



BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

Email: Townclerk@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr. C. P. Wayman

Monday, 15 May 2017

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Monday 22nd May 2017** in the Council Chamber, Cornwall's 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 3.f, which will last for a maximum of 15 minutes

AGENDA

1. **Election of Chair/man**
To elect a Chairman of the Committee for 2017-2018
2. **Election of Vice Chair/man**
To elect a Chairman of the Committee for 2017-2018
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.
5. **Minutes**
To receive the minutes of the Meeting held on Monday 27th April 2016 ratified at Full Council on 8th May 2017. (TCE/07/16) **Copy previously circulated**
6. **Terms of Reference**
To review and agree the terms of reference as agreed at Full Council **Appendix A**
7. **Section 106**
Committee Members to discuss and propose Section 106 projects (minute 915/16 refers)
8. **HS2 Community Environment Fund**
Committee Members to formulate innovative project suggestions that would be of benefit to the town. Suggestions are to be feedback to the next Resources Committee meeting (minute 969/16 refers). **Appendix B**
9. **Action List**
To receive action reports and updates **Appendix C**

Buckingham



Twinned with Mouvaux, France



- 10. Flea Market**
To receive a written report from the Deputy Town Clerk on the sale of restricted or prohibited items. **TCE/01/17**
- 11. Market Trader Contract**
To receive an update to the Market Trader Contract **Appendix D**
- 12. Budget**
To receive the latest budget figures **Appendix E**
- 13. Buckingham in Bloom**
To decide how the Councillors will nominate the baskets to be judged
- 14. Fringe Week update**
To receive a written report from the Events Co-ordinator **TCE/02/17**
- 15. Forthcoming Events**
- 15.1 Music in the market – 28th May 2017
 - 15.2 Dog Show – 16th July 2017
 - 15.3 Fringe Week – 15 - 23rd July 2017
 - 15.4 Bandjam - 27th August 2017
 - 15.5 River Rinse - 10th September & 1st October 2017
- 16. Event Reviews**
- 16.1 To receive a written report from the Events Co-ordinator – Spring Fair **TCE/03/17**
 - 16.2 To receive a written report from the Events Co-ordinator – May Day **TCE/04/17**
 - 16.3 To receive a written report from the Events Co-ordinator – Scouts' Parade **TCE/05/17**
- 17. Ladies Fun Run**
To note this event is organised by the Winslow Warriors' Running Club and will take place on Sunday 14th October 2017.
- 18. Planters outside of the Old Post Office**
To note Buckingham Garden Centre will plant with summer plants to match planters and hanging baskets
- 19. Buckingham Action Group (BAG)**
To receive a verbal update from Cllr. O'Donoghue
- 20. Festival of Health**
To receive a verbal update from Cllrs. Harvey and Bates
- 21. Access**
- 22. Visitor Information Centre** **Appendix F**
To receive the visitor and accommodation statistics up to the end of April 2017
- 23. Twinning**
- 24. Correspondence**
- 25. News Releases**
- 26. Chairman's Items**
- 27. Date of the next meeting:** Monday 10th July 2017

To:

Cllr. T. Bloomfield
Cllr. Mrs. G. Collins
Cllr. Mrs. M Gateley
Cllr. J Harvey (Mayor)
Cllr. D. Isham
Cllr. A. Mahi

Cllr. H. Mordue
Cllr. L. O'Donoghue
Cllr. M. Smith
Cllr. Mrs. C. Strain-Clark
Cllr. R. Stuchbury



BUCKINGHAM TOWN COUNCIL TOWN CENTRE AND EVENTS COMMITTEE

TERMS OF REFERENCE

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 Events

- 10.5 to set up Road Closure Order.

- 10.6 to arrange and co-ordinate the Town Council's events being; May Day, Music Festivals, 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 such events as agreed from time to time.
- 10.7 to organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.
- 10.8 to arrange the purchase of hanging baskets and similar floral arrangements, tubs and planters.

Promotion

- 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 to set up Youth Projects.

- 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.



HIGH SPEED TWO PHASE ONE INFORMATION PAPER

C12: THE COMMUNITY AND ENVIRONMENT FUND AND BUSINESS AND LOCAL ECONOMY FUND

This paper outlines information relating to the Community and Environment Fund (CEF) and the Business and Local Economy Fund (BLEF).

It will be of particular interest to those potentially affected by the Government's proposals for high speed rail.

This paper was prepared in relation to the promotion of the Bill for Phase One of the scheme which is now enacted. Although the contents were maintained and updated as considered appropriate during the passage of the Bill (including shortly prior to the enactment of the Bill in February 2017) the contents are now historic and are no longer maintained.

If you have any queries about this paper or about how it might apply to you, please contact the HS2 Helpdesk in the first instance.

