



# 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)

Tuesday, 09 October 2018

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Monday 15<sup>th</sup> October 2018** in the Council Chamber, Cornwall's Meadow, Buckingham at 7.00pm.

Mr. P. Hodson  
Town Clerk

Please note that the Town Centre & Events Committee meeting will be preceded by Public Question time in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes

## AGENDA

- 1. 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 Tuesday 28<sup>th</sup> August 2018 ratified at Full Council on Monday 1st October 2018. (TCE/03/18) **Copy previously circulated**
- 4. Action List** **Appendix A**  
To receive action reports and updates
- 5. Markets**  
To receive a verbal update from the Market Manager
- 6. Motion – Cllr. Harvey**  
The Buckingham War Memorial was unveiled and dedicated on 20 May 1920 (<https://www.iwm.org.uk/memorials/item/memorial/7965>). This Town Council resolves to invite the Lord Lieutenant, the Bishop of Oxford and other suitable dignitaries (as soon as possible) to a re-dedication of the Memorial on 20 May 2020, exactly one hundred years after it was first established. And to precept for the year beginning April 2020 to pay for a community lunch on that day for the descendants of those named on the memorial from WW1.

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.

- 7. Budget**  
 7.1 To receive the latest budget figures  
 7.2 To receive and discuss proposed budgets for 2019/20 (Precept) **Appendix B  
TCE/38/18**
- 8. Motion – Cllr. C. Strain-Clark**  
 Due to the inadequate disabled access to the Ballroom in the Old Town Hall and the lack of disabled facilities in Villiers, this committee resolves not to use either of these venues for Town Council events until the access problems are resolved **Appendix C**
- 9. Generator**  
 To receive a written report from the Events Coordinator **TCE/39/18**
- 10. Forthcoming Events**
- |      |                            |                                |
|------|----------------------------|--------------------------------|
| 10.1 | Charter Fair (2nd weekend) | 20 <sup>th</sup> October 2018  |
| 10.2 | Bonfire Fireworks          | 3 <sup>rd</sup> November 2018  |
| 10.3 | Remembrance Parade         | 11 <sup>th</sup> November 2018 |
| 10.4 | Ice Rink                   | 26 <sup>th</sup> November 2018 |
| 10.5 | Christmas Lights Switch On | 1 <sup>st</sup> December 2018  |
| 10.6 | Christmas Parade           | 9 <sup>th</sup> December 2018  |
| 10.7 | Community Fair             | 15 <sup>th</sup> December 2018 |
| 10.8 | Pancake Day                | 2 <sup>nd</sup> March 2019     |
- 11. Event Reviews**
- 11.1 Good Endings Fair  
 To receive a written report from the Events Coordinator **TCE/40/18**
- 11.2 River Rinses  
 To receive a verbal report from the Events Coordinator
- 11.3 Charter Fair (1<sup>st</sup> weekend)  
 To receive a verbal report from the Events Coordinator
- 11.4 Dog Show  
 To receive a written report from the Events Coordinator **TCE/41/18**
- 12. Armistice 100**  
 To receive a verbal report from the Events Coordinator
- 13. Christmas Light Installation & Maintenance Contract** **TCE/42/18**  
 To receive report and choose a company for the new contract
- 14. Ice rink**  
 To receive a verbal report from the Events Coordinator
- 15. University of Buckingham opening of the Vinson Building**  
 Members to discuss details of the Town Council's stand, to be hosted by Cllrs. Stuchbury, Strain Clark and Bloomfield on the 28<sup>th</sup> November 2018.
- 16. Buckingham Action Group**  
 To receive a verbal update from Cllr O'Donoghue
- 17. Access**
- 18. Tourist Information Centre** **Appendix D**  
 To receive the latest visitor and accommodation statistics
- 19. News Releases**
- 19.1 Charter Fair – 100<sup>th</sup> Anniversary of Nichols Amusements
- 20. Chairman's Items**

**21. Date of the next meeting:** Monday 3<sup>rd</sup> December 2018

**To:**

Cllr. T. Bloomfield            Chairman  
Cllr. Mrs. G. Collins  
Cllr. Mrs. M Gateley  
Cllr. D. Isham  
Cllr. Harvey                    Town Mayor

Cllr. A. Mahi                    Vice Chair  
Cllr. P. Collins  
Cllr. L. O'Donoghue  
Cllr. Mrs. C. Strain-Clark  
Cllr. R. Stuchbury

**Events - Action list**

**Appendix A**

Subject	Action to be taken		Response/ Agenda no.
	Date	Action	
Comedy Nights		Advertorial on the success of previous acts	
Armistice 100	04/12/17 581/17	AGREED to apply for a road closure for the event.  AGREED for Cllrs Smith, Isham, Stuchbury, Town Mayor, TC&E Chair & Events Co-ordinator to meet with Mr Lionel Weston to discuss the event	Meeting took place on 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.	Ongoing
Ice rink	576/17  310/18	AGREED to investigate the potential of an ice rink and feedback at a future committee.  Book ice rink and start planning	August AGENDA  10/09 Confirmed booking for ice rink. Meeting with ISK8 on 20/09 to go over pricing
Commemorating 100 years of WW1	864/17	Agreed to purchase a WW1 bench	Events Co-ordinator to arrange a 'Crowd Funding' scheme to purchase the bench. 18/04 e-mailed the Company for a quote for the bench. Ongoing
Charter Fair-Nichols Amusements	867/17	Agreed to commemorate 100 <sup>th</sup> anniversary	Obtain costs of silver tankards engraved - ongoing
Armed Force Day	870/17	Investigate and take back recommendation for event	Ongoing
Soap Box Derby	191/18	Events Coordinator to research the proposal further and bring a report back to a future Committee meeting.	Ongoing
	28/08		
Market	305/18	Chesham Market exchange of good practice ideas	Arrange a meeting with the Chesham Market Manager - Ongoing

**INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES**

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4126	301	-£105.00	Overspend Good Endings Fair
1	1029	301	£230.00	More income received than estimated, this together with the overspend indicates a small profit of £125.00
1	4243	301	-£827.00	Committed expenditure includes £2445 from 17/18, for bollard removal which has never been invoiced, and £2350.00 for 18/19. If both are invoiced for there will be an overspend of £827
1	1069	301	£230.00	Income from Nichols Amusements is calculated using RPI figure. RPI increased more than estimated in precept, resulting in more income
2	4253	305	-£14,687.00	Overspend TIC
2	1084	305	£14,391.00	More income received than estimated, this together with the overspend indicates a small loss of £296.00, a remarkably small figure in year one.
3	9048	901	£3,771.00	Actual YTD shows -£1700.00 due to income of £3500.00 and expenditure of £1800.00. For 2019/20 the Ear Marked Reserves figure will sit at £3771.00 (to be spent on BAG events/Promo)
3	9033	901		<b>Please note:</b> Income from 2017-2018 will now be included in the expenditure code any income received in the current financial year will show in the income code

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

901	<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	2,864	0	4,136	4,136	4,136	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	998	0	2,404	2,404	2,404	0.0 %	
9033	DESTINATION BUCKINGHAM	2,186	8,556	22,617	14,061	14,061	37.8 %	
9035	PARKS DEVELOPMENT	2,250	0	2,025	2,025	620	1,405	30.6 %
9036	ELECTION COSTS	0	0	3,188	3,188	3,188	0.0 %	
9040	PARK RUN	43	0	89	89	89	0.0 %	
9045	ACCESS FOR ALL	265	0	220	220	220	0.0 %	
9046	PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242	5,242	0.0 %	
9048	BAG FUND	-1,071	-1,700	2,071	3,771	3,771	-82.1 %	
	EARMARKED RESERVES :- Expenditure	<b>7,535</b>	<b>6,856</b>	<b>72,089</b>	<b>65,233</b>	<b>620</b>	<b>64,613</b>	<b>10.4 %</b>
1070	DESTINATION BUCKINGHAM	20,000	0	0	0			0.0 %
	EARMARKED RESERVES :- Income	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Net Expenditure over Income</b>	<b>-12,465</b>	<b>6,856</b>	<b>72,089</b>	<b>65,233</b>			
	EARMARKED RESERVES :- Expenditure	<b>7,535</b>	<b>6,856</b>	<b>72,089</b>	<b>65,233</b>			<b>10.4 %</b>
	Income	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-12,465</b>	<b>6,856</b>	<b>72,089</b>	<b>65,233</b>			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b><u>TOWN CENTRE &amp; EVENTS</u></b>								
301	<u>TOWN CENTRE &amp; EVENTS</u>							
3997	0	1,472	3,900	2,428		2,428	37.7 %	
3998	0	2,835	13,200	10,365		10,365	21.5 %	
3999	0	25,796	55,600	29,804		29,804	46.4 %	
4079	440	30	400	371		371	7.4 %	
4094	1,560	2,414	3,000	586		586	80.5 %	
4104	6,263	3,425	6,300	2,875	2,431	444	93.0 %	
4107	250	193	250	57		57	77.1 %	
4115	440	186	400	214	190	24	94.0 %	
4119	0	8,000	8,600	600		600	93.0 %	
4125	0	31	500	469		469	6.2 %	
4126	0	1,105	1,000	-105		-105	110.5 %	
4166	0	377	1,000	623		623	37.7 %	
4201	10,022	0	9,000	9,000		9,000	0.0 %	
4202	4,288	214	4,500	4,286		4,286	4.8 %	
4203	215	250	785	535		535	31.8 %	
4205	2,975	31	3,000	2,969		2,969	1.0 %	
4208	0	90	500	410		410	18.0 %	
4210	55	0	75	75		75	0.0 %	
4211	3,110	3,145	3,500	355		355	89.9 %	
4212	1,085	71	1,300	1,229		1,229	5.4 %	
4213	300	80	300	220		220	26.7 %	
4216	38	0	50	50		50	0.0 %	
4220	3,613	3,430	3,500	70		70	98.0 %	
4230	46	18	50	32		32	35.3 %	
4241	0	0	3,000	3,000		3,000	0.0 %	
4243	1,337	477	4,445	3,968	4,795	-827	118.6 %	
	<b>TOWN CENTRE &amp; EVENTS :- Expenditure</b>	<b>36,036</b>	<b>53,668</b>	<b>128,155</b>	<b>74,488</b>	<b>7,416</b>	<b>67,071</b>	<b>47.7 %</b>
1013	483	333	400	-67			83.3 %	
1027	120	0	0	0			0.0 %	
1028	0	15	1,000	-985			1.5 %	
1029	0	1,230	1,000	230			123.0 %	
1031	0	0	500	-500			0.0 %	
1033	0	0	8,600	-8,600			0.0 %	
1062	200	30	300	-270			10.0 %	
1066	0	0	3,000	-3,000			0.0 %	
1069	6,400	6,630	6,400	230			103.6 %	
	<b>TOWN CENTRE &amp; EVENTS :- Income</b>	<b>7,203</b>	<b>8,239</b>	<b>21,200</b>	<b>-12,961</b>			<b>38.9 %</b>
	<b>Net Expenditure over Income</b>	<b>28,833</b>	<b>45,429</b>	<b>106,955</b>	<b>61,526</b>			

