



BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

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www.buckingham-tc.gov.uk

Town Clerk: Mr. C. P. Wayman

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Tuesday 1st September 2015** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm.

Mr. C.P.Wayman
Town Clerk

Please note that the Town Centre & Events Committee meeting will be preceded by Public Question time in accordance with Standing Order 1.3, 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 the minutes of the Meeting held on Monday 13th July 2015 ratified at Full Council on 17th August 2015. (TCE/02/15) **Copy previously circulated**
4. **Action List** **Appendix A**
To receive action reports and updates
5. **Markets**
5.1 To receive a written update from the Deputy Town Clerk **TCE/24/15**
5.2 To receive information on proposed promotional Market video **Appendix B**
6. **Budget** **Appendix C**
To receive the latest budget figures
7. **Forthcoming Events**
7.1 Charter Fair
To note the cost of removal of the bollards before the event **Appendix D**
7.2 To note minute 298/15 from Resources Committee **Appendix E**
7.3 River Rinse 13th September & 4th October
7.4 Bonfire & Fireworks - To note the cost of this year's fireworks **Appendix F**
8. **Event Reviews**
8.1 Bandjam – to receive a verbal report from the Events Co-ordinator
8.2 Play Around the Parishes – to receive a verbal report from the Events Co-ordinator



Twinned with Mouvaux, France



- | | | |
|-----|---|--|
| 9. | Income & Expenditure Report from the Fringe Week | TCE/25/15 |
| 10. | Queen's 90th birthday celebrations
To discuss whether to integrate in the Fringe week 2016 | Appendix G |
| 11. | Bookingham
To receive an e-mail from Peter Thirlby | Appendix H |
| 12. | Remembrance Day
To receive an e-mail from Lionel Weston regarding Remembrance event | Appendix I |
| 13. | Venue List
To receive an updated version of the venue list | Appendix J |
| 14. | Youth Projects
To receive a verbal update from Cllr O'Donoghue | |
| 15. | Access
To receive a verbal update from Cllr Strain-Clark | |
| 16. | Ownership of Events
To review and update the spreadsheet as necessary | Appendix K |
| 17. | Community Fair
To discuss who will run the fair on Saturday 12 th December | |
| 18. | Visitor Information Centre
To receive the latest visitor and accommodation statistics | Appendix L |
| 19. | Shop Buckingham
To receive a report from the Traders Association. | |
| 20. | Twinning | |
| 21. | Correspondence
21.1 To note a letter with judges' comments from Buckinghamshire Best Kept Village Competition
21.2 To receive a letter of request from 710 Royal Buckinghamshire Hussars | Appendix M

Appendix N |
| 22. | News Releases | |
| 23. | Chairman's Items | |
| 24. | Date of the next meeting: Monday 19 th October 2015 | |

To:

Cllr. Ms. J. Bates		Cllr. L. O'Donoghue
Cllr. T. Bloomfield	Vice Chair	Cllr. M. Smith Chairman
Cllr. Mrs. G. Collins		Cllr. J. Quayle
Cllr. D. Isham		Cllr. Mrs. C. Strain-Clark
Cllr. A. Mahi	Mayor	Cllr. R. Stuchbury
Cllr. H. Mordue		
Cllr. Ms. Newell		

Events - Action list

Appendix A

Subject	Action to be taken		Response/ Agenda no.
	Date	Action	
Memory Book	14/10/13	Prices and quantities to be agreed	Ongoing – Draft copy received through. Meeting with Black Dog Design to put together final book Completion of book due by October meeting.
Meeting 21/05/12			
Disabled Access to Public events		Incorporate relevant parts into Event Management plan Continue to look at access requirements for the less able	Ongoing Cllr Strain - Clark to assist with assessment of venues for disabled access Ongoing Cllr Strain-Clark
	02/02/15	Deputy Town Clerk to compile list of venues within the town including disabled access details.	On Agenda
Meeting 25/03/13			
Public Entertainment License		Find out if temporary license could be obtained as Council do not have a Performing Rights License	Ongoing – Events Coordinator to look into following Deputy Town Clerk departure. Will report back at meeting of 19/10/15

BUCKINGHAM TOWN COUNCIL

TOWN CENTRE AND EVENTS COMMITTEE

TUESDAY 2 SEPTEMBER 2015

Agenda Item no. 5.1
Committee Chairman: Cllr. M Smith
Contact Officer: Mr Christopher Robson
01280 816426

Market Report – Matters to Note

There are no major issues with traders or the market to report, however the Market Manager has recently addressed, and will continue to monitor, the following issues;

- *Moving of planters by traders* – It is sometimes necessary for the planters on the Bull Ring to accommodate traders when setting up. However, it has been noted the Planters aren't always moved back afterwards. The outdoor team do this first thing if they have time. The Market Manager is reminding traders to place back once they leave.
- There has been an issue with Flea Market traders parking along the cattle pens. The Market Manager and Carol (who runs the flea market) have spoken with traders about the issue and will continue to monitor.
- A representative from National Market Federation of Traders visited the market on Tuesday 25th August to speak to traders and myself. She has not raised any potential issues and stated she thought Buckingham market was a good market and benefited from the support and investment the Council put into it. She will make her next visit on a Saturday (not for another 6 months) to witness the Flea Market as well.

Income Analysis

Total market income generated is up slightly from this time last year.

Income from April 2015 to the end August 2015 is **£10,573**, compared with **£9,965** for the same period last year.

The Flea market has seen an increase in takings, most likely down to a warmer summer than last year, while Street Market takings are lower for the same period.

	April to August 2014 (£)	April to August 2015 (£)
Street Market	8,539	7,472
Flea Market	1,726	3,101

Note: Street Market takings for Saturday 29th August not yet included

Budget

During August, and into September, market infrastructure budget has been spent on Saturday market entertainment and advertising to promote it in local magazines and those reaching further afield, such as the Milton Keynes area. Focus has rested on promoting Buckingham as a good day out, with the markets and live music providing the heart of this.

The budget report attached to this agenda shows expenditure of **£848** this financial year. However, recent expenditure on Saturday entertainment and advert has not hit the budget line yet. Therefore a true figure of this year's expenditure so far is **£1,848**

There is a remaining budget of **£653** for winter and spring advertising, and the potential market video. Typically focus changes to attracting traders and releasing standard market adverts (times and dates). However, the new Deputy will need to make a decision on how he/she wishes to continue.

There is also an amount in Earmarked Reserves for bags and leaflets. Leaflets are starting to get low and the new Deputy will need to look into re-ordering (possibly redesigning if they wish) at the beginning of 2016.

Summary

Although overall income generated is slightly up on last year this is down to an increase in Flea Market takings. The street market continues to struggle with a high turnover of casual traders causing the variable income, however the market stalwarts continue to trade. Typically it is the Flea Market that attracts people to the markets as a whole and is proving a valuable asset.

