



# BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

Email: [Townclerk@buckingham-tc.gov.uk](mailto:Townclerk@buckingham-tc.gov.uk)  
[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Town Clerk: Mr. C. P. Wayman

Wednesday, 29 November 2017

## Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Monday 4<sup>th</sup> December 2017** 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 3.f, which will last for a maximum of 15 minutes

## AGENDA

1. **Apologies for Absence**  
Members are asked to receive apologies from Councillors.
2. **Declarations of Interest**  
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.
3. **Minutes**  
To receive the minutes of the Meeting held on Monday 16<sup>th</sup> October 2017 ratified at Full Council on the 20<sup>th</sup> November 2017. (TCE/04/17) **Copy previously circulated**
4. **Members to consider Cllr. Bates' request to join the Town Centre & Event Committee.**
5. **Action List** **Appendix A**  
To receive action reports and updates
6. **Markets** **Appendix B**  
To receive and discuss correspondence from Mrs. Fincher
7. **Street Trading** **Appendix C**  
Members to note information from AVDC
8. **Budget**  
8.1 To receive the latest budget figures **Appendix D**  
8.2 To receive and discuss proposed budgets for 2018/19 (Precept) **Appendix E**

Buckingham



Twinned with Mouvaux, France



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

9. **Proposal for Enterprise Fair**  
To receive a written report from the Events Coordinator **TCE/38/17**
10. **Forthcoming Events**
- |      |                  |                                |  |
|------|------------------|--------------------------------|--|
| 10.1 | Christmas Parade | 9 <sup>th</sup> December 2017  |  |
| 10.2 | Community Fair   | 9 <sup>th</sup> December 2017  |  |
| 10.3 | Pancake Day      | 13 <sup>th</sup> February 2018 |  |
| 10.4 | Food Fair        | 24 <sup>th</sup> February 2018 |  |
11. **Event Reviews**
- |      |   |                  |
|------|---|------------------|
| 11.1 | Bonfire & Fireworks – To receive a written report from the Events Coordinator       | <b>TCE/39/17</b> |
| 11.2 | Best Carved Pumpkin – To receive a written report from the Events Coordinator       | <b>TCE/40/17</b> |
| 11.3 | Remembrance Day Parade – To receive a verbal report from the Events Coordinator     |                  |
| 11.4 | Christmas Lights Switch On – To receive a verbal report from the Events Coordinator |                  |
| 11.5 | LHSCC Halloween Disco - To receive a written report from the LHSCC Coordinator      | <b>TCE/41/17</b> |
12. **Events Report 2018** **TCE/44/17**  
To receive a report from the Events Coordinator
13. **Buckingham Fringe Week**  
To receive a written report from the Events Coordinator – **to be circulated via email and at the meeting.** **TCE/43/17**
14. **Access**
15. **Visitor Information Centre**
- |      |  |                   |
|------|--|-------------------|
| 15.1 | To receive the latest visitor and accommodation statistics | <b>Appendix G</b> |
| 15.2 | To received a written report from the Town Clerk           | <b>TCE/42/17</b>  |
16. **Buckingham Dementia Action Alliance**  
To receive and discuss correspondence from Mrs. E. Winston, Chair of Buckingham Dementia Action Alliance. **Appendix H**
17. **Buckingham Festival of Health**  
To receive a feedback report from the Project Coordinator of the Buckingham Festival of Health. **Appendix I**
18. **Armistice 100**  
To receive an update from the Events Coordinator **Appendix J**
19. **News Releases**
20. **Chairman's Items**
- |      |   |  |
|------|---|--|
| 20.1 | Planters Outside of The Old Post Office |  |
|------|---|--|
21. **Date of the next meeting:** Monday 5<sup>th</sup> February 2018

To:

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

**Events - Action list**

**Appendix A**

Subject	Action to be taken		Response/ Agenda no.
	Date	Action	
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
Training	30/8/16	Training – The Events Coordinator to liaise with Debbie Brook and investigate various options for training on raising awareness on sexual exploitation, terrorism and public place violence.	
Funeral Fair	5/12/16	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. 15/08 – Cllr. Harvey had nothing to report.
Comedy Nights		Advertorial on the success of previous acts	
Access – Pavements		Town Clerk to write to Cllr 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.	Ongoing
Safeguarding	10/7/17 (207/17)	Proposed by Cllr. Stuchbury and seconded by Cllr. Smith, Members AGREED that Aylesbury Vale District Council and Bucks County Council be approached to ask what safeguarding provisions there are currently available for Buckingham, and that this response be followed up with the Bucks Safeguarding Board.	Ongoing
Planters outside of the Old Post Office	446/17	AGREED to advertise for local businesses to sponsor the planters.	

## Appendix B

**From:** Helen Fincher  
**Sent:** 02 November 2017 09:05  
**To:** Claire Childs  
**Subject:** Tuesday Market in Buckingham

Hello,  
My partner is in the process of setting up a new business sharpening knives and garden tools. Is this something you would allow on the market on a Tuesday? If so...could you please send details of the criteria for having a pitch..what is included in the pitch fee and how we go about booking and setting up etc?  
Any help or advice you could offer would be gratefully accepted at this point.  
Kind Regards

Helen,( on behalf of Terry Lyon )

**Amanda Brubaker**

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**From:** Ashton, Kerryann <KAshton@aylesburyvaledc.gov.uk>  
**Sent:** 17 October 2017 15:10  
**To:** Amanda Brubaker  
**Subject:** RE: Charter Fair Buckingham 2017  
**Attachments:** Buckingham Street Trading Map.pdf

Hi Amanda,

Just a quick e-mail to see if there were any issues with the kebab van on Saturday with the fair in town? I have a message to call him and wondered what it might be about.

Also just for your information we are still continuing to receive information about various other vans that appear in the town, because of this we have gone back through our paperwork and found a map that confirms the "Street Trading Consented Area". I have attached a plan for your information- please note on the plan the consented area is the area inside of the Buckingham Conservation Area.

Anyone wishing to trade in this area would require a street trading consent – and we currently do not have any available pitches.

Anyone trading outside of this area does not need formal licensing but will need permission from the landowner. This may be a private landowner, Highways at Bucks County Council or even AVDC.

They will also require a licence if they are selling hot food or drink between the hours of 2300 and 0500

Kind regards,

Kerryann

Kerryann Ashton  
 Licensing Officer  
 Customer Fulfilment  
 Aylesbury Vale District Council  
 The Gateway  
 Gatehouse Road  
 Aylesbury  
 HP19 8FF

T: 01296 585 560

kashton@aylesburyvaledc.gov.uk or licensing@aylesburyvaledc.gov.uk

www.aylesburyvaledc.gov.uk

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**From:** Amanda Brubaker [mailto:events@buckingham-tc.gov.uk]

**Sent:** 04 September 2017 15:32

**To:** Ashton, Kerryann

**Subject:** RE: Charter Fair Buckingham 2017

Thank you. I am trying to get hold of Ashley at 13 High Street to let him know.

I thought you knew about the Mexican Food Van.

Amanda

Amanda Brubaker  
Events Co-Ordinator  
Buckingham Town Council  
Tele: 01280 816426  
Mobile: 074 3681 2415

Email: [events@buckingham-tc.gov.uk](mailto:events@buckingham-tc.gov.uk)

Web Site [www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)



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**From:** Ashton, Kerryann [<mailto:KAshton@aylesburyvaledc.gov.uk>]  
**Sent:** 04 September 2017 15:17  
**To:** Amanda Brubaker  
**Subject:** RE: Charter Fair Buckingham 2017

Hi Amanda

Thanks for this I will contact Waseem and confirm with him the revised location for the Charter Fair.

We are not aware of the Mexican food van and this burger van on Hunter Street seems to come and go, they don't have permission to trade.

Regards,

Kerryann

Kerryann Ashton  
Licensing Officer  
Customer Fulfilment  
Aylesbury Vale District Council  
The Gateway  
Gatehouse Road  
Aylesbury  
HP19 8FF

T: 01296 585 560

[kashton@aylesburyvaledc.gov.uk](mailto:kashton@aylesburyvaledc.gov.uk) or [licensing@aylesburyvaledc.gov.uk](mailto:licensing@aylesburyvaledc.gov.uk)

[www.aylesburyvaledc.gov.uk](http://www.aylesburyvaledc.gov.uk)



INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES

28/11/2017

<u>PAGE No</u>	<u>CODE</u>	<u>COST CENTRE</u>	<u>EXPLANATION</u>
1	4115	301	skip hire cost increase (1st river rinse Unicorn @£180 and 2nd river rinse avdc £240 - as required bigger skip it cost more)
1	4220	301	overspend due to extra security costs
3	9033	901	Overspend showing on expenditure code because income is shown separately as per auditors / accounting instructions.



Month No : 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b>TOWN CENTRE &amp; EVENTS</b>								
<u>301</u>	<u>TOWN CENTRE &amp; EVENTS</u>							
4079	FAIR TRADE PROMOTION	192	238	400	162	162	59.5 %	
4094	YOUTH PROJECT	2,840	1,560	3,000	1,440	1,440	52.0 %	
4104	TOWN IN BLOOM	5,410	6,123	6,300	177	177	97.2 %	
4107	PRIDE OF PLACE	242	250	250	0	0	99.9 %	
4115	RIVER RINSE	108	440	400	-40	-40	110.1 %	
4165	WINTER HANGING BASKET	669	0	0	0	0	0.0 %	
4201	CHRISTMAS LIGHTS	7,997	4,237	10,000	5,763	5,763	42.4 %	
4202	FIREWORK DISPLAY	3,654	3,545	5,000	1,455	1,455	70.9 %	
4203	COMMUNITY FAIR	307	215	500	286	286	42.9 %	
4205	CHRISTMAS PARADE	3,180	2,975	3,000	25	25	99.2 %	
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	3,110	3,500	390	390	88.9 %	
4212	CHRISTMAS LIGHT SWITCH ON	640	0	1,300	1,300	1,300	0.0 %	
4213	DOG AWARENESS	374	300	300	0	0	100.0 %	
4215	EVENTS PA SYSTEM	0	0	200	200	200	0.0 %	
4216	MAY DAY EVENT	8	38	50	12	12	76.3 %	
4220	MUSIC IN THE MARKET	3,515	3,613	3,500	-113	-113	103.2 %	
4228	ENTERTAINMENTS	528	0	0	0	0	0.0 %	
4230	SCOUT PARADE	0	46	50	4	4	91.4 %	
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	3,718	-18	100.5 %
	TOWN CENTRE & EVENTS :- Expenditure	<b>36,461</b>	<b>26,689</b>	<b>46,125</b>	<b>19,436</b>	<b>4,568</b>	<b>14,868</b>	<b>67.8 %</b>
1013	HANGING BASKETS	323	483	400	83		120.8 %	
1062	COMMUNITY FAIR - TABLE	180	110	300	-190		36.7 %	
1066	COMEDY NIGHT INCOME	1,339	0	3,000	-3,000		0.0 %	
1069	CHARTER FAIR INCOME	6,364	6,400	6,400	0		100.0 %	
1072	BUCKINGHAM ACTION GROUP	1,250	0	0	0		0.0 %	
	TOWN CENTRE & EVENTS :- Income	<b>9,456</b>	<b>6,993</b>	<b>10,100</b>	<b>-3,107</b>		<b>69.2 %</b>	
	<b>Net Expenditure over Income</b>	<b>27,005</b>	<b>19,696</b>	<b>36,025</b>	<b>16,329</b>			
<u>302</u>	<u>STREET MARKET</u>							
4017	SUBSCRIPTIONS	318	0	330	330	330	0.0 %	
4225	RATES	3,727	2,129	4,000	1,871	1,871	53.2 %	
4226	SUPERVISORS	4,718	0	0	0	0	0.0 %	

