



BUCKINGHAM TOWN COUNCIL

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

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Wednesday, 28 November 2018

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council which will be held on **Monday 3rd December 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 Monday 15th October 2018 ratified at Full Council on Monday 19th November 2018. (TCE/03/18) **Copy previously circulated**
4. **Action List** **Appendix A**
To receive action reports and updates
5. **Markets**
5.1 To receive a verbal update from the Town Clerk
5.2 To receive a verbal report from the Town Clerk on brown tourism signs.
6. **Budget** **Appendix B**
6.1 To receive the latest budget figures **TCE/58/18**
6.2 To receive and discuss proposed budgets for 2019/20 (Precept)
7. **Forthcoming Events**

7.1 Christmas Parade	15 th December 2018
7.2 Community Fair	15 th December 2018
7.3 Food Fair	23 rd February 2019
7.4 Pancake Race	2 nd March 2019



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. Event Reviews**
 8.1 Bonfire and Fireworks - To receive a written report from the Events Coordinator **TCE/59/18**
 8.2 Remembrance Parade - To receive a written report from the Events Coordinator **TCE/60/18**
 8.3 Armistice 100 - To receive a written report from the Events Coordinator **TCE/61/18**
 8.4 Xmas Lights Switch on - To receive a verbal report from the Events Coordinator
 8.5 Ice rink - To receive a verbal report from the Events Coordinator
- 9. Play around the Parishes**
 To receive a verbal report from the Events Coordinator
- 10. Lace Hill Sports and Community Centre (LHSCC)**
 10.1 Temporary Events notices at LHSCC **TCE/62/18**
 To receive a written report from the LHSCC Coordinator
 10.2 Forthcoming events at LHSCC **TCE/63/18**
 To receive a written report from the LHSCC Coordinator
 10.3 Lace Hill Winter Fair 2018 **TCE/64/18**
 To receive a written report from the LHSCC Coordinator
- 11. Motion – Cllr. Strain-Clark**
 This committee resolves to work towards achieving the Buckinghamshire Disability Service (BuDS) Fair4All Events Award.
 The Fair4All award is a new initiative by BuDS to recognise Bucks organisations which consistently demonstrate exceptional commitment to making their events more accessible and inclusive for disabled people. The Award is intended for organisations which 'go the extra mile' and achieve really meaningful levels of disabled accessibility and inclusion at their public events.
- 12. Buckingham Action Group**
 To receive a verbal update from Cllr O'Donoghue
- 15. Access**
- 16. Tourist Information Centre**
 To receive the latest visitor statistics **Appendix C**
- 17. Correspondence**
 17.1 To receive correspondence from Mr L. Weston and Mr. A. Cooper **Appendix D**
 17.2 To receive a request from South Midlands Orienteering Club **Appendix E**
- 18. News Releases**
- 19. Chairman's Items**
- 20. Date of the next meeting:** Monday 11th February 2019

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

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	576/17	Ice rink	AGREED to investigate the potential of an ice rink and feedback at a future committee.	Events Coordinator	Ice rink to be opened on Monday 26th November 2018. Events Coordinator to provide an update at meeting.	3rd December 2018
TC&E	864/18	Commemorating 100 years of WW1	Agreed to purchase a WW1 bench	Events Coordinator	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	11th Feb 2019
TC&E	870/18	Armed Forces Day	Events Coordinator to research the proposal further and bring a report back to a future Committee meeting.	Events Coordinator		11th Feb 2019
TC&E	191/18	Soap Box Derby	Investigate and take back recommendation for event	Events Coordinator		11th Feb 2019
TC&E	420/18	Market	Town Clerk to investigate the installation of brown tourist signs, advising visitors of the times of Buckingham's street markets	Events Coordinator	Town Clerk to provide verbal update at December's meeting	3rd December 2018

TC&E	864/17	Tourist Information Centre	Town Clerk to report on best practice performance measures for the Tourist Information Centre.	Town Clerk	Town Clerk to provide verbal update at December's meeting	3rd December 2018
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27/11/2018

Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 27/11/2018

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Month No : 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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TOWN CENTRE & EVENTS301 TOWN CENTRE & EVENTS

