



BUCKINGHAM TOWN COUNCIL

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

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Town Clerk: Mr. C. P. Wayman

Tuesday, 30 January 2018

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Monday 6th February 2018** 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. 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 4th December 2018 ratified at Full Council on 22nd January 2018. (TCE/05/17) **Copy previously circulated**

4. Action List

To receive action reports and updates

Appendix A

5. Buckingham Activity Group (BAG) and Liaison with MK Dons

Members to discuss and agree Town Council representatives for the BAG group and to act as a liaison with the MK Dons.

6. Improving the effectiveness and efficiency of the Council

To receive a written report from the Town Clerk

TCE/55/17

7. Budget

To receive the latest budget figures

Appendix B

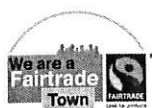
8. Forthcoming Events

To receive a written report from the Events Coordinator

TCE/56/17

8.1 Pancake Race 13th February 2018

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.

- 8.2 Food Fair 24th February
- 8.2 Great British Clean up 2-4th March 2018
- 8.3 St George's day Parade 22nd April 2018

9. Charter Fair – Nichols Amusements

To discuss and agree how to mark the 100th anniversary of Nichols Amusements bringing the Fair to Buckingham **TCE/57/17**

10. Armistice 100

To receive and note the minutes from the meeting of the 11th January 2018. **TCE/58/17**

11. Commonwealth Day (12th March 2018)

To receive and discuss letter from The Civic and Ceremonial Events Team of Buckinghamshire County Council **Appendix C**

12. Event Reviews

12.1 Christmas Parade
To receive a written report from the Events Coordinator **TCE/59/17**

12.2 Community Fair
To receive a written report from the Events Coordinator **TCE/60/17**

13. Ent Fest 2018 Buckingham University (11th June 2018)

To receive a written report from the Events Coordinator and agree to apply for a road closure for the event. **TCE/61/17**

14. Good Endings Fair 2018

To receive a written report from Cllrs. Harvey and Bates. **Appendix D**

15. Buckingham Action Group

To receive a verbal update from Cllr O'Donoghue

16. Access

17. Visitor Information Centre

To receive the latest visitor and accommodation statistics **Appendix E**

18. Correspondence

19. News Releases

20. Chairman's Items

21. Date of the next meeting: Monday 26th March 2018

To:

Cllr. J. Bates
Cllr. T. Bloomfield
Cllr. Mrs. G. Collins
Cllr. Mrs. M Gateley
Cllr. J. Harvey
Cllr. D. Isham

Chairman

Town Mayor

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

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.
	04/12/17		Cllr Harvey to work up a budget for the February 2018 meeting 570/17
Comedy Nights		Advertorial on the success of previous acts	
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	570/17	AGREED on replanting all 4 containers outside of The Old Post Office. Money to be taken from the £177 left in the Buckingham in bloom budget.	
04/12/17			
Armistice 100	04/12/17	AGREED to apply for a road closure for the event.	
	581/17	AGREED for Cllrs Smith, Isham,	Meeting took place on

		Stuchbury, Town Mayor, TC&E Chair & Events Co-ordinator to meet with Mr Lionel Weston to discuss the event	12/01/18. Minutes to be circulated at 05/02/18 TC&E meeting
Bonfire & Fireworks	575.1/17	AGREED for the Events Coordinator to seek the advice of the Advisory Group on the points raised in the 2017 event report.	
Ice rink	576/17	AGREED to investigate the potential of an ice rink and feedback at a future committee.	

BUCKINGHAM TOWN COUNCIL

TOWN CENTRE & EVENTS

MONDAY 5th February 2018

Contact Officer: Mr. C.P. Wayman

Improving the effectiveness and efficiency of the Council

Background

The Town Council should always be looking to improve and adapt to future changes. There are a large number of changes coming in the next few years. These have been acknowledged by the Town Council previously by undertaking such events as the strategic planning and the scenario planning workshops. The Scenario Planning workshop proposed large changes to the Town Council's work in the future with looking at other aspects of work that the Town Council might need to expand into to ensure the Town functions and has the best possible chance to thrive in the future.

The proposed changes came out a discussion between the management team (the Town Clerk, Deputy Town Clerk and Estates Manager) factoring in the changes we can see coming in the next few years and taking on board the discussions in Town Council meetings and in the Scenario Planning workshops.

Unitary is by far and away the biggest single change affecting the Council over the next 2-3 years. There will be positives and negatives associated with this. There are other impacts such as the forthcoming elections and the general increase in the day to day workload of the Council.

The main driver became making the Town Council more efficient. Looking at what could be done to reduce the ever increasing work load on Councillors and staff.

These proposals were presented to the Chairmen of the Committees and the Mayor to obtain feedback on the feasibility of working.

Information

It is important to implement change soon so that the Town Council is ahead of where it needs to be and not lagging behind and having to react to changes at other councils. It is not practical to introduce strategy changes to how the Council runs during the time that the unitary happens. There will be other important factors including discussions over what exact services would transfer which would take time away from internal change.

There are three options for Unitary which might happen:

1. One unitary council covering the whole county
2. Two unitary councils covering the county

3. No change with a district and a county council

As discussed at the scenario planning workshop the two options for unitary will give similar result in that more aspects would be devolved down to the Town, although the extent would likely be different. With the third option it is likely that County would look to devolve more services and assets down to the Town Council. District has removed many of the services which may have previously transferred. Therefore the Town Council would need to fill in the gaps that these have occurred.

Therefore this structure has looked at all three possibilities and takes each into account as to how it has been created to function. i.e. It would function well if there was little to no expansion of the services we undertake, a medium amount of extra services and if there was a large amount transferred. Hence at the bottom of this report it looks into which other services would fit under the committee.

Most of the functions of the current Town Centre and Events committee would transfer to a new committee entitled Community and Wellbeing. The function of the committee would be to:

Promote community engagement through entertainment, activities, services and information.

The current areas that it would have as a remit would be:

- Events and engagement calendar
- Street, Flea and Speciality Markets
- Lace Hill Sports and Community Centre
- Shopmobility
- Tourist Information Centre
- Publicity
- Social Media

The Committee could have a number of sub-committees or working groups including Communications Strategy Group and Key Event sub-committee.

In addition to this there would be the scope to include Task and Finish groups for those Councillors keen on a particular project to ensure that it is being progressed.

The committee would set out a work schedule for the year with the major tasks that it wants to undertake. An example for Community and Wellbeing is below. This would then be worked on to progress with updates given at each meeting.