Month No : 7

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>302</u> <u>STREET MARKET</u>							
4017 SUBSCRIPTIONS	0	318	330	12		12	96.4 %
4225 RATES	3,041	1,317	4,000	2,683		2,683	32.9 %
4235 MARKET INFRASTRUCTURE &	1,765	644	1,950	1,306		1,306	33.0 %
STREET MARKET :- Expenditure	<b>4,806</b>	<b>2,279</b>	<b>6,280</b>	<b>4,001</b>	<b>0</b>	<b>4,001</b>	<b>36.3 %</b>
1005 STREET MARKET	14,236	4,864	14,000	-9,136			34.7 %
1006 FLEA MARKET	4,740	2,646	5,500	-2,854			48.1 %
STREET MARKET :- Income	<b>18,976</b>	<b>7,510</b>	<b>19,500</b>	<b>-11,990</b>			<b>38.5 %</b>
<b>Net Expenditure over Income</b>	<b>-14,169</b>	<b>-5,231</b>	<b>-13,220</b>	<b>-7,989</b>			
<u>303</u> <u>SPECIAL EVENTS</u>							
4075 FESTIVAL OF HEALTH	1,228	0	2,500	2,500		2,500	0.0 %
4221 FRINGE	0	3,031	6,000	2,969		2,969	50.5 %
4242 FOOD FAIR	366	0	500	500		500	0.0 %
4244 REMEMBRANCE FLAGS	0	241	420	179		179	57.3 %
SPECIAL EVENTS :- Expenditure	<b>1,594</b>	<b>3,272</b>	<b>9,420</b>	<b>6,148</b>	<b>0</b>	<b>6,148</b>	<b>34.7 %</b>
1020 FOOD FAIR INCOME	725	0	400	-400			0.0 %
1034 FESTIVAL OF HEALTH	1,308	0	2,500	-2,500			0.0 %
1083 FRINGE INCOME	0	336	3,000	-2,664			11.2 %
SPECIAL EVENTS :- Income	<b>2,033</b>	<b>336</b>	<b>5,900</b>	<b>-5,564</b>			<b>5.7 %</b>
<b>Net Expenditure over Income</b>	<b>-439</b>	<b>2,936</b>	<b>3,520</b>	<b>584</b>			
<u>305</u> <u>TOURIST INFORMATION CENTRE</u>							
4253 TIC	0	16,187	1,500	-14,687		-14,687	1079.1
TOURIST INFORMATION CENTRE :- Expenditure	<b>0</b>	<b>16,187</b>	<b>1,500</b>	<b>-14,687</b>	<b>0</b>	<b>-14,687</b>	<b>1079.1</b>
1084 TIC INCOME	0	14,791	400	14,391			3697.8
TOURIST INFORMATION CENTRE :- Income	<b>0</b>	<b>14,791</b>	<b>400</b>	<b>14,391</b>			<b>3697.8</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>1,396</b>	<b>1,100</b>	<b>-296</b>			
TOWN CENTRE & EVENTS :- Expenditure	<b>42,437</b>	<b>75,406</b>	<b>145,355</b>	<b>69,950</b>			<b>57.0 %</b>
Income	<b>28,212</b>	<b>30,876</b>	<b>47,000</b>	<b>-16,124</b>			<b>65.7 %</b>
<b>Net Expenditure over Income</b>	<b>14,225</b>	<b>44,530</b>	<b>98,355</b>	<b>53,826</b>			



PURCHASE LEDGER INVOICE LISTING FOR MONTH No 6

Date :- 09/10/2018  
 Time :- 11:35

**Ledger No 1 for Month No 6**

Items marked with a \* are disputed invoices.

		Supplier A/c Order										Nominal Ledger Analysis			
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail				
01/09/2018	M3089		AMBIVENT	A020	632.00	126.40	758.40	4162	250	632.00	ambivalent annual maint				
02/10/2018	2257	10111435	ACREMANS AROPICI II TI IP	A031	12,070.00	2,414.00	14,484.00	4112	201	2,000.00	Tree works				
		10111435						4601	252	2,100.00	Tree works				
		10111435						4601	253	970.00	Tree works				
		10111435						4122	252	7,000.00	Tree works				
28/09/2018	489941	10111427	MAXWELL AMENITY	A033	330.00	66.00	396.00	4050	250	330.00	top soil				
24/09/2018	24/9	10111434	AMAZON	A035	20.00	0.00	20.00	4050	250	20.00	luggage locks				
01/09/2018	46579		ABBOT FIRE	A054	21.00	4.20	25.20	4601	251	21.00	tennis club exting serv				
01/09/2018	E704296296		BALC	B001	63.83	0.00	63.83	4023	102	63.83	chris w data protection traini				
12/09/2018	3112		COMMUNITY CENTRE	B002	21.25	4.25	25.50	4126	301	21.25	hire of crockery				
05/09/2018	MOBSEPT2		B.T.	B003	23.60	4.72	28.32	4018	102	23.60	mob lh				
13/09/2018	MOBSEPT		B.T.	B003	225.80	45.16	270.96	4018	102	225.80	mob spot				
01/09/2018	2207034712		BCC	B017	2,049.58	0.00	2,049.58	4500	132	2,049.58	2015-2018 utilities verney cl				
05/09/2018	361961		BROWNS	B031	32.08	6.42	38.50	4112	201	32.08	orange line				
10/09/2018	2018/46/BTC		BLACK DOG DESIGN	B038	998.00	76.80	1,074.80	4032	102	998.00	BTM design and Layout				
01/09/2018	4778		COX	C041	416.66	83.33	499.99	4601	253	416.66	topsoil				
28/09/2018	379521		CLARITY	C053	231.63	46.33	277.96	4012	102	231.63	copy chrgs				
08/09/2018	H163ADDD5		E-ON	E006	31.44	1.57	33.01	4602	253	31.44	chapel a				
10/09/2018	H163BCE2D		E-ON	E006	34.99	1.75	36.74	4602	248	34.99	UNIT 12				
11/09/2018	H163DA5E6		E-ON	E006	65.60	3.28	68.88	4602	248	65.60	unit 17				
01/09/2018	14063		GANDERTON	G008	164.75	32.95	197.70	4063	203	164.75	fuel				
30/09/2018	301668/201		GRENKE	G011	182.19	36.44	218.63	4012	102	182.19	leasing				
01/09/2018	3503		GREENFLOW	G020	33.83	6.77	40.60	4709	254	33.83	auto flush units service				
01/09/2018	2496586		GRUNDON	G050	82.98	16.60	99.58	4162	250	82.98	wheelie bins				
01/09/2018	2496587		GRUNDON	G050	39.33	7.87	47.20	4112	201	39.33	wheelie bins				
03/09/2018	17244		HERON	H009	392.48	78.49	470.97	4161	250	392.48	panel & channel sign				
04/09/2018	8505		HEALTH	H011	94.74	18.95	113.69	4612	249	94.74	cleaning				
13/09/2018	46399		HOME	H012	235.00	47.00	282.00	4221	303	235.00	tollet hire - astronomy eve				