Buckingham Market does get a reasonable amount of interest from potential traders who have seen adverts, however not all are appropriate for the market. The Market Manager will continue to work with new stalls in an effort to encourage more regular traders.

VIDEO PROPOSAL FORM

1. In one sentence, describe what the video is about.

Catchy promotional film of the Buckingham Street & Flea Market.

2. If possible, please provide a step by step vision of what you want the film to look like. Provide all the information you want to see including visuals, questions, and text etc.

Time lapse shot of people in the market followed by various scenic tracking shots of activity in the market. Will include joyful "banter" shots of stall workers and customers. Will include some Point-of-View shots of stall owners selling and smiling. Some slow motion shots and some sped up shots sprinkled throughout.

Music will be upbeat and driving. Text at the end of the video will include the dates the market runs and the Market/Buckingham Logo and a call to action (along the lines of "come to the market").

3. What is the ideal length of the film? (For web use we advise 13 minutes or less)

2 minutes

4. What is the purpose of the film? What do you hope to achieve? What is the message you are trying to convey?

We are trying to convince people to visit the Market and by extension Buckingham. We are trying to convey the energy and the community feel of the Market.

5. Who is the target audience?

Families, tourists, young people.

6. Where will this content be used?

Website and social media pages

7. What is the tone of the piece? (celebratory, sentimental, factual etc.)

High energy and friendly.

8. What are the locations of the shoot?

Circa Buckingham High St.

COST

For creative purposes, it will take one day to edit one minute of footage and longer for more complex projects.

Cost example

Work is charged at £25 per hour for shooting and editing plus expenses. So on a half day shoot (average time needed) this would mean 4 hours shooting and 10 hours (approximate) editing.

4 hours shoot	£100.00
10 hours edit (average)	£250.00
Total	<u>£350.00</u>

Please note these costs are illustrative and each project will be individually quoted. Costs may increase if additional requests or edit requirements are made after the edit has been done. If you require animation you will also be charged for this.

25/08/2015

Buckingham Town Council

11:15

Detailed Income & Expenditure by Budget Heading 31/08/2015

Page No 1

Month No : 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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TOWN CENTRE & EVENTS

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>301</u> TOWN CENTRE & EVENTS							
4078 NEW SIGNS	0	0	200	200		200	0.0 %
4079 FAIR TRADE PROMOTION	106	38	432	394		394	8.8 %
4094 YOUTH PROJECT	1,908	0	2,000	2,000		2,000	0.0 %
4104 TOWN IN BLOOM	5,113	3,370	6,887	3,517	93	3,424	50.3 %
4107 PRIDE OF PLACE	244	87	250	163		163	34.8 %
4115 RIVER RINSE	136	0	400	400		400	0.0 %
4201 CHRISTMAS LIGHTS	10,666	0	10,000	10,000		10,000	0.0 %
4202 FIREWORK DISPLAY	3,621	28	4,000	3,972		3,972	0.7 %
4203 COMMUNITY FAIR	333	0	500	500		500	0.0 %
4205 CHRISTMAS PARADE	2,998	24	3,000	2,976		2,976	0.8 %
4208 SPRING FAIR	0	0	500	500		500	0.0 %
4209 TRAFFIC ORDERS FOR EVENTS	290	126	300	174		174	42.0 %
4210 PANCAKE RACE	59	0	75	75		75	0.0 %
4211 BAND JAM	3,128	59	3,150	3,091		3,091	1.9 %
4212 CHRISTMAS LIGHT SWITCH ON	210	10	300	290		290	3.4 %
4213 DOG AWARENESS	0	98	300	202		202	32.8 %
4215 EVENTS PA SYSTEM	400	0	600	600		600	0.0 %
4216 MAY DAY EVENT	42	43	50	7		7	85.6 %
4220 MUSIC IN THE MARKET	3,639	3,549	3,700	151		151	95.9 %
4228 ENTERTAINMENTS	300	0	1,070	1,070		1,070	0.0 %
4241 COMEDY NIGHT EXPENDITURE	4,653	1,463	5,000	3,538		3,538	29.3 %
4243 CHARTER FAIR EXPENDITURE	1,799	0	1,800	1,800		1,800	0.0 %
TOWN CENTRE & EVENTS :- Expenditure	39,646	8,895	44,514	35,619	93	35,527	20.2 %
1013 HANGING BASKETS	400	542	500	42			108.3 %
1062 COMMUNITY FAIR - TABLE	250	0	300	-300			0.0 %
1063 TRAFFIC ORDERS RECHARGED	98	114	150	-36			75.9 %
1066 COMEDY NIGHT INCOME	3,077	520	4,000	-3,481			13.0 %
1069 CHARTER FAIR INCOME	5,967	0	6,000	-6,000			0.0 %
TOWN CENTRE & EVENTS :- Income	9,792	1,175	10,950	-9,775			10.7 %
Net Expenditure over Income	29,853	7,720	33,564	25,844			

302 STREET MARKET

4017 SUBSCRIPTIONS	318	0	330	330		330	0.0 %
4225 RATES	3,627	1,610	4,000	2,390		2,390	40.3 %
4226 SUPERVISORS	4,487	1,483	4,000	2,517		2,517	37.1 %
4235 MARKET INFRASTRUCTURE &	5,044	848	2,500	1,653		1,653	33.9 %
STREET MARKET :- Expenditure	13,476	3,941	10,830	6,889	0	6,889	36.4 %

Month No : 5

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1005	STREET MARKET	19,045	6,018	21,000	-14,982			28.7 %
1006	FLEA MARKET	4,264	1,743	5,000	-3,257			34.9 %
1007	CONTINENTAL MARKET	288	0	600	-600			0.0 %
	STREET MARKET :- Income	23,597	7,761	26,600	-18,839			29.2 %
	Net Expenditure over Income	-10,122	-3,820	-15,770	-11,950			
<u>303</u>	<u>SPECIAL EVENTS</u>							
4242	FOOD FAIR	379	0	1,200	1,200		1,200	0.0 %
4260	TWINNING	854	0	2,000	2,000		2,000	0.0 %
	SPECIAL EVENTS :- Expenditure	1,233	0	3,200	3,200	0	3,200	0.0 %
1020	FOOD FAIR INCOME	425	0	450	-450			0.0 %
	SPECIAL EVENTS :- Income	425	0	450	-450			0.0 %
	Net Expenditure over Income	808	0	2,750	2,750			
<u>305</u>	<u>PUBLIC CONVENIENCES</u>							
4054	INSTALLATION NEW TOILETS	0	0	121,000	121,000		121,000	0.0 %
	PUBLIC CONVENIENCES :- Expenditure	0	0	121,000	121,000	0	121,000	0.0 %
1080	NHB GRANT TOILETS	0	0	121,000	-121,000			0.0 %
	PUBLIC CONVENIENCES :- Income	0	0	121,000	-121,000			0.0 %
	Net Expenditure over Income	0	0	0	0			
	TOWN CENTRE & EVENTS :- Expenditure	54,354	12,835	179,544	166,709	93	166,616	7.2 %
	Income	33,815	8,936	159,000	-150,064			5.6 %
	Net Expenditure over Income	20,539	3,899	20,544	16,645			