	Strategic Objectives		Indicators of Progress / Targets
3.1	Implement the LHSCC Management Plan	3.1	Increase number of hirers, and increase variety of activities available
3.2	Increase community engagement	3.2a	Produce an annual events and engagement plan which is varied and inclusive, and encourages participation for the whole community
		3.2b	Launch engagement / survey programmed by Aug-18 to

			encourage feedback from residents and businesses
3.3	Improve publicity, communications and information sharing	3.3a	Produce & implement plan to publicise all activities by variety of media
		3.3b	Produce a social media policy by Aug-18, and implement annual engagement plan
3.4	Expand the Town Markets	3.4a	Increase number of traders on Tuesday and Saturday street markets and Saturday Flea Market and increase variety of goods for sale
		3.4b	Organise and promote calendar of speciality markets
3.5	Improve service reach of Shopmobility	3.5	Agree management plan and engagement policy
3.6	Take over Tourist Information Centre	3.6	Carry out due diligence, agree transfer and subsequent management plan

These are only suggestions and the committee would decide on the priorities with a suggested timescale. The strategic objectives should be based on outcomes that the Council and the committees want for the town. This would focus the council more on ensuring successful outcomes and benefits to the community.

Future

With the change over to unitary, the Town Council and the town is likely to be more isolated and therefore left that if the Town wishes to do something then the initiative will have to come from the Town itself. As such there needs to be an active communication and engagement platform, also a requirement of Local Council Award Scheme – Gold.

Looking at the possibility of what may come to the Town Council, the active communication will need to increase and expand into new areas.

Community safety, youth centres and the Library are on the possible activities that could come over to the Town Council for running post unitary, which would fall under this committee. As would Adult or Child social care if the Town Council wanted to be involved in these matters and delegate to a committee. However, details for these would firm up as the ideas for unitary are progressed.

Recommendation

The TC&E committee to discuss this proposed restructure, and make recommendations to Full Council about how it can be implemented.

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES**28/11/2017**

PAGE No	CODE	COST CENTRE	EXPLANATION
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 : 10

Committee Report

TOWN CENTRE & EVENTS301 TOWN CENTRE & EVENTS

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4079	FAIR TRADE PROMOTION	25	296	400	104		104	74.0 %
4094	YOUTH PROJECT	0	1,560	3,000	1,440		1,440	52.0 %
4104	TOWN IN BLOOM	0	6,123	6,300	177		177	97.2 %
4107	PRIDE OF PLACE	0	250	250	0		0	99.9 %
4115	RIVER RINSE	0	440	400	-40		-40	110.1 %
4201	CHRISTMAS LIGHTS	-200	10,022	10,000	-22		-22	100.2 %
4202	FIREWORK DISPLAY	20	4,038	5,000	962		962	80.8 %
4203	COMMUNITY FAIR	0	215	500	286		286	42.9 %
4205	CHRISTMAS PARADE	0	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	0	0	75	75		75	0.0 %
4211	BAND JAM	0	3,110	3,500	390		390	88.9 %
4212	CHRISTMAS LIGHT SWITCH ON	0	1,085	1,300	215		215	83.5 %
4213	DOG AWARENESS	0	300	300	0		0	100.0 %
4215	EVENTS PA SYSTEM	0	0	200	200		200	0.0 %
4216	MAY DAY EVENT	0	38	50	12		12	76.3 %
4220	MUSIC IN THE MARKET	0	3,613	3,500	-113		-113	103.2 %
4230	SCOUT PARADE	0	46	50	4		4	91.4 %
4241	COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000		3,000	0.0 %
4243	CHARTER FAIR EXPENDITURE	64	64	3,700	3,636	3,718	-82	102.2 %

TOWN CENTRE & EVENTS :- Expenditure	-91	34,174	46,125	11,951	4,568	7,382	84.0 %
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1013	HANGING BASKETS	0	483	400	83			120.8 %
1062	COMMUNITY FAIR - TABLE	0	200	300	-100			66.7 %
1066	COMEDY NIGHT INCOME	0	0	3,000	-3,000			0.0 %
1069	CHARTER FAIR INCOME	0	6,400	6,400	0			100.0 %

TOWN CENTRE & EVENTS :- Income	0	7,083	10,100	-3,017			70.1 %
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Net Expenditure over Income	-91	27,091	36,025	8,934			
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302 STREET MARKET

4017	SUBSCRIPTIONS	0	0	330	330		330	0.0 %
4225	RATES	304	3,041	4,000	959		959	76.0 %
4235	MARKET INFRASTRUCTURE &	0	537	2,200	1,663	470	1,193	45.8 %

STREET MARKET :- Expenditure	304	3,578	6,530	2,952	470	2,482	62.0 %
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1005	STREET MARKET	924	11,340	18,000	-6,661			63.0 %
1006	FLEA MARKET	126	4,537	4,000	537			113.4 %