Month No : 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4235 MARKET INFRASTRUCTURE &	2,529	537	2,200	1,663		1,663	24.4 %
STREET MARKET :- Expenditure	<b>11,292</b>	<b>2,666</b>	<b>6,530</b>	<b>3,864</b>	<b>0</b>	<b>3,864</b>	<b>40.8 %</b>
1005 STREET MARKET	16,690	8,939	18,000	-9,061			49.7 %
1006 FLEA MARKET	3,658	4,250	4,000	250			106.3 %
STREET MARKET :- Income	<b>20,348</b>	<b>13,189</b>	<b>22,000</b>	<b>-8,811</b>			<b>60.0 %</b>
<b>Net Expenditure over Income</b>	<b>-9,056</b>	<b>-10,523</b>	<b>-15,470</b>	<b>-4,947</b>			
<b>303 SPECIAL EVENTS</b>							
4075 FESTIVAL OF HEALTH	0	1,164	0	-1,164		-1,164	0.0 %
4242 FOOD FAIR	343	0	500	500		500	0.0 %
4260 TWINNING	1,000	0	0	0		0	0.0 %
SPECIAL EVENTS :- Expenditure	<b>1,343</b>	<b>1,164</b>	<b>500</b>	<b>-664</b>	<b>0</b>	<b>-664</b>	<b>232.8 %</b>
1020 FOOD FAIR INCOME	625	0	400	-400			0.0 %
1034 FESTIVAL OF HEALTH	2,000	1,016	2,000	-984			50.8 %
SPECIAL EVENTS :- Income	<b>2,625</b>	<b>1,016</b>	<b>2,400</b>	<b>-1,384</b>			<b>42.3 %</b>
<b>Net Expenditure over Income</b>	<b>-1,282</b>	<b>148</b>	<b>-1,900</b>	<b>-2,048</b>			
TOWN CENTRE & EVENTS :- Expenditure	<b>49,096</b>	<b>30,519</b>	<b>53,155</b>	<b>22,636</b>	<b>4,568</b>	<b>18,068</b>	<b>66.0 %</b>
Income	<b>32,429</b>	<b>21,198</b>	<b>34,500</b>	<b>-13,302</b>			<b>61.4 %</b>
<b>Net Expenditure over Income</b>	<b>16,667</b>	<b>9,321</b>	<b>18,655</b>	<b>9,334</b>			
<b><u>PARTNERSHIPS</u></b>							
<b>505 AYLESBURY VALE RATE</b>							
4219 BUCKINGHAM FRINGE	4,507	5,613	9,000	3,387		3,387	62.4 %
5001 TIC GRANT	26,000	27,000	27,000	0		0	100.0 %
AYLESBURY VALE RATE :- Expenditure	<b>30,507</b>	<b>32,613</b>	<b>36,000</b>	<b>3,387</b>	<b>0</b>	<b>3,387</b>	<b>90.6 %</b>
1065 BUCKINGHAM FRINGE INCOME	2,267	3,098	3,000	98			103.3 %
1068 COUNCIL TAX TOP UP GRANT	9,065	0	0	0			0.0 %
AYLESBURY VALE RATE :- Income	<b>11,332</b>	<b>3,098</b>	<b>3,000</b>	<b>98</b>			<b>103.3 %</b>
<b>Net Expenditure over Income</b>	<b>19,175</b>	<b>29,515</b>	<b>33,000</b>	<b>3,485</b>			
PARTNERSHIPS :- Expenditure	<b>30,507</b>	<b>32,613</b>	<b>36,000</b>	<b>3,387</b>	<b>0</b>	<b>3,387</b>	<b>90.6 %</b>
Income	<b>11,332</b>	<b>3,098</b>	<b>3,000</b>	<b>98</b>			<b>103.3 %</b>
<b>Net Expenditure over Income</b>	<b>19,175</b>	<b>29,515</b>	<b>33,000</b>	<b>3,485</b>			
<b><u>EARMARKED RESERVES</u></b>							

Month No : 8

Committee Report

	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 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	2,864	7,000	4,136		4,136	40.9 %
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	998	3,402	2,404		2,404	29.3 %
9032 BUCK NEIGHBOURHOOD DEV	1,200	0	0	0		0	0.0 %
9033 DESTINATION BUCKINGHAM	3,601	2,079	1,938	-141		-141	107.3 %
9035 PARKS DEVELOPMENT	35,842	2,100	4,275	2,175		2,175	49.1 %
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	43	132	89		89	32.5 %
9042 HOSTING OF TWINNING EVENT	938	0	0	0		0	0.0 %
9045 ACCESS FOR ALL	13	265	485	220		220	54.6 %
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	-780	1,000	1,780		1,780	-78.0 %
EARMARKED RESERVES :- Expenditure	<b>127,680</b>	<b>7,568</b>	<b>56,759</b>	<b>49,191</b>	<b>0</b>	<b>49,191</b>	<b>13.3 %</b>
1070 DESTINATION BUCKINGHAM	0	20,000	0	20,000			0.0 %
EARMARKED RESERVES :- Income	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>			
<b>Net Expenditure over Income</b>	<b>127,680</b>	<b>-12,432</b>	<b>56,759</b>	<b>69,191</b>			
EARMARKED RESERVES :- Expenditure	<b>127,680</b>	<b>7,568</b>	<b>56,759</b>	<b>49,191</b>	<b>0</b>	<b>49,191</b>	<b>13.3 %</b>
Income	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>127,680</b>	<b>-12,432</b>	<b>56,759</b>	<b>69,191</b>			

**APPENDIX E**  
Officer Rec.  
2018/19

Account Code	Cost Centre	Account	Actual 2014/15	Actual 2015/16	Actual 2016/17	Est. 2017/18	Budget 2017/18	Officer Rec. 2018/19
<b>301</b>		<b>TOWN CENTRE &amp; EVENTS</b>						
4005		ERS NATIONAL INS	£ -	£ -	£ -	£ -	£ -	£ -
4006		ERS PENSION CONT	£ -	£ -	£ -	£ -	£ -	£ -
4004		WAGES & SALARIES	£ -	£ -	£ -	£ -	£ -	£ -
4078		NEW SIGNS	£ -	£ 282	£ -	£ -	£ -	£ -
4079		FAIR TRADE PROMOTION	£ 106	£ 352	£ 192	£ 330	£ 400	£ 400
4094		YOUTH PROJECT	£ 1,908	£ 1,410	£ 2,840	£ 1,560	£ 3,000	£ 3,000
4104		TOWN IN BLOOM	£ 5,113	£ 5,529	£ 5,410	£ 6,123	£ 6,300	£ 6,300
4107		PRIDE OF PLACE	£ 244	£ 267	£ 242	£ 250	£ 250	£ 250
4115		RIVER RINSE	£ 136	£ 320	£ 108	£ 440	£ 400	£ 400
4165		WINTER HANGING BASKET	£ -	£ -	£ 669	£ -	£ -	£ -
4201		CHRISTMAS LIGHTS	£ 10,666	£ 9,847	£ 7,997	£ 8,772	£ 10,000	£ 10,000
4202		FIREWORK DISPLAY	£ 3,621	£ 3,665	£ 3,654	£ 4,400	£ 5,000	£ 5,000
4203		COMMUNITY FAIR	£ 333	£ 358	£ 307	£ 310	£ 500	£ 500
4205		CHRISTMAS PARADE	£ 2,998	£ 2,799	£ 3,180	£ 3,000	£ 3,000	£ 3,000
4208		SPRING FAIR	£ -	£ -	£ -	£ -	£ 500	£ 500
4209		TRAFFIC ORDERS FOR EVENTS	£ 290	£ 126	£ -	£ -	£ 1,100	£ -
4210		PANCAKE RACE	£ 59	£ 109	£ 104	£ 100	£ 75	£ 75
4211		BAND JAM	£ 3,128	£ 2,878	£ 3,417	£ 3,350	£ 3,500	£ 3,500
4212		CHRISTMAS LIGHT SWITCH ON	£ 210	£ 375	£ 640	£ 700	£ 1,300	£ 1,300
4213		DOG AWARENESS	£ -	£ 236	£ 374	£ 300	£ 300	£ 300
4215		EVENTS PA SYSTEM	£ 400	£ 200	£ -	£ -	£ 200	£ -
4216		MAY DAY EVENT	£ 42	£ 43	£ 8	£ 38	£ 50	£ 50
4220		MUSIC IN THE MARKET	£ 3,639	£ 3,549	£ 3,515	£ 3,613	£ 3,500	£ 3,500
4228		ENTERTAINMENTS	£ 300	£ 1,070	£ 528	£ -	£ -	£ -
4230		SCOUT EVENT	£ -	£ -	£ -	£ 46	£ 50	£ 50
4241		COMEDY NIGHT EXPENDITURE	£ 4,653	£ 2,935	£ 1,497	£ -	£ 3,000	£ -
4243		CHARTER FAIR EXPENDITURE	£ 1,799	£ 1,800	£ 1,778	£ 1,800	£ 3,700	£ 3,700
		<b>TOTAL EXPENDITURE</b>	<b>£ 39,645</b>	<b>£ 38,150</b>	<b>£ 36,460</b>	<b>£ 35,132</b>	<b>£ 46,125</b>	<b>£ 41,825</b>
1013		HANGING BASKETS	£ 400	£ 542	£ 323	£ 483	£ 400	£ 400