Month No : 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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PARTNERSHIPS505 AYLESBURY VALE SHORTFALL

4219	BUCKINGHAM FRINGE	8,727	7,859	12,000	4,141	4,141	65.5 %
5001	TIC GRANT	25,000	26,000	26,000	0	0	100.0 %
5003	VALE OF AYLESBURY PLAN	2,500	0	0	0	0	0.0 %
	AYLESBURY VALE SHORTFALL :- Expenditure	36,227	33,859	38,000	4,141	0	89.1 %
1065	BUCKINGHAM FRINGE INCOME	3,763	2,460	8,000	-5,540		30.8 %
1068	COUNCIL TAX TOP UP GRANT	27,192	18,130	0	18,130		0.0 %
	AYLESBURY VALE SHORTFALL :- Income	30,955	20,590	8,000	12,590		257.4 %
	Net Expenditure over Income	5,272	13,269	30,000	16,731		

PARTNERSHIPS :- Expenditure	36,227	33,859	38,000	4,141	0	4,141	89.1 %
Income	30,955	20,590	8,000	12,590			257.4 %
Net Expenditure over Income	5,272	13,269	30,000	16,731			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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EARMARKED RESERVES

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>901</u> <u>EARMARKED RESERVES</u>							
9006 NAG	78	0	1,598	1,598		1,598	0.0 %
9009 CAPITAL RESERVE	0	0	110,000	110,000		110,000	0.0 %
9011 WAR MEMORIAL	750	0	931	931		931	0.0 %
9012 CHRISTMAS LIGHTS	0	0	4,369	4,369		4,369	0.0 %
9013 YOUTH PROJECTS	0	0	3,270	3,270		3,270	0.0 %
9015 CHARTER FAIRS	0	372	11,140	10,768		10,768	3.3 %
9018 REPAIR OF FOOTPATHS	28,035	2,965	5,931	2,966		2,966	50.0 %
9019 MEMORIAL TESTING	2,663	0	2,874	2,874		2,874	0.0 %
9025 PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9026 TRIM TRAIL	4,810	0	0	0		0	0.0 %
9027 GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029 CIRCULAR WALK MAINT	8,894	0	5,247	5,247		5,247	0.0 %
9030 TOURISM LEAFLETS	524	0	3,402	3,402		3,402	0.0 %
9031 YOUTH MUSIC EVENT	0	0	1,200	1,200		1,200	0.0 %
9032 BUCK NEIGHBOURHOOD DEV	10,242	0	18,601	18,601		18,601	0.0 %
9033 DESTINATION BUCKINGHAM	4,631	1,911	4,815	2,904		2,904	39.7 %
9034 RIVER AND POND MAINTENANCE	0	0	5,000	5,000		5,000	0.0 %
9035 PARKS DEVELOPMENT	14,315	11,355	32,129	20,774		20,774	35.3 %
9036 ELECTION COSTS	0	0	6,000	6,000		6,000	0.0 %
9037 JUBILEE BOOK	0	0	1,600	1,600		1,600	0.0 %
9038 NEW VEHICLE	0	15,180	28,995	13,815		13,815	52.4 %
9039 BARRIERS FOR EVENTS	0	0	3,168	3,168	560	2,608	17.7 %
9040 PARK RUN	-250	98	250	152		152	39.2 %
9041 MVAS	-1,177	84	1,177	1,093	2,571	-1,478	225.5 %
9042 HOSTING OF TWINNING EVENT	0	0	2,000	2,000		2,000	0.0 %
9043 NEW BAGS AND LEAFLETS	0	0	1,532	1,532		1,532	0.0 %
9044 COMEDY NIGHT	0	0	2,057	2,057		2,057	0.0 %
EARMARKED RESERVES :- Expenditure	73,515	31,966	274,633	242,667	3,131	239,536	12.8 %
1070 DESTINATION BUCKINGHAM	10,000	0	0	0			0.0 %
EARMARKED RESERVES :- Income	10,000	0	0	0			
Net Expenditure over Income	63,515	31,966	274,633	242,667			
EARMARKED RESERVES :- Expenditure	73,515	31,966	274,633	242,667	3,131	239,536	12.8 %
Income	10,000	0	0	0			0.0 %
Net Expenditure over Income	63,515	31,966	274,633	242,667			

Amanda Brubaker*Charter Fair Removal of Bollards.*

From: Marra, Luisa <t-lmarra@buckscc.org>
Sent: 04 August 2015 13:10
To: events@buckingham-tc.gov.uk
Cc: Labross, Stuart
Subject: Attn: Amanda Frubaker - Charter Fair 2015
Attachments: RJ Standard Terms April 2009.pdf

Dear Amanda,

Thank you for your requests regarding to the Charter Fair, Buckingham 2015.

I have revised a quote with this year's rates and to complete the works, the new quote price is £2863.55 + VAT.

Should you wish to accept this quote, please can you respond back in writing via letter or email and confirm the dates of when you require the works to be carried out.

Upon receipt of your written confirmation, I will arrange for an invoice to be sent as soon as possible.

Should you have any queries, please do not hesitate to contact me.

(Terms and Conditions are attached)

*The cost for this in
2014 was £2505.78+VAT*

Luisa Marra
Street Lighting Technician

Network Operations
Transport for Buckinghamshire

Griffin Lane Depot,
Corrib Industrial Estate,
Griffin Lane,
Aylesbury,
Bucks,
HP19 8BP

Visit our Website www.buckscc.gov.uk/transport

Follow us on Twitter @ TfB alerts

3rd August 2015 Resources Committee**298/15 Charter Fair**

To review and discuss the draft contract with Nichols Amusements
Members discussed the draft contract, insurance and public liability cover. Though all the rides carried their own insurance, there remained the possibility of accident during the road closure, or from generator malfunction or other source. A suggestion was made that the Nichols arrange their own Road Closure, but it was pointed out that the Town Council obtained an annual Order which covered all the events, the cost of which was apportioned per the number of hours involved and recharged to each event. The cost was not related to the number of events covered.

Furthermore the roads had to be closed and cleared hours before the Fair started to pull on.

The Fair and the markets were tied together in the 1993 agreement with AVDC, though the auditor had said they would be better separated. The agreement – renewed twice and now a rolling contract – did not allow the town to operate the markets and pass the Fair organisation to the District Council (as Amersham has done).

A complaint had been received about access to shops during the Fair, as rides and sideshows encroached on to pavements (though the 'blue route' through the Fair was maintained).

