the event explaining how to enter.

3.11. Posters would be put in the noticeboards around town and sent to the sponsors for them to put on their social media sites

3.12. The event would be advertised on the Town Council's social media sites with instructions on how to enter.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th June 2020

Contact Officer: Amanda Brubaker, Events Co-ordinator

Good Endings Fair & Death Cafe

1. Recommendation

1.1. It is recommended that due to the Coronavirus outbreak and the current rules around social distancing and large gatherings that the Death Café and Good Endings Fair are postponed until 2021 or such times when mass gatherings and events are able to take place.

1.2. It is recommended that the booking fees are refunded to the stallholders.

2. Information

2.1. The Death Café and Good Endings Fair were originally scheduled to be held in March 2020

2.2. Due to the outbreak of the Coronavirus and the country being put into lockdown, the events were postponed until mid- September.

2.3. At the time of writing, all participants were notified in March of the postponement and were happy to take part in September. No refunds of booking fees were made.

2.4. Those taking part were to be

Co-op Funeral Care
Willen Hospice
Care Navigators
Cantlos Acoustic Music
Child Bereavement UK
Dogs Trust
Memory Treasures Keepsake Jewellery
Heritage & Sons
Country Funerals Towcester
Gilroy Steel Solicitors
Spratt Endicott
Motorcycles Funerals Ltd
Ian Noakes, Celebrant
Cosgrove Green Burial Meadow

Buckingham Wills
Shopmobility
Buckingham Town Council
Chandler Ray
Organ Donation

Expenditure for event

Budget Code 301/4126	£1,000
Hire of Community Centre	£221.10
Total	£221.10

Total to be refunded

Budget Code 301/1029 (Income)	
Total Refund	£810

EVENTS 2020/21			
	Event	Lead Cllr	Deputy
2020			
July			
August			
Sun 30th	Bandjam		
September			
Sun 13th	Dog Show		
Sun 20th	River Rinse		
October			
Sun 4th	River Rinse		
16th (Friday)	Charter Fair		
24th (Friday)	Charter Fair		
Sat 31st	Bonfire & Fireworks		
November			
Sat 28th	Christmas Light Switch On		
December			
Sat 12th	Christmas Parade		
Sat 12th	Community Fair		
2021			
February			
Sat 14th (closest Saturday to Shrove Tuesday 25th)	Pancake Race		
Sat 27th	Food Fair		
April			
TBC	Spring Fair		
May			
4th May	May Day Celebrations		
30th May	Music In The Market		

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th June 2020

Markets Wireless Card Reader

Contact Officer: Deputy Town Clerk

1. Recommendations

- 1.1. It is recommended that the Market Manager be issued an iZettle card machine to collect the market rents. The machine will be purchased from budget 302 4235 Market Infrastructure.
- 1.2. It is recommended that after a brief transition period, Buckingham Markets cease to accept cash and move to card only payment.
- 1.3. It is recommended that Members note the measures in place to ensure the markets are a safe place to shop post Covid-19.

2. Background

- 2.1. Buckingham Town Markets are now fully open and implementing safe social distancing measures. Stalls have been spaced further apart with an absolute minimum of 2m between each stall. Each stall has queuing spaces marked out and there are 2m distancing lines to remind customers to keep apart. The market queues have been organised so that they do not interfere with people queuing for the shops. Consideration has also been given to the additional queues that will occur when all the shops in the area open (Costa, M&Co the barbers etc). Larger stalls are operating a one-way system.
- 2.2. All traders are expected to demonstrate that they have Covid-19 safe procedures in place, either using gloves, sanitiser or both.
- 2.3. These measures are under constant review and should either market become excessively busy then the number of stalls will be further limited. At this time there are no reported issues and the markets are running safely and smoothly.

- 2.4. At this time payment to the Council from traders is by cash only. This presents a Covid-19 risk to both the Market Manager and traders as notes and coins are exchanged between them. It has also become exceptionally difficult to bank cash as banks are operating limited hours and there are long queues.
- 2.5. Direct debit payments are not realistic as many traders, especially on the flea market are casual.
- 2.6. Using the TIC payment machine has also been considered (when the TIC is back open) but there are practical difficulties on a busy Saturday (at full capacity we could have around 30 traders) of persuading every trader to leave their stall and pay in the TIC. The Market Manager would not be able to oversee this within his current hours. This would also create queues for the TIC as the TIC risk assessment will only allow one person/household to enter the room at a time.
- 2.7. The traders have been consulted and no objections were raised around making contactless payments, indeed since Covid-19 most traders are operating contactless themselves. However, in order to ensure a smooth change over, it is recommended that the markets continue to accept cash for a period of around two weeks (allowing for some flexibility in case of unforeseen problems).
- 2.8. Using a card machine is safer and less open to theft than cash. Each transaction is viewable from the app and as the money is paid directly into the Council bank account there are no opportunities for petty theft. Receipts can be emailed or texted however, for audit purposes, at this time handwritten receipts will still be issued. Therefore, each transaction on the machine will have a carbon copy receipt confirming who the payee is and the amount they were charged.
- 2.9. Other markets, such as Aylesbury, have been only accepting card payments for a number of months (pre Covid-19) and reported no issues. They made the change to improve auditability and because it is safer for the Market Manager to not be carrying large amounts of cash around the town.