STREET MARKET :- Income	1,050	15,877	22,000	-6,124			72.2 %
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Net Expenditure over Income	-746	-12,299	-15,470	-3,171			
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Month No : 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>303</u>	<u>SPECIAL EVENTS</u>							
4075	FESTIVAL OF HEALTH	40	1,228	0	-1,228		-1,228	0.0 %
4242	FOOD FAIR	21	21	500	479		479	4.2 %
	SPECIAL EVENTS :- Expenditure	<u>61</u>	<u>1,249</u>	<u>500</u>	<u>-749</u>	<u>0</u>	<u>-749</u>	<u>249.8 %</u>
1020	FOOD FAIR INCOME	250	250	400	-150			62.5 %
1034	FESTIVAL OF HEALTH	0	1,333	2,000	-667			66.6 %
	SPECIAL EVENTS :- Income	<u>250</u>	<u>1,583</u>	<u>2,400</u>	<u>-817</u>			<u>65.9 %</u>
	Net Expenditure over Income	<u>-189</u>	<u>-334</u>	<u>-1,900</u>	<u>-1,566</u>			
	TOWN CENTRE & EVENTS :- Expenditure	<u>274</u>	<u>39,001</u>	<u>53,155</u>	<u>14,154</u>			<u>82.9 %</u>
	Income	<u>1,300</u>	<u>24,543</u>	<u>34,500</u>	<u>-9,957</u>			<u>71.1 %</u>
	Net Expenditure over Income	<u>-1,026</u>	<u>14,459</u>	<u>18,655</u>	<u>4,196</u>			
<u>PARTNERSHIPS</u>								
<u>505</u>	<u>AYLESBURY VALE RATE</u>							
4219	BUCKINGHAM FRINGE	0	5,613	9,000	3,387		3,387	62.4 %
5001	TIC GRANT	0	27,000	27,000	0		0	100.0 %
	AYLESBURY VALE RATE :- Expenditure	<u>0</u>	<u>32,613</u>	<u>36,000</u>	<u>3,387</u>	<u>0</u>	<u>3,387</u>	<u>90.6 %</u>
1065	BUCKINGHAM FRINGE INCOME	0	3,098	3,000	98			103.3 %
	AYLESBURY VALE RATE :- Income	<u>0</u>	<u>3,098</u>	<u>3,000</u>	<u>98</u>			<u>103.3 %</u>
	Net Expenditure over Income	<u>0</u>	<u>29,515</u>	<u>33,000</u>	<u>3,485</u>			
	PARTNERSHIPS :- Expenditure	<u>0</u>	<u>32,613</u>	<u>36,000</u>	<u>3,387</u>			<u>90.6 %</u>
	Income	<u>0</u>	<u>3,098</u>	<u>3,000</u>	<u>98</u>			<u>103.3 %</u>
	Net Expenditure over Income	<u>0</u>	<u>29,515</u>	<u>33,000</u>	<u>3,485</u>			
<u>EARMARKED RESERVES</u>								
<u>901</u>	<u>EARMARKED RESERVES</u>							
9006	SPEED WATCH	0	0	598	598		598	0.0 %
9012	CHRISTMAS LIGHTS	0	0	6,753	6,753		6,753	0.0 %
9015	CHARTER FAIRS	0	2,864	7,000	4,136		4,136	40.9 %
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 %
9033	DESTINATION BUCKINGHAM	0	2,091	1,938	-153		-153	107.9 %

Month No : 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
9035	PARKS DEVELOPMENT	0	2,100	4,275	2,175		2,175	49.1 %
9036	ELECTION COSTS	0	0	3,188	3,188		3,188	0.0 %
9040	PARK RUN	0	43	132	89		89	32.5 %
9045	ACCESS FOR ALL	0	265	485	220		220	54.6 %
9046	PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242		5,242	0.0 %
9048	BAG FUND	0	-780	1,000	1,780		1,780	-78.0 %
	EARMARKED RESERVES :- Expenditure	0	7,581	56,759	49,178	0	49,178	13.4 %
1070	DESTINATION BUCKINGHAM	0	20,000	0	20,000			0.0 %
	EARMARKED RESERVES :- Income	0	20,000	0	20,000			
	Net Expenditure over Income	0	-12,419	56,759	69,178			
	EARMARKED RESERVES :- Expenditure	0	7,581	56,759	49,178			13.4 %
	Income	0	20,000	0	20,000			0.0 %
	Net Expenditure over Income	0	-12,419	56,759	69,178			

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 5th February 2018**

Contact Officer: Amanda Brubaker

Events for 2018

Listed below are the events for 2018 the location and whether or not a road closure is required.

February

Pancake Race	Tuesday 13 th	Green outside Parish Church
Food Fair	Saturday 24 ^h	Community Centre

March

Commonwealth Day	Monday 12 th	Outside Community Centre
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April

Scouts Parade	Sunday 22 nd	Road closure required, town centre
Spring Fair	TBC	

May

May Day Celebrations	Tuesday 1 st	Road closure, outside Church
Music In the Market	Sunday 27 th	Road closure Bull Ring & Market Hill

June

July

Fringe Week	Sat 14 th – Sun 22 nd	Various locations
Dog Show	Sun 15 th	The Paddock, Bourton Park
Play Around The Parishes	Thurs 26 th	Chandos Park

August

Play Around The Parishes	Thurs 9 th	Chandos Park
Play Around The Parishes	Thurs 23 rd	Chandos Park
Bandjam	Sun 26 th	Road Closure Bull Ring & Market Hill

September

River Rinse	Sun 23 rd	Location TBC
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October

River Rinse	Sun 7 th	Location TBC
Charter Fair	Fri/Sat 12 th & 13 th	Road closure town centre
Charter Fair	Fri/Sat 19 th & 20 th	Road closure town centre

November

Bonfire & Fireworks	Sat 3 rd Nov	The Paddock, Bourton Park
Remembrance Day Parade	Sun 11 th	Road closure, town centre
Armistice 100 celebration	Sun 11 th	Road closure town centre (evening)

December

Christmas Light Switch On	Sat 1 st	Road closure Market Hill
Christmas Parade	Sat 15 th	Road closure town centre
Community Fair	Sat 15 th	Community Centre

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 5th February 2018**

Contact Officer: Amanda Brubaker

Nichols Amusements 100th Anniversary 2018

Background

During various conversations over the last couple of years with Head Showman, Marshall Nichols and his brother Robert about the history of Nichol Amusements, it came up that the 100th Anniversary of the Nichols family bringing the fair to Buckingham was coming up.

Marshall Nichols thought it would be nice for this to be commemorated in some way as the people of Buckingham have always been very welcoming to them.

Recommendation

It is recommended that the Town Council work with the Nichols family to commemorate this historic event in some way and suggest to the Old Gaol Museum that they put on a display during the time of the two Charter Fairs.

A separate budget would not be required for this, as any expenditure would be able to come from the Charter Fair Earmarked Reserves (901/9015).

Minutes of the meeting for the **Armistice 100 Event**. meeting held on Thursday 11th January 2018 in the Council Chamber, Cornwalls Meadow, Buckingham at 11am

Present:

Cllr. T. Bloomfield	Chair of Town Centre & Events
Cllr. D. Isham	
Cllr. A. Mahi	
Cllr R. Stuchbury	
A. Brubaker	Events Co-ordinator BTC
Mr L. Weston	Event Organiser
Ian Saunders	BTC Grounds Maintenance Supervisor

Apologies

Cllr M Smith	
Cllr J Harvey	Town Mayor
Mrs K O'Kane	TVP, Operations

1. Update from Mr Lionel Weston on Armistice 100 Event

Mr Weston reported that work on the event is ongoing and the marquees and big screens are work in progress. Richard Watkins will be providing the sound and PA and a hearing loop will be installed. The Royal British Legion will hopefully be providing some funding. The Old Gaol will be open that evening and will be used as a green room. The road outside the Post Office Sorting Office will be used as the viewing area for the public and the steps outside the Old Gol as the stage. A marquee will be erected in that area.