The Town Clerk said that, in the event of BCC not granting a Road Closure, an alternative site would be sought working with the Nichols and local landowners. Cllr. Stuchbury [pointed out this was a Charter Fair, and the Charter specified the town centre. A field was not suitable if the weather was, or had been, wet, nor was it disability-friendly. He also suggested that Fair revenue could be used to obtain fibreglass ramps for disabled access, and that these could be used at other events.

Members discussed whether the Fair was sub-contracted to the Nichols, and whether liability rested with the Council if so. It was reported that the Nichols acted as agents for the Showmen's Guild and gathered together the freelance operators, therefore the contract need not be with the Guild.

Proposed by Cllr. Strain-Clark, seconded by Cllr. O'Donoghue, and **AGREED** 14:0 with 1 abstention, that the Town Clerk work with other Councillors to draw up at least two accessible routes through the Fair.
ACTION TOWN CLERK

Proposed by Cllr. P. Collins, seconded by Cllr. Mrs. G. Collins, and **REJECTED** 5:10 that the Town Clerk explore the possibility of the Nichols taking over the Road Closure Order and report back.

Proposed by Cllr. P. Collins, seconded by Cllr. Hirons, and **AGREED** unanimously that the Town Clerk look into the extent of the Council's Public Liability cover with respect to the Fair.
ACTION TOWN CLERK

Cllr. Hirons pointed out a typing error in the fifth bullet point – it should read ..."joint *and* several basis."

Amanda Brubaker

From: mascleta.fireworks e-mail <mascleta.fireworks@virgin.net>
Sent: 20 August 2015 10:35
To: Amanda Brubaker
Subject: Re: Buckingham Bonfire & Firework Display Saturday 31st October 2015

Hi Amanda - sorry for the delay in the reply!

Cost for a 10 minute display for this year would be the same cost as last year - £2860 plus VAT

all the best

Dave

On 20 July 2015 at 11:00, Amanda Brubaker <events@buckingham-tc.gov.uk> wrote:

Hi Dave

I write with reference to the attached letter that was sent to you on 21st January.

Please can you quote for a ten minute display on Saturday 31st October as per last year's specification.

I look forward to hearing from you as soon as possible.

Regards

Amanda

Amanda Brubaker

Events Co-Ordinator

Buckingham Town Council

Tele: 01280 816426

Mobile: 074 3681 2415

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
Tuesday 1st September 2015**

Agenda item no: 9

Committee Chairman: Cllr Mike Smith

Contact Officer: Amanda Brubaker

**BREAKDOWN OF COSTS
BUCKINGHAM FRINGE WEEK 2015**

General information

The Buckingham fringe week has been running for several years now and is a week of entertainment put on by Buckingham Town Council and other organisations.

Attached is a spread sheet showing the breakdown of the cost of each event that the Town Council was involved in this year.

Points to note;

- As you can see from the spread sheet the Roald Dahl Festival Workshop was free of charge, as this was an AVDC event they covered the costs of renting the Old Gaol Exercise Yard and hiring the professional artist.
- The hire of the Old Town Hall for the Comedy Night is at a discounted rate and includes, door and bar staff.
- The cost of the Community Centre for the Tom Dewhurst Tribute Night was also at a discounted rate and covered both halls. As I had already booked the Community Centre for that particular evening and Colin Saunders was looking for a venue to hold the event it made sense to include it as part of the Fringe Week. The only other cost we had for that event was the £21 for the Temporary Alcohol License and we would have had this cost if we had put on an event ourselves and wanted to sell alcohol.

All other costs for this event were covered by Colin Saunders and Sean Allen.

Advertising;

Up until this year we have always been able to get a contra deal with J Press whereby they would arrange for the distribution of the fringe brochure into the

Buckingham & Winslow Advertiser, Bicester Review and the Brackley and Towcester paper free of charge and in return we would provide free advertising by including their logo on all advertising and tickets and give them free advertising.

This year, due to the current economic climate J Press were unable to approve the contra deal and quoted £360 + VAT to have the fringe brochure distributed with the local papers. Due to this it was agreed with them that we would remove them from any advertising material. The brochure is only inserted into every 5th paper.

The local papers are printed in Sheffield and Portsmouth and every year a courier is booked to transport the brochures to the relevant locations. This is at a cost of £300 + VAT.

Moving Forward

Based on the rising cost of the advertising, I am currently looking into different ways to advertise the Fringe Week. Possible alternative options being looked into are as follows;

- Option one is to ask Mr Kingston to deliver the Fringe brochure at the same time as he does the newsletter and not have the brochure inserted in the local papers.

This way it would hit every house and business in Buckingham. Mr Kingston currently charges £390 to deliver 6,000 newsletters.

- Option two would be to only print enough brochures to cover the outlets in Buckingham such as the Tourist Information Centre and the hotels, and take out a full page ad with the local papers such as The Bucks Herald, Buckingham & Winslow Advertiser, Bicester Review and MK Citizen. As all these papers come under J Press we would be able to get a discounted rate for having the ad placed in all papers.
- Option three. J Press are able to print the fringe brochure and deliver to Portsmouth and Sheffield for insertion into the papers. I am in the process of contacting them for a quote.

It should be noted that the fringe week is advertised through facebook and twitter and shared by many of our followers, so it is reaching an audience not only in Buckingham but the surrounding areas and even overseas. We have a lady from Canada who is a regular visitor to our facebook page.

This year the full brochure was also put on the web site.

FRINGE WEEK 2015 INCOME & EXPENDITURE

<u>Event</u>	<u>Event Cost</u>	<u>Ticket Price</u>	<u>No. Tickets Available</u>	<u>No. Tickets Sold</u>	<u>Income from Tickets</u>	<u>Total Cost of Event</u>	<u>Profit /Loss</u>
The Syndicate New Orleans Jazz Band							
Paving slabs outside Old Gaol	Free of Charge						
Jazz Band	£280					£280	
Roldal Dahl Festival Workshop This event was funded by AVDC							
Professional Artist	Free of Charge						
Venue - Old Gaol Exercise Yard	Free of Charge					FOC	
Comedy Night							
Hire of the ballroom at The Old Town Hall	£227						
Richard Watkins - sound, lighting & PA	£200						
Refreshments comedian	£27						
Cost of Comedian	£2,000						
Tickets		£15	200	116	£1,740		
						£2,454.00	£714.00
Ghost Walk							
Walk around town	Free of Charge						
Tickets		£2.50	25	24	£60.00	FOC	£60.00
Cream Teas & Music							
Villiers Hotel Restaurant	Free of Charge						
Keith Templeman Quartet	£400					£400	