## Ledger No 1 for Month No 6

## Supplier A/c Order

Items marked with a \* are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
12/09/2018	5622-1	10111425	ISK8	IO12	8,000.00	1,600.00	9,600.00	4119	301	8,000.00	ice rink
21/09/2018	99998	10111430	JANITORIAL DIRECT	J013	70.12	14.03	84.15	4161	250	75.77	cleaning equip
		10111430						4161	250	-5.65	cleaning equip
14/09/2018	317		LGA	L009	4,117.80	823.56	4,941.36	4500	132	4,117.80	Interim TC cost
01/09/2018	883480		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	maint
01/09/2018	883481		MAINSTREAM	M061	11.34	2.27	13.61	4018	102	11.34	816426
01/09/2018	883520		MAINSTREAM	M061	31.50	6.30	37.80	4018	102	31.50	824596 (LHSCC)
01/09/2018	884120		MAINSTREAM	M061	1.96	0.39	2.35	4018	102	1.96	817433
21/09/2018	11040		MICROSHADE	M063	524.05	104.81	628.86	4038	102	524.05	ctrix hosting
22/09/2018	5565896		NAMESCO	N015	149.99	30.00	179.99	4041	102	149.99	buck-tc.gov.uk domain
01/09/2018	207685		NATIONAL EXPRESS	N023	217.47	0.00	217.47	4253	305	217.47	national exp
30/09/2018	208688		NATIONAL EXPRESS	N023	316.01	0.00	316.01	4253	305	316.01	nation exp
05/09/2018	23595598		OPUS	O025	352.07	70.41	422.48	4158	250	352.07	gas 5/8 - 4/9
11/09/2018	73589		OAKPARK	O060	70.00	14.00	84.00	4162	250	70.00	alarm tags x 10
01/09/2018	731611		QUEST	Q002	15.10	3.02	18.12	4161	250	15.10	line marking spray
22/09/2018	73530		QUEST	Q002	24.67	4.93	29.60	4601	251	24.67	padlock
01/09/2018	270883	10111421	RIGBY TAYLOR	R044	541.30	108.26	649.56	4050	250	541.30	outfield preseeder, gallup
05/09/2018	272923	10111421	RIGBY TAYLOR	R044	111.00	22.20	133.20	4050	250	111.00	steel socket caps
18/09/2018	55		SEAHAWKS	S007	5.00	0.00	5.00	4161	250	5.00	key cutting
01/09/2018	5026AEA24		TRAVIS	T010	32.09	6.42	38.51	4161	250	32.09	roller & paint
01/09/2018	5026AEA39		TRAVIS	T010	4.96	0.99	5.95	4112	201	4.96	ballast
01/09/2018	5026AEA42		TRAVIS	T010	34.70	6.94	41.64	4112	201	34.70	postcrete
01/09/2018	5026AEA47		TRAVIS	T010	22.83	4.56	27.39	4161	250	22.83	dust sheet, roller kit
05/09/2018	5026AEA84		TRAVIS	T010	17.74	3.55	21.29	4112	201	17.74	postcrete
05/09/2018	175883185/		TOTAL	T049	94.50	4.73	99.23	4602	251	94.50	elec toilets
11/09/2018	2727		ULTIMATE	U003	73.60	0.00	73.60	4094	301	73.60	coach travel exps
01/09/2018	702682		VIKING DIRECT	V001	33.92	6.78	40.70	4010	102	33.92	stat
01/09/2018	743970		VIKING DIRECT	V001	41.97	8.39	50.36	4010	102	41.97	stat
11/09/2018	809042		VIKING DIRECT	V001	44.97	8.99	53.96	4010	102	44.97	stat

**Ledger No 1 for Month No 6**

Items marked with a \* are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
24/09/2018	853597		VIKING DIRECT	V001	46.20	9.24	55.44	4010	102	46.20	stat
28/09/2018	877118		VIKING DIRECT	V001	58.97	11.79	70.76	4010	102	58.97	stat
				<b>TOTAL INVOICES</b>	<b>33,633.59</b>	<b>6,020.84</b>	<b>39,654.43</b>			<b>33,633.59</b>	

**Supplier A/c Order**

Items marked with a \* are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
24/09/2018	853597		VIKING DIRECT	V001	46.20	9.24	55.44	4010	102	46.20	stat
28/09/2018	877118		VIKING DIRECT	V001	58.97	11.79	70.76	4010	102	58.97	stat
				<b>TOTAL INVOICES</b>	<b>33,633.59</b>	<b>6,020.84</b>	<b>39,654.43</b>			<b>33,633.59</b>	

**BUCKINGHAM TOWN COUNCIL**

**TC&E COMMITTEE MEETING  
Monday 15<sup>th</sup> October 2018**

**Precept Officer Recommendation Report**

**Councillor:** Cllr Terry Bloomfield

**Officer:** Amanda Brubaker, Events Co-ordinator

Following the Christmas Light contracts and the contract for the planters and hanging baskets coming to an end, the budgets for 2019/20 have been increased to cover the new contracts once they have been agreed.

It is recommended that an Events Equipment budget heading is added to the Town Centre & Events Committee, with a budget of £1,000 to cover the cost of a generator which will be used for events such as the Dog Show and for the Green Spaces team to use as and when necessary.

It is also recommended that any remaining funds in the Comedy Night budget 301/4241 be vired over to 2019/2018.

**Town Centre & Events Committee**

**Annual Events**

Cost Centre	Account Code	Fair Trade Promotion	2017/18 Actual Spend	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4079		£440	£400	£450	£450
To aid promotion of Fair Trade in the town						

Cost Centre	Account Code	Youth Project	2017/18 Actual Spend	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4094		£1560	£3,000	£2,414	£3,000
Recommended that we change the name to Youth Projects and Events.						

Cost Centre	Account Code	Town in Bloom	2017/18 Actual Spend	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4104		£6,263	£6,300	£6,300	£7,000
The 3 year contract for the planters and hanging baskets has now come to an end and we are going back out to tender. Recommended that we increase the budget to cover any increase in costs in the new contracts. This will also cover the planters outside Shopmobility						

Cost Centre	Account Code	Pride of Place	2017/18 Actual Spend	2018/19 Budget.	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4107			£250	£250	£193

Prizes for Buckingham in Bloom.