3997	NI TC & E	0	1,718	3,900	2,182	2,182	44.0 %	
3998	PENSION ERS TC & E	0	3,588	13,200	9,612	9,612	27.2 %	
3999	WAGES & SALARIES TC & E	0	29,951	55,600	25,649	25,649	53.9 %	
4079	FAIR TRADE PROMOTION	0	30	400	371	371	7.4 %	
4094	YOUTH PROJECT	0	2,414	3,000	586	586	80.5 %	
4104	TOWN IN BLOOM	3,153	6,578	6,300	-278	-278	104.4 %	
4107	PRIDE OF PLACE	0	193	250	57	57	77.1 %	
4115	RIVER RINSE	0	186	400	214	190	24	94.0 %
4119	ICE RINK	0	8,000	8,600	600	600	93.0 %	
4125	ENTERPRISE FAIR	0	31	500	469	469	6.2 %	
4126	GOOD ENDINGS FAIR	0	1,105	1,000	-105	-105	110.5 %	
4166	LACE HILL EVENTS	60	437	1,000	563	563	43.7 %	
4201	CHRISTMAS LIGHTS	3,033	3,033	9,000	5,967	5,967	33.7 %	
4202	FIREWORK DISPLAY	490	4,054	4,500	446	446	90.1 %	
4203	COMMUNITY FAIR	0	250	785	535	535	31.8 %	
4205	CHRISTMAS PARADE	0	31	3,000	2,969	850	2,119	29.4 %
4208	SPRING FAIR	0	90	500	410	410	18.0 %	
4210	PANCAKE RACE	0	0	75	75	75	0.0 %	
4211	BAND JAM	486	3,631	3,500	-131	-131	103.7 %	
4212	CHRISTMAS LIGHT SWITCH ON	850	921	1,300	379	379	70.8 %	
4213	DOG AWARENESS	0	189	300	111	111	63.1 %	
4216	MAY DAY EVENT	0	0	50	50	50	0.0 %	
4220	MUSIC IN THE MARKET	0	3,430	3,500	70	70	98.0 %	
4230	SCOUT PARADE	0	18	50	32	32	35.3 %	
4241	COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000	3,000	0.0 %	
4243	CHARTER FAIR EXPENDITURE	30	609	4,445	3,836	4,795	-959	121.6 %
	TOWN CENTRE & EVENTS :- Expenditure	8,101	70,484	128,155	57,671	5,835	51,836	59.6 %
1013	HANGING BASKETS	0	333	400	-67			83.3 %
1028	LACE HILL EVENTS INCOME	21	44	1,000	-956			4.4 %
1029	GOOD ENDINGS FAIR INCOME	0	1,230	1,000	230			123.0 %
1031	ENTERPRISE FAIR INCOME	0	0	500	-500			0.0 %
1033	ICE RINK INCOME	2,325	2,505	8,600	-6,095			29.1 %
1062	COMMUNITY FAIR - TABLE	20	50	300	-250			16.7 %
1066	COMEDY NIGHT INCOME	0	0	3,000	-3,000			0.0 %
1069	CHARTER FAIR INCOME	0	6,630	6,400	230			103.6 %
	TOWN CENTRE & EVENTS :- Income	2,366	10,793	21,200	-10,407			50.9 %
	Net Expenditure over Income	5,735	59,691	106,955	47,264			

27/11/2018

Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 27/11/2018

Month No : 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
302 STREET MARKET							
4017 SUBSCRIPTIONS	0	318	330	12		12	96.4 %
4225 RATES	219	1,755	4,000	2,245		2,245	43.9 %
4235 MARKET INFRASTRUCTURE &	0	644	1,950	1,306	130	1,176	39.7 %
STREET MARKET :- Expenditure	219	2,717	6,280	3,563	130	3,433	45.3 %
1005 STREET MARKET	1,144	7,659	14,000	-6,341			54.7 %
1006 FLEA MARKET	210	3,136	5,500	-2,364			57.0 %
STREET MARKET :- Income	1,354	10,795	19,500	-8,705			55.4 %
Net Expenditure over Income	-1,135	-8,078	-13,220	-5,142			
303 SPECIAL EVENTS							
4075 FESTIVAL OF HEALTH	0	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	0	0	500	500		500	0.0 %
4244 REMEMBRANCE FLAGS	0	241	420	179		179	57.3 %
SPECIAL EVENTS :- Expenditure	0	3,272	9,420	6,148	0	6,148	34.7 %
1020 FOOD FAIR INCOME	0	0	400	-400			0.0 %
1034 FESTIVAL OF HEALTH	0	0	2,500	-2,500			0.0 %
1083 FRINGE INCOME	0	336	3,000	-2,664			11.2 %
SPECIAL EVENTS :- Income	0	336	5,900	-5,564			5.7 %
Net Expenditure over Income	0	2,936	3,520	584			
305 TOURIST INFORMATION CENTRE							
4253 TIC	532	17,760	1,500	-16,260		-16,260	1184.0
TOURIST INFORMATION CENTRE :- Expenditure	532	17,760	1,500	-16,260	0	-16,260	1184.0
1084 TIC INCOME	1,382	17,269	400	16,869			4317.3
TOURIST INFORMATION CENTRE :- Income	1,382	17,269	400	16,869			4317.3
Net Expenditure over Income	-850	491	1,100	609			
TOWN CENTRE & EVENTS :- Expenditure	8,852	94,234	145,355	51,122	5,965	45,156	68.9 %
Income	5,103	39,194	47,000	-7,806			83.4 %
Net Expenditure over Income	3,750	55,040	98,355	43,315			

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 27/11/2018

Month No : 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>EARMARKED RESERVES</u>							
901	<u>EARMARKED RESERVES</u>						
9006	0	0	598	598		598	0.0 %
9012	0	0	6,753	6,753		6,753	0.0 %
9015	0	0	4,136	4,136		4,136	0.0 %
9025	0	0	17,121	17,121		17,121	0.0 %
9027	0	0	226	226		226	0.0 %
9029	0	0	5,399	5,399		5,399	0.0 %
9030	0	0	2,404	2,404		2,404	0.0 %
9033	0	8,556	22,617	14,061		14,061	37.8 %
9035	0	0	2,025	2,025	620	1,405	30.6 %
9036	0	0	3,188	3,188		3,188	0.0 %
9040	0	0	89	89		89	0.0 %
9045	0	0	220	220		220	0.0 %
9046	0	0	5,242	5,242		5,242	0.0 %
9048	1,008	-692	2,071	2,763		2,763	-33.4 %
EARMARKED RESERVES :- Expenditure	1,008	7,864	72,089	64,225	620	63,605	11.8 %
Net Expenditure over Income	1,008	7,864	72,089	64,225			
EARMARKED RESERVES :- Expenditure	1,008	7,864	72,089	64,225	620	63,605	11.8 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	1,008	7,864	72,089	64,225			