Oxford Fiddle Group										
Hire of Radcliffe Centre									£200	
Oxford Fiddle Group									Free of Charge	
Tickets					72			£360.00	£200	£160
Youth Project										
Buckingham Secondary School - Hosted by the School									Free of Charge	
Karaoke Night										
Hosted by The New Inn									Free of Charge	
Blaze Disco & Karaoke									£350.00	£350.00
Flamenco Night										
Hire of Radcliffe Centre									£200	
Tomas Jimenez									£450.00	
Flamenco Dancer									£220	
PA, Lighting & Sound									£175.00	
Refreshments										
Donations from refreshments								£65.05		
					47			£235		
									£5.00	£1,045
										£744.95
Music Event - Tribute Night Tom Dewhurst										
Hire of the Community Centre - Both Halls									£464.75	
Temporary Event Notice Alcohol License									£21	£464.75
ADVERTISING										
Fringe Brochure										
Black Dog Design - Design, layout, print production of 19,000 brochures									£1,714	
Distribution of Fringe Brochure through Buckingham & Winslow Advertiser, Bicester review & Brackley & Towcester Papers									£350	
Around The Clock Courier - Transport to take brochures to Portsmouth & Sheffield for insertion into papers									£300.00	
Printing of T-shirts									£80.15	2,444.15



THE PATRON'S LUNCH

THE MALL | JUNE 2016

16th July 2015

Sir Henry Aubery-Fletcher, Bt
Her Majesty's Lord-Lieutenant of Buckinghamshire
Chief Officers of the Council County Hall
Aylesbury
Buckinghamshire
HP20 1UA

Dear Lord-Lieutenant,

The Patron's Lunch, The Mall, June 2016

I am following up on Sir Edward Young's letter to you a couple of weeks ago and writing to seek your support for an event we are planning on the occasion of Her Majesty The Queen's 90th birthday in 2016. The focus of the event will be a celebration of the longevity and breadth of Her Majesty's patronage of over 600 organisations in the UK and around the Commonwealth, since 1952.

The Queen's unwavering commitment to a life time of service is cause for a national and Commonwealth wide celebration. On Sunday 12th June 2016 The Mall will be home to a truly magnificent event, *The Patron's Lunch*; a classic British 'street party' style lunch for 10,000 guests, the first of its kind ever to be held on The Mall. The lunch itself will include attendees from the charities and organisations to which The Queen acts as patron, with further tickets made available for a public ballot. Roving entertainment showcasing a selection of the 'Patron's Organisations' will provide the carnival atmosphere, giving not only the guests of the lunch a wonderful spectacle, but also members of the public who will have the opportunity to enjoy the celebrations via big screens in St. James's Park, Green Park.

At the very heart of this event lie three core themes that will run through all aspects of this incredible project. The first being '*Charity*'; a unique fundraising platform for over 300 charities of which The Queen is patron and an opportunity for communities all over the UK to maximise their own fundraising efforts. Secondly is '*Celebration*'; a chance to publically celebrate and honour an extraordinary commitment to service in a very British way with a fun and festival inspired street party lunch. And finally, the third theme is '*Community*'; engaging communities all over the country, both locally and nationally.



THE PATRON'S LUNCH

THE MALL | JUNE 2016

But it is not just on The Mall that we hope the celebrations will take place. The Patron's Lunch runs much deeper than one single event. With the core themes in mind, participants all over the UK will have the opportunity to embrace the festivities and celebrations and to re-ignite that 'great' British community spirit. We hope to inspire thousands of communities around the country to host their own lunches in celebration of what community means to them and to provide a tangible platform for charitable fundraising for each one of those communities. And it is in this area that I ask for your support to encourage your county and associated communities to take part and to bring The Patron's Lunch to life across the nation.

In addition to any community led fundraising efforts, The Patron's Lunch event itself will raise money for a newly created *Patron's Fund*. The purpose of this fund will be to support the charitable organisations to which Her Majesty is patron with funds being dispensed to successful applicants within 12 months of the event. So, with the Patron's Fund donations and all charitable activities taking part across the nation, the full Patron's Lunch campaign promises to be a fitting testament to The Queen's devotion to helping others throughout her 63 year reign.

This event is fully endorsed and supported by Buckingham Palace, and is one of only three official events that will mark Her Majesty's 90th birthday. These include a "HMQ90", at the Royal Windsor Horse Show in May 2016 and a National Service of Thanksgiving at St. Pauls Cathedral in June. This service will begin a weekend long celebration on the Friday, followed by Trooping the Colour on Saturday 11th June and culminating in The Patron's Lunch on Sunday 12th June.

I hope you agree that this is a unique and exciting opportunity for all involved and we would welcome any support that you and your office could bring and hope that you will join us in celebrating a lifetime of service.

There is more information about the event on our website www.thepatronslunch.com. We will be constantly updating this over the coming months.

Yours sincerely,

Peter Phillips

Managing Director

The Patron's Lunch Events Ltd

Amanda Brubaker

From: Mike Smith <mns47@tiscali.co.uk>
Sent: 30 July 2015 10:54
To: 'Peter Thirlby'
Cc: Amanda Brubaker
Subject: RE: Bookingham

Hi Pete

I don't think I've come across David Wilson, but given that Buckingham Uni has a strong literary focus (they lead on the Dickens archives etc) they may be a more suitable group to host such an event. Kathy Robins is a leading light in Buckingham Society, which would almost certainly be interested. I'm not sure that Buckingham Town Council could handle it, but by copy of this reply I am asking Amanda to include it on the next Town Centre & Events Committee Agenda.

I note you don't want to be involved. Are the Marvel comics etc in Gyre & Gimble more to your taste?

I'd love to get Bikeingham back up and running, but DBG currently has uncertain funding and, as usual, are short of people to bring it all together (Chris W is overwhelmed with other things, including (would you believe) American football ...! Perhaps if you're available next year ...?

Mike Smith

☎ (mobile) 07717 377314

This message is only intended for those named above, and was sent in good faith. If you are not a named recipient I apologise – please ignore the content and delete it.

From: Peter Thirlby [mailto:pthirlby@scs-re.co.uk]
Sent: 30 July 2015 08:45
To: Mike Smith
Subject: Bookingham

Yes, Book, not Bike

Do you know David Wilson (He's a Professor at Birmingham Uni and is on TV, he's a criminal psychologist)

He's a Moss customer and is keen to organise a literary festival – there are others, Christine Considine, Bill and Cathy Roberts who would pitch in.

I don't want to be involved but if I could point them to you ??

Re Bike Such a good idea and I have not been engaged do to work but I would like to resurrect for next year.

Peter Thirlby
 Director of Technology

Sustainable Commercial Solutions
 Vintage House, 37 Albert Embankment, London SE1 7TL

T 020 3326 7333 | M 07403 362838 | E pthirlby@scs-re.co.uk | W www.scs-re.co.uk | Twitter @SCSI_Ltd

We have launched our new web site, which is full of news and case studies. Take a look at <http://sustainablecommercialsolutions.co.uk/>

Amanda Brubaker

From: Lionel Weston <lionelweston9@gmail.com>
Sent: 14 August 2015 09:48
To: Amanda Brubaker
Subject: Remembrance Day

Amanda,

Hope all is well with you.....apologies for not being in contact recently although I have not a great deal to report regarding planning and progress of the Nativity. Richard Watkins and I will be meeting soon to make sure the technical side is Ok and we will also discuss the Christmas Lights Switching On evening!