The Helpdesk can be reached at:

**High Speed Two (HS2) Limited
One Canada Square London
E14 5AB**

by email: HS2enquiries@hs2.org.uk

or by phone: 020 7944 4908 (lines are open 24 hours)

Version 1.7
Last update 23rd February 2017

C12: THE COMMUNITY AND ENVIRONMENT FUND AND BUSINESS AND LOCAL ECONOMY FUND

1. Introduction

- 1.1. High Speed Two (HS2) is the Government's proposal for a new, high speed north-south railway. The proposal is being taken forward in two phases: Phase One will connect London with Birmingham and the West Midlands and Phase Two will extend the route to Manchester, Leeds and beyond.
- 1.2. HS2 Ltd is the non-departmental public body responsible for developing and promoting these proposals. The company works to a Development Agreement made with the Secretary of State for Transport.
- 1.3. In November 2013, HS2 Ltd deposited a hybrid Bill¹ with Parliament to seek powers for the construction and operation of Phase One of HS2 (sometimes referred to as 'the Proposed Scheme'). The Bill is the culmination of nearly six years of work, including an Environmental Impact Assessment (EIA), the results of which were reported in an Environmental Statement (ES) submitted alongside the Bill. The Secretary of State has also published draft Environmental Minimum Requirements (EMRs), which set out the environmental and sustainability commitments that will be observed in the construction of the Proposed Scheme.
- 1.4. The Bill is being promoted through Parliament by the Secretary of State for Transport (the 'Promoter'). The Secretary of State will also appoint a body responsible for delivering the Proposed Scheme under the powers granted by the Bill.
- 1.5. This body is known as the 'nominated undertaker'. There may well be more than one nominated undertaker – for example, HS2 Ltd could become the nominated undertaker for the main railway works, while Network Rail could become the nominated undertaker for works to an existing station such as Euston. But whoever they are, all nominated undertakers will be bound by the obligations contained in the Bill and the policies established in the EMRs.
- 1.6. These information papers have been produced to explain the commitments made in the Bill and the EMRs and how they will be applied to the design and construction of the Proposed Scheme. They also provide information about the Proposed Scheme itself, the powers contained in the Bill and how particular decisions about the project have been reached.

¹ The High Speed Rail (London – West Midlands) Bill, hereafter 'the Bill'.

2. Overview

- 2.1. This information paper provides details of the Community and Environment Fund (CEF) and the Business and Local Economy Fund (BLEF), which were announced by the Government in October 2014.
- 2.2. Originally, a total of £30m had been made available for these two funds, exclusive of administration costs. However, in response to the Select Committee's Second special report, published on 22nd February 2016, HS2 Ltd and DfT have committed to providing an additional £10 million of funding, making the available total £40 million. The aim of the Funds is to support good quality bids, therefore the drawdown of the full £40 million will depend on enough good quality bids coming forward.
- 2.3. It was also recognised that it would be useful for communities to have an indication of the likely minimum spend they would receive from these funds. On 12th October 2016, indicative regional allocations were announced for the two funds. The Phase One route was divided into three broad areas for the purpose of the regional indicative allocations, £15 million allocated for the Central Area, £7.5 million for Greater London area and £7.5 million for the West Midlands area. £10 million will remain unallocated to allow flexibility to fund bids for cross-border or route-wide projects, as well as to fund bids from areas affected by the construction of the Proposed Scheme, but geographically separated from the main route. Please see section 7 for more detail.
- 2.4. These funds are provided in addition to the comprehensive mitigation outlined in the Bill and ES to address the environmental impacts of Phase One. For examples see Information Paper E2: Ecological Impact, and Information Paper E6: Mitigation of Significant Community Effects on Public Open Space and Community Facilities. The ES also sets out wide-ranging measures which will enable local people and businesses to obtain employment and contracts arising from the construction and operation of Phase One. For further information on these measures, see Information Paper G4: Approach to Training and Employment.

3. The Community and Environment Fund

- 3.1. The objective of the CEF is:

To add benefit over and above committed mitigation and statutory compensation to communities along the route that are demonstrably disrupted by the construction of HS2. The CEF Local will focus on quality of life and environment in individual communities, while the CEF Strategic will focus on large projects across several communities and address strategic rather than purely local concerns. Wherever possible, the CEF fund will leave a sustainable legacy.

- 3.2. There will be two types of CEF grant. The first is CEF Local, this grant will fund smaller projects (up to a maximum of £75,000 per project) which will benefit quality of life for individual communities. The second is CEF Strategic, these larger grants (from £75,000 up to a maximum of £1 million per project) will provide a legacy by

supporting projects which benefit multiple communities along the Phase One route. These grants may fund projects that cross a number of local authority areas. Both capital and revenue grants will be available. Initiatives the CEF may support might include:

- improved pedestrian, equestrian, or cycle access;
- landscape and nature conservation enhancement projects which increase biodiversity;
- enhancement or replacement of sports and recreational facilities;
- improved access and enhancements to public open space;
- provision of enhanced or new community facilities; and
- refurbishment/re-use of historic buildings and monuments.