Account Code	Cost Centre	Account	Actual 2014/15	Actual 2015/16	Actual 2016/17	Est. 2017/18	Budget 2017/18	Officer Rec. 2018/19
1062		COMMUNITY FAIR - TABLE	£ 250	£ 200	£ 180	£ 120	£ 300	£ 300
1063		TRAFFIC ORDERS RECHARGED	£ 98	£ 114	£ -	£ -	£ -	£ -
1066		COMEDY NIGHT INCOME	£ 3,077	£ 1,335	£ 1,339	£ -	£ 3,000	£ -
1069		CHARTER FAIR INCOME	£ 5,967	£ 6,146	£ 6,364	£ 6,400	£ 6,400	£ 6,400
1072		BUCKINGHAM ACTION GROUP	£ -	£ -	£ 1,250	£ -	£ -	£ -
		<b>TOTAL INCOME</b>	<b>£ 9,792</b>	<b>£ 8,337</b>	<b>£ 9,456</b>	<b>£ 7,003</b>	<b>£ 10,100</b>	<b>£ 7,100</b>
			<b>£ 29,853</b>	<b>£ 29,813</b>	<b>£ 27,004</b>	<b>£ 28,129</b>	<b>£ 36,025</b>	<b>£ 34,725</b>
<b>302</b>		<b>STREET MARKET</b>						
4017		SUBSCRIPTIONS	£ 318	£ -	£ 318	£ -	£ 330	£ 330
4225		RATES	£ 3,627	£ 3,696	£ 3,727	£ 3,041	£ 4,000	£ 4,000
4226		SUPERVISORS	£ 4,487	£ 4,550	£ 4,718	£ -	£ -	£ -
4235		MARKET INFRASTRUCTURE &	£ 5,044	£ 2,568	£ 2,529	£ 550	£ 2,200	£ 1,950
		<b>TOTAL EXPENDITURE</b>	<b>£ 13,476</b>	<b>£ 10,814</b>	<b>£ 11,292</b>	<b>£ 3,591</b>	<b>£ 6,530</b>	<b>£ 6,280</b>
1005		STREET MARKET	£ 19,045	£ 18,331	£ 16,690	£ 14,000	£ 18,000	£ 14,000
1006		FLEA MARKET	£ 4,264	£ 4,340	£ 3,658	£ 5,500	£ 4,000	£ 5,500
1007		CONTINENTAL MARKET	£ 288	£ 166	£ -	£ -	£ -	£ -
		<b>TOTAL INCOME</b>	<b>£ 23,597</b>	<b>£ 22,837</b>	<b>£ 20,348</b>	<b>£ 19,500</b>	<b>£ 22,000</b>	<b>£ 19,500</b>
			<b>-£ 10,121</b>	<b>-£ 12,023</b>	<b>-£ 9,056</b>	<b>-£ 15,909</b>	<b>-£ 15,470</b>	<b>-£ 13,220</b>
<b>303</b>		<b>SPECIAL EVENTS</b>						
4075		Festival of Health	£ -	£ -	£ -	£ -	£ -	£ -
4242		FOOD FAIR	£ 379	£ 343	£ 343	£ 500	£ 500	£ 500
4260		TWINNING	£ 854	£ -	£ 1,000	£ -	£ -	£ -
		<b>TOTAL EXPENDITURE</b>	<b>£ 1,233</b>	<b>£ 343</b>	<b>£ 1,343</b>	<b>£ 500</b>	<b>£ 500</b>	<b>£ 500</b>
1020		FOOD FAIR INCOME	£ 425	£ 350	£ 625	£ 400	£ 400	£ 400
1034		FESTIVAL OF HEALTH	£ -	£ -	£ 2,000	£ 300	£ 2,000	£ -
		<b>TOTAL INCOME</b>	<b>£ 425</b>	<b>£ 350</b>	<b>£ 2,625</b>	<b>£ 700</b>	<b>£ 2,400</b>	<b>£ 400</b>
			<b>£ 808</b>	<b>-£ 7</b>	<b>£ 1,282</b>	<b>-£ 200</b>	<b>£ 1,900</b>	<b>£ 100</b>

Account Code	Cost Centre	Account	Actual 2014/15	Actual 2015/16	Actual 2016/17	Est. 2017/18	Budget 2017/18	Officer Rec. 2018/19
		<b>TOWN CENTRE &amp; EVENTS TOTAL EXPENDITURE</b>	£ 54,354	£ 49,307	£ 49,095	£ 39,223	£ 53,155	£ 48,605
		<b>INCOME</b>	£ 33,814	£ 31,524	£ 32,429	£ 27,203	£ 34,500	£ 27,000
		<b>TOTAL EXPENDITURE OVER INCOME</b>	£ 20,540	£ 17,783	£ 16,666	£ 12,020	£ 18,655	£ 21,605

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
Monday 4<sup>th</sup> December 2017**

Contact Officer: Amanda Brubaker

**ENTERPRISE FAIR 2018**

A few weeks ago Cllr Jenny Bates and Mr Ed Grimsdale were having a conversation and Mr Grimsdale remarked that he was surprised at how many fledgling micro businesses are advertising on the Lace Hill Residents Association facebook page.

Cllr Bates wondered if this was scope for another event. A Buckingham Micro Business Fair. A micro business or micro enterprise is generally defined as a small business employing nine people or less, and having a balance sheet or turnover less than a certain amount.

A small business consultant could be found to come in and talk to those who are interested in starting up a new business and provide individual consultations to those interested. It would support increased economic activity in the town and provide a platform for these new businesses to expand their market

After a discussion between the Town Clerk and Events Co-ordinator it was decided that two surveys would go out on the Town Council facebook page, Buckingham What Matters To You and The Lace Hill Residents Association page to try to gauge what interest there would be for this sort of event.

The surveys went out on Wednesday 22<sup>nd</sup> November and will run for a month.

The first survey consisting of 10 questions is aimed at existing businesses

The second survey also has 10 questions and is aimed at those who are Thinking of setting up their own business.

The links to the surveys are as follows

Existing Micro Businesses Survey

<https://www.surveymonkey.co.uk/r/WC8YMYV>

Business Start Up Survey

<https://www.surveymonkey.co.uk/r/6CFFC63>

To date (28<sup>th</sup> November) we have had the following responses

### **Recommendation**

It is recommended that based on the results of the survey, we go ahead and put on an Enterprise Fair at the beginning of 2018 and that it is held in the Conference Room at The Old Town Hall. This would give the event a more professional feel than if the Community Centre was used.

Professional organisations such as Accountants could be contacted to see if they would be interested in attending the event and giving advice and maybe sponsoring the event.

A budget of £500 would be required to cover the costs of the venue hire.

Small local businesses that have been up and running for a little while could also be invited to attend to explain how they started out and what struggles they had to start with if any and how they overcame them. Businesses in mind are

Open Air Foods Family run business set up in 2012. Retailing artisan cheese and local produce in the Home Counties).

Natural Pampering, maker of handmade natural soap, luxurious bath/skincare products, honey and handmade beeswax candles. Products are made using own honey, beeswax and herbs from garden. Has recently filmed with Chef Jamie Oliver

Victoria Forward, Victoria Sponge, Cakemaker and Decorator who also runs a cake school from her home in Buckingham.



**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
Monday 4<sup>th</sup> December 2017**

**Bonfire & Fireworks**

**General Information**

This year's Bonfire & Firework Display took place on Saturday 4<sup>th</sup> November in the paddock in Bourton Park.

The Grounds Maintenance team spent most of the week leading up to the event collecting people's old sheds that they had donated for the bonfire and pallets from HG Timber who every year let us have their broken pallets. On the Saturday morning, the Grounds Maintenance Team, Cllrs, Mahi and Stuchbury and Air Cadets from the 1563 Buckingham Squadron teamed up to build the bonfire. The Beavers and Cubs from the 3<sup>rd</sup> Buckingham Scout Group made four guys to go on top of the bonfire.

The Air Cadets were back in the evening to help with marshalling the event and to take the Mayor's buckets round for donations.

Titanium Fireworks were hired again this year to provide the firework display. They set the fireworks in two different locations, so that the display consisted of some low fireworks and higher ones. The team from Titanium were very professional and the display was spectacular and well received by the large crowd. It was estimated that there were approximately 2,000 people at the display.

As the Girl Guides are no longer providing a BBQ for the event, three food vans and a coffee van were booked. These were located along the pathway between the senior and junior play areas and the wooden bridge. At the end of the event they reported that trade had been good and substantial donations were given to the Mayor's charities.

There were two incidents. The first one was a man and his dog that ignored a marshal and strode across the paddock and into the area where live fireworks were waiting to be lit. The countdown was getting ready to start. A member of the Titanium team spotted the man and dog heading towards him. After a confrontation of words the display was halted by the firework team and an announcement made over the PA and the lights turned on. After seeing the area was clear countdown was able to start.

The second incident happened in an area by the river that had been cordoned off from the public. The crowd pushed past a couple of the cadets that were

marshalling that area and when they asked the public to move back they refused. This was brought to the attention of the Events Co-Ordinator who went and explained to the crowd that the area was cordoned off due to there being live fireworks within the vicinity and could they please move back until after the display had taken place.

After the display a torch light procession consisting of The Mayor and Mayoress, Cllrs, Ground Maintenance staff and Air Cadets, lit the bonfire.

### **Costs for the event**

	Budget 301/4202	£5,000
Titanium Fireworks		£3,350.00
Critical Care First Aid		£ 200.00
Martin Try – PA		£200
10 x Litter Pickers		£195.00
Security Fencing from Paragon		£ 27.00
Generator and floodlights from Paragon		£147.30
5 x 5 ltr cans of paraffin		£ 49.95
4 x Fire Extinguishers		£ Free of Charge
<b>Total Cost</b>		<b>£4,269.25</b>

### **Staff Costs**

This includes the building of the bonfire in the morning and work undertaken before, after and during the event.

**4 x members of staff @ 35hrs x time and half**

**Total cost** **£631.42**

**Total cost for the event including staff time** **£4,900.67**

This year we did not pay for an ad in the Buckingham & Winslow Advertiser. All advertising was done by social media and reached a large audience.

## **Recommendation**

Based on the display that we had this year and the professionalism of the Titanium Team, I recommend that we go with them again next year.

With regards to marshalling and Safety and Security, it is recommended that we increase the number of volunteer marshals as the marshalling body has not changed for a number of years and so we do not rely solely on the Air Cadets. Even though the crowd size has not increased in the last couple of years, the two incidents mentioned above shows that there is a need for extra volunteers. We can use the list of marshals that we have for the Remembrance Day and Christmas Parade and begin to build up a pool of volunteers that we can go to when required.

Another alternative would be to bring in the SIA Security Guards that we use for the Music In The Market and Bandjam events to work along side the volunteers. They would be able to spread out around the perimeter of the paddock and keep in touch with each other via radio should an incident occur. Due to the size of the area used for the event a total of 3 Security Guards would be required. A cost would be involved for this.