However it was something else I wanted to sound you out about if possible please.

I would like to hold an event to raise money for Help For Heroes (or I could do it for the British Legion Poppy Day of course!) during the 10 days running up to the Remembrance Sunday.

I want to create a Buckingham version of the wonderful Tower of London display of poppies...only on a much smaller scale of course!

Please would it be possible to create a "tableau" of home made poppies on the lawn/grass area outside the Parish Church.....as near as possible to the memorial ? This will spell out "HEROES"

I need to explain much more as it probably sounds very odd.....I do not anticipate it will impact any cost or interference with anything connected with the TC but I will of course discuss the plan with the Church authorities.

Please would you let me know when we could possibly meet so that I can explain more?

best wishes,

Lionel

Indoor	Cost	Occupancy	Times	Disabled Access	Car Parking	Visited	Disabled Toilet	Comment	Contact	
Buckingham Knowledge Centre 01296 387870										
Classroom (Next to Town Council Office)	£20 Per Hour	Max 30	9:00 - 5:30	Automatic Entrance Door Lift Access	None	✓	Yes - Accessed via lift	Not available on Mondays be made bookable in evening	Adult Education	
Mezzanine Room	Free - Due to begin charging soon	Max 40	9:00 - 5:30	Automatic Entrance Door Lift Access	Close to Cornwalls Meadow	✓	Yes - Accessed via lift	Visitors to be buzzed in	Buckingham Library	
Royal Latin School 01280 813065										
Main Hall	£25 Per Hour	Max 270	18:00 - 20:45	Easily accessible	Yes Free on site parking		Female disabled toilet only	Bookable on weekends & holidays	Debbie Donoghue	
Gym	£25 Per Hour	Unknown	18:00 - 20:45	Easily accessible			Bookable on weekends & holidays	Debbie Donoghue		
Sports Hall	£40 Per Hour	Max 40	18:00 - 20:45	Easily accessible			Bookable on weekends & holidays	Debbie Donoghue		
Conference Room	£20 Per Hour	Max 60	18:00 - 20:45	Easily accessible			Bookable on weekends & holidays	Debbie Donoghue		
Classrooms	£15 Per Hour	Max 30	18:00 - 20:45	Easily accessible for ground floor classrooms			Bookable on weekends & holidays	Debbie Donoghue		
Lecture Theatre	£25 Per Hour	Max 166	18:00 - 20:45	Easily accessible			Yes - Easily Accessed	Bookable on weekends & holidays	Debbie Donoghue	
The Buckingham School 01280 812206										
Jubilee Hall/Humanities Hall	£25 Per Hour (Sat £40/Sun £45)	Max 200	18:00 - 22:00	Ramp to main entrance of school	Limited on site parking Swan Pool Paid site adjacent		Yes - Accessed via Ramp	Not available Fridays - Available holidays	Joanne Wilson	
Conference Facilities	£20 Per Hour (Sat £35/Sun £40)	Seats 16	18:00 - 22:00	Ramp to main entrance of school			Yes - Accessed via Ramp	Not available Fridays - Available holidays	Joanne Wilson	
Main Hall	£20 Per Hour (£25 with seating)	Max 300	18:00 - 22:00	Ramp to main entrance of school			Available at various points in the school - Not close to venue	Not available Fridays - Available holidays	Joanne Wilson	
Dance Studio	£25 Per Hour (Sat £40/Sun £45)	Max 25	18:00 - 22:00	Ramp to main entrance of school				Not available Fridays - Available holidays	Joanne Wilson	
Queens Hall (Sports Hall)	£25 Per Hour (Sat £40/Sun £45)	Sport Dependant	18:00 - 22:00	Ramp to main entrance of school				Not available Fridays - Available holidays	Joanne Wilson	
Drama Studio	£20 per Hour (Sat £35/Sun £40)	Max 25	18:00 - 22:00	Ramp to main entrance of school				Not available Fridays - Available holidays	Joanne Wilson	
Classroom	£15 Per Hour (Sat £35/Sun £40)	Max 30	18:00 - 22:00	Available Classrooms on ground floor				Not available Fridays - Available holidays	Joanne Wilson	
Sports Field	£20 Per Hour	Sport Dependant	18:00 - 22:00	Yes				No	Not available Fridays - Available holidays	Joanne Wilson
MUGA	£25 Per Hour (Sat £40/Sun £45)	Sport Dependant	18:00 - 22:00	Yes				No	Not available Fridays - Available holidays	Joanne Wilson
School Equipment	£5 per Session	NA	18:00 - 22:00	NA				NA	Not available Fridays - Available holidays	Joanne Wilson
Buckingham Community Centre 01280 823584										
Large Hall	£49 Per Hour	Max 452	09:00 - 23:00	Building based on one level with easy access for Wheelchairs/Scooters/Prams	Adjacent to Cornwalls Meadow 50p = 3hrs	✓	Yes - Easily Accessed	Previously Incorrect Cllr. Bloomfield to confirm	Terry Bloomfield	
Small Hall	£33 Per Hour	Max 81	09:00 - 23:00						Terry Bloomfield	
Both Halls	£65 Per Hour	Max 614	09:00 - 23:00						Terry Bloomfield	
Buckingham University 01280 814 080										
Radcliffe Centre (Lecture Theatre)	£60 Per Hour	Max 150	09:00 23:00	Easy access and disabled seating area	None	✓	Yes - Easily Accessed	£200 Morning/Afternoon £400 per day	Gaynor Oliver	
Ian Fairbank (Lecture Theatre)	£60 Per Hour	Max 186	09:00 23:00	Disabled Access Confirmed by Uni	University Car Park adjacent		Yes	£200 Morning/Afternoon £400 per day	Gaynor Oliver	
Sunley (Lecture Theatre)	£40 Per Hour	Max 54	09:00 23:00	Disabled Access Confirmed by Uni				£150 Morning/Afternoon £300 per day	Gaynor Oliver	
Buckingham Athletic Club 01280 816 945										
Function Room (Tables & Seating)	£13.50 Per Hour	Max 100	9:00 - 23:00	Ramped entrance	Yes - Free	✓	Yes - Combined W/C	Monday to Thursday only (Inc Kitchen)	Tony Checkley	
Function Room (Tables & Seating)	£100	Max 100	19:00 - 23:00					Fridays (Inc Kitchen)	Tony Checkley	
Buckingham Old Gaol										
Gallery	£21 Per Hour/£99 Per Day	Max 25	10:00-16:00	Access via shop entrance	None	✓	Yes - Combined W/C	Charity - £5 Per Hour/£39 Per Day	Mike Smith	
Whole Yard	£32 Per Hour/£159 Per Day	Max 50	10:00-16:00					Charity - £11 Per Hour/£55 Per Day	Mike Smith	
Whole Yard (Evening)	£42 Per Hour (Catering Fee £21)	Max 50	16:00 - 23:00					Charity - £11 Per Hour	Mike Smith	
Whole Yard (Evening Event Package)	£189	Max 49	16:00 - 23:00					Charity - £55	Mike Smith	
Well Street Centre										
Dinning Room (Full Hire)	£40 Per Hour	Max 100	09:00 - 22:00	Fully Accessible	Yes - Free Limited number of spaces	✓	Yes - Multiple	Limited Parking Available	Caroline Pointer	
Dinning Room (Half Hire)	£30 Per Hour	Max 50	09:00 - 22:00						Caroline Pointer	
Training Kitchen	£25 Per Hour	Max 10	09:00 - 22:00						Caroline Pointer	
Meeting Room	£20 Per Hour	Max 15	09:00 - 22:00						Caroline Pointer	
Buckingham Youth Club 07934 784341										
Whole Building	£26 Per Hour	Max 150	Varies dependant on Youth Club sessions.	Venue easily accessible. Ramped entrance and wide double doors leading to main hall. Meeting rooms have narrower doorways.	Swan Pool Parking Adjacent	✓	Yes	Includes Kitchen	Jim Whatmore	
The Hall	£11 Per Hour	Max 110						Includes Kitchen	Jim Whatmore	
Lounge	£11 Per Hour	Max 25						Several desks to work from		
Meeting Room 1	£6 Per Hour	Max 10						Two desks to work from		
Meeting Room 2	£6 Per Hour	Max 5								
Other Town Centre Locations										
Buckingham Town Council Chamber	£6 Per Hour (£3 Per Hour Charity)	Max 25	09:00 - 21:00	On One level, however narrow doors	None	✓	No - Difficult access		Town Council	
Salvation Army - Moreton Road	Dependant on event & organisation	Max 150	09:00 - 23:00	Ramp access	None	✓	No - One toilet - Not up to date		Margaret Barnes	
Grenville Children's Centre	Free	Max 20	09:00 - 18:00	Easily accessible	None	✓	Yes	Facility aimed at toddlers	Elizabeth Martin	
Well Street Church	£10 Per Hour	Max 60	09:00 - 22:00	Very accessible - Purposely designed	None	✓	Yes - Several	Morning bookings only	Erik Undritz	
Old Town Hall	£200 per evening (Council Discount)	Max 200	09:00 - 00:00	No disabled access - Use of service elevator only	None	✓	Yes	Staff assistance needed for disabled access	Jean Rush	
Buckingham Rugby Club	£250 per event (4.5 hours)	Max 150	18:30 - 23:00	Easily accessible	Yes - Free	✓	Yes	Disabled toilet refurbished in June 2015	Julia Nichols	