BUCKINGHAM TOWN COUNCIL

**TC&E COMMITTEE MEETING
Monday 3rd December 2018**

Precept Officer Recommendation Report

Councillor: Cllr Terry Bloomfield

Officer: Mr. P. Hodson, Town Clerk

Background

Each Committee is discussing its possible budget for 2019/20 twice during autumn 2018, to enable the Precept meeting in January 2019 to consider a proposed Full Council budget which has already been considered in some detail. The first draft of the Resources budget is given below.

The overall draft budget for 2019/20 is currently being prepared based on an increase per council tax payer of 3.1%, i.e. in line with the current level of the Retail Price Index.

Proposed Town Centre and Events Budget for 2019/20

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Officer Rec. 2019/20
	301	TOWN CENTRE & EVENTS				
3997		NI TC & E	n/a	3,900	2,944	4,958
3998		PENSIONERS TC & E	n/a	13,200	13,200	13,647

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Officer Rec. 2019/20
3999		WAGES & SALARIES TC & E ¹	n/a	51,345	55,600	58,279
		EVENTS EQUIPMENT ²				1,000
4079		FAIR TRADE PROMOTION	400	30	400	450
4094		YOUTH PROJECT (including Play Around the Parishes)	1,560	2,414	3,000	3,000
4104		TOWN IN BLOOM	4,104	6,578	6,300	7,000
4107		PRIDE OF PLACE	250	193	250	250

¹ Staffing

Council has agreed for each Committee to report and budget for staffing under one heading. In this way, it is not possible to identify the salaries paid to any individuals. However, the Council's staffing structure, including the salary ranges of each post, are published. The Town Council pays staff using the National Joint Council for Local Government Services pay scale and agreed annual increases. The pay scale system is changing for 2019/20, to use a simplified version. The new scale points are show below. The agreed increase for 2019/20 is 2%.

The Town Centre and Environments Salary Budget consists of the following roles:

Job Title	Contracted Hours	Range
Events Coordinator	37	13-16
Tourist Information Centre Supervisor	32.5	13-16
Tourist Information Centre Assistant	0	8-12
Tourist Information Centre Assistant	0	8-12
Tourist Information Centre Assistant	6.5	8-12
Market Manager	10	13-16

Pay Scales for 2019/20

8	£19,945
9	£20,344
10	£20,751
11	£21,166
12	£21,589
13	£22,021
14	£22,462
15	£22,911
16	£23,369

² 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.

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Officer Rec. 2019/20
4115		RIVER RINSE	440	186	400	400
4119		ICE RINK	0	8,600	8,600	8,600
4125		ENTERPRISE FAIR	0	31	500	0
4126		GOOD ENDINGS FAIR	0	1,105	1,000	1,000
4166		LACE HILL EVENTS	0	800	1,000	1,750
4201		CHRISTMAS LIGHTS	10,022	9,000	9,000	11,000
4202		FIREWORK DISPLAY ³	4,288	4,054	4,500	5,000
4203		COMMUNITY FAIR	215	300	785	400
4205		CHRISTMAS PARADE ⁴	2,975	3,000	3,000	4,000
4208		SPRING FAIR	0	90	500	500
4210		PANCAKE RACE	55	0	75	75
4211		BAND JAM	3,110	3,631	3,500	3,500
4212		CHRISTMAS LIGHT SWITCH ON	1,085	1,300	1,300	1,500
4213		DOG AWARENESS	300	189	300	400
4216		MAY DAY EVENT	38	0	50	50
4220		MUSIC IN THE MARKET	3,613	3,430	3,500	3,500
4230		SCOUT PARADE	46	18	50	50
4241		COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000
4243		CHARTER FAIR EXPENDITURE	2,000	609	4,445	2,550
		TOTAL EXPENDITURE	34,501	114,002	127,199	135,859
1013		HANGING BASKETS	483	333	400	400
1028		LACE HILL EVENTS INCOME	0	800	1,000	1,000
1029		GOOD ENDINGS FAIR INCOME	0	1,230	1,000	1,100
1031		ENTERPRISE FAIR INCOME	0	0	500	0
1033		ICE RINK INCOME	0	6,000	8,600	8,600
1062		COMMUNITY FAIR - TABLE	200	200	300	200
1066		COMEDY NIGHT INCOME	0	0	3,000	3,000
1069		CHARTER FAIR INCOME	6,400	6,630	6,400	6,670
		TOTAL INCOME	7,083	15,193	21,200	20,970
			27,418	98,809	105,999	114,889

	302	STREET MARKET				
4017		SUBSCRIPTIONS	0	318	330	320
4225		RATES	3,041	3,000	4,000	3,300
4235		MARKET INFRASTRUCTURE &	1,765	800	1,950	1,500
		TOTAL EXPENDITURE	4,806	4,118	6,280	5,120
1005		STREET MARKET	14,236	12,155	14,000	14,000
1006		FLEA MARKET	4,740	2,926	5,500	5,500
		TOTAL INCOME	18,976	15,081	19,500	19,500

³ The budget for fireworks is increased by £500 to allow for an increase in the cost of gunpowder.