- 3.3. Applications for both CEF grants will be invited from community-based voluntary organisations, charitable and not-for-profit bodies, social enterprises, schools and local authorities.

4. The Business and Local Economy Fund

- 4.1. The objective of the BLEF is:

To add benefit over and above committed mitigation and statutory compensation to support local economies that are demonstrably disrupted by the construction of HS2.

- 4.2. Initiatives BLEF may support might include:

- schemes to improve the local public realm, especially in retail and tourist areas;
- improved local cycling and pedestrian access to local economic centres;
- general promotional activity;
- creating and running events that increase footfall or promote business activity during seasonal periods; and
- projects that aim to increase tourist visits to an area.

- 4.3. It will be for local business support organisations, including local authorities, to identify appropriate projects which will help maintain business activity in local communities. Applications will be invited for capital or revenue grants from £10,000 up to a maximum of £1 million.

5. Governance and management of the Funds

- 5.1. The governance and management arrangements for the fund have been developed following consultation with local authorities, local enterprise partnerships and environmental NGOs.
- 5.2. The management of the funds will be outsourced to an existing grant-management body, which will be selected through a competitive process. This body will lead on the promotion of the funds, and work with bidders and

potential bidders to develop applications. It will finalise the detailed eligibility criteria, which will be agreed by the Secretary of State. It will undertake the assessment of bids against these criteria and will be responsible for making awards under £75,000.

- 5.3. For decisions on grant awards above £75,000, the grant-making body will receive the applications and put these to an independent panel, appointed by HS2 Ltd. Independent members of the Panel will have experience in delivery of successful community-led environmental projects, a track record in providing advice and support to small and medium size businesses and experience of managing local government or third sector grant programmes. The Panel will make recommendations to the Secretary of State on whether applications should be accepted. The final decision will be made by a senior civil servant in the Department for Transport with delegated authority from the Secretary of State. If the value of the grant request exceeds £250,000 or the senior civil servant disagrees with the Panel's recommendation, then the application will be decided by a Minister.
- 5.4. The grant-management body will be responsible for overseeing the payment of grants, and monitoring the progress of successful projects.

6. Eligibility for the Fund

- 6.1. Detailed criteria and guidance for applicants will be finalised by the grant-management body. All applicants will be required to demonstrate that proposed projects will benefit communities or businesses affected by temporary or permanent disturbance, arising from construction works.
- 6.2. Grants will be awarded on the basis of the quality of the projects as opposed to ensuring a parity of distribution of the funds across all the affected communities. However, to ensure the inclusion of projects from affected communities across the length of the route, the grant-management body will support communities to help encourage and develop bids.
- 6.3. In the assessment of applications additional marks will be awarded to eligible projects which will benefit communities which lie within 1km of the route.

7. Indicative area allocations

- 7.1. As described above, the funds have been indicatively allocated on a regional level; £15 million for the Central region, £7.5 million for Greater London and £7.5 million for the West Midlands with £10 million remaining unallocated for cross-boundary, route-wide projects or for bids from areas that are separate from the main route.
- 7.2. The West Midlands area includes Birmingham, Solihull and Coventry. The Central area covers the remainder of the planned HS2 Phase One route (outside Greater London) including, Staffordshire, Warwickshire, Buckinghamshire, Northamptonshire, Oxfordshire and Hertfordshire.

- 7.3. Allocation of funding in this way gives communities a degree of certainty about the level of funding available, while maintaining some flexibility on the allocation of funding. The three defined areas have been developed in this way to attract best quality bids, but reduce the pool of competition that the groups will face in each area. These indicative allocations will be used to guide the decision makers when assessing grant applications.
- 7.4. For communities experiencing demonstrable disruption from construction works which are considered 'off-route,' but are contained within the High Speed Rail Bill, successful projects will receive funding from the unallocated £10 million element of the funds.

8. Timing

- 8.1. In January 2016, Cathy Elliott, currently Chief Executive of Community Foundations for Lancashire and Merseyside, was appointed as the Independent Panel Chair for the funds.
- 8.2. Cathy will now work with HS2 Ltd and DfT to appoint the other members of the Panel towards the end of 2016.
- 8.3. Once the panel has been established, we will work in collaboration with members to appoint the grant-management body with the aim that detailed guidance for applicants will be published by the end of 2016, in advance of a first call for applications.
- 8.4. The first grants from both funds will be awarded once the Bill has received Royal Assent.
- 8.5. Our expectation is that both the CEF and BLEF grants will need to be fully spent by the end of the first year of operation of Phase One.