EVENTS 2015/16

Event		Lead Cllr	Deputy
September			
Sun 13th	River Rinse	Terry Bloomfield	
October			
un 4th	River Rinse	Ruth Newell	
Fri 16th	Charter Fair	Robin Stuchbury	Andy Mahi
Fri 23rd	Charter Fair	Robin Stuchbury	Andy Mahi
TBC	Local Democracy Week	Lisa O'Donoghue	Robin Stuchbury
Sat 31st	Best Dressed Guy Competition	Lisa O'Donoghue	Terry Bloomfield
Sat 31st	Bonfire & Fireworks	Andy Mahi	
November			
Sat 28th	Christmas Light Switch On	Mike Smith	Andy Mahi
December			
Sat 12th	Christmas Parade	Geraldine Collins	Jayson Quayle
Sat 12th	Community Fair	Rob Lehmann?	Terry Bloomfield
	2016		
February			
Tues 16th	Pancake Race (This will not be on Shrove Tuesday but during half term)	Terry Bloomfield	
Sat 27th	Food Fair	Jenny Bates	
March			
April			
TBC	Spring Fair	Ruth Newell	
May			
Tues 3rd May	May Pole Dancing	Ruth Newell	Paul Hirons
Sun 29th May	Music In The Market	Robin Stuchbury	Andy Mahi/Terry Bloomfield

TIC Daily Enquires 15/16
Buckingham MONTHLY VISITOR & ACCOMMODATION STATISTICS 2015-16

Buckingham	Personal		Personal Walk-in overseas visitors	Postal Letters received	Telephone Calls received	Fax Faxes received	Email Emails received	Total number of enquiries	Local bookings				Incoming BABA				Outgoing BABA			
	Walk-in visitors	78							Telephone	Local bookings	Telephone bookings	Bed nights booked	Total People booked	Value of local bookings	Incoming BABA Bookings	Incoming BABA Bed nights	Incoming BABA People booked	Incoming BABA value	Value of local bookings & BABA in	Outgoing BABA Bookings
April	2,727	0	106	0	2	2,913	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
May	3,017	93	112	1	7	3,230	2	0	4	140.00	0	0	0	0	0	0	0	0	0.00	
June	2,101	121	123	0	2	2,347	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
July	2,632	157	155	0	1	2,945	1	0	2	70.00	0	0	0	0	0	0	0	0	0.00	
August	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
September	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
October	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
November	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
December	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
January	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
February	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
March	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
Total	10,477	449	496	1	12	11,435	3	0	6	210.00	0	6	6	6	0	0	0	0	210.00	

DATE	MUSEUM				TOURIST INFORMATION CENTRE			
	Adults	Children	Tickets*	Families Number	UK Local	Wider UK	Overseas	TOTAL
2014	2635	320	145	580	14,616	15,010	1,207	30,833
2015								
Jan **	115	41	8	32	1,265	1,065	42	2,372
Feb	174	62	14	56	1,063	976	67	2,106
Mar	150	92	10	40	1,358	1,173	62	2,593
Apr	252	78	18	72	1,514	1,213	78	2,805
May	279	15	18	72	1,483	1,533	93	3,109
Jun	212	12	4	16	1,013	1,088	121	2,222
Jul	299	38	21	84	1,014	1,619	157	2,790
Aug								0
Sep								0
Oct								0
Nov								0
Dec								0
TOTALS	1481	338	93	372	8,710	8,667	620	17,997

* Family tickets are for up to five people (2 adults and up to 3 children)

** Museum closed for 11 days for new lights installation



Buckinghamshire Best Kept Village Competition

County Hall
Aylesbury
HP20 1UA

07857968448
BKVBucks@gmail.com
www.bucksvoice.net/bestkeptvillage

Ms A Brubaker
Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP



13 July 2015

Dear Amanda

2015 BEST KEPT VILLAGE COMPETITION Buckingham - Michaelis Cup

These are the judges' comments on Buckingham:

"The Hunter Street graveyard is a well maintained area as is the quiet Brackley Road cemetery. The Chandos Park has a vast multisport area, a 'MUGA', tennis courts and a bowls club. There were many benches and tables throughout the location. All in all it was a tidy area with many litter bins provided. The children's play area was well equipped with very robust and useful play equipment. The circular walk which mostly follows the river bank was quite clearly well used and an attractive facility for residents and visitors alike. The community centre within Cornwall Place looked well maintained with tidy surrounds as was the Methodist church and the Salvation Army Citadel. The retail areas around Market Hill and West Street have a good eclectic mixture of shops and other diverse retail outlets. Market stalls were in place on the day of our visit with a wide range of produce on display. The Woolpack and White Hart public houses surrounds were good; bus shelters well maintained and noticeboards were newsworthy with plenty of information for the community. Best Kept Village notices were on display and there is a town map available for visitors' information. The war memorial is well maintained. Railings along the High Street and near the Old Jail were undergoing refurbishment and being redecorated. A good detailed map and schedule was provided for our use. A considerable community effort within the town was evident."