3. Types of Card Reader

- 3.1. There are a number of companies offering wireless and contactless card machines. They come in two main types.

Standalone 3G Card Readers.

These have their own SIM card and do not require connection to a mobile phone. They are bulkier and more substantial than the SIM free machines. Arguably they appear more professional and therefore more trustworthy, although many people are

now quite used to using the SIM free machines. Even though they have a SIM they usually come with unlimited mobile data so there are no additional charges.

Sim Free Card Readers

These do not have a SIM and must be paired with a mobile phone by downloading an app. This should not present a problem as the Market Manager has a work phone and the amount of extra data he would use is so low as to be negligible. There are two types either with buttons on the machine itself or button free which requires the customer to key the PIN in on the phone app. There is a good argument that people would be happier keying their PIN into the reader rather than a phone. It is also easier to keep the machine clean than the phone. However, it is worth noting that the vast majority of transactions would be completely contactless and not require a PIN at all.

4. Types of provider

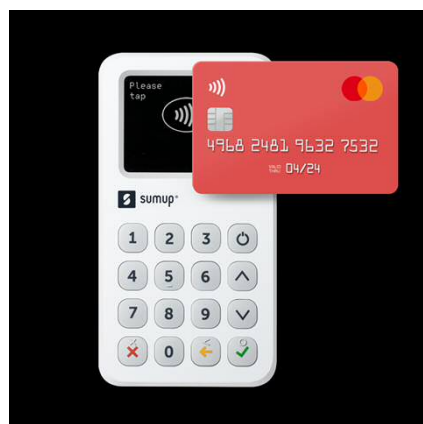
- 4.1. BTC already have a Cardnet merchant account so would appear to be a logical choice of provider. They do not publish their fees (all other providers clearly list their fees on their websites) but did give a bespoke BTC quote over the phone. At the time of writing this report they have not followed this up with a written quote which was requested. They were considerably higher in price than the other options with £600 quoted for the machine alone. They also had much higher basic costs and charges (please see attached table). For the relatively small amounts of money the Markets generate the long term costs are prohibitively high.
- 4.2. There are a number of other well established payment providers who offer lower blanket charges and cheaper equipment. They do not require the creation of an additional bank account. The money is paid into your existing account with transactions taking 1-3 days. This is the same amount of time Cardnet payments take to be processed. Three of these providers have been researched in depth.
- 4.3. iZettle – Founded in 2010, iZettle is used worldwide. In 2018 it was bought by Paypal although it is separate from the main Paypal group. Paypal does have its own reader and app which is a different product and requires a Paypal account. The iZettle card reader is small and professional looking. It has its own buttons and does not require the customer to touch the phone. The app that runs it is stable and easy to use.



4.4. Square is the largest provider of mobile credit card machines and readers in the world. They handle over £40 billion worth of payments each year. Their reader is small and easy to clean but does not have buttons so if a PIN is required the customer must type it into the supporting phone.



4.5. SumUp was launched in 2012 and operates across 31 countries. They offer a cheap and reliable standalone 3G machine which costs £99.



5. Conclusion

There is little to choose between iZettle, Square and SumUp. They are all used safely and effectively to make millions of transactions each day. The equipment is cheap, reliable and well established. This report recommends iZettle purely as the machine has buttons and it is cheaper than a standalone machine. However, should Members prefer a standalone machine then the SumUp 3g will do all that we require of it.

Pricing Comparison.

Company	Hardware Cost	Transaction Fee	Setup Fees	Service Charge	Minimum monthly fee	Other comments
iZettle	£29	1.75%	None	None	None	Buttons on the machine.
Square	£19	1.75%	None	None	None	No buttons on the machine
SumUp	£99	1.69%	None	None	None	3G reader with built in SIM. Free unlimited mobile data.
Cardnet	£600	0.9%-1.75%	£175	3p per transaction minimum of £15pm	£42.60	Requires a contract and termination fees

BUCKINGHAM TOWN COUNCIL

**TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th JUNE 2020**

Contact Officer: Deputy Town Clerk

SAFE REOPENING OF THE TOURIST INFORMATION CENTRE

1. Recommendations

- 1.1. It is recommended to reopen the Tourist Information Centre on the 4th July in line with phase three of the Government's lockdown easing plan. This date will be kept under review as government guidance changes.
- 1.2. It is recommended that members note the proposed Covid-19 safety measures.
- 1.3. It is recommended that Buckingham Town Council continue to liaise with the Old Gaol Museum and seek to work towards shared solutions where possible.