⁴ The budget for the Christmas Parade has been increased by £1,000 to 4,000 to cover any cost of trained security to help manage the road closure now that Addington Road has been changed to only allow one-way traffic.

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Officer Rec. 2019/20
			-14,170	-10,963	-13,220	-14,380

303		SPECIAL EVENTS				
4075		FESTIVAL OF HEALTH	1,228	0	2,500	0
4221		FRINGE	0	3,032	6,000	6,000
4242		FOOD FAIR	366	500	500	500
4244		FLAGS	0	241	420	420
		TOTAL EXPENDITURE	1,594	3,773	9,420	6,920
1020		FOOD FAIR INCOME	725	500	400	500
1034		FESTIVAL OF HEALTH	1,308	0	2,500	0
1083		FRINGE INCOME	0	336	3,000	3,000
		TOTAL INCOME	2,033	836	5,900	3,500
			-439	2,937	3,520	3,420

305		TOURIST INFORMATION CENTRE⁵				
4253		TIC EXPENDITURE	0	29,604	1,500	30,000
		TIC INCOME	0	30,445	400	32,000
1084			0	-841	1,100	-1,000

		ACCESSIBILITY				
		ACCESSSABLE	0	3,400	0	3,400

		Expenditure	40,901	154,897	144,399	181,299
		Income	28,092	61,555	47,000	75,970
		Net Expenditure over Income	12,809	93,342	97,399	105,329

Percentage increase from 2018/19 -
2019/20:

8.14%

⁵ Over £1,000 was spent on decorating and refurbishment of the Tourist Information Centre. The balance represents local ticket sales; income includes the purchase price and commission from these tickets.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 3rd November 2018**

Chairman: Cllr Terry Bloomfield

Contact Officer: Amanda Brubaker

Bonfire & Fireworks

This year's Bonfire & Firework display was on Saturday 3rd November in the paddock in Bourton Park. This is a free event and attracted over 1,500 people.

The Greenspaces Team spent most of the week leading up to the event collecting pallets from HG Timber and other sites on the industrial estate ready to build the bonfire on the morning of the event. As usual the Air Cadets turned out to help build the bonfire with the Greenspaces Team and volunteer Cllrs.

This year the Lord Robartes Regiment of Foote were booked to give a display before the fireworks. There was a display of the pikes and muskets and then a sword fight which led into the lighting of the fireworks. Commentary was provided by a member of the group.

The 12 minute firework display was provided by Titanium Fireworks who we have used for the last couple of year's. The fireworks started approximately five minutes early; a number of residents complained about this on social media, where for example they arrived just at 7pm to watch the fireworks, or they were planning to get pets inside before the start.

The lighting of the bonfire was led by the Lord John Robartes Regiment of Foote, with the help of Cllrs and the Town Clerk.

Fire extinguishers were donated to us from Abbot Fire, and first aid wa provided by Critical Care. Cllr Martin Try provided the commentary for the evening.

Food vendors were Sizzling Snacks, and Supreme Sausages. There was also, sweets and candy floss by David Side and the Buckingham Table were there with their glow sticks, which were handed out in response for donations to their charity.

As in previous years those working or volunteering at the event were given two different coloured tickets. One for hot food and one for a drink. These are usually added up at the end of the event and the food vendor invoices us for the amount. This year Sizzling

Snacks and Supreme Sausages chose not to recharge the council for the cost of the food and drinks for those working or volunteering at the event.

Just under £200 was donated from the Food vendors and Mr David Side for the Mayors Charities.

The Buckingham Table together with Cllrs Andy Mahi and Terry Bloomfield met in the paddock the following morning to litter pick. The Buckingham Table have done this for a number of years now.

The Greenspaces Team went back to the site on the Monday after the event to clear up the bonfire and to dispose of any nails that were in the ashes.

The comments on Facebook that evening and the next day were positive. A few did notice however, that the fireworks went off a couple of minutes before 7pm but that was a timing issue between the Lord John Robartes and Titanium Fireworks.

Cllrs working at the event

Cllr Andy Mahi
Cllr Mike Smith
Cllr Margaret Gateley

Staff working at the event

Lee Phillips
Ian Saunders
Stuart Baillie
Amanda Brubaker
Paul Hodson

Cost for the event

Budget 301/4202 £4,500

Firework Display	£3,350
First Aid	£100
Lord Robartes Regiment of Foote	£175
Cllr Martin Try – PA	£200
Hire of Generators & leads	TBC
Paraffin	TBC
Total Cost	£3,825
Income Received	N/A This is a free event

Staffing Cost On The Day	
6 members of staff calculated at time and half. This includes building of bonfire in the morning (NB for the office staff this is not an actual cost; staff take time back as TOIL rather than receiving payment. This does still impact on the Council's overall capacity in the following week.)	£615.93

Recommendation

The Events Co-ordinator recommends that we use Titanium Fireworks again next year. They are a professional company and are happy to work to our requirements. They were happy to work with The Lord John Robartes on the firing of the first firework.