A copy of the marking sheet and your map are enclosed. Buckingham scored a high mark in the competition and has been awarded a certificate of merit in recognition of that achievement.

On behalf of Richard Pushman, Chairman of the competition, I would like to thank the town council for entering the competition this year and congratulate everyone involved for all their hard work in maintaining such a well-kept town.

Yours sincerely

Ruth Powell
Competition Administrator

2015 Competition sponsors:



South Bucks
District Council



savills

BUCKINGHAMSHIRE BEST KEPT VILLAGE COMPETITION

2015

MARKING SCHEDULE

Cup: *Michaelis* Town: *BUCKINGHAM*

	Possible Marks	Marks Awarded
Principal features		
1A. Cemetery, graveyard (separate or attached to a place of worship)	10	9
1B. Common, green, playing field	10	10
1C. Children's play area	5	4
1D. Nature conservation areas	5	4
1E. Village hall, community centre, church hall	10	10
1F. General environmental features (hedges, verges, ditches, pond, stream, pump)	15	13
Other features		
2A. Areas around shops	5	4
2B. Areas around pubs	5	4
2C. Bus shelters	5	4
2D. Notice boards	5	4
2E. War memorial	5	4
2F. Community activity/organisations	10	8
2G. Overall appearance (lack of litter, litter bins etc)	10	8
TOTAL	100	86

Judges' signatures: *PM Aw*

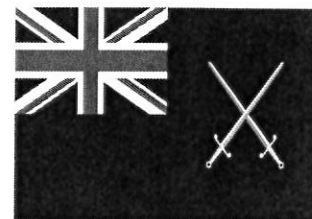
Date: *9/6/15*

Notes:

- a) The whole village/town will be judged, not solely the specific features identified on the map.
- b) The community will be assessed as seen by the judges on the inspection day.
- c) Absent features will be awarded an average mark taking into account the other features in the category.
- d) Judges take into account that cutting of grass verges outside the settlement is usually the principal authority's responsibility.



710 (RBH) Operational Hygiene Squadron
 165 Port and Maritime Regt RLC
 Viney House Oxford Road
 Aylesbury
 Buckinghamshire HP19 8RN
 Military 94250 2002
 Civilian 01296 552 448
 165RLC-710-RSUSO@mod.uk



Date: 6 August 2015

165 PORT AND MARITIME REGT RLC 710 Royal Buckinghamshire Hussars Operational Hygiene Support Squadron

Dear Sir/Ma'am

I am writing to you to introduce myself on behalf of the Commanding Officer Lt Colonel Colin Thomas Commanding Officer of 165 Port and Maritime Regiment Royal Logistic Corps.

I am Captain Marisa Tomkins from 710 Royal Buckinghamshire Hussars (RBH) Operational Hygiene Squadron (OHS). I work from Viney house, Army Reserve Centre, Oxford Rd , Aylesbury as the recruiting officer. Viney House is the Army Reserve Centre (ARC) and the home of 710 (RBH) OHS.

Our role is to provide hygiene support to the military, showers and laundry facilities, this can be at home and abroad. The squadron is a reserve squadron, and are deployed on live tasks for approximately 2 thirds of the year.

I would like to respectfully request your permission to grant authority for our recruiting team to recruit in your town and surrounding local area. The recruiting team will consist of between 4 and 6 soldiers in military uniform, with a gazebo and training information. The recruiting would take place 1 day per week on a different day each week per calendar month.

I respectfully await your response.

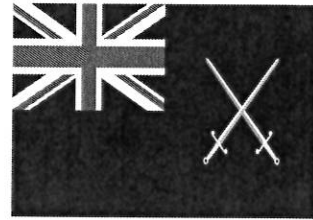
Regards

[Original signed]

Capt M Tomkins
 RSUSO
 ☎: 01296 552402



**710 Royall Buckinghamshire
Hussars (RBH) Operational
Hygiene Squadron (OHS) RLC**
Viney House, Oxford Road,
Aylesbury, Bucks. HP19 8RN



Telephone (01296) 552402 94250 2002
E-Mail 165RLC-710-RSUSO@MOD.UK

What we do?

710 is an Army Reserve unit based out of Aylesbury in Buckinghamshire. 710 is part of 165 Port & Maritime Regiment RLC.

Our trade is Operational Hygiene (OH) which in simple terms is the provision of showering and laundry facilities to military personnel...an ESSENTIAL welfare service. As part of Future Reserves 2020, we are expanding our capability to include Mortuary Affairs which is a niche capability being able to create a mortuary service in the field.

Our primary role is in support of Army Medical Services supporting field hospitals which involve laundering theatre greens, bedding and hospital staff/casualties uniforms to a clinically clean standard. We will also provide shower facilities to be used as a scrub for the operating theatres.

We do have a supporting role in providing OH capability to the field army during pre-deployment exercises etc however this is more of a peacetime capability.

The OH equipment came in to service in 2005/06 and comprises of two parts, The Laundry Transportable (LT) and the Personal Sanitation-Portable (PS-P), which is a mobile field shower unit.

Each LT is capable of operating for up to 20 hrs in any 24 hr period and laundering approximately 200 quarter bags a day.

The PS-P is capable of showering up to 15 personnel at a time, giving an anticipated throughput of 60 personnel per hour, and it is also capable of operating for up to 18 hrs in any 24 hr period.

There's something for everyone in 710!

Drill nights every Tuesday evening.
Several training weekends throughout the year.

The Squadron is also affiliated to the Worshipful Company of Launderers who host a dinner twice a year inviting the OC and our nominated Soldier of the Year who is presented with a solid silver medal.

The troops have also been ski-ing and sailing.

The OC is Major Phil Bell 165RLC-710-OC@mod.uk
RSUSO Capt Marisa Tomkins 165RLC-710-RSUSO@mod.uk
PSAO Capt Mike Framingham 165RLC-710-PSAO@mod.uk
Tp Comd Capt Paul Spafford 165RLC-710-Ops@mod.uk