2. Background

- 2.1. UK Government are working towards phase three of their lockdown easing plan. The intention is that pubs, restaurants and hairdressers will reopen from the 4th July. It is recommended that the TIC reopen in line with phase three so we can support the hospitality businesses in the town. The TIC will have an important role to play in publicising which businesses are open and what social distancing measures are in place.
- 2.2. The TIC has been running as a virtual TIC offering advice over the phone and internet. This work should continue in order to reduce the number of people physically entering the TIC.
- 2.3. Work is underway to produce a new TIC website. As well as promoting the town the website will publicise social distancing arrangements for the different businesses. This will prepare visitors in advance as they will understand what is required of them.
- 2.4. The Old Gaol museum will not be opened at this time; as yet no time has been set for this.

3. Covid-19 Safety Measures

- 3.1. Staff working at the TIC must feel safe. Therefore, a protective screen will be installed on the desk and staff will be issued facial coverings and gloves.
- 3.2. A hand sanitiser machine will be placed at the door of the TIC and customers will be required to use it as a condition of entry.
- 3.3. The TIC is a small space where it will be difficult to social distance. It will be necessary to limit the public to one household (maximum three people) at a time.
- 3.4. Whilst the museum is closed there is space for people to queue for entry and an A board will be placed outside explaining the queuing system. When the Old Gaol reopens it will be necessary to work with them to establish safe queuing arrangements.
- 3.5. The door to the TIC will remain open to remove the risk from touching the door handle. Leaflets will be moved behind the counter and customers requested to take any away with them that they handle.
- 3.6. There will be a reduction in the amount of stock held in the TIC. Any items that do not sell regularly will be removed. This will create extra space and prevent people from handling items that they do not intend to purchase.
- 3.7. All these measures will be reviewed fortnightly (or after relevant developments) by the Deputy Town Clerk and the TIC Supervisor.

BUCKINGHAM TOWN COUNCIL

TOWN CENTRE & EVENTS COMMITTEE

MONDAY 8th June 2020

Contact Officer: Paul Hodson, Town Clerk

Town Centre; Supporting Local Businesses

1. Recommendation

1.1. It is recommended that Members note the report, and comment on any immediate measures that could be taken by the Council to support local businesses

2. Economic Development Working Group Feedback

2.1. The Economic Development Working Group met on 26th May to consider ways to help businesses and the town centre re-open effectively and safely. The Group reviewed the government's recent report Safer Public Spaces and considered measures that might be taken. That report and the minutes of the meeting are available online here: <https://www.buckingham-tc.gov.uk/wp-content/uploads/2020/06/200526-26th-May-2020.pdf>. Members of the group had spoken with a number of local businesses before the meeting to take initial views. Councillor Harvey reported on the feedback from a thread he had started on the Facebook Group Buckingham What Matters.

2.2. Initial ideas included extending the current free parking arrangements, providing outdoor tables and chairs for people who have purchased take away goods, supporting local businesses to trade or promote themselves online and provide advice and guidance. No firm proposals were reached; it was agreed to further consult local businesses. A press release was issued, asking businesses to provide their contact details and any views. This has now been provided through an online survey. If this does not attract sufficient responses, it may be necessary to hand deliver a letter and form to local businesses.

3. Retail Revival

3.1. After the meeting of EDWG, a possible partnership opportunity with Buckinghamshire Council arose. It is not yet clear what this would involve, however there may be some resources available to explore providing Buckingham with a solution similar to the Risborough Basket scheme. This could take the form of an online shopping platform and home delivery service for businesses in Buckingham. This would likely provide participating businesses with additional sales and would help local residents, many of

whom will still be self-isolating or making fewer trips to the town centre until Covid-19 ceases to be a risk to their health.

3.2. It may be that another project would be suitable for Buckingham. It won't be possible to provide a proposal until further feedback from businesses is received; the same form and responses will be used by the Town Council to collate views and develop any proposals. Buckinghamshire Council have been working with Retail Revival to establish options. To help encourage businesses to respond to the survey, Retail Revival will provide a guidance pack about the support available to local businesses, which will be provided to all respondents.