2. Road Closure and Diversion Route

The event will start at 5:30pm and finish at 8pm. Mr Weston is trying to re-create what happened when WW1 ended and how the crowds gathered in the street. The road closure will need to be in place from outside the White Hart, Market Square to The Old Gaol, Market Hill. A road closure will also be required for Market Hill from the Kings Head to the junction with West Street.

Cllr Stuchbury suggested looking at a fall back position for the event in case the road closure does not get approved by the Safety Advisory Group. It was **agreed** that once the road closure information had been submitted, that a meeting be set up with Kerry Ann Ashton, AVDC Licensing, TVP and Anna Coles, Transport for Bucks to go over the road closure. Mr Weston advised that two buses will be used as a barrier, together with the usual barriers with Road Closed signs attached to them. The blue route will be through Market Hill, and as there will not be any chairs in the viewing area, if an emergency vehicle need to access the area near to the Sorting Office, it will be easy enough to disperse the crowd to Verney Close.

The diversion route will be via West Street and Western Ave and Moreton Road and Western Ave.

Mr Weston was asked if in the event that the road closure that he requested was not granted would he consider moving the event into the Bull Ring, between Barclays Bank and Jardine's the Chemist. Mr Weston replied that the event would not go ahead if the road closure was not granted.

3. **Timings for the set up of event**

Mr Weston has requested that Market Hill be closed to through traffic from 7am until 9pm. This will allow Richard Watkins to start setting up. The road closure will need to be in place from 4pm to 8pm.

The Events Co-ordinator will contact the Royal British Legion to see if they will agree to the Remembrance Parade forming up on the road from outside Brown's the hairdressers rather than on Market Hill this year.

4. **Lest We Forget and Armistice 100 Flags**

Mr Weston explained that he would like to put up Armistice 100 flags in the existing brackets that are used for the St George's flags. And that Alan Edmeades, Landlord of the Kings Head pub and the Woolpack also had the same idea about putting up Lest We Forget flags and so they are going to do this as a joint project. The Events Co-ordinator explained that due to the last Charter fair taking place on Saturday 20th October, the flags could go up after that date. Ian Saunders, BTC Grounds Maintenance Supervisor explained that it would take approx. 2 hours to bolt 50 flags to poles, and then 3 to hours to put them up. This could be worked into the schedule for the Grounds maintenance team for that week. BTC would need to know in advance as to when the flags are to go up.

5. **Staffing Requirements from BTC**

It was agreed at the TC&E meeting of 4th December 2017, that Buckingham Town Council would apply for the road closure (581/17). The Town council will be responsible for putting the road closure on at the appropriate time and diversion signs put in place.

Based on approval of the Estates Manager, the Outdoor Maintenance team will mount the flags on the poles and on the given date put the flags up around the town and then take them down afterwards.

Before the end of the meeting, the Events Co-ordinator asked if Mr Weston had a wet weather plan and he said no and that the event would go on despite the weather.

Mr Weston expressed his appreciation for the help of the Town Council.

Date of the next meeting: TBC

Meeting closed at 12:15pm

From: Bradshaw, Joseph [mailto:jbradshaw@buckscc.gov.uk]

Sent: 20 December 2017 16:29

Subject: COMMONWEALTH DAY CELEBRATIONS 2018

Dear Colleagues,

I am sure that I don't need to remind you that The Commonwealth is a diverse network of 52 countries; home to a third of the world's population, nearly 40% of its youth (under the age of 29) and contributes 17% global GDP. Its members citizens and businesses benefit from shared language, laws and values. The Commonwealth is a greater consumer of UK services exports compared to global average (47% vs 44%). It is home to half of the top 20 emerging global cities, contributes 44% of UN peacekeepers and has observed over 140 elections in 40 countries since 1980s.

Following the Commonwealth Games Closing Ceremony in Australia on Sunday 15 April 2018 the Commonwealth Summit will be held in London from Monday 16 to Saturday 21 April. It will open with three days of parallel forums on Business, Women, People and Youth. Lancaster House, Marlborough House, Buckingham Palace and Windsor Castle will host the activities.

The scale of the summit:

5 days of summit

6 days of activity

52 Heads of Government

52 Foreign Ministers

1000 media

2000 forum attendees

.... And hundreds of volunteers to make the event happen!

HOW CAN LOCAL COUNCILS IN BUCKINGHAMSHIRE GET INVOLVED?:

How can you get involved?

We need your support!

1.

Spread the
word and share
with your
contacts

2.

Host Commonwealth
Big Lunches between
12 March and 22 April

3.

Celebrate Commonwealth Day
12th March

4.

Tell us your local Commonwealth
story and let us know how you are
celebrating

2. Host a Commonwealth Big Lunch

The Commonwealth Big Lunches, in partnership with the Eden Project, will take place across the 52 Commonwealth countries.

The lunch will be launched on Commonwealth Day (12 March) and will run until the end of the summit week.

People are invited to come together to share Commonwealth food with their sports clubs, community groups, schools, youth organisations, businesses, friends and families.

We would ask you to host a lunch in your community and encourage the people you know to also host one: this could be a party in someone's garden, a street gathering or something larger which looks to bring different communities together.

In January we will launch a lunch pack with all the tools you need for the day - but start planning now!



Kind Regards

Joe Bradshaw
Executive Assistant to the Chairman of Buckinghamshire County Council &
Assistant Clerk to the Buckinghamshire Lieutenancy
Civic & Ceremonial Events Team
County Hall
Aylesbury
HP20 1UA
Email: jbradshaw@buckscc.gov.uk
Tel: 01296-383622
Mob 07702 485133

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 5th February 2018**

Contact Officer: Amanda Brubaker

Christmas Parade 2017

General information

The Buckingham Christmas Parade which is organised by The Christmas Parade Committee and supported by Buckingham Town Council took place Saturday 9th December which turned out to be a very cold but sunny morning.

There were 52 entries in the parade which included walking groups, floats and marching bands. A tribute was paid to the emergency services this year and the parade was headed by Thames Valley Police, Bucks Fire & Rescue, NHS Winslow First Responder and the Buckingham AED Project.

The road closure is the responsibility of the Town Council. Ian Saunders and Craig Calder were out from 6am in -4c temps putting out the signage and cones for the road closure. They were not able to get to their marshalling point until after the parade had started. Competent volunteer marshals that were paired with Ian and Craig were able to cope with the traffic on the Stratford Road/Addington Road junction and the Moreton Rd/Addington Rd junction until they arrived.