### Cllrs Working At The Event

Building Bonfire – Cllr Robin Stuchbury  
Cllr Andy Mahi

Lighting Bonfire - Cllr Robin Stuchbury  
Cllr Andy Mahi  
Mayor Cllr Jon Harvey

PA - Cllr Mike Smith  
Cllr Martin Try

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 4<sup>th</sup> DECEMBER 2017**

Contact Officer: Amanda Brubaker

**BEST CARVED PUMPKIN COMPETITION**

**General information**

The Best Carved Pumpkin competition was introduced last year as a replacement for the Best Dressed Guy Competition.

The event was held this year on Saturday 4<sup>th</sup> November. Members of the public were asked to take their carved pumpkins to the busking area outside the Community Centre for judging at 2pm by Town Mayor Cllr Jon Harvey and Mayoress Julie Uglow. The age categories were under 5yrs, 6-11yrs, 12-16yrs, Adults and Groups. This was supposed to coincide with the Activities Fair that the Buckingham Activities Group was running. Unfortunately, the Activities Fair was cancelled at the last minute.

Entries for the Best Carved Pumpkin competition was very disappointing as we only had two. The entrants were children of a member of staff and were under the age of 6 yrs.

The event had been published on Facebook, Twitter, and was also in the Buckingham & Winslow Advertiser.

**Costs For The Event**

Budget 301/4202 (Firework Display Budget)

Prize Money	£50 (£10 per class)
Prize Money Awarded	£20
<b>Total cost</b>	<b>£20</b>

**Cllrs Attending Event**

Cllr Terry Bloomfield  
Cllr Mike Smith  
Cllr Jon Harvey, Mayor presenting prizes

**Recommendation**

Due to lack of interest for this event I recommend that we do not continue with this event in 2018.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
Monday 4<sup>th</sup> December 2017**

Contact Officer: Sam Hoareau

**LHSCC Halloween Disco**

The Lace Hill Sports & Community Centre Coordinator (LHSCC) organised a family Halloween disco that took place on Saturday 28<sup>th</sup> October 2017.

The event was staffed by four volunteers and the LHSCC Coordinator: three local mums and one member from Buckingham United leaving no labour costs to cover. Risk assessments were completed. Nominated first aider on the evening was a nurse from Buckingham Hospital. Public liability insurance was requested and supplied from the DJ and face painter. The bar and temporary event notice was provided free of charge by a local well known community pub. The decorations went through the equipment budget as they are investments for future events. Please see below for full costs involved:

Income

	<i>Quantity</i>	<i>Cost</i>	<i>Total</i>
<i>Adult tickets sold</i>	19	£5	£95
<i>Child tickets sold</i>	25	£3	£75

Total balance

Outgoings

<i>DJ Cost</i>	£100
<i>Face Painter</i>	£80
<i>Bar</i>	£0
<i>TEN</i>	£0

<i>Income</i>	£170
<i>Outgoings</i>	£180
<i>Balance</i>	-£10

The LHSCC had designed Halloween party games; the DJ entertained the children with further games and got the parents involved too. The face painter also painted gory cuts and wounds and was very busy.

Feedback was positive.

All guests were happy on the night and said they would attend future events at the centre.

“Great Halloween party at the community centre last night, thanks for all your hard work”

“My daughter really enjoyed it”

"I really enjoyed it! DJ was great with the children and the witch was fab with the games and sweets!! Look forward to next year!"

There were a further five suggestions/comments from the public who would have liked to attend and suggested running the event slightly earlier next time.

### **Recommendation**

Recommendation is to support future similar events and agree next event date. There were 120 tickets available. Only 39 sold this time. There is potential to make a profit from events like these in the future. Proposed date for the next Halloween event is Saturday 27<sup>th</sup> October 2018.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 4<sup>th</sup> December 2017**

Contact Officer: Amanda Brubaker

**NEW EVENTS FOR 2018**

**Family Camp Out Day**

This could be held during the summer in the paddock in Bourton Park. As the paddock is fenced off it is an ideal space for this sort of event. The event could start mid-afternoon and there could be fun events for kids and adults such as cricket and rounder's, bouncy castle. The Scouts, Guides and Cadets would be asked to come along and show off some of the skills that they have learnt whilst camping. There could be a BBQ and ice cream vendor. During the evening, a storyteller could be brought in and people could gather round the fire to listen to campfire stories and even sing campfire songs which could be led by the Scouts and Guides. The bat group could be asked if they would like to come along and talk to people about bats. If the sky is clear that night then maybe people could do some star gazing.

**Recommendation**

The Events Co-ordinator recommends that this event gets approval and local groups and organisations mentioned above are contacted and brought on board.

A budget of £600 would be required to cover the cost of hiring inflatables, rounders and cricket equipment and paying for the hire of toilets and any other equipment that may be required on the day. This could be taken from the Fringe budget.

Hire of toilets (includes delivery & collection)	£225.00
Hire of bouncy castle, member of staff & generator	£165.00
Hire of cricket and rounder's equipment	£TBC

**Ice Skating Rink**

To be erected in the cattle pens between Paynes Court and the Moreton Road. (area where the flea market sets up). A road closure would only be required for the day the rink is being set up and then the day they tear down. The event could start on Friday 24<sup>th</sup> November and incorporate the Christmas Light Switch On which would be either Saturday 25<sup>th</sup> or Sunday 26<sup>th</sup> November and finish on Saturday 1<sup>st</sup> December. The Events Co-ordinator has obtained information from HI5 Events who hire out ice skating rinks to get some provisional costs.

The smallest rink that they have measures 9x8 mtrs which gives a skating area of 72 (M2). This will fit into the cattle pens. Maximum skaters at one time is 25. Click on the link for more information on the Company and what they provide. <http://www.ice-rink-hire.com/ice-rink-hire-periods/>

The hire for the rink includes

Synthetic Ice Skating Rink  
Interlocking Barrier System  
Travel, Install and De-rig  
Quality Ice Skates  
Penguin Skate Aid Scooters  
Pa System  
Rink Lighting  
Experienced Staff (if required)  
Rubber Protective Matting  
Bench Seating  
Skate Racks  
Skate Sharpener  
10m liability Insurance  
Provision of Risk and Method statements  
Up to 7 hours daily operational hours (if staffed)

The rink	£6,800.
Staffing provided by the Company 2 x staff @£320 per day which includes accommodation	£2,880
<b>Estimated Total</b>	<b>£9,680</b>

The Company erects 6ft herries fencing around the rink at night and  
Take full responsibility for anything that happens to the rink whilst unattended.  
If we wanted security for this overnight, then there would be a charge of £160  
per night.



Below is a chart showing what we would charge for tickets and what the estimated income would be.

<b>Pop up Ice Rink - Potential Income</b>				<b>Adult</b>	<b>Child</b>	
				£7.50	£5.00	
			<b>Ex VAT</b>	<b>£6.00</b>	<b>£4.00</b>	
	Hours per day	Hours Total	No Per Session	10	15	
5 x weekdays	5	25		£1,500.00	£1,500.00	
4 x weekends	10	40		£2,400.00	£2,400.00	
						<b>TOTAL Ex VAT</b>
				£3,900.00	£3,900.00	£7,800.00
						<b>TOTAL Ex VAT</b>
		Per stand	Per Day	TOTAL		
Food Vans (Weekends)	4	£25.00	£100.00	£400.00		
	<b>Ex VAT</b>	<b>£20.00</b>	<b>£80.00</b>	<b>£320.00</b>		£8,120.00

### **Recommendation**

This event would bring something new and exciting to Buckingham and attract people from the surrounding villages.

The Events Co-ordinator recommends that the event is agreed in principal and we precept £10,000 for the event. Meanwhile the Events Co-ordinator will arrange for HI5 Events to visit the site in mind so that they can survey the area to make sure that it is suitable and for them to provide a quote.

A couple of businesses in town have shown an interest in sponsoring some of the Town Council Events and they can be approached to see what kind of sponsorship they would be able to offer.



**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 4<sup>th</sup> DECEMBER 2017**

**Contact Officer: Christopher Wayman**

**Tourist Information Centre**

**Background**

The Town Council took over paying for the Tourist Information Centre in April 2010 when funding was withdrawn by AVDC. The Town Council initially paid £25,000 a year on the contract. This has increased over time to this current year the contract being worth £27,000 +VAT. The contract is with Tourism South East (TSE). The Tourist Information Centre is on the right hand side upon entering the Old Gaol. Buckingham Old Gaol Trust allow TSE use of the space without charge (except for apportioned telephone and electricity charges), in exchange for some caretaking and administrative assistance with the Museum.

**Current Situation**

Tourism South East arranged a meeting with the Town Clerk and Cllr Smith (in his role as a trustee of the Old Gaol). This took place on Wednesday 1<sup>st</sup> November. At this meeting it was highlighted that they were running significantly over budget for the year so far and would incur further costs before the end of the financial year. The following is the breakdown of the costs:

Extra staff payment £2,502

16 TSE staff visits to Buckingham including mileage to cover running the service £2,970

Additional training/rotas/admin/IT support from office 120 hours £1,578

**Total £7,050**

TSE state that this doesn't include additional costs incurred for the corporate services team. It is requested by TSE that the Town Council considers paying this extra cost.

TSE have also prepared a budget and staff cost for 2018/19:

**BUCKINGHAM VISITOR INFORMATION CENTRE**

**TO BE MANAGED BY**

**TOURISM SOUTH EAST**

**BUDGET FOR THE PERIOD  
1st April 2018 - 31st March 2019**

**Location:** The Old Gaol, Market Hill, Buckingham

**Opening Times:** All Year Mon to Sat 1000 - 1600  
Closed Sundays & some Bank Holidays

<b>EXPENDITURE</b>		<b>£</b>	<b>£</b>
<b>Staff Costs &amp; TSE Management</b>	VIC Staff Costs	26,500.00	
	Management Fee	5,000.00	
<b>Premises</b>	Utilities - electricity water telephone	1,500.00	
<b>Other Operating Costs</b>	Includes -	2,000.00	
	Printing & Stationery		
	Photocopying materials		
	Postage		
	Public Liability Insurance		
	Equipment Maintenance		
	Advertising, publicity & recruitment		
	Uniforms		
<b>Summary</b>	Staffing/Management		31,500.00
	Premises		1,500.00
	Other Operating Costs		2,000.00
<b>NETT VALUE</b>			<b>35,000.00</b>
<b>VAT (20%)</b>			<b>7,000.00</b>
<b>GROSS VALUE</b>			<b>42,000.00</b>

This represents an increase of 30%, TSE indicate that it would allow for added value to the contract. It would enable them to enhance the supervisor's role and strengthen the service to include the following:

- VIC supervisor to manage the museum reception and VIC.
- Increase VIC staff rates of pay and increase hours by ½ hour per day to allow sufficient time for opening and closing of the Old Gaol.
- Combine retail offer to be managed by TSE and VIC supervisor. TSE to be responsible for purchasing and liability of stock. One cash register for all sales
- Profit share on sales 60:40 to TSE
- Develop working relationships and promote local businesses including accommodation providers and attractions

- Increase local distinctiveness eg add more lines for resale including food items with long shelf life
- Increase social media presence to benefit visitors, residents and local businesses
- Work with University of Buckingham including promotion of the town to students and visiting friends and relatives.
- Organise events to raise the profile of the VIC, the Old Gaol and the town. Examples could include English Tourism Week, book signings and local artists/producers
- Take the VIC out and about - promote the service to local businesses and residents

However, much of the work listed above was already part of the work to be carried out in the contract, for which there has been little evidence. At the meeting on the 1<sup>st</sup> of November it was indicated that TSE could walk away from the contract as early as Christmas, although the contract clearly calls for six months notice by either party.