Next year it is recommended to invite more stalls, and charge them for attendance. The income from this could be used to contribute to some type of entertainment before the actual event starts. This could be in the form of fore eaters but this would depend on the cost.

TCE/60/18

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 3rd November 2018**

Chairman: Cllr Terry Bloomfield

Contact Officer: Amanda Brubaker

Remembrance Day Parade

Sunday 11th November 2018

The parade is organised by the Royal British Legion and Buckingham Town Council is responsible for putting on the road closure and manning the barriers. A county wide road closure is in place for this event and Buckingham is covered under it from 7:30am to 12:15pm. This is a rolling road closure.

Thursday and Friday before the parade the Green Spaces Team together with the Community Service worker did a general tidy up around the War Memorial.

The day of the parade the Green Spaces team started at 7am. They got the signage and barriers in place ready for the road closure and then went up to the War Memorial and cleared the leaves from around it using a leaf blower.

The Events Co-ordinator arrived at 8am to check for cars that had been left at the War Memorial and in the Bull Ring and Market Hill where the parade was to form up at 10 am. The area around the War Memorial was clear so there was no need to remove any vehicles.

The Events Co-ordinator kept an eye on the cars parked along Market Hill and closed the Bull Ring and Market Hill to all traffic at 9am so that the area would be clear of cars for when the groups taking part in the parade started forming up. The cars that were in the area belonged to customers of Costa and were gone before 10am.

A briefing was held for all marshalls at 9:45am and they were given their hi-vis vests and instructions along with where they would be marshalling.

The road closure went on at 10:15am and the parade set off for the War Memorial and Church at 10:30am for the Service. As was expected, the parade and the crowd were larger than in the past.

The road closure is usually taken off once the parade safely reached the Church but this year as there were a lot of people who were unable to get in the gate, the closure was left

on for the junction of School Lane and Nelson Street and Nelson Street/Castle Street. It was decided later on that the closure should go back on for the rest of the parade route for safety reasons as there were a lot of pedestrians making their way back from the service as they could not get in the gate.

The Mayor Cllr Jon Harvey laid a wreath on behalf of the Town Council and members of the Town Council stood along side the dias when the parade returned and the salute was taken by the Deputy Lord Lieutenant.

After the parade had returned to Market Hill and dispersed, The Events Co-ordinator and Finance Officer went up to the War Memorial to secure the wreaths so that they would not be blown around the grounds. They were assisted by a couple of members of the public who were there looking at all the wreaths.

There were two members of the public who volunteered their time to help with the road closure. These individuals help every year with either the Remembrance parade or the Christmas Parade.

The parade went off really well and no incidents were reported.

Flags

To commemorate the 100th Anniversary of the end of the 1st World War Mr Lionel Weston and Alan, Landlord of The Woolpack had purchased some Lest We Forget and Armistice flags and asked if the Town Council could put these up in the couple of weeks leading up to November 11th. It was agreed and the Green Spaces Team spent 3 hours preparing the 50 flags and putting them up around the town. These were then taken down again on the Monday after the event and that week returned to the owners. Another 3 hours was spent doing this.

Cllrs working at the event

Terry Bloomfield
Cllr Andy Mahi
Cllr Mike Smith

Staff working at the event

Lee Phillips
Ian Saunders
Stuart Baillie
Amanda Brubaker
Jodie Baughan
Louise Stubbs

The Town Clerk took part in the parade

Staffing Cost On The Day	
6 members of staff calculated at double time.28.5 hrs	£635.64

Recommendation

The Events Co-ordinator recommends that we continue to work with the Royal British Legion by providing the road closure so that the parade can march safely to the War Memorial.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 3rd November 2018**

Chairman: Cllr Terry Bloomfield

Contact Officer: Amanda Brubaker

Armistice 100 Commemorative Concert

Sunday 11th November 2018

In August 2017 Mr Lionel Weston a member of the public approached the Town Council with a proposal for an event that he would like to put on in the town centre to commemorate the 100th anniversary of the end of the 1st World War. Cllrs agreed in principle to the basis of the event and asked for budgetary information in support of the position paper. At the meeting in December 2017 members agreed to apply for the road closure.

The event was to be held in the town centre on Sunday 11th November from 5:15pm to 8pm using the steps outside the Old Gaol as a natural stage and the audience would be seated in the road outside the Sorting Office.

Several meetings were held throughout 2018 with Mr Lionel Weston and TVP and advice was given to him regarding the road closure. Cllrs suggested that the event be held in the Bull Ring where Music In The Market and Bandjam are held as it is a safer area and would not involve such a large road closure. Mr Weston said that he wanted it on the steps outside the Old Gaol.

The road closure was approved by the Permit Officer at Bucks County Council under the understanding that this would be a 'hard closure' and therefore no vehicles would be permitted through. Emergency vehicles would have to stick to the blue route if required.

As the road closure was taking place after dark, the barriers had to be manned at all times. The road closure was put on at 4pm to allow Mr Weston's team to put out the chairs and to put the big screen and other things into place and for the sound engineer to run cables across the road.

Those that had volunteered to marshall for this event were given 2 hour shifts so that they could then watch the performance if they wanted to.