35 marshals were recruited for the road closure. These included Town Council staff, Councillors, members of the Rotary, Masons and Buckingham Table.

A mandatory meeting for marshals was arranged for 7pm on Wednesday 6th December and another one at 9am on the morning of the parade by the Parade Chairman. Marshals were informed of their post and given copies of maps and marshals information sheets as well as a hi-viz vest.

Once again the residents of Addington Road were very helpful and all vehicles were removed from the road before 8am.

There were 8 cars left in the cattle pens. The Events Co-ordinator called 101 to report them but was informed that all operators were dealing with emergency calls. The Buckingham Local Neighbourhood Team arrived and officers tried to locate the owners of the cars. Three cars were remaining by 9:30am and the Events Co-ordinator was informed by the Officers that it was too late to get them recovered. Fortunately, this did not impact on the parade too much and the information was passed onto Howard Mordue, Chairman of the Parade Committee.

The road closure was put in place at 9am on Chandos Road. Access was left for motorists to get in and out of Sainsbury's. Those taking part in the parade should have been informed by the Parade Committee that they were to use Brookfield Lane but as in previous years a lot of them still tried to drive down Chandos Road.

There was a minor traffic incident which involved the Green Spaces team and a motorist. The motorist ran into the back of the truck whilst it was parked. Apparently, when she went round the corner she did not see the truck due to the sun being so low. As it was minor, the truck was able to be repaired quickly.

The parade went off without any other problems and was enjoyed by a large crowd who came out and braved the cold weather.

Cllrs who marshalled

Cllr Andy Mahi

Cllr Mike Smith

Office Staff who marshalled

Amanda Brubaker

Claire Childs

Jodie Baughan

Nina Stockill

Green Spaces Team who marshalled

Craig Calder

Ian Saunders

Staff who took part in the Parade

Christopher Wayman

Cllrs who took part in the Parade

Cllr Robin Stuchbury

Cllr Paul Hiron

Cllr Jon Harvey, Mayor

Cost for the event

Allocated budget for the Christmas Parade Committee (301/4205)	£3,000.00
Deduction for the road closure	£25.00
Total funds given to the Christmas Parade Committee	£2,975.00

Staffing Costs

7 members of staff @ 38.5hrs x time & half.	£723.21
---------------------------------------------	---------

Total cost of the event including staff time

£3,723.21

Recommendation

Due to the popularity of the Christmas parade I recommend that we continue to support the event with the road closure and marshalling. However, I recommend that we recruit more marshals to cover the parade so that the Grounds Maintenance Team does not have to marshal at the Christmas Parade in the future.

A volunteer recruitment drive will be taking place during the early part of this year to build up a pool of volunteers and this will be used to top up the number of marshals required for the Christmas parade.

The Events Co-ordinator is putting together a volunteer handbook containing the roles and responsibilities of a marshal and this will be handed out to all volunteers.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 5th February 2018**

Contact Officer: Amanda Brubaker

Community Fair 2017

General information

Organised by Buckingham Town Council the Community Fair is held in the community centre after the Christmas Parade. It is a chance for local charities, societies and groups to raise money by selling goods such as hand knitted items, Christmas cards, plants, preserves. Tombolas and raffles are also very popular.

Spaces are sold at £10 per table and those that took part last year were Brain Tumour Research, National Energy Foundation, Open House, Donkey Sanctuary, Arthritis Society, Buckingham Canal Society, Heritages, Men In Sheds, Buckingham Twinning Association, Buckingham District Girl Guiding, ENCRISCO, Fairtrade, The Old Gaol, Maids Moreton WI, Buckingham Arts Society, MIND, dDsabled Go and Stowe.

The Buckingham Children's choir led by Suzy Smith gave their first live performance at the event.

The Buckingham WI had been asked to provide the refreshments for the event. The Inner Wheel arrived thinking that they were also to provide the refreshments. After a discussion amongst the two groups they both worked together and split the donations between them.

Cllrs who worked at the event

Terry Bloomfield
Derrick Isham

Cllrs who has a stall at the event

Cllr Jenny Bates
Cllr Margaret Gateley

Cost for the Event

Budget (301/4203)	£500.00
Hire of the Community Centre	£214.50
Total Cost	£214.50
Balance Remaining	£285.50

Income Received from tables

Cost per table £10	
Number of tables sold 20 @ £10 per table	£200
Total income	£200

Staffing Costs

None

Recommendation

The number of stalls at the event varies from year to year and the increase in number of stallholders between 2016 and 2017 was one. The stall holder turnout has been decreasing slowly over the last few years.

The Events Co-ordinator recommends that a survey should be done to see what people would like in the Community Centre after the Christmas parade – if anything at all.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 5th February 2018**

Contact Officer: Amanda Brubaker

ENT Fest 2018 – Buckingham University

Background

The Events Co-ordinator was approached by Dean Jones and Kristian Mackie from Buckingham University regarding an event that they will be doing in collaboration with the Peter Jones Foundation on the 11th June 2018.

The event is aimed at helping the entrepreneurial community in Buckingham and the surrounding area and to encourage young entrepreneurs.

A road closure will be required for Church Street as it is planned to put market stalls along there. The closure would be from approximately 9am to 4pm. Dean Jones has asked if the Town Council could apply for the road closure as part of the block that we apply for annually and then we can charge the University for their portion of the road closure.

All communication with the residents of the area will be done by the University in advance of the event. The only involvement the Town Council will have will be putting the road closure on in the morning.

Attached to this report is a presentation that was shown to the Events Co-ordinator and has been seen by the Town Clerk regarding the event.

Recommendation

I recommend that we apply for the road closure on behalf of the University as requested as this is a one off event and requires little input from the Town Council on the day.

Staff time required for the event

2 x members of the Outdoor Maintenance Team to put on road closure. This includes loading barriers onto truck and taking them to the location, putting out barriers and signs and then getting signage and barriers in at the end of the event and taking them back to depot. Total time should only be 2 hours.