Cost Centre	Account Code	River Rinse	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4115			£440	£400	£200

To provide two skips for use on each day due to the large amount of material being pulled from the river.

Cost Centre	Account Code	Ice Rink	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4119			N/A	£8,600	£8,600

This is a first time event and should be cost neutral.

Cost Centre	Account Code	Good Endings Fair	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4126			N/A	£1,000	£1,084

**This was a first time event. See income from budget heading 1029. If this event is not going ahead in 2019/20 financial year recommend to remove.**

Cost Centre	Account Code	Enterprise Fair	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4125			N/A	£500	£469

This event never took place recommend that we take out

Cost Centre	Account Code	Lace Hill Events	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4166			N/A	£1,000	£1,000

Cost Centre	Account Code	Christmas Lights	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4201		£10,022	£9,000	£	£12,500

The Recommended amount covers the cost of the Christmas motifs (£4,890 per year) in the new 3 year contract, as well as the cost of installation, take down, maintenance in the new 4 year contract. **The expected final spend can be calculated once the decision has been made as to who will be doing the installation.**

Cost Centre	Account Code	Firework Display	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4202		£4,288	£4,500	£3,620	£5,000

The cost of providing the fireworks display. Recommended that the budget is increased in case there is an increase in the cost of gunpowder.

Cost Centre	Account Code	Community Fair	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4203		£215	£785	£500	£400

£285 carried forward from this budget to pay for the Silent Soldier silhouette

Cost Centre	Account Code	Christmas Parade	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4205		£2,975	£3,000	£4,000	£4,000

Recommendation to increase the budget to £4,000 to cover any cost of trained security to help manage the road closure now that Addington Road has been changed to one way.

Cost Centre	Account Code	Spring Fair	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4208		£0	£500	£410	£500

Cost Centre	Account Code	Pancake Race	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4210		£55	£75	£55	£75

Cost Centre	Account Code	Band Jam	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4211		£3,110	£3,500	£3,425	£3,500

Based on costs for bands, equipment and road closure

Cost Centre	Account Code	Christmas Light Switch On	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4212		1,085	£1,300	£1,300	£1,500
Recommend to increase the budget to £1,500 to cover any increases in costs for a stage and PA						

Cost Centre	Account Code	Dog Awareness	2017/18 Actual	2018/19 Budget	2018/19 Expected Final Spend	2019/20 Officer Rec
301	4213		£300	£300	£220	£400
Recommended that we increase the budget for 2019/20 to include any prizes that we may have to purchase. Change the name to Dog Show						

Cost Centre	Account Code	May Day Event	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Spend	2019/20 Officer Rec
301	4216		£38	£50	£40	£50
To cover refreshments for the event						

Cost Centre	Account Code	Music In The Market	2017/18 Actual	2018/19 Budget	2018/19 Final expected Spend	2019/20 Officer Rec
301	4220		£3,613	£3,500	£3,430	3,500
Vire over any remaining balance to 2019/20 budget						

Cost Centre	Account Code	Scout Parade	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Spend	2019/20 Officer Rec
301	4230		£46	£50	£32	£50
This budget covers the road closure for the Scout Parade						

Cost Centre	Account Code	Comedy Night Expenditure	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Spend	2019/20 Officer Rec
301	4241		£0	£3,000	£3,000	£3,000
This covers the cost of the venue and Comedians. Income through ticket sales goes to cost code 301/1066. Vire over any remaining funds to 2019/20 budget						





Cost Centre	Account Code	Comedy Night Income	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Income	2019/20 Officer Rec	
301	1066			£0	£3,000	£2,500	£2,500

Cost Centre	Account Code	Charter Fair Income	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Income	2019/20 Officer Rec	
301	1069			£6,400	£6,400	£6,535	£6,670

This increase is to match the agreed figure in the Charter fair contract for 2019

2017/18 Actual                                    £7,083                                    2018/19 Budget                                    £20,700  
2018/19 Final Expected Income                                    £19,915                                    2019/20 Officer Rec                                    £19,970

Difference in 2018/19 Budget and Officer Rec £730    decrease of £730 or 3.5%

### Street Market

Cost Centre	Account Code	Subscriptions	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Spend	2019/20 Officer Rec	
302	4017			£0	£330	£320	£320

Subscription to NABMA £318

Cost Centre	Account Code	Rates	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Spend	2019/20 Officer Rec	
302	4225			£3,041	£4,000	£4,000	£4,000

Based on value from AVDC for last year

Cost Centre	Account Code	Market Infrastructure and Promotion	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Spend	2019/20 Officer Rec	
302	4235			£1,765	£1,950	£1,300	£1,500

Unless want to do market promotions, vire over balance to 2019/20 budget

2017/18 Actual                                    £4,806                                    2018/19 Budget                                    £6,280  
2018/19 Final Expected Spend                                    £5,620                                    2019/20 Officer Rec                                    £5,820

Difference in 2018/19 Budget and Officer Rec £460    Decrease of £460 or 7.32%





2017/18 Actual £0  
 2018/19 Final Expected Spend £20,000

2018/19 Budget £1,500  
 2019/20 Officer Rec £20,000

Difference in 2018/19 Budget and Officer Rec £18,500 Increase of £18,500 or 1.2%

Cost Centre	Account Code	TIC Income	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Income	2019/20 Officer Rec
305	1084		£0	£400	£19,000	£20,000

2017/18 Actual £0  
 2018/19 Final Expected Income £19,000

2018/19 Budget £400  
 2019/20 Officer Rec £20,000

Difference in 2018/19 Budget and Officer Rec £19,600 Increase of £19,600 or 4.9%

### Earmarked Reserves

Cost Centre	Account Code	Christmas Lights	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Spend	2019/20 Officer Rec
901	9012		£0	£6,753	£0	£6,753

Cost Centre	Account Code	Charter Fair	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Spend	2019/20 Officer Rec
901	9015		£2,864	£4,136	£0	£4,136