## **Options**

Option 1 - The Town Council pays some or all of the overspend for the current financial year and increases the budget for next year in accordance with TSE's stated needs. This would see the service pretty much continue in its current form going forward.

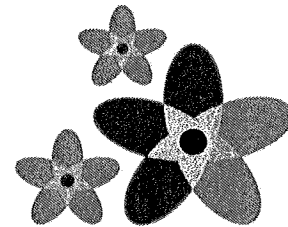
Option 2 - The Town Council pays either all, some or none of the TSE overspend for the current financial year to enable TSE to continue the service until the end of March. During that period, the contract under goes the tendering process to see about obtaining better value – although there are no known providers offering a similar service.

Option 3 – The Town Council does not pay any of the over spend and the service terminates by TSE pulling out at either Christmas or in March. This has implications for the Old Gaol Museum staffing and opening hours.

Option 4 – The Town Council does not pay any or an amount of the over spend, allows TSE to pull out at Christmas (or when the contract is ended) and the Town Council institutes a new service. This could mean the engagement and training of directly-employed staff as well as a modification to opening hours to enable five day per week working.

**DAA**

Buckingham Dementia  
Action Alliance



Working to become  
**Dementia  
Friendly**  
2016-2017

The Town Centre and Events Committee  
Buckingham Town Council  
Town Council Office  
Buckingham Centre  
Verney Close  
Buckingham  
K18 1JP

27<sup>th</sup> November 2017

Dear Buckingham Town Councillors

The Buckingham Festival of Health 2017 highlighted our excellent community spirit as well as gaps in our community's awareness of local services. This included a lack of awareness about local activities but also a willingness to learn more to better understand, care and support those affected by dementia.

The Buckingham Dementia Action Alliance is planning a local Buckingham Dementia Awareness Week during week commencing 14<sup>th</sup> May 2018, holding a number of public dementia information events to raise awareness to individuals and businesses; also to encourage the people of Buckingham to want to become a Dementia Friendly Community. This will lead on to the National Dementia Awareness Week 20<sup>th</sup> – 26<sup>th</sup> May when we will also be carrying out further events in and around Buckingham.

The aim will also be to engage, work with and involve other organisations such as Schools (as far as possible as this is exam time), Scouts, Guides, Residential and Nursing Homes, Swan Practice Surgery, Citizen's Advice Buckingham, Retailers and others, in Dementia Friends sessions.

We would like to ask the Councillors if there is any way in which they could support these events during the weeks of 14<sup>th</sup> and 21<sup>st</sup> May 2018 with funding and/or administrative help.

The events so far planned and reserved for week of 14<sup>th</sup> May are:

Tuesday 15<sup>th</sup> May – An information day at Buckingham Library; also delivering/issuing information around the Buckingham area. It would be helpful if we could possibly have a stall in the market that day as well and we will try to book this now.

Wednesday 16<sup>th</sup> May – BDAA Open meeting 6pm for 6.30- 8pm, followed by a Dementia Friends session 8pm to 9pm. Alternatively, a Dementia Friends session 5pm to 6pm. Venue Buckingham Library.

Thursday 17<sup>th</sup> May – Bringing the Dementia play 'Connie' to Buckingham - 6.30 for 7pm start, venue agreed Buckingham Library.

Estimated Costs of for events already reserved:

Development and printing of materials	£400 (inc Vat)
Catering costs and refreshments for all events throughout the week	£250
Advertising	£125
Drama Connie	£750
<b>Total</b>	<b>£1,525</b>

Other activities being investigated are:

\*A Singing for the Brain session week of 14<sup>th</sup> May for which we would need to find a venue, (there would be a venue and catering cost) but we hope to provide 2 volunteer musicians to run the session.

\*A visit of The Dementia Bus to Buckingham for people to experience Dementia. We are in discussion with the Bucks County Council Lead and Buckingham area Prevention Matters Officer in this respect.

Unfortunately we are unable to apply for a grant as BDAA is not set up as an organisation in its own right but is a Local DAA member of the National DAA and the grants policy does not allow money to be paid to individuals.

I trust this is sufficient information to enable Councillors to positively consider this application for Buckingham Town Council support, but if you should need further information please do not hesitate to contact me and I will try to provide it.

Yours sincerely

*Eileen Winston*

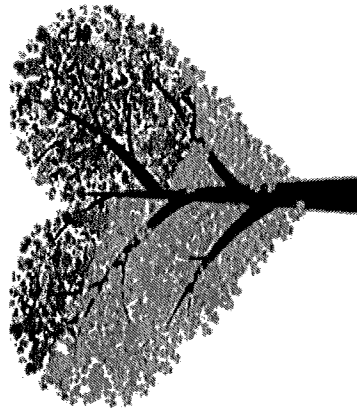
Eileen Winston  
Chair - Buckingham Dementia Action Alliance

Email: [buckinghamdaa@gmail.com](mailto:buckinghamdaa@gmail.com)

# BUCKINGHAM FESTIVAL OF HEALTH

NOV 6<sup>TH</sup> – 11<sup>TH</sup> 2017

WELL BUCKINGHAM | WELL WORLD



*250 years of rural community health*



## Festival of Health Report

Appendix I



# General Context & Communication Plan

WELL BUCKINGHAM | WELL WORLD

In 1892 the worlds first conference for health Missioners took place in Buckingham Nursing Home. In recognition of this history, Buckingham Town Council decided to organise a health festival and conference to celebrate the birth of rural community nursing.

Sponsored and supported by NHS England, numerous other healthcare professionals then supported and came on board to bring their expertise, and get involved throughout the planning of the events and participated in development meetings.

The aim was to get the whole community thinking about health and the future of healthcare. Local organisations, businesses and schools were invited to do something special and promote health and well-being.

Throughout the week there was an exhibition of the history of nursing locally and nationally at the library and there were many free events for the community to get involved in.

The local newspaper helped to promote and spread the word. We even managed to squeeze a bit of free editorial into a local Buckingham magazine. University journalists students covered the week and will hopefully be producing a video that we can use for potential future investors.

*250 years of rural community health*

## BUCKINGHAM FESTIVAL OF HEALTH 2017 6<sup>TH</sup>-11<sup>TH</sup> NOVEMBER

Free Mum & Baby Yoga taster by Lush Tums - 1pm at Lace Hill Sports & Community Centre.

Access Awareness Day - 10am starting at the Council Chamber.

A free talk: Preventing Pain during pregnancy by Aceso - 1pm at Lace Sports & Community Centre.  
Healthwatch Bucks Public Meeting - 2pm at Buckingham Community Centre.

Pop-Up museum event at Buckingham Library from 1pm.

Afternoon tea party hosted by Villiers at 2pm.

A free nutrition seminar by Intent 2 Improve - 7pm at Swan Pool.

**FRIDAY 10<sup>TH</sup> NOV**

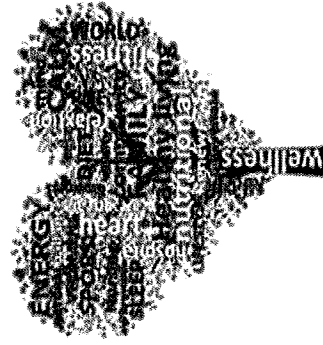
Professional Healthcare Development Conference from 9.45am at Buckingham Community Centre

**SATURDAY 11<sup>TH</sup> NOV**

Health & Well-Being Fair - 10am - 3pm at Buckingham Community Centre.

For further details of all events, please contact the Buckingham Town Council office: 01280 812 412 or online [www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

The world's first conference for health commissioners was held in Buckingham 125 years ago, join us to celebrate our town's unique history!



# Daily Report - Monday

## lushturns

\*Brand New\* Mum and Baby yoga

Lace Hill Sports & Community Centre

Running in term time every Monday 1-2.15pm

Seven-week term starts Monday 6th November and its only £60 for the course!

Bond, Connect, Stretch, Tone, and Breathe

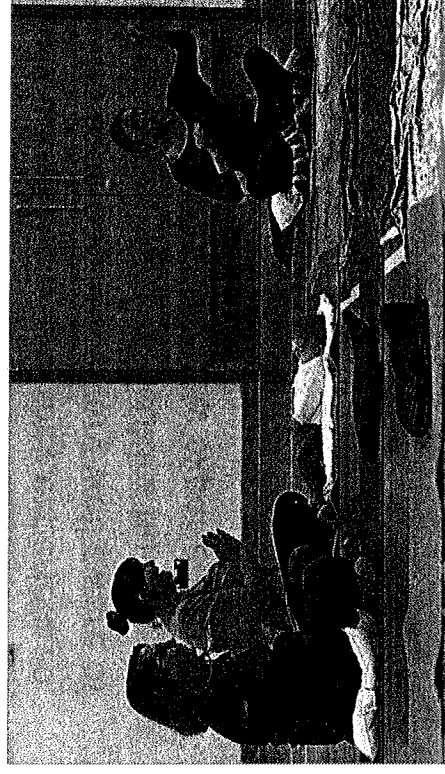
Book today - All equipment provided

Contact Kay:

07504738475/kay.morrison@lushturns.co.uk



A local Yoga Instructor was very keen to be part of the health festival and used the opportunity to promote her business. She ran a free Mum & Baby Yoga taster session. 9 mums and babies attended on the day and all signed up for a full six week term.