Ent Fest 2018

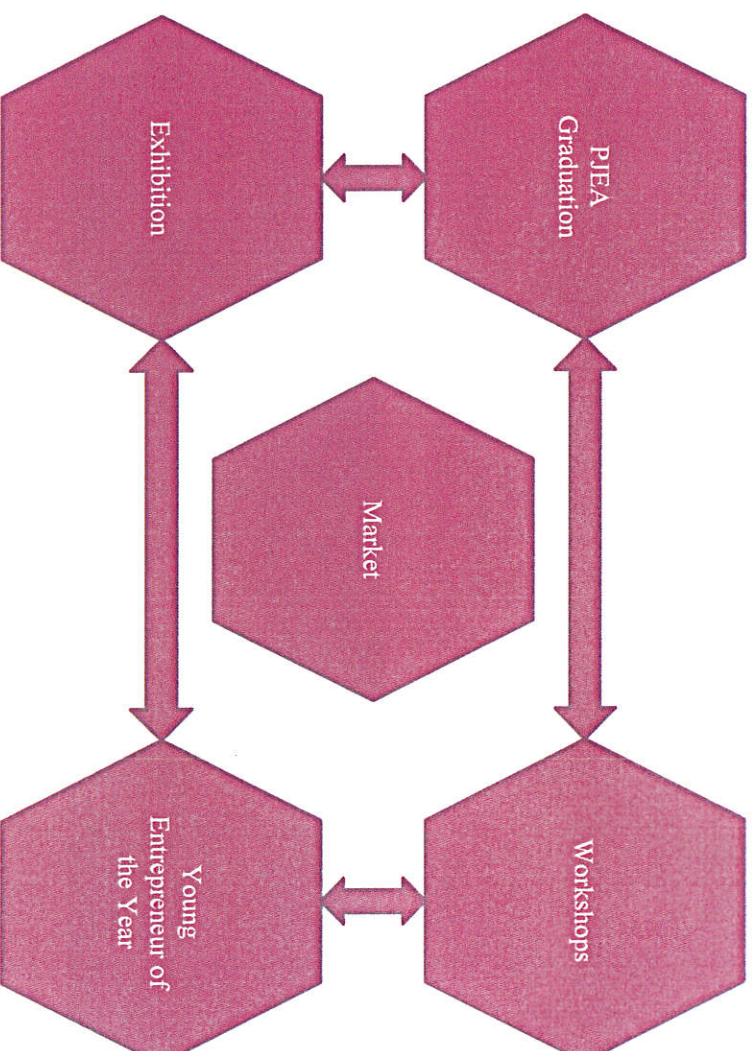
11TH JUNE 2018 – ROAD CLOSURES



What is Ent Fest 2018

- ▶ Event in collaboration with Peter Jones Foundation
- ▶ Ent Fest 2018 is the biggest student enterprise festival in UK
- ▶ Attracting young people from across the country
- ▶ Expecting 600+ People
- ▶ Including students and parents alike.

What's happening?



Who is in attendance?

- ▶ 300 Students from Peter Jones Enterprise Academy
- ▶ Parents of Peter Jones Graduates
- ▶ 200 Local School Children
- ▶ Young Entrepreneur of the Year Finalists
- ▶ Local & Big Name Entrepreneurs
- ▶ University Students & Staff
- ▶ VIP Entrepreneurs

Why are we doing this?

- ▶ Help the entrepreneurial community in Buckingham and the surrounding area.
- ▶ Encourage young entrepreneurs
- ▶ Make Buckingham a key location for Entrepreneurship in the UK
- ▶ Give Buckingham a National Annual Event that helps build the profile of the town.

This image shows a blank, aged, cream-colored page, likely an endpaper or flyleaf of a book. The paper has a slightly textured appearance with some minor creases and discoloration, characteristic of old paper. The left edge of the page is bound, and the overall tone is a warm, off-white or light beige.