9. Community Investment Plan

9.1 In addition, HS2 Ltd is committed to requiring its contractors to participate in a Community Investment Plan (CIP), similar to that which Crossrail has in operation. For example, as part of the Crossrail CIP, a contractor sponsored the refurbishment of the playground area of a local primary school in Camden, and another contractor project-managed the design and installation of a new professional kitchen and utility area for a community centre in south Islington. HS2 Ltd is currently working on the scope of its CIP for Inclusion In works instructions, to be ready for the invitation to tender (ITT) process that will begin in 2016.

10. Road Safety Fund

- 10.1. The Government has separately announced a £30 million road safety fund that will be used to make improvements to places along the line of route – for

instance to support traffic calming, safer junctions or better pedestrian crossings. Further details on this fund will be announced in due course.

11. More information

11.1 More detail on the Bill and related documents can be found at: www.gov.uk/HS2

11.2 Further information on the funds will be published as the detail is developed and will be found at: www.gov.uk/HS2

Events - Action list

Appendix C

| Subject | Action to be taken | | Response/ Agenda no. |
|----------------------------------|--------------------|--|--|
| | Date | Action | |
| Disabled Access to Public events | | Incorporate relevant parts into Event Management plan | Ongoing Cllr Strain -Clark to assist with assessment of venues for disabled access |
| | | Continue to look at access requirements for the less able | Ongoing Cllr Strain-Clark |
| | 02/02/15 | Deputy Town Clerk to compile list of venues within the town including disabled access details. | Ongoing |
| Market Report | 23.05.16 | To provide a report taking the Nabma health check report into account | To be reviewed - ongoing |
| | 17/10/16 | Deputy Town Clerk and Market Manager to revise market contracts | On going |
| Licence for Chandos Park | 11/07/16 | Forms received from AVDC to cancel licence. Contacting Mike Hall, who holds the licence as he needs to complete the form. | Ongoing 3 May – Mike Hall is filling out the surrender form 11 May – completed form received sent to AVDC |
| Training | 30/8/16 | Events Coordinator to liaise with Debbie Brook and investigate various options for training on sexual exploitation, terrorism and public place violence. | Ongoing |
| Visitor Information Centre | 17/10/16 | Grant of £500 to be allocated to the re-decoration of the Tourist Information Centre from the Charter Fair budget. | Town Clerk |
| | 05/12/16 | | |
| Funeral Fair | | Proposal from Cllr Harvey to run a Funeral Fair | Cllr Harvey & Cllr Bates to draft a report to outline anticipated production cost and likely officer time |
| Re-location of desperate Dan | | Re-location of Desperate Dan during the Charter Fair | Events Co-ordinator to contact Licensing regarding desperate Dan's street trading license and whether he can be re-located during the fair |
| Events Report | | Town Clerk to bring a report to meeting reviewing all the events | Ongoing – Town Clerk will bring this to the meeting on |

| | | | |
|---|----------|--|---|
| | | | 27 th March 2017 |
| Best Kept Village competition | 6.2.17 | Events Coordinator to pursue feedback from Judges on how we can improve score for 2017 | Ongoing |
| Budgets | | DTC to investigate whether budget line 505 Aylesbury Vale Shortfall should have been deleted. | DTC – This has been re-named to Aylesbury Vale Rate as per 2015 precept report. |
| Planter Contract | | Undertake tender exercise for planters contract | Ongoing |
| Charter Fair 100 th Anniversary Nichols Amusements | | Events Coordinator and Chair to come back to Committee with recommendation of a gift and the budget from which it will be paid. | Ongoing – Conversation with Robert Nichols he does not think this is the 100 th year. He is going to check with a relation who may know. |
| Comedy Nights | | Advertorial on the success of previous acts | |
| Access – Pavements | | Town Clerk to write to Cllr Warren Whyte regarding the state of the pavement outside clay's butchers sets by the market and the section of pavement from Binn's Restaurant to the Post Office. | |
| | 27/03/17 | | |
| Best Kept Village | | Ask Buckingham Garden Centre if they would like to sponsor the planters outside the Old Post office for the summer | 12/04 Spoke to Chris Day at the Garden Centre he will ask at his next meeting to see if they are interested. 27/04 Buckingham Garden Centre keen to sponsor the planters outside Old Post Office. Chris day will come and have a look at them. |

BUCKINGHAM TOWN COUNCIL

TOWN CENTRE & EVENTS

Monday 22nd May 2017**Committee Chairman:****Contact Officer: Claire Childs****Sale of Antiques Weapons on Flea Market**

The current rule regarding prohibited items in the Street Market Rules and Regulations reads as follows:

Buckingham Town Council's Market Management will not permit the sale of any illegal, dangerous or inappropriate products. The following non exhaustive list of products, or product goods, is prohibited from sale at Buckingham Town Council's market or any car boot sale that are licensed to Buckingham Town Council's market management:

- *Guns, replica guns, swords and knives (except Kitchen Knives and Cutlery)*
- *Live animals*
- *Fireworks*
- *Counterfeit goods*
- *Illegally copied Videos, CDs, DVDs, MP3 Disks & Computer Games*
- *Sex Toys or Accessories (including Pornography in any form)*
- *Drugs or Drug related products*
- *Inappropriate or Offensive Products*

These documented rules are for the Street Market, and there are currently no separate guidelines for the Flea Market, which offers antiques and collectibles.