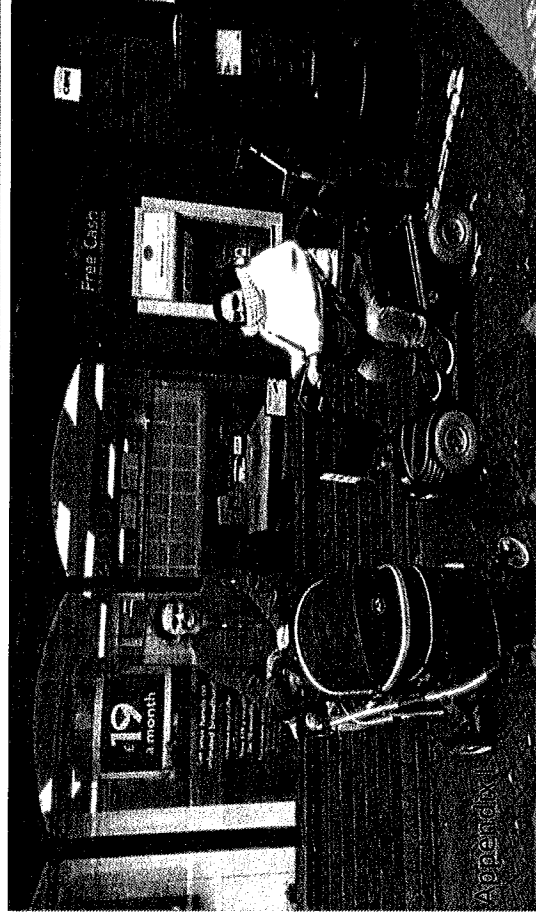
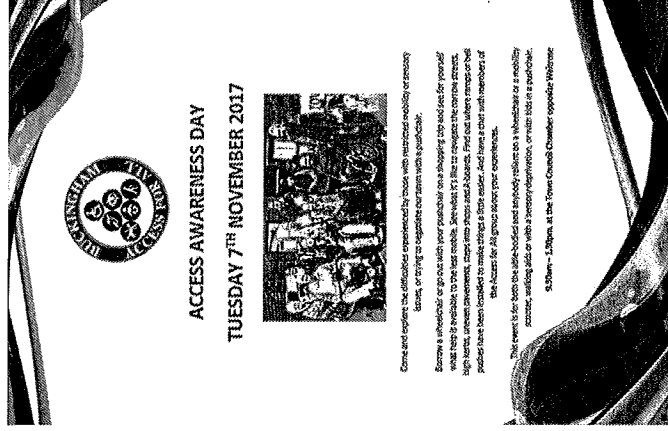


# Daily Report - Tuesday

The aim was to achieve better understanding of disability accessibility in Buckingham.

Around 25/30 participants including mobility scooter and wheelchair users, Town Councillors and University students who have never experienced being in a wheelchair before, and even parents with children and pushchairs all took part. Questionnaires were handed out and mobility scooters, wheelchairs and tunnel vision spectacles were made available for people to use. People were asked to go about town and comment about the issues they experienced. Many who took part were very well aware of the towns accessibility difficulties but the new spectacles widened new experiences .

A full report has been compiled ready to be sent to the town, district and county councillors.



# Daily Report - Wednesday

The Free NHS Health Checks program were very busy with appointments throughout Wednesday and Thursday. These were fully booked a week prior to the festival. In total 17 people were screened.

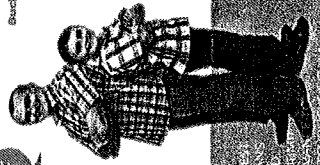
Healthwatch Bucks were pleased to see more people turn up to their public board meeting. It was recognised that having it organised during the Festival help greatly with the attendance.

A Doctor of Chiropractic was very keen to contribute and support the event; she gave a free useful talk and demonstrations to six people about how to cope with related pregnancy pains. She also used this opportunity to run a competition. Some feedback:

Sharon gave a fantastic talk on the effects of pregnancy on the body in a friendly, informative and easy to understand way. It was very useful seeing her colorful balloons tied onto the skeleton, so that you could actually see how the muscles and bones worked! The biggest message that I took away is that pain is not normal and we should seek professional support (i.e. chiropractic and osteopathic) to help keep our bodies in alignment and also, the importance of exercise to keep you fit and healthy. I am on my second pregnancy and I am far fitter and healthier this time round and suffering a lot less discomfort.

## healthwatch Bucks

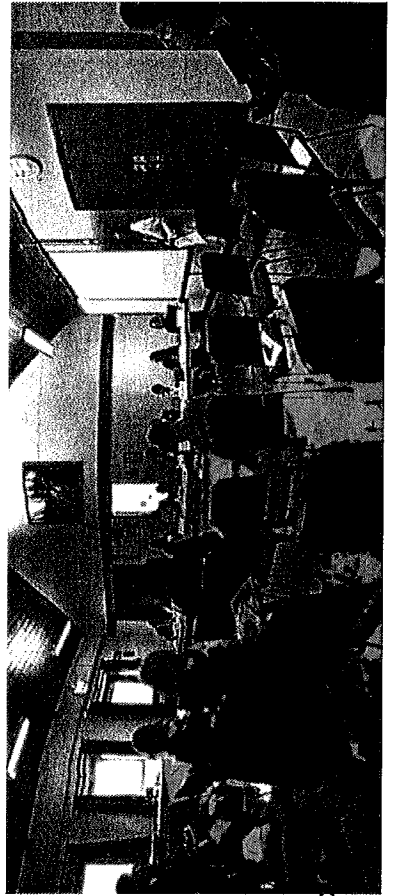
in public



Buckingham Community Centre  
Community Meeting  
Buckingham  
MK10 1EP

Wednesday 8th  
November  
2 - 4:30 pm

Appendix



**NHS**

### Change your life in 20 minutes

See if you're at risk of serious illness and find out how to prevent it with a FREE NHS Health Check.

**You are eligible for the NHS Health Check if:**

- You're between 40 - 74 years old
- You're living in a Buckinghamshire GP registered with an NHS Health Check within the last 5 years
- You're not already diagnosed with or currently taking medication for:
  - High Blood Pressure
  - Heart Disease or Coronary Disease
  - Heart Failure
  - Kidney Disease
- You must be able to answer 'yes' to all the questions to qualify for your free NHS Health Check.

**What will happen during an NHS Health Check?**

- Blood pressure, blood sugar test & cholesterol
- Blood calcium, personal & family medical history
- Lifestyle assessments - smoking, alcohol drinking, diet and exercise
- Diabetes awareness (if over 65)
- A collection of 10 year Cardiovascular Risk
- Stroke
- Heart Disease

Delivered by **To Health**  
The National Health Service

**FREE NHS HEALTH CHECK**

Book your appointment online at [buckingham.nhs.uk/healthcheck](http://buckingham.nhs.uk/healthcheck) or call us on 0300 731 4737

**Accesso**  
The Accesso Clinic

**WHEN?**  
WEDNESDAY 8TH  
NOVEMBER AT 1PM

**WHERE?**  
LACE HILL SPORTS &  
COMMUNITY CENTRE

**HOW MUCH?**  
FREE

**FREE TALK: ENJOYING A HAPPY PAIN-FREE PREGNANCY & BEYOND**

4 FREE pregnancy, birthing, labour, baby, a little one or baby recently born talks. Book at [www.accesso.co.uk](http://www.accesso.co.uk)

As part of Buckingham's Festival of Health, Doctor of Chiropractic, Sharon Siskney (Accesso) will be giving some fantastic tips on how you can help yourself enjoy a happy pain-free pregnancy and easier birth.

We will be covering training and preventing common pregnancy related aches and pains including:

- ✓ Lower Back Pain
- ✓ Neck Pain and Tension
- ✓ Pelvic Girdle Pain (PGP)
- ✓ Symphysis Pubis Dysfunction (SPD)
- ✓ Headaches
- ✓ Hip and Leg Pain

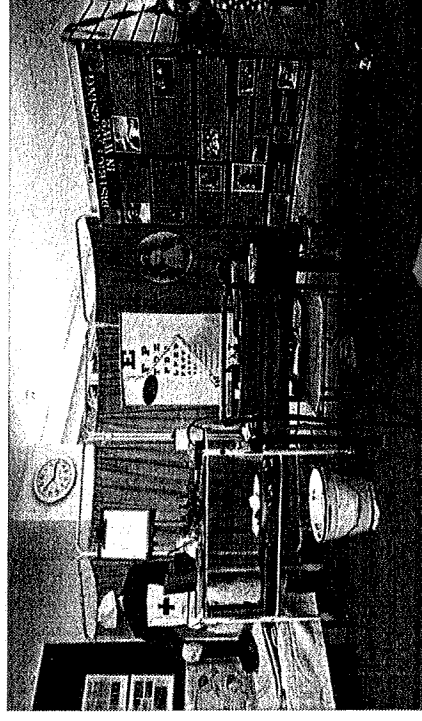
Sharon is the owner of Accesso Family Chiropractic Clinic in Buckingham. She has many years experience in specialising pregnancy, chiropractic, women's walking & body with: midwives and other pregnancy professionals.

Follow us on FB for more information [www.accesso.co.uk](http://www.accesso.co.uk)

# Daily Report - Thursday

Alongside the nursing exhibition, the library hosted a pop up museum. 25 School Children from two schools visited in the morning, they were issued with their ID cards and got to touch artefacts, ask lots of questions and learned about healthcare before the NHS.

The Opportunities Centre then made a visit and feedback was that they thoroughly enjoyed the event. It was then opened to the public in the afternoon. Members of the public said it was a really interesting and a good exhibition.



A tea party for retired healthcare professionals was hosted at Villiers Hotel. Ten retired nurses attended and a good time was had by all.

A local personal trainer, head coach and founder of Intent 2 Improve also came on board and got involved. He ran a free nutrition seminar. 20 people turned out to hear how he could keep you fit and how to enjoy a steady fat loss. He also used the opportunity to run a competition and promote his business.