The event was supposed to finish at 8pm but over ran and the road closure was removed at 9pm

Cllrs working at the event

Cllr Terry Bloomfield
Cllr Andy Mahi
Cllr Mike Smith
Cllr Margaret Gateley

Staff working at the event

Ian Saunders
Stuart Baillie
Amanda Brubaker
Jodie Baughan
Paul Hodson

Staffing Costs for the evening	
5 members of staff calculated at double time.28.5 hrs (NB for office staff this is not an actual cost; staff take time back as TOIL rather than receiving payment. This does still impact on the Council's overall capacity in the following week).	£895.89

Please note that this report only reports on the road closure, as we were not involved in the setting up or tearing down of the event.

The staffing time shown above is for this event only. Staffing time for the Remembrance Parade which took place earlier that day is shown on the Remembrance Parade report.

BUCKINGHAM TOWN COUNCIL**Town Centre & Events Committee****Monday 3rd December 2018**

Committee Chairman: Cllr Bloomfield
Contact Officer: Claire Molyneux / Sam Hoareau

LATE NIGHT BOOKINGS – LACE HILL SPORTS & COMMUNITY CENTRE**Background**

A complaint about antisocial behaviour was received with regards to a recent late night booking at Lace Hill Sports & Community Centre (LHSCC). A temporary event notice was granted until 4am (including 2 hours cleaning up time), generating an additional £200 income. There have been four late night bookings and TEN's granted in two years. Three of these have taken place in the last six months, with no other complaints or such behaviour being reported. The LHSCC Coordinator has since spoken to the hirer and also checked CCTV. From the CCTV you can see the guests that were leaving the premises were very load and noisy and the hirer has since apologised as she felt it quite difficult to control everyone at the same time.

There are clauses within the hire agreement which make it clear to hirers when they make a late night booking that they need to be respectful to local residents by keeping noise down as much as possible. The following complaint email was received by the LHSCC Co-ordinator:

Subject: Antisocial behaviour at lace hill community hall.

I would just like to make you aware of the disturbance we incurred last night and this morning.

There was, what we presume a private party with very loud music that went on way past 2am which we were on the understanding cut off time was 11pm. At 3.30 the party goes decided to come down to the Catchpin entrance to the car park to screen and shout, they also looked to be fighting. These people looked to be all dressed the same and sounded like an African accent. By this time my family are awake. There are a lot of houses around with young children which I would imagine were woken by the loud continuous noise in and outside the hall.

Please could you confirm the cut off time for loud music/ functions and advise what we should do if this happened again.

Officer Recommendation

It is recommended that the Town Council write to residents who are particularly close to the Centre, acknowledging that there has been a single incident, and providing contact details should residents have any future concerns or complaints.

It is recommended that no changes are made to the current hire arrangements, but that the LHSCC ensures all late hirers are reminded of the conditions of hire, and that the Committee is informed of any further complaints or breaches to ensure that changes are made in the future if needed.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
Monday 3rd December 2018**

Committee Chair: Cllr Terry Bloomfield

Contact Officer: Sam Hoareau / Claire Molyneux

Proposed schedule of events at LHSCC - 2019

Background

The Lace Hill Management Plan says that at the beginning of each financial year, an events schedule will be sent to TC&E for agreement. A small budget of £1000, agreed at the Environment Committee, was allocated FY2018/19. This has included in the precept for next year.

Proposed events and dates hosted at Lace Hill for 2019 are:

Event	Date	Notes
Easter Activity	Sunday 7 th April 2019	Held in 2018 (07/03/18)
Summer Fun Day	Sunday 21 st or 28 th July 2019	Held in 2017 & 2018 (as part of 'Fringe Week')
Family Halloween Disco	Sunday 27 th October 2019	Held in 2017 (28/10/17)
Christmas Fair	Sunday 24 th November 2019	Held in 2016 (26/11/16) & 2018 (25/11/18)

It is anticipated that staffing for these events will be predominantly managed by the LHSCC Coordinator and Assistant and supported by volunteers.

There may be other opportunities for events that may arise following discussions / requests from the community; and if this is the case approval for these will be sought from TC&E.

Dates for all events will be coordinated with the existing Events schedule, and the LHSCC Coordinator will liaise with the Events Coordinator regarding use of consistent paperwork / management plans / shared knowledge and experiences.

Recommendation

That the Council approves the proposed schedule of events to be hosted at LHSCC for 2019.

BUCKINGHAM TOWN COUNCIL

TOWN CENTRE & EVENTS COMMITTEE

MONDAY 3RD December 2018

Committee Chairman: Cllr. T Bloomfield

Contact Officer: Sam Hoareau/Claire Molyneux

Review for the Winter Fair 25/11/18 at Lace Hill Sports & Community Centre.