There are an increased number of traders on the Flea Market, and this has presented the request to sell items including "antique" guns, swords and knives.

The following information has been provided by Russell Cross, Gilt Swan Buckingham Antiques & Collectables:

- EU April 2016 Deactivated Gun Law – it is illegal to sell, trade or give away, any deactivated gun after April 2016, unless it has a new deactivation certificate with it. This costs around £50 to obtain and it is common to see people selling deactivated guns and pretending they do not know the above. Guns with the EU2016 certificate are stamped with a metal deactivation EU mark.
- The law on antique calibre guns is forever changing, so what is legal to sell one week may not be the next. It is a very difficult subject for the council to police what is legal to sell.
- It is legal to own and carry a penknife with a blade 3" or less, as long as it does not lock. Penknives are safe to trade as long as sold to over 18's. Locking knives are illegal to sell.
- Most markets have guidelines on what can and cannot be sold. The majority do not allow weapons, guns and knives to be traded.
- If Buckingham Council decides to allow daggers and swords to be sold, please check if these should be in locked cabinets. I am unsure legally how this applies to outdoor markets.

- It is worth reading the Criminal Justice Act (1988), the Knives Act (1997) and the EU April 2016 Deactivation Law for further guidelines.

The information provided highlights that it would be difficult to police the legislation around items of this type.

Officer Recommendation

That the Street Market Rules and Regulations be amended to cover the Flea Market.

That the list of prohibited items be extended to include antique guns, knives and swords.

That a letter be sent to all Flea Market, and Street Market Traders, confirming the complete prohibition of items of this type.



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM. MK18 1JP

Telephone/Fax: (01280) 816 426

Email: Townclerk@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr. C. P. Wayman

MARKET TRADER AGREEMENT

This agreement is made on **{date}** between
Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham MK18 1JP
("The Council")

and

{Trader name}, (Insurance – **{insurer name and policy number}**), **{trader address}**
("The Trader")

for the purposes of trading on the Buckingham Street Market
on **{Tuesday/Saturday} Markets** (**{Pitch Location / Pitch Size}**)

The Council undertakes to:

1. Publicise and make available the current Market Rules and Regulations, available from the postal address above, or at www.buckingham-tc.gov.uk
2. Reserve a regular pitch for the Trader providing the rent due, which will be revised annually in March, is paid each week in accordance with the Market Rules and Regulations for Regular Traders.
3. Offer the two Charter Fair Saturdays in October to the Trader free of charge. The pitch length in the replacement site may vary from the agreed trading pitch length and the placement of stalls will be at the discretion of The Council.

On behalf of Buckingham Town Council:

Signature: _____ C.P.Wayman, Town Clerk Date: _____

The Trader undertakes to:

1. Abide by the current street market rules and regulations, and take responsibility to regularly check for any updated regulations.
2. Pay the pitch rent on a weekly basis regardless of whether or not you attend the market, in order to secure your regular pitch.
3. Maintain membership of the Federation of Market Traders, appropriate insurance cover and compliance with relevant regulations.
4. Keep The Council informed of changes to your contact address, telephone number, trading name and insurance details.
5. Display your trader's contact details, as above, clearly on the stall at every market.
6. Provide evidence of insurance cover when requested, and at least every year upon renewal.
7. Remove all rubbish, wrappings and other refuse when you leave, and agree to reimburse any costs incurred by The Council as a result of clearing any remaining refuse that you leave.

On behalf of the Trader:

I have read and agree to the undertakings listed above; and acknowledge receipt of the current Market Rules and Regulations, which I agree to abide by:

Name: _____ Signature: _____ Date: _____

15/05/2017

Buckingham Town Council

14:10

Detailed Income & Expenditure by Budget Heading 01/04/2017

Page No 1

Month No : 1

Committee Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--|-------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>TOWN CENTRE & EVENTS</u> | | | | | | | | |
| 301 | TOWN CENTRE & EVENTS | | | | | | | |
| 3997 | NI TC & E | 0 | 0 | 1,980 | 1,980 | | 1,980 | 0.0 % |
| 3998 | PENSION EES TC & E | 0 | 0 | 3,900 | 3,900 | | 3,900 | 0.0 % |
| 3999 | WAGES & SALARIES TC & E | 0 | 0 | 26,500 | 26,500 | | 26,500 | 0.0 % |
| 4079 | FAIR TRADE PROMOTION | 192 | 0 | 400 | 400 | | 400 | 0.0 % |
| 4094 | YOUTH PROJECT | 2,840 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4104 | TOWN IN BLOOM | 5,410 | 0 | 6,300 | 6,300 | | 6,300 | 0.0 % |
| 4107 | PRIDE OF PLACE | 242 | 0 | 250 | 250 | | 250 | 0.0 % |
| 4115 | RIVER RINSE | 108 | 0 | 400 | 400 | | 400 | 0.0 % |
| 4165 | WINTER HANGING BASKET | 669 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4201 | CHRISTMAS LIGHTS | 7,997 | 0 | 10,000 | 10,000 | | 10,000 | 0.0 % |
| 4202 | FIREWORK DISPLAY | 3,654 | 0 | 5,000 | 5,000 | | 5,000 | 0.0 % |
| 4203 | COMMUNITY FAIR | 307 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4205 | CHRISTMAS PARADE | 3,180 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4208 | SPRING FAIR | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4209 | TRAFFIC ORDERS FOR EVENTS | 0 | 0 | 1,100 | 1,100 | 850 | 250 | 77.3 % |
| 4210 | PANCAKE RACE | 104 | 0 | 75 | 75 | | 75 | 0.0 % |
| 4211 | BAND JAM | 3,417 | 0 | 3,500 | 3,500 | | 3,500 | 0.0 % |
| 4212 | CHRISTMAS LIGHT SWITCH ON | 640 | 0 | 1,300 | 1,300 | | 1,300 | 0.0 % |
| 4213 | DOG AWARENESS | 374 | 0 | 300 | 300 | | 300 | 0.0 % |
| 4215 | EVENTS PA SYSTEM | 0 | 0 | 200 | 200 | | 200 | 0.0 % |
| 4216 | MAY DAY EVENT | 8 | 0 | 50 | 50 | | 50 | 0.0 % |
| 4220 | MUSIC IN THE MARKET | 3,515 | 0 | 3,500 | 3,500 | | 3,500 | 0.0 % |
| 4228 | ENTERTAINMENTS | 528 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4230 | SCOUT PARADE | 0 | 0 | 50 | 50 | | 50 | 0.0 % |
| 4241 | COMEDY NIGHT EXPENDITURE | 1,497 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4243 | CHARTER FAIR EXPENDITURE | 1,778 | 0 | 3,700 | 3,700 | | 3,700 | 0.0 % |
| | TOWN CENTRE & EVENTS :- Expenditure | 36,461 | 0 | 78,505 | 78,505 | 850 | 77,655 | 1.1 % |
| 1013 | HANGING BASKETS | 323 | 0 | 400 | -400 | | | 0.0 % |
| 1062 | COMMUNITY FAIR - TABLE | 180 | 0 | 300 | -300 | | | 0.0 % |
| 1066 | COMEDY NIGHT INCOME | 1,339 | 0 | 3,000 | -3,000 | | | 0.0 % |
| 1069 | CHARTER FAIR INCOME | 6,364 | 0 | 6,400 | -6,400 | | | 0.0 % |
| 1072 | BUCKINGHAM ACTION GROUP | 1,250 | 0 | 0 | 0 | | | 0.0 % |
| | TOWN CENTRE & EVENTS :- Income | 9,456 | 0 | 10,100 | -10,100 | | | 0.0 % |
| | Net Expenditure over Income | 27,005 | 0 | 68,405 | 68,405 | | | |

Month No : 1

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|-------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>302</u> STREET MARKET | | | | | | | |
| 4017 SUBSCRIPTIONS | 318 | 0 | 330 | 330 | | 330 | 0.0 % |
| 4225 RATES | 3,727 | 0 | 4,000 | 4,000 | | 4,000 | 0.0 % |
| 4226 SUPERVISORS | 4,718 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4235 MARKET INFRASTRUCTURE & | 2,529 | 0 | 2,200 | 2,200 | | 2,200 | 0.0 % |
| STREET MARKET :- Expenditure | 11,292 | 0 | 6,530 | 6,530 | 0 | 6,530 | 0.0 % |
| 1005 STREET MARKET | 16,690 | 0 | 18,000 | -18,000 | | | 0.0 % |
| 1006 FLEA MARKET | 3,658 | 0 | 4,000 | -4,000 | | | 0.0 % |
| STREET MARKET :- Income | 20,348 | 0 | 22,000 | -22,000 | | | 0.0 % |
| Net Expenditure over Income | -9,056 | 0 | -15,470 | -15,470 | | | |
| <u>303</u> SPECIAL EVENTS | | | | | | | |
| 4242 FOOD FAIR | 343 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4260 TWINNING | 1,000 | 0 | 0 | 0 | | 0 | 0.0 % |
| SPECIAL EVENTS :- Expenditure | 1,343 | 0 | 500 | 500 | 0 | 500 | 0.0 % |
| 1020 FOOD FAIR INCOME | 625 | 0 | 400 | -400 | | | 0.0 % |
| 1034 FESTIVAL OF HEALTH | 2,000 | 0 | 0 | 0 | | | 0.0 % |
| SPECIAL EVENTS :- Income | 2,625 | 0 | 400 | -400 | | | 0.0 % |
| Net Expenditure over Income | -1,282 | 0 | 100 | 100 | | | |
| TOWN CENTRE & EVENTS :- Expenditure | 49,096 | 0 | 85,535 | 85,535 | 850 | 84,685 | 1.0 % |
| Income | 32,429 | 0 | 32,500 | -32,500 | | | 0.0 % |
| Net Expenditure over Income | 16,667 | 0 | 53,035 | 53,035 | | | |