Cost Centre	Account Code	Buckingham Activities Group (BAG)	2017/18 Actual	2018/19 Budget	2018/19 Final Expected Spend	2019/20 Officer Rec
901	9048		£1,071	£2,071	£1,800	£2,000

2017/18 Actual £3,935  
 2018/19 Final Expected Spend £1,800

2018/19 Budget £12,960  
 2019/20 Officer Rec £12,889

Difference in 2018/19 Budget and Officer Rec £71 decrease of £71 or 0.5%





9 October 2018

Buckingham Town Council  
 The Buckingham Centre  
 Verney Close  
 Buckingham MK18 1JP  
 Att: Cllr Terry Bloomfield  
 Mr Paul Hodson

Dear Terry and Paul

### **Villiers Hotel, Ballroom and Conference Centre**

I am writing as Secretary of Buckingham's Access for All group to make the Town Council aware of the Group's grave concerns about the poor accessibility to the Villier's Hotel, Ballroom and Conference Centre facilities. The Group has been discussing these problems over a number of months and endeavoured to engage with Jean Rush, the Manager, to make her aware of our concerns and discuss ways of addressing the problems with access. We have written to her to highlight these concerns and individual members of the Group have also had face-to-face discussions with her but to no avail. The stock response is always that the premises are old and cannot be adapted but that they have taken measures to remedy the problem. We recognise the problems with making adaptations in historic buildings but do not feel that these problems need necessarily be insurmountable. What is needed is a dialogue and creative solutions, not negativity.

Clearly in recent months there has been significant investment in the hotel and not unreasonably the Group hoped that one result would be improvements in access. Regrettably this does not appear to be the case. Our concerns relate to:

- The lack of appropriate disabled toilet facilities at the hotel. For example, disabled visitors to the restaurant are directed to the disabled toilet in a downstairs bedroom but, of course, this facility is only available if this downstairs bedroom is unoccupied.
- Disabled visitors wanting to access events at the Ballroom are unable to use the main entrance and staircase. Access for the disabled is along a dark dingy alley next to Domino's, in a grimy service lift and along a tortuous route through untidy areas. Those with mobility issues are made to feel second-class citizens and deterred from joining in with any events, public or private. For example, disabled Buckingham residents or those with mobility issues are unlikely to attend the Wates public exhibition on 18 October as they are aware of the difficulties accessing the venue.
- The information on the Villiers website concerning the new conference facilities do not give any indication of catering for the needs of disabled visitors. The Castle Street entrance to the Conference Centre has steps and the room plans appear to show that there may be a disabled toilet on the first floor, but there is no mention of a lift to get to the first floor. The conference/meeting rooms are spread out in the cellar and on the ground and first floor, all of which appear to be inaccessible to those with mobility issues.

In this day and age, it is not unreasonable to expect the needs of all members of the community to be met by the town's leading hotel and venue and, indeed, the Equality Act requires reasonable adjustments to be made.



It is the view of the Access for All members that no event organised by Buckingham Town Council, or any event supported in any way by the Town Council, or with Town Council involvement, should in future take place at the Villiers Hotel, Ballroom or Conference Centre until the accessibility concerns have been satisfactorily addressed. I understand that one of Access for All's members, Cllr Christine Strain-Clark, has submitted a Notice of Motion to this effect for insertion in the Town Centre & Events agenda on 15 October. Access for All strongly supports this Motion and urges the Town Council to recognise that all members of the Buckingham community, including the disabled and those with mobility issues, should feel that they are treated equally.

While this letter is specifically about facilities at the Villiers Hotel, Ballroom and Conference, the Access for All group feels that venues for all Town Council events should be accessed to ensure that they are accessible for all and members of the Group would be happy to act in an advisory capacity if required.

Yours sincerely

Jenny Bates  
Secretary

**BUCKINGHAM TOWN COUNCIL  
Town Centre & Events Committee  
Monday 15<sup>th</sup> October 2018**

**Chairman: Cllr Terry Bloomfield**

**Contact Officer: Amanda Brubaker**

**Purchase of Generator for Events and Outdoor Maintenance**

At the last dog show event in September 2018, it was suggested that we look into purchasing our own generator instead of hiring one from Paragon. Presently we hire a generator to power the PA system for the dog show and other events that are held in the park that require power. The cost of the generator, leads and fuel to hire is currently £50.20. The Outdoor Maintenance Team also hire a generator for any work that requires the use of power tools such as large drills.

By purchasing our own generator it could be used for both events and outdoor maintenance.

Three quotes have been obtained and the details are attached.

**Recommendation**

After speaking to the Estates Manager, it is recommended to purchase the generator from Company 2. This generator even though the cheapest, has a higher power rating and the run time of 10 hours is adequate and would suit the needs of both events and outdoor maintenance.

The generator would be purchased through an increase in the precept for 2019/20.



## Company 1

### Honda EG 5500CL 5.5kw/5KVA Specialist Framed Petrol Generator

#### Description

The new Honda EG5500CL delivers a maximum output of 5.5kW for the demanding professional, combining superb durability and value, with the power stability required for todays equipment. For tasks such as powering tools and incandescent lamps simultaneously, the new Digital AVR delivers smoother power with greatly reduced risk of light flicker or damage to sensitive electronics. Simple yet rugged design features also make the EG5500CL easy to use, with centralised controls and outlets, full tubular frame and a large fuel tank to give 9.5 hours of continuous running time at rated power.

Supplying a maximum power of 5500W and a rated power of 5000W clean and smooth power, essential for computers or other sensitive electronic equipment.

Class leading fuel efficiency delivers over 8 hours of run time.

Quiet operation from semi-enclosed casing.

Easy to use controls allowing quick and simple starting and running.

Rubberised feet to minimise vibration and movement, maximising frame and engine life.