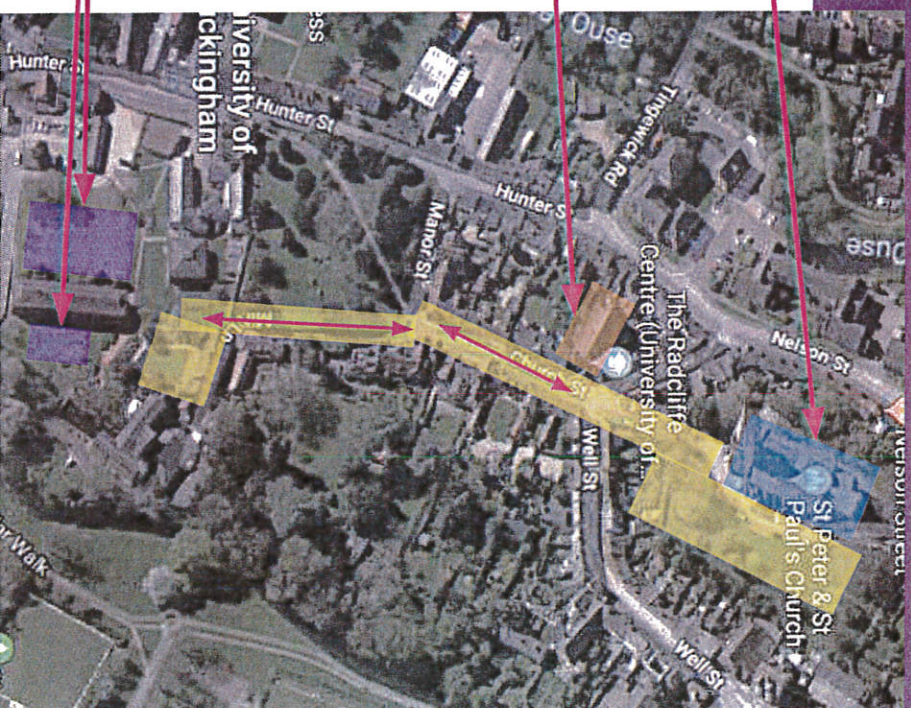
Parking

The Market

Graduation

Workshops

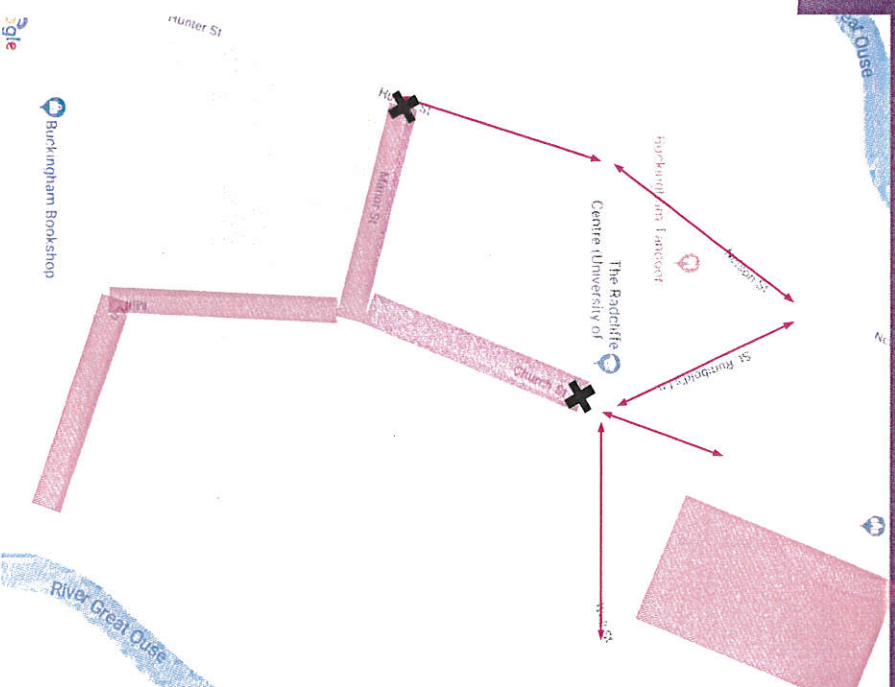
Marquees



The Market

- ▶ Staggers the flow of people
- ▶ Central to the rest of the events
- ▶ Keeps the atmosphere of the event in a small location
- ▶ Keeps the activity away from main roads

Road Closure Options



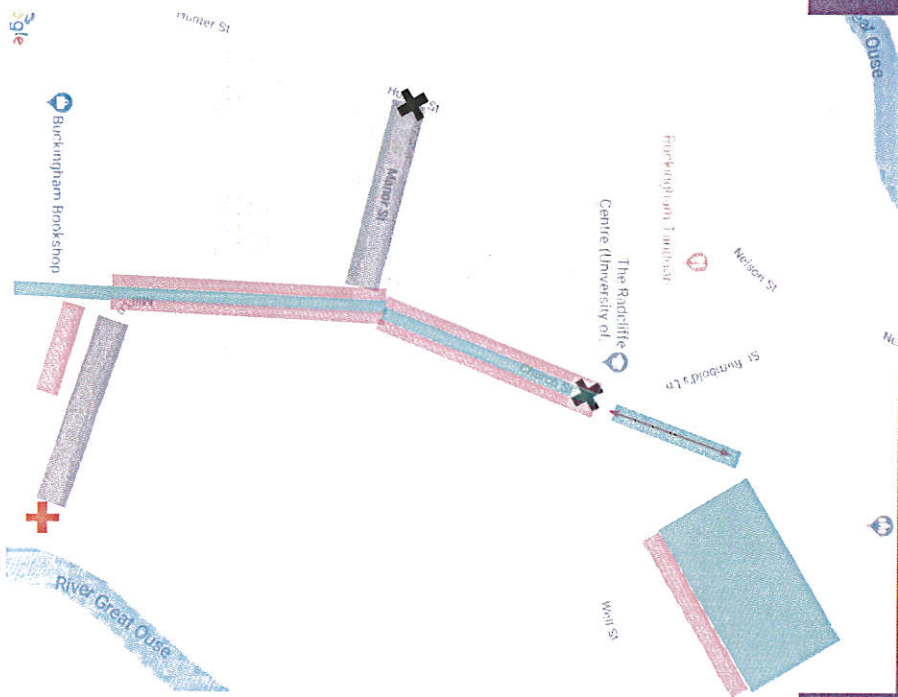
Streets

- ▶ Church Green
- ▶ Church Street (Up to intersection with Well Street)
- ▶ Manor Street
- ▶ Manor Lane

Setup



Setup



Health and Safety

- ▶ Leaving space for emergency vehicles
- ▶ Security
- ▶ Marshalls
- ▶ Ambulance on site

Stands

- ▶ Responsible for own mess
- ▶ Make sure they can all legally trade through AVDC
- ▶ Cleared by event team and Peter Jones Foundation
- ▶ Will be required to fill out risk assessments
- ▶ Any power cables will be ran from Chlore Lab in UOB

Timings

- ▶ Event starts at 10:30am
- ▶ Market setup would be 11:30am
- ▶ Markets is due to finish by 4pm
- ▶ Event is due to finish at 5:30pm
- ▶ Road should be able to re-open 4:30pm
- ▶ Timings are still flexible

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 5 FEBRUARY 2018**

Written by the Mayor, Cllr Jon Harvey and Cllr Jenny Bates

GOOD ENDINGS FAIR 2018

The idea

Death and dying is a taboo subject but just like taxes, is an evitable part of being alive. Some months ago, we presented the proposal that the Town Council should host a 'Funeral Fair' along similar lines to the standard wedding fairs that are held all over the country. We were tasked with going away to investigate whether there would be support for such a fair from the 'death and dying' industry as it were and report back. This is that report.

The core idea remains the same: by challenging (a little) the taboo of not talking about death and all of its consequences, to provide an opportunity to help people prepare better for their own death or that of their nearest and dearest. There are plenty of examples of people dying intestate (without a valid will) or being thrown into considerable debt as the funeral costs add up. And there are many other negative consequences or indeed missed opportunities to grieve more wholesomely. Enabling and encouraging individuals to think and plan for their own funeral can help to reduce a family's stress of planning a funeral when they are vulnerable.

There are others who are concerned (<http://fairfuneralscampaign.org.uk/> - *Fair Funerals Campaign*) and news of problems coming down the track (<http://www.bbc.co.uk/news/business-40518578> - *Thousands may be let down by funeral plans, report warns*)

Getting people talking about preparations for funerals, death and dying, and maybe making some written plans is a good thing and something the Town Council can take a lead on. This could make a significant contribution to the well being of the town.

The vision

As with the health fair (as reported on TCE meeting on 4/12/17), the plan would be to fill the Community Centre with organisations involved in the 'death and dying' industry. These include but are not limited to:

- Funeral Directors
- Hotels and pubs (for the wakes)
- Celebrants
- Religious & spiritual organisations
- Cemeteries and crematoria
- Bereavement counsellors
- Hospices
- Lawyers and will writers
- Financial advisers and funeral plan providers

- HMRC & probate, and tax advisers
- Florists
- Voluntary organisations (eg Age UK)
- Organ donation and transplantation and related

(And many more)

We wrote to a number of these both locally and nationally to gauge interest. Here are some of the responses we received.