Month No : 1

Committee Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|----------------------------|------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>PARTNERSHIPS</u> | | | | | | | | |
| 505 | AYLESBURY VALE RATE | | | | | | | |
| 4219 | BUCKINGHAM FRINGE | 4,507 | 0 | 9,000 | 9,000 | | 9,000 | 0.0 % |
| 5001 | TIC GRANT | 26,000 | 0 | 27,000 | 27,000 | | 27,000 | 0.0 % |
| | AYLESBURY VALE RATE :- Expenditure | 30,507 | 0 | 36,000 | 36,000 | 0 | 36,000 | 0.0 % |
| 1065 | BUCKINGHAM FRINGE INCOME | 2,267 | 0 | 3,000 | -3,000 | | | 0.0 % |
| 1068 | COUNCIL TAX TOP UP GRANT | 9,065 | 0 | 0 | 0 | | | 0.0 % |
| | AYLESBURY VALE RATE :- Income | 11,332 | 0 | 3,000 | -3,000 | | | 0.0 % |
| | Net Expenditure over Income | 19,175 | 0 | 33,000 | 33,000 | | | |
| | PARTNERSHIPS :- Expenditure | 30,507 | 0 | 36,000 | 36,000 | 0 | 36,000 | 0.0 % |
| | Income | 11,332 | 0 | 3,000 | -3,000 | | | 0.0 % |
| | Net Expenditure over Income | 19,175 | 0 | 33,000 | 33,000 | | | |

Month No : 1

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|----------------------------------|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------------------|
| <u>EARMARKED RESERVES</u> | | | | | | | |
| 991 | <u>EARMARKED RESERVES</u> | | | | | | |
| 9006 | SPEED WATCH | 0 | 0 | 598 | 598 | 598 | 0.0 % |
| 9009 | CAPITAL RESERVE | 66,453 | 0 | 0 | 0 | 0 | 0.0 % |
| 9012 | CHRISTMAS LIGHTS | 1,285 | 0 | 6,753 | 6,753 | 6,753 | 0.0 % |
| 9015 | CHARTER FAIRS | 803 | 0 | 7,000 | 7,000 | 7,000 | 0.0 % |
| 9018 | REPAIR OF FOOTPATHS | 2,966 | 0 | 0 | 0 | 0 | 0.0 % |
| 9025 | PLAY AREA REPLACEMENT | 0 | 0 | 17,121 | 17,121 | 17,121 | 0.0 % |
| 9027 | GREEN BUCKINGHAM GROUP | 0 | 0 | 226 | 226 | 226 | 0.0 % |
| 9029 | CIRCULAR WALK MAINT | 0 | 0 | 5,399 | 5,399 | 5,399 | 0.0 % |
| 9030 | TOURISM LEAFLETS | 0 | 0 | 3,402 | 3,402 | 3,402 | 0.0 % |
| 9032 | BUCK NEIGHBOURHOOD DEV | 1,200 | 0 | 0 | 0 | 0 | 0.0 % |
| 9033 | DESTINATION BUCKINGHAM | 3,601 | 0 | 1,938 | 1,938 | 1,938 | 0.0 % |
| 9035 | PARKS DEVELOPMENT | 35,842 | 0 | 4,275 | 4,275 | 4,275 | 0.0 % |
| 9036 | ELECTION COSTS | 0 | 0 | 3,188 | 3,188 | 3,188 | 0.0 % |
| 9038 | NEW VEHICLE | 13,815 | 0 | 0 | 0 | 0 | 0.0 % |
| 9039 | BARRIERS FOR EVENTS | 409 | 0 | 0 | 0 | 0 | 0.0 % |
| 9040 | PARK RUN | 20 | 0 | 132 | 132 | 132 | 0.0 % |
| 9042 | HOSTING OF TWINNING EVENT | 938 | 0 | 0 | 0 | 0 | 0.0 % |
| 9045 | ACCESS FOR ALL | 13 | 0 | 485 | 485 | 485 | 0.0 % |
| 9046 | PLANNING DISPLAY EQUIPMENT | 0 | 0 | 5,242 | 5,242 | 5,242 | 0.0 % |
| 9047 | FUTURE EVENTS | 335 | 0 | 0 | 0 | 0 | 0.0 % |
| 9048 | BAG FUND | 0 | 0 | 1,000 | 1,000 | 1,000 | 0.0 % |
| | EARMARKED RESERVES :- Expenditure | 127,680 | 0 | 56,759 | 56,759 | 0 | 56,759 0.0 % |
| | Net Expenditure over Income | 127,680 | 0 | 56,759 | 56,759 | | |
| | EARMARKED RESERVES :- Expenditure | 127,680 | 0 | 56,759 | 56,759 | 0 | 56,759 0.0 % |
| | Income | 0 | 0 | 0 | 0 | | 0.0 % |
| | Net Expenditure over Income | 127,680 | 0 | 56,759 | 56,759 | | |