#### Spec:

Fuel: Petrol

KVA: 5,500.0

Noise Suppression: N/A

Starter: Recoil

Phase: Single Phase

Voltage: 230

Fuel Tank Capacity: 24Litres

rated power Noise Value: 82dB(A)

Rated Frequency: 50Hz

Running Time: 8 hrs 10 minutes

Dimensions: L681mm x W530mm x H571mm

Engine: GX390T2

Weight: 82.5Kg

Kw: 5500

Sockets:

2 x 16a 115v, 1 x 32a 230v

**Total Cost incl vat**

**£1,529.00**

## Company 2

### **SGS PGH 6500 8.1 kVA Super Duty Portable Petrol Generator with Electric Start & Wheels**

This British made dual voltage, super duty 6500 W petrol powered generator provides a very reliable source of electrical power for light trade and domestic uses including powering remote lighting, pressure washers, power tools, compressors and water pumps. The large 6.5KW output is suitable for many backup and standby power requirements.

This product delivers up to 6.5kw or 8.1 kVA of power from a 16amp 115 v socket, 32 amp 115 v socket or a 32amp 230 v socket, and in addition has a 12V DC 8.3amp output.

Part Number	PGH6500
Product Weight	98kg
Warranty	2 Year Warranty
Brand	SGS
Certified To	CE Rated
Max AC Output	8.1kVA / 6.5kW
Rated AC Output	7.5kVA / 6.0KW
DC Output	12V / 8.3A
Engine Model	SGS
Engine Type	4-Stroke Engine
Engine Displacement	420cc
Engine RPM	3000 RPM
Engine HP	15 HP
Tank Size	25 Litres
Run Time	10 Hours @ 50% Load
Power Phase	Single Phase
Output Sockets	115V 16A, 115V 32A, 230V 32A
Sound Level	69 dB
Housing	Frame with wheel kit

**Total Cost incl vat**

**£515.99**

### **Company 3**

#### **Senci SC8000-II Petrol Generator**

The SC8000-II is made for big work. It has a max power of 7KW running up to 13.5 hours @ 50% load.

#### **Spec:**

Manufacturer:	Senci
Product Code:	SC8000-II
Continuous KVA:	8.12 KVA
Maximum KVA:	8.75 KVA
Continuous KW:	6.50 KW
Maximum KW:	7.00 KW
Sockets:	1 x 110v 32a, 1 x 230v 32a
Fuel Type:	Petrol
Run Time:	13.00 hours
Noise Level:	65 dba @ 7m
Weight:	88.00kg
Width:	730mm

**Total Cost incl vat**

**£679.99**

**BUCKINGHAM TOWN COUNCIL  
Town Centre & Events Committee  
Monday 15<sup>th</sup> October 2018**

**Chairman: Cllr Terry Bloomfield**

**Contact Officer: Amanda Brubaker**

**GOOD ENDINGS FAIR & DEATH CAFE**

**Good Endings Fair**

On Saturday 8<sup>th</sup> September Buckingham's first ever Good Ending's Fair was held in the Community Centre and was visited by over 100 people. Organised by Buckingham Town Council and the idea of Town Mayor Cllr Jon Harvey the event was aimed at helping people to overcome the fear of death and dying.

Help was received from Beth Heale of the Co-operative Funeralcare branch in Buckingham in obtaining contacts and links to different websites which proved to be useful.

Those that took part in the event were Independent Funeral Directors, Country Funerals, Heritage & Sons Funeral Directors, The Co-operative Funeralcare. Independent Funeral Celebrants Ian Noakes and James Easton. Aylesbury Vale Natural Burial Meadow, Cosgrove Green Burial Meadow. Chandler Ray Solicitors, Gilroy Steel Solicitors, Lorimers, and Spratt Endicott Solicitors. Feet First Coffins were on hand to talk about traditional handmade coffins, Willen Hospice, Salvation Army, Dogs Trust and Buckingham University Law Dept. If you needed help with your will then Buckingham Wills & Probate were there to offer help and advice.

An A4 folder was produced that organisations could pay to have an ad placed in the folder or if they were unable to attend the event they could forward leaflets to us for insertion into the folder. Lauren Hutton, a member of the public offered her services free of charge and designed the layout of the folder and some of the posters that went on social media to advertise the event.

The folders were handed out to members of the public as they came through the door and they were then able to place other information from the stall holders into the folder.

Those wishing to take part in the event were offered five different packages to choose from they were

Stall hire Commercial business

£60 + vat

Stall hire Small business	£30 + vat
¼ page ad in folder	£70 + vat
½ page ad in folder	£125 + vat
Insert of leaflets into folder	£60 + vat

Five organisations inserted ads into the folder as well as having a stall. Four ads were ¼ page and one ½ page.

Buckingham Town Council had a stall with information available about the cemetery on Brackley Road and a burial book from the 1800's was on display. Music was provided by Cantalos and refreshments by the Buckingham WI.

### Cllrs Attending The Event

Mayor Cllr Jon Harvey  
 Cllr Terry Bloomfield  
 Cllr Mike Smith  
 Cllr Christine Strain-Clark  
 Cllr Lisa O'Donoghue

### Cllrs Volunteering At The Event

Cllr Terry Bloomfield

### Staff Working At The Event

Amanda Brubaker  
 Louise Stubbs

### Cost for the event

**Budget 301/4126** **£1,000**

Hire of the Community Centre	£ 184.25
Cups and saucers for refreshments	£ 25.50
500 x A4 folders	£ 899.00
<b>Total Cost</b>	<b>£1,104.50</b>
<b>Income Received</b>	<b>£1,230.00</b>
<b>Profit made</b>	<b>£125.50</b>

<b>Staffing Cost On The Day</b>	
2 members of staff at time & half	<b>£150.70</b>

Over 60 organisations from Funeral Homes to charitable organisations were contacted. 16 took up the offer and attended the event. None of the larger charities such as CLIC Sargent For Children with Cancer and the NHS Organ Donors responded even after being chased. The Events Co-ordinator had been advised by someone who runs a charity event each year that it is very hard to get bigger charities and organisations to attend, as smaller events do not get the footfall that large events would get.

## **DEATH CAFÉ**

The Death Café was held in the Library on Wednesday 5<sup>th</sup> September and was hosted by the Florence Nightingale Hospice Charity. Members of the public were invited to join the group in the Library for tea and cake where they could join in honest and open discussions to explore the questions they had about life, dying and grief. Several members of the public as well as a couple of Town Cllrs and the Mayor attended the event and joined in the discussion.