Appendix



# Daily Report – Friday: CPD Conference

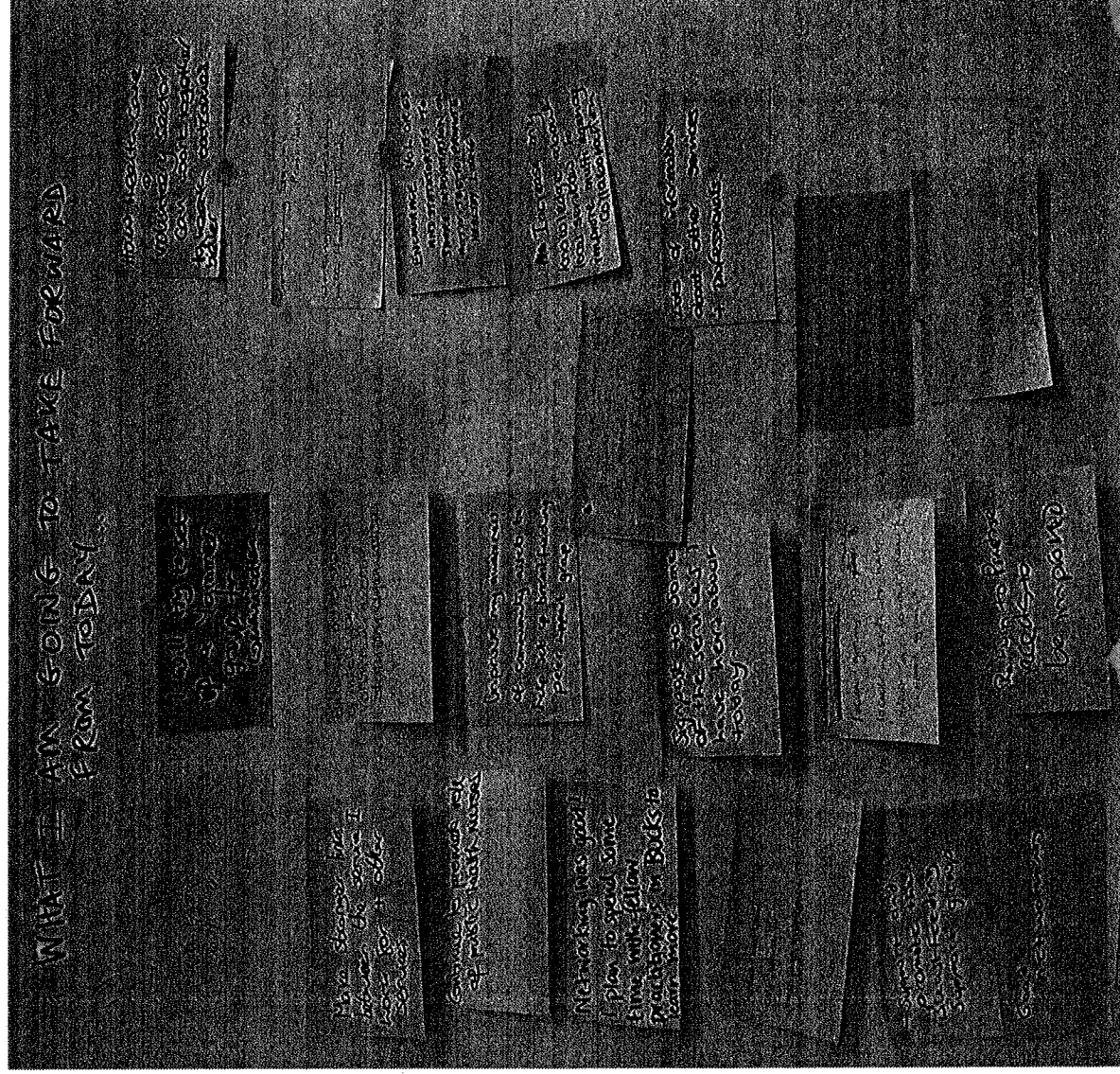
30 healthcare professionals attended the open space technology conference, facilitated by the town Mayor.

There was a mix of attendees from students, health visitors, a doctor, and lead representatives from different organisations. This proved a great chance to network with people they would not usually get to meet, and created some important discussions.

Three keynote speakers ensured a successful event: Professor Viv Bennett CBE (Chief Nurse, Public Health England) Dr Jane O’Grady (Director of Public Health, Buckinghamshire) Lou Patten (Chief Officer of Aylesbury Vale & Chiltern CCG’s, Buckinghamshire)

The conference gained recognition and was featured in the Octobers edition of the RCNI Nursing Standard.

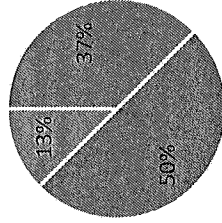
The hot lunch was cooked and served by the Buckingham WI.



# Daily Report – Friday: CPD Conference

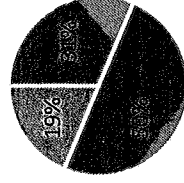
## Some of the feedback collected on the day

Overall how would you rate the event?



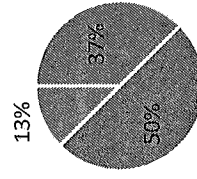
■ Excellent ■ Very Good ■ Good

The usefulness of the information I have been given was...



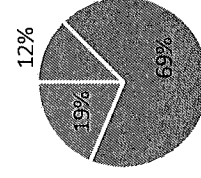
■ Excellent ■ Very Good ■ Good

The quality of the facilities and event setup were...



■ Excellent ■ Very Good ■ Good

The benefit of attending the event, to me personally, will be...



■ Excellent ■ Very Good ■ Good

# Daily Report – Friday: CPD Conference

## Some of the comments collected on the day

The discussions were very useful.  
Great to get input from others from  
a different angle

All useful but discussion groups  
particularly beneficial.

Three morning slide presentations got  
me thinking about wider Public Health  
issues.

Very good speakers but  
they seemed a bit rushed.

The three lecturers - excellent. The  
discussions were better than I thought  
they were going to be.

**100% of the participants surveyed would  
attend a similar event in the future**



# Daily Report – Saturday: Health & Well-being Fair

34 local exhibitors all came together under one roof. Free spaces were allocated to: NHS Aylesbury and Vale and Chiltern CCGs, Live Well Stay Well Bucks, Health Visitors and School Nurse Buckingham Hospital League of Friends, Buckingham Dementia Action Alliance, Prevention Matters, Buckingham Library and Buckingham Men in Sheds.

There was a great variety of participants and no two stalls were the same! A wide range of information, resources and products were on offer to those 230 plus people who visited the Fair.

Free BMI, blood pressure, cholesterol, glucose and iridology checks were available to everyone. Two glucose checks were elevated and needed further management. Potentially this may of helped saved two lives!

Some feedback included: Interestingly people who came through the door included current & former carers, people from Milton Keynes areas, people who were concerned about their memory and at least two people who are feeling lonely and were really looking for a way to do something about this.

Appendix I

**HEALTH & WELL-BEING DAY**

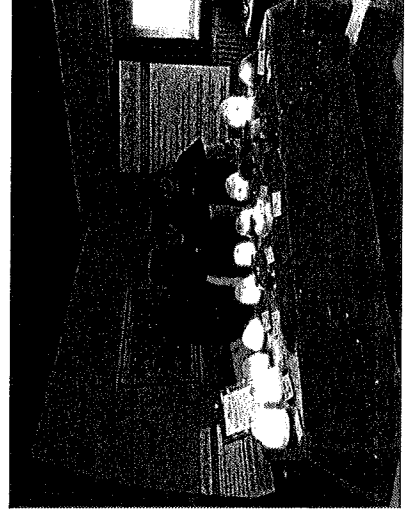
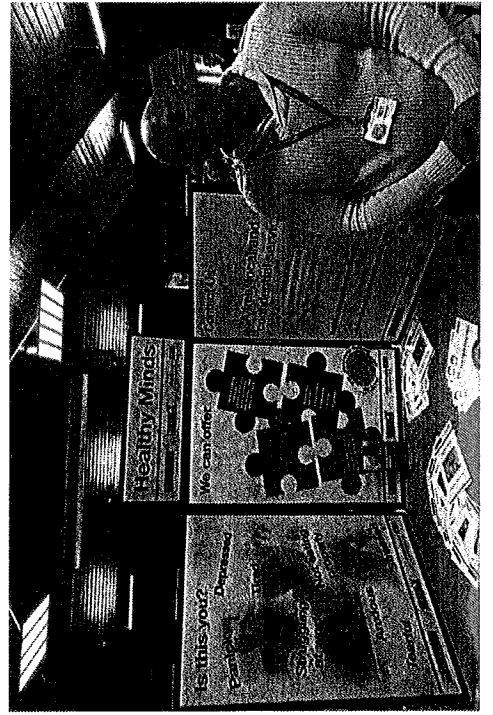
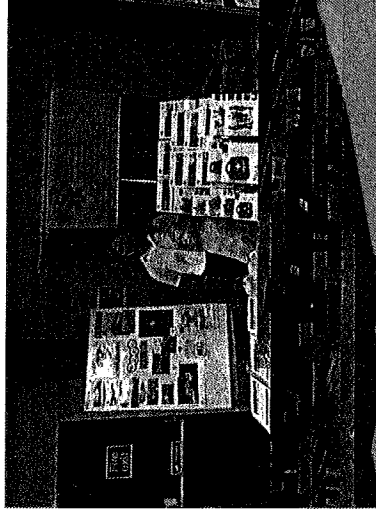
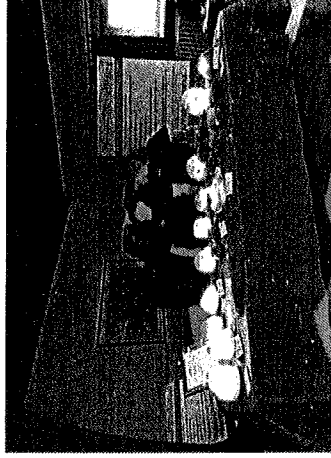
SATURDAY NOVEMBER 11<sup>TH</sup> 2017 10AM – 3PM FREE EVENT

Buckingham Community Centre, MK18 1RP: Join us and get involved!  
Over 30 stall holders with professionals available to provide advice, guidance, resources and information to all visitors. Below is just a few of the exhibitors you will see on the day.

Please find further details online: [www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

INTEGRATE & IMPROVE  
healthwatch Bucks  
Buckingham Physio First  
Aceso  
Mind Body Nutrition Body

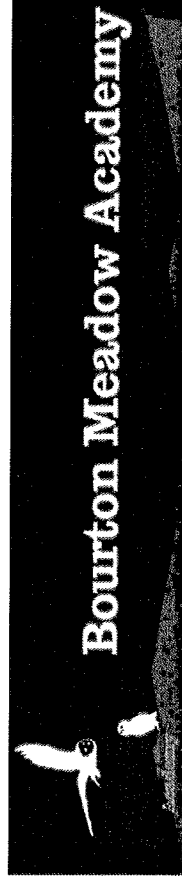
# Saturday: Health & Well-being Fair



# Local Schools Involvement

## Bourton Meadow Academy

Children enjoyed various activities throughout the week. From a “dressing up as people who help from healthcare professions” day. To a visit from a doctor and a parent whose child suffers with allergies who spoke about the importance of hand washing. The Mayor was invited to their assembly to show how the children had embraced the festival of health.



## Buckingham Primary School

A school nurse came along and spoke to the children about health, exercise as well as mental health.

Children then took part in a “design a t-shirt” competition. They arranged a visit from the school nurse to promote the idea and a town councillor attended to judge the entries and gave out 2 prizes of a family swim package at the Swan Pool.