Approximately 250 persons attended the event. Guests were greeted by a full sized elf; children and adults enjoyed the "where in the world is Santa" hunt and the many free craft activities on offer. The craft activities were supervised by a local business woman and her team of volunteers. Lots of positive feedback was received from stall holders and visitors. Festive refreshments were available to purchase from and live musicians performed Christmas songs.

there is no additional labour cost to be included in the financial figures; all hours that the LHSCC Coordinator and Assistant worked on and at the event were included in their usual working week. Figures below are exclusive of VAT:

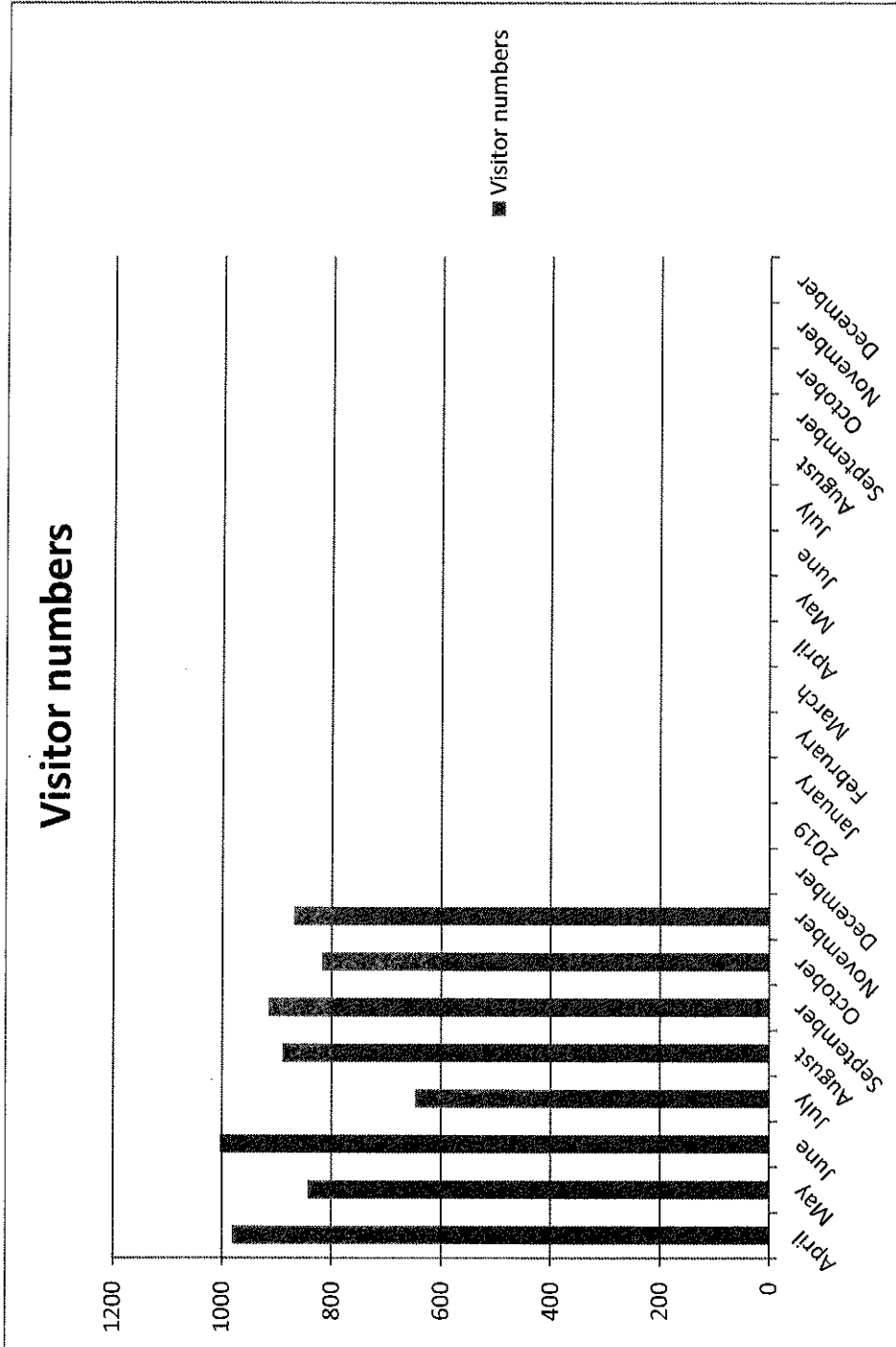
	FORECAST EXPENSES	ACTUAL EXPENSES
Musicians	£120	£120
TEN	£21	£21
Crafts	£30	£34
Mascot (Elf)	£60	£60
TOTAL	£231	£235

	FORECAST INCOME	ACTUAL INCOME
Stall holders	£92	£88
Entrance fee's	£100	£116
TOTAL	£192	£204