The Florence Nightingale Hospice Charity was happy with the response that they got from holding the death Café and are planning on returning to Buckingham in the future to hold another one.

## **Recommendation**

It is recommended that if we hold another Good Endings Fair that it would be in no less than 18 months time and that the event be held in January or February.

We do not produce so many folders and that they do not have a date on them so that they can be used again if necessary and that we find a way to encourage the larger organisations and charities to attend the event or to get involved in it in some way.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 15<sup>TH</sup> OCTOBER 2018**

Chairman: Cllr Terry Bloomfield

Contact Officer: Amanda Brubaker

**Buckingham Dog Show 2017**

This year's Dog Show was originally scheduled for Sunday 15<sup>th</sup> July but due to the extreme heat we had been experiencing, the event was cancelled and re-scheduled for Sunday 9<sup>th</sup> September.

Sponsors for the event this year were:

Arden Grange	donated bags of dog food for each class
Leaders Letting Agents	provided the signs to be put out on the entrances to Buckingham
Kimberley Cox Dog Training	donated the rosettes
The Vet Centre Maids Moreton	donated certificates for 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> place and best In Show
Vets4Pets	donated the winners cup and package for the Best In Show

Commentator for the event was Mayor Cllr Jon Harvey and judges were Kimberley Cox and Town Cllr Terry Bloomfield.

There were 8 classes, which consisted of Cutest Puppy: 6 – 12mths, Handsomest Dog, prettiest Bitch, Best rescue, Dog Most Like It's Owner, Best Veteran over 7 years, Waggiest Tail and Junior handler (human 16yrs and under). The winner from each class went through to Best In Show.

This year's winner for Best In Show was Poppy and her young handler Lilly Jarvis, who had won The Junior Handler Class. Lilly and Poppy were presented with their prizes, which included a package from Vets4Pets by The Town Mayor.

A new addition to this year's show was the dog scurry organised by Kimberley Cox which proved very popular and lots of fun. An entry fee was charged for this and £25 raised for the Mayor's Charities.

Stall holders this year were Love Pet Portraits, Woofs Walkies and Washes, Energetix, Vets4Pets, mMdical Detection Dogs, Kimberly Cox Dog T

raining.

**Cllrs working at the event**

Cllr Jon Harvey  
 Cllr Lisa O'Donoghue (Lead Cllr)  
 Cllr Terry Bloomfield  
 Cllr Andy Mahi (helped with set up)

**Cllrs attending event**

Cllr Jon Harvey

**Staff working at the event**

Ian Saunders  
 Craig Calder  
 Amanda Brubaker

**Cost for the event**

**Budget 301/4213**

**£300**

First Aid	£ 80.00
Generators & Lead	£ 43.00
Hire of toilets 1 x normal 1 x disabled	£235.00
Bouncy Castle	£170.00
Prizes	£ 60.00
<b>Total Cost</b>	<b>£588</b>
<b>Income Received</b>	<b>£140</b>

<b>Staffing Cost On The Day</b>	
3 members of staff at double time	<b>£410.52</b>

As the event formed part of the Fringe Week, the allocated budget of £300 for the Dog Show was used and the overspend of £288 was taken from the Fringe budget 303/4221.



The income of £140 received from entry fees was placed into the Fringe Income budget 303/1083.

### **Recommendation**

It is recommended that we continue with the event next year as it is very popular with the residents of Buckingham. Holding the Dog Show in September this year proved just as successful as in July, so it is recommended that we change it to September for 2019.

Kimberly Cox has offered to not only run the Dog Scurry again next year but also an agility course.

**BUCKINGHAM TOWN COUNCIL  
Town Centre & Events Committee  
Monday 15<sup>th</sup> October 2018**

**Chairman: Cllr Terry Bloomfield**

**Contact Officer: Amanda Brubaker**

**Renewal of the Christmas Lights Installation, Maintenance &  
Storage Contract 2018-2021**

The four year contract for the installation, maintenance and storage of the Christmas lights came to an end this year and therefore we have gone out to tender again. The length of the contract will be for 4 years.

In the invitation, we asked that the tender included an extra height platform as some of the buildings are quite high. The dimensions of the Christmas motifs were given and the meterage of icicle lights which are fitted onto the buildings.

The Companies that we have approached are WGS Power & Lighting Ltd, Sparkx Ltd and Field and Lawn. One of the Companies was unable to tender as they do not have the capacity this year to take on any more small festive lighting projects, so they did not quote for the job.

Two out of the three tenders were returned and the details are attached

**Officer Recommendation:**

I recommend that we go with Company 2 This Company is very professional, efficient and provide an excellent service. They also have their own 'cherry picker' access platform, which is required to install the lights on some of the higher buildings in the town centre.

## Company 1

This company has over 10 years experience in the Christmas Lighting industry and installs Christmas Lighting for several other Councils in the local area.

<u>Item</u>	<u>Cost</u>
Installation of 21 Christmas Motifs	£1,680.00
Removal of 21 Christmas Motifs	£ 420.00
Installation of 500 mtr of icicle lighting	£3,000.00
Removal of 500 mtr of icicle lighting	£1,500.00
Storage of 500 mtr of icicle lighting	£ 500.00
Maintenance and testing of lights and fittings	£ 500.00
Emergency call out fee	£ 500.00 per emergency call out
<b>Total</b>	<b>£7,600.00 per annum</b>

Prices are fixed throughout the duration of the contract. All prices exclude VAT.

## Company 2

This Company also has several year's experience in Christmas Lighting and provides power distribution for the marquee and event industry.

<u>Item</u>	<u>Cost</u>
Inspection and testing of lighting prior and post event	£ 380.00
Visual inspection of wall and column fixings	£ 160.00
Install and dismantle all lighting	£4,800.00
Storage of decorations	£ 200.00
Emergency call out charge	£ 240.00
<b>Total</b>	<b>£5,780.00 per annum</b>

Prices are fixed throughout the duration of the contract. All prices exclude VAT.

### Buckingham TIC Visitor Numbers 2018