## The Buckingham School

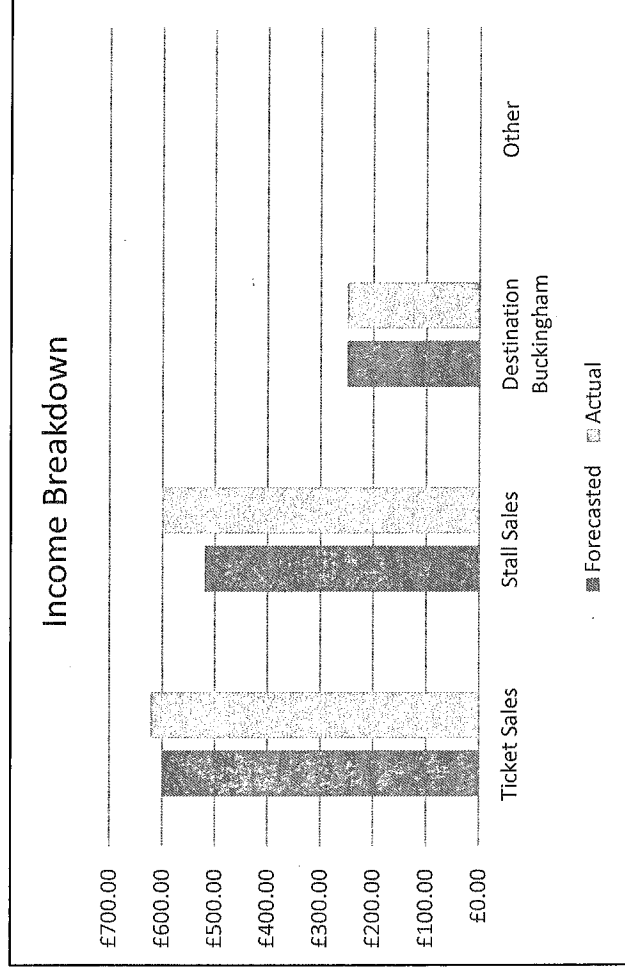
Personal, social, health education lessons for year 7s focussed on healthy eating and PSHE lessons for year 8 focussed on healthy minds.

# Financial Overview (TBC)

	Total Income	Total Expenses	Variance
Forecast	£1,370.00	£1,408.50	-£38.50
Actual	£1,472.40	£1,214.54	£257.86

Income Breakdown	Forecasted	Actual
Ticket Sales	£600.00	£622.40
Stall Sales	£520.00	£600.00
Destination Buckingham	£250.00	£250.00
Other		

Expenses Breakdown	Forecasted	Actual
Hall Hire	£643.50	£572.00
Crockery Hire	£30.00	£28.62
Friday Catering	£265.00	£265.00
VAMOS	£0.00	
Tea & Coffee	£20.00	£18.00
Advertising/Printing	£300.00	£288.00
Guest Expenses	£100.00	£30.00
Misc	£50.00	£12.92



(Currently awaiting travel expenses for one guest speaker, all other figures are up to date. Vat on stall and ticket sales is accounted for).

Appendix 1

TC&E 27<sup>th</sup> March 2017

883/16      **Armistice Day Saturday 11<sup>th</sup> November 2018**

To receive and discuss correspondence from Mr Lionel Weston

*Members **AGREED** to Suspend Standing Orders to allow Mr. Weston to speak.*

Mr. Weston spoke to Members on his proposal to organise, on behalf of the British Legion, a 100<sup>th</sup> anniversary celebration of the signing of the Armistice. Mr. Weston asked the Town Council for support and assistance with road closures, public liability insurance, manpower and advice on event risk assessments. Mr. Weston illustrated a draft outline of the event highlighting the following points:

- A family event taking place from 4-8pm on either the 10<sup>th</sup> or 11<sup>th</sup> November 2018
- A musical event with aspects of theatre capturing the atmosphere of patriotism and celebration.
- No focus on any particular religion/denomination
- Staging area outside of the Postal Sorting Office
- Road closures from the Old Gaol to Barclays Bank

Members thanked Mr. Weston for his proposal and debated whether the event could be held following the Remembrance service on Sunday 11<sup>th</sup> November 2018. Mr Weston said he would rather the celebration took place before the Remembrance parade. Members debated the appropriate order of events. The Events Coordinator explained that it would be simpler if both events took place on the 11<sup>th</sup> November as the existing road closure order could be extended and the Greenspaces team could assist with the set up straight after the parade has finished.

Proposed by Cllr. Smith, seconded by Cllr. Mahi and unanimously **AGREED** in favour of an event to mark the 100<sup>th</sup> anniversary of the Armistice on Sunday 11<sup>th</sup> November 2018, following the Remembrance parade.

Cllr. Smith asked Mr. Weston to produce a formal proposal by December 2017.

Mr. Weston confirmed that the British Legion would be funding the event.

E-mail from Mr Weston date 16<sup>th</sup> November

Please pass on my thanks to the Councillors who took time to meet with me the other day. I am not sure of the third man who was there. Please would you let me know his name?

May I confirm that you will apply for road blocks as discussed (the main road one to be put in at 4 pm and lifted at 9 pm?)

You will ask for volunteers from your staff and councillors to man the blocks ? (Not sure what we do if this is not possible!)

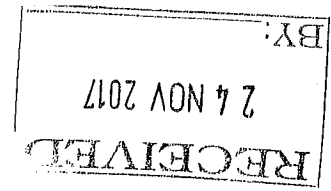
Also the men will have allocated time to put up all the flags in holders around the town.....three weeks prior to the concert .

Urgent request as well if possible please.....could the TC apply /register to light a beacon..... [www.brunopeek.co.uk](http://www.brunopeek.co.uk)

so that I could build this into the evening's entertainment please?

This is a nationwide thing and would be great to be involved in that.

Amanda



You may possibly have downloaded these from the website — in which case my apologies!

"Battle's Over" — the Nationwide's "Armistice 100"

Please would you offer this to the T.C. as an opportunity to register and use the Nation's Celebrations as part of the collective activities I am organising?

- Beacon — perhaps purchasing one for future events? (Bonfire Night?)  
eq.
- Pipes
- Bell Ringing

In the "Acknowledgements" (Bucks) we will be missing a trick if we do not contribute perhaps?

Mike Smith did ask me when we met recently "Is there anything nationally being organised?" — well this is part of it just beginning!

Thankyou  
Leonel





11 7am - 10pm

To allow vehicles for

- a) Tent erection
- b) Big Screen
- c) Lighting and Sound Preparation

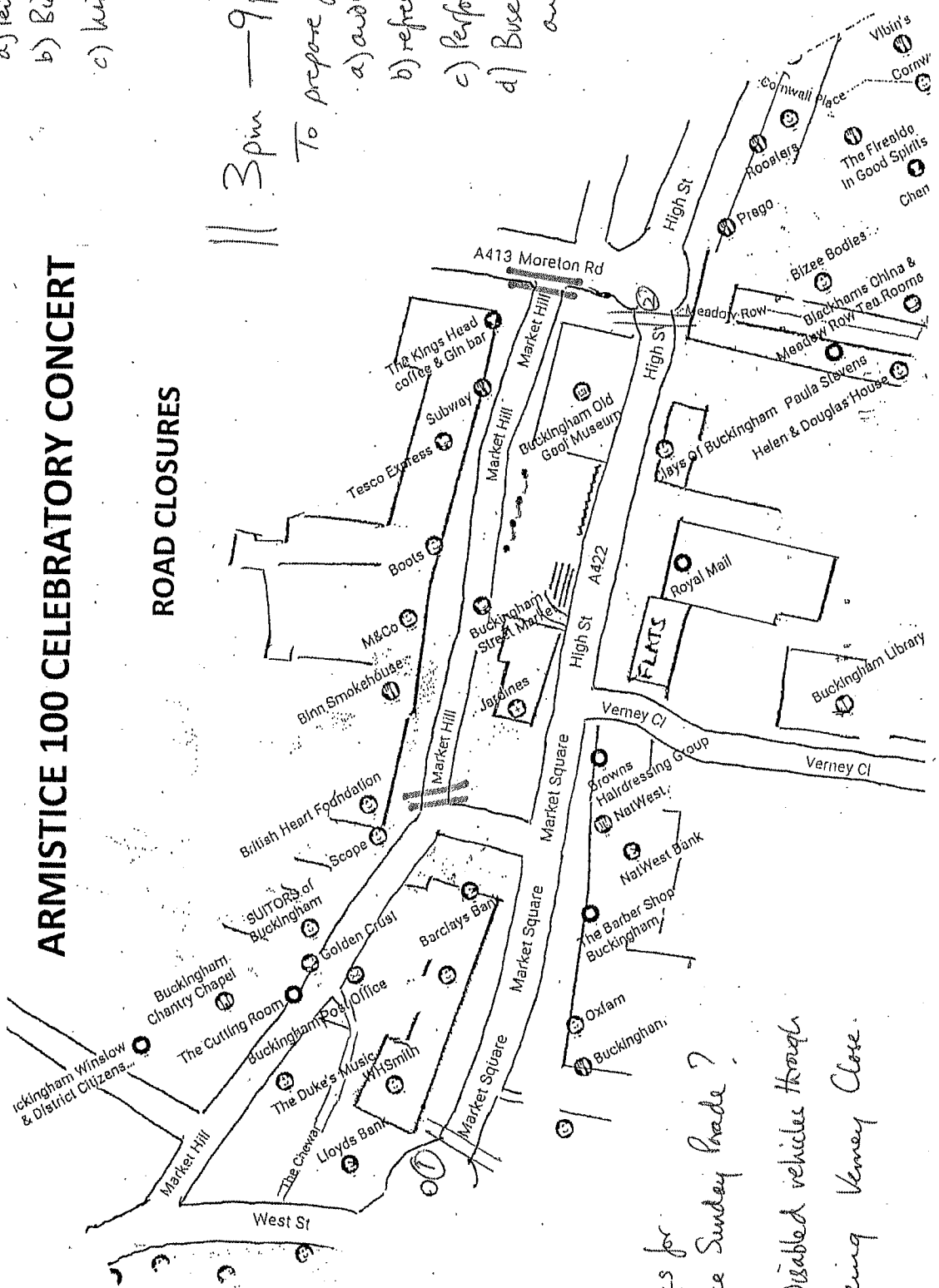
# ARMISTICE 100 CELEBRATORY CONCERT

## ROAD CLOSURES

11 3pm - 9pm ① ②

To prepare for arrival of

- a) audience
- b) refreshment set up
- c) performance
- d) Buses acting as H.Q. / and First Aid



Normal closures for  
Remembrance Sunday trade?  
Access for Disabled vehicles through  
① Parking Verney Close.