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 22nd May 2017**

Contact Officer: Amanda Brubaker

SPRING FAIR 2017

General information

This year's Spring Fair was held on a Sunday 30th April in the cattle pens and ran from 10am until 2pm. It was attended by 13 exhibitors, which included Edible Woodland, Fairtrade, Master Composter, Canal Society, Men In Sheds, RSPB and Woodland Trust.

The 3rd Buckingham Scout Group once again provided the BBQ and sold out before the end of the event.

The Woodland Trust was new to the Spring fair this year and they were able to talk to the public about the work that they do and to sign up members. The Woodland Trust owns woodland within a few miles of Buckingham, i.e. Windmill Piece at Padbury, College Wood, Nash and Round Wood at Tingewick.

Unfortunately, Buckingham Garden Centre was unable to attend the event due to staffing issues at the last minute. Curious Minds Vintage and Fifi's Kitchen did not attend.

The Greenspaces team were unable to assist at the event this year and Cllrs Mahi, Smith and Bloomfield were a great help on the day moving tables from the Community Centre to the cattle pens on a trolley.

Recommendation

I recommend that we continue with the Spring Fair again next year and continue to introduce new organisations but change the location of the event so that we can introduce some new ideas and hopefully encourage groups that will be able to give demonstrations.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 22nd May 2017**

Contact Officer: Amanda Brubaker

May Day 2017

General information

Organised by Buckingham Town Council, each year students from the local primary schools perform traditional country dancing and maypole dancing on the green outside St Peter & St Paul Church. The event is held on the first working day after the May Day holiday so that the schools can take part.

Tuesday 2nd May saw c250 students from Lace Hill Academy, Bourton Meadow Academy and George Grenville Academy perform maypole dances such as Chrysanthemum, Barber In The Pole and Maypole Crouch Dance. Eight Reception children from Bourton Meadow Academy showed everyone their Maypole skills.

Recommendation

I recommend that we continue with this event as it is enjoyed not only by the students who spend a lot of time practicing before the day but by members of the public who come to watch.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 22nd May 2017**

Contact Officer: Amanda Brubaker

Scouts Parade 2017

General information

In 2016 we were contacted by the 3rd Buckingham Scouts informing us that they would like to parade on St George's Day, 23rd April 2017.

The Town Council agreed to support the event as it was a one off and we provided a rolling road closure which was manned by the Town Council Green Spaces Team, Cllr Smith and volunteers from the 3rd Buckingham Scouts.

On a lovely sunny afternoon just over 100 Scouts and leaders formed up at the University on Hunter Street and paraded along Hunter Street, Manor Street, Church Street and into St Peter & St Paul Church where they were met by Mayor, Cllr Andy Mahi.

After an hour long service, the Scouts reformed and as they marched back to the University past the Radcliffe Centre they took the salute.

The following was received from Deputy District Commissioner, Buckingham & Winslow District Scouts, Rosemary Frohock after the event.

We are writing to thank you for supporting 3rd Buckingham Scout Group at their St Georges Day Parade on Sunday 23rd April.

Without the commitment of yourselves and others in the town we would not have been able to hold the parade in a traditional manner allowing our young people to come together to proudly celebrate Scouting and to reaffirm their promise.

It is important for Scouts to remind themselves of our Law and Promise and St Georges Day allows us this opportunity.

St Georges Day is celebrated by all Scouts as Baden-Powell chose St George as the Patron Saint of Scouting. The story of St George shows him overcoming adversity. St George was typical of what a Scout should be. When he was faced by a difficulty or danger, however great it appeared, even in the shape of a dragon - he did not avoid it or fear it but went at it with all the power he could.

That is exactly the way a Scout should face a difficulty or danger no matter how great or how terrifying it may appear. He/she should go at it boldly and confidently, using every power that he/she can to try and overcome it and the probability is that he/she will succeed.

To see our young people together with their Leaders on parade is a very proud moment and we would like to thank you and your team for making this possible.

Recommendation

As the 3rd Buckingham Scouts and Town Council worked well together on the event, I recommend that if we are approached by the Scouts for a St George's Day Parade next year that we consider supporting the event again.