- *I would be interested in attending this fair possibly by having a small stall but would need to have more idea of costs etc* (Bereavement Services Team Leader for a local council)
- *I'd suggest around £50 would be reasonable for a quarter page in any brochure and perhaps there should be a sliding scale for exhibitors- a difference between big companies and small one man bands like me. I'd only really exhibit for a modest fee because of the way I attract business (indirectly) so I'd suggest perhaps a maximum of around £75 for small operations and a £250/£300 for florists, funeral directors etc.* (local celebrant)
- *We would definitely be interested in supporting this both by way of a stand and advertising in the programme / brochure and look forward to hearing further in due course* (funeral director)
- *We at [local solicitor] are definitely interested in the proposed Funeral Fair and in booking a stall.*
- *We would certainly be interested, both in a stall and in the advertising.* (another local solicitor)
- *The Buckinghamshire Registration Service has produced a comprehensive Bereavement Guide that is distributed widely to a diverse audience and a number of local service providers. We would be happy to supply you with the brochure to distribute at your event but cannot see value in us exhibiting at the event or advertising with you at this time. Our brochure can be viewed online at <http://www.buckscc.gov.uk/services/births-deaths-marriages-and-civil-partnerships/registering-a-death/bereavement-guide/> (local Registrar)*
- *We think this is a great idea, we would be happy to participate* (another local funeral director)

As indicated in some of the comments, the plan would also be produce a brochure to accompany the event, paid for by advertising in the folder. Members of the public will be given these as they wander round and collect within the pocket a selection of brochures handed out to them. This folder could then become the starting point for making their future plans. As with the health fair in November, the idea would be that all hire costs (and maybe more) would be covered by the selling of the adverts in the brochure and the stall hire charges (yet to be set of course). Again, as with the health fair, there could be space for organisations with limited budgets to have a corner for free perhaps to include some local charities and NHS organisations etc. There might even be space for local GP clinic to offer health advice on prolonging healthy life too!

Summary:

- *Audience*
 - *Who is this promotion targeted at?* Buckingham and district residents who wish to investigate how they might better prepare for their own or loved ones' demise &

local businesses/organisations involved in supporting people at the time of a person's death

- *How many participants are anticipated?* Hopefully 200 to 300 members of the public will come along and visit the fair. There is room for approximately 35 stall holders
- *What does the audience need?* An interest and the courage to have such discussions even when there is considerable taboo. On behalf of the stallholders and advertisers, a willingness to experiment with this novel idea (and therefore fees should be kept reasonably low and the duration should be something like 10.30am to 2.00pm on a Saturday.
- *What does the audience need to know?* Nothing, they simply need to have curiosity to find out more about the decisions, procedures and available services surrounding the death and dying of someone.
- **Message**
 - *What do you want to say to the target audience?* Organising what happens around someone dying happens very rarely in our lives. A little bit of preparation can save a great deal of heartache and money
 - *What do you want them to know/do?* What steps they can take now so that they are better prepared for their own demise or those closest to them.
- **Objectives**
 - *What do you hope to achieve with this event?* More people in Buckingham with better plans for the demise of themselves and loved ones
 - *What is your measurable objective?* Number of sold stalls, income from such stalls and advertising on the brochure/folder, number of residents visiting the fair, feedback from people who have attended that they found it useful and thought provoking, media interest
 - *How will you meet this objective?* Good and well planned advertising and promotion via social media and local newspapers etc. Development of a coherent offer to agencies and businesses who might want to take up a stall or advertise in the brochure.
- **Outcome**
 - *What are the hoped for outcomes?* More townsfolk who have better prepared for death and dying and a little less taboo about death in the town.
- **Costs and benefits**
 - *How will all this be covered?* If there are (say) 30 stalls paying £50 each that would result in an income of £1500. This could cover the cost of the Community Centre hire with a small surplus. 500 folders would cost approximately £500. 12 quarter page adverts to sell at £50 each would cover this cost leaving a small surplus. Regarding staff time, we estimate this would involve:
 - Researching stall holders and writing to them - one day
 - Managing bookings of stall holders - one day
 - Organising and implementing publicity - two days
 - Commissioning the Community Centre - half a day
 - Running the event (with cllr support) - one day
 - *Five and half days total*

Recommendation

TCE to support this initiative and agree to put this into the schedule of activities for 2018/19

BUCKINGHAM OLD GAOL MUSEUM & TIC VISITOR NUMBERS

YEAR	MUSEUM					TOURIST INFORMATION CENTRE			
	Adults	Children	Families		TOTAL	UK Local	Wider UK	Overseas	TOTAL
			Tickets*	Number					
2010	2,233	237	128	512	2,982	NO BREAKDOWN OF FIGURES AVAILABLE			35,470
2011	2,422	371	140	564	3,357				41,005
2012	2,513	254	187	748	3,515		32,708	684	33,392
2013	2,655	270	165	660	3,585	7,082	20,574	1,165	28,821
2014	2,635	320	145	580	3,535	14,616	15,010	1,207	30,833
2015 **	2,844	483	176	704	4,031	15,210	14,758	1,234	31,202
2016 **	3,345	314	153	616	4,276	15,837	13,822	1,023	30,682
2017	2,863	839	157	660	4,362	TSE CEASED PROVIDING DATA			
2018									

YEAR	MUSEUM					TOURIST INFORMATION CENTRE			
	Adults	Children	Families		TOTAL	UK Local	Wider UK	Overseas	TOTAL
			Tickets*	Number					
2017									
Jan **	190	0	4	16	206	1,464	626	32	2,122
Feb	209	37	18	72	318	1,457	485	76	2,018
Mar	184	80	8	64	328	1,402	498	95	1,995
Apr	246	43	23	92	381	2,158	100	95	2,353
May	187	73	13	52	312	TSE CEASED PROVIDING DATA			
Jun	202	54	2	8	264				
Jul	260	32	15	60	352				
Aug	355	81	41	164	600				
Sep	435	274	10	40	749				
Oct	174	41	15	60	275				
Nov	151	5	4	16	172				
Dec	270	119	4	16	405				
TOTALS	2863	839	157	660	4362	6,481	1,709	298	8,488
2018									
Jan									
Feb									
Mar									
Apr									
May									
Jun									
Jul									
Aug									
Sep									
Oct									
Nov									
Dec									
TOTALS									

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

** Museum closed for part of January for new lighting installation (2015) and re-decoration (2017)