	Forecast Cost	Actual Cost
TOTAL	£39	£31

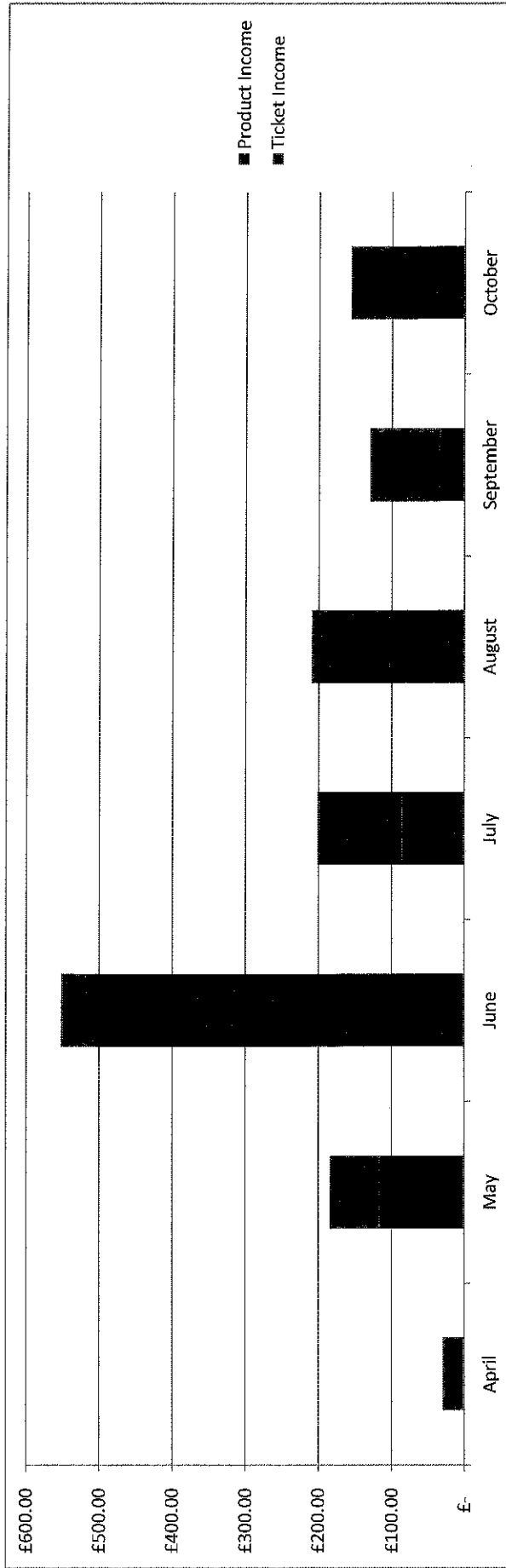
Recommendation

To agree and support a similar Easter event next year, to be held on 7 April 2019, along with another Winter Fair in 12 months time.



New chart begun April 2018 with change of ownership

	April	May	June	July	August	September	October	TOTAL
Ticket Sales	£ 745.80	1768.9	3462.4	2220	1278.5	761.3	1022.3	£ 11,259.20
Ticket Income	£ 29.00	116,345	£ 170.07	£ 85.81	£ 103.74	£ 34.26	65,368	£ 604.59
Product Sales	£ 43.50	236.5	407.65	162.45	182.6	253.85	324.4	£ 1,610.95
Product Income	0	67	£ 382.07	£ 115.13	£ 105.50	£ 95.98	90,94125	£ 856.61
Actual Commission Income	£ 29.00	£ 183.35	£ 552.13	£ 200.94	£ 209.24	£ 130.24	£ 156.31	£ 1,461.20



From: Lionel Weston

Sent: 19 November 2018 19:52

To: Amanda Brubaker

Subject: Armistice

Dear Amanda,

Please excuse my lateness in contacting you. I would like to thank you and the members of the TC for your support and help with the Remembrance events. Please would you be able to pass on my particular thanks to the colleagues who were responsible for the flags and for manning the road closures so safely for us.

Thank you too for all your advice early on with all the necessary paperwork and for your hard work on the actual weekend.

I am most grateful

Best wishes,

Lionel

From: Andrew Cooper [Sent: 12 November 2018 10:11

To: Amanda Brubaker

Subject: Your help

Sent from Mail for Windows 10

Many thanks Amanda to you and all your team for splendid organisation yesterday morning and in the evening.

A long day, moving and enjoyable, which was to the credit of all involved in Buckingham

Best wishes

Andy

From: Ros James [

Sent: 17 October 2018 09:37

To: Amanda Brubaker

Subject: Re: Request for permission for orienteering event in Buckingham

Many thanks for this, Amanda

The event would indeed be open to the public — they don't have to be club members to enter, and we always offer entry on the day and help for beginners.

We would include courses suitable for all abilities, including children and family groups, and we'd be very keen to encourage local people to come and have a go.

More information about our club and the sport generally is available at www.smoc.info. And if there's anything else you'd like to know before the meeting, please do contact me again.

All the best

Ros

Ros James

Secretary

On 17 Oct 2018, at 09:06, Amanda Brubaker <events@buckingham-tc.gov.uk> wrote:

Hi Ros

Thank you for your e-mail.

I will put your request on the next Agenda for the Town Centre & Events Committee to consider. The next meeting is on Monday 3rd December.

Meanwhile, please can you let me know if this event would be open to the public or if it is something just for your club members?

Cornwall's Meadow car park is a public car park and owned by Aylesbury Vale District Council. You would have to contact them regarding parking for 200 competitors.

I look forward to hearing from you shortly.

Regards

Amanda Brubaker

> Email: events@buckingham-tc.gov.uk>

> **** Buckingham Town Council Email Disclaimer *****

> -----Original Message-----

> From: Ros James > Sent: 17 October 2018 08:54

> To: Amanda Brubaker

> Subject: Request for permission for orienteering event in Buckingham

Amanda Brubaker

Dear Amanda

I am from the local orienteering club, SMOC. We are seeking permission to hold an urban orienteering event in Buckingham on 11 August, 2019, using both streets and parkland within the town.

Our proposal would be for around 200 competitors, with parking for the event at Cornwalls Meadow car park. The event centre is still to be determined, but it would either be in a hired room or on public parkland. Courses would be planned to utilise both the streets and parks around Buckingham, and would not involve road closures.

Would you be able to tell me who I should contact to start the permission process?

Regards

> Ros

> -----

> Ros James

> Secretary

> South Midlands Orienteering Club