



BUCKINGHAM TOWN COUNCIL

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

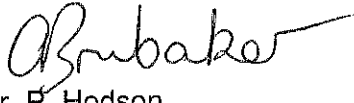
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Wednesday, 06 February 2019

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Monday 11th February 2019** 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 and agree the minutes of the Meeting held on Monday 3rd December 2018
Copy previously circulated
4. **Action List** **Appendix A**
To receive action reports and updates
5. **Budget** **Appendix B**
To receive the latest budget figures
6. **Christmas Lights**
6.1 To receive a verbal report from the Town Clerk on the Sparks contract
7. **Forthcoming Events**
Food Fair Saturday 23rd Feb – To receive a verbal report from the Events Coordinator
Pancake Race Saturday 2nd March – To receive a verbal report from the Events Coordinator
Civic Service 28th April - To receive a verbal report from the Town Clerk
Spring Fair Sunday 28th April – To receive a verbal report from the Events Coordinator
8. **Event Reviews**
Christmas Light Switch On – To receive a written report from the Events Coordinator

TCE/82/18



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.

- Christmas Parade – To receive a written report from the Events Coordinator **TCE/83/18**
Community Fair – To receive a written report from the Events Coordinator **TCE/84/18**
9. **Renewal of Contract for Summer Hanging Baskets**
To receive a written report from the Events Coordinator **TCE/85/18**
10. **Charter Fair Contract**
To receive and note the new contract for the Charter Fair and to recommend to Resources **Appendix C**
11. **Summer Children’s activities**
To receive and discuss a proposal from Mrs Crossman **Appendix D**
12. **Event Sponsorship**
To receive a written report from the Deputy Town Clerk **TCE/86/18**
13. **Easter Fair – Lace Hill**
To receive a written report from the Lace Hill Sports & Community Centre Co-ordinator **TCE/87/18**
14. **Event Ownership** **Appendix F**
15. **Buckingham Action Group**
To receive a verbal update from Cllr O’Donoghue
16. **Access**
Verbal report on the meeting with Cllr Christine Strain-Clark
17. **Visitor Information Centre** **Appendix G**
17.1 To receive the latest visitor and accommodation statistics
17.2 To receive an update on work to develop tourism in Buckingham from the Town Clerk
18. **Twinning**
19. **Chairman’s Items**
20. **Date of the next meeting:** Monday 1st April 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	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 Force 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; completed	3rd December 2018

Appendix A

TC&E	542.1/1 8	Lace Hill Temp. Event Notices	Proposed by Cllr. P. Collins and seconded by Cllr. O'Donoghue that no event should go beyond midnight, Sunday to Thursday and beyond 1AM, Fridays and Saturdays.	Town Clerk	Completed; change made to booking information	11th Feb 2019
TC&E	540/18	Bonfire & Fireworks	allocate some of the budget remaining from the firework event to the air cadets.	Events Coordinator		Apr-19
TC&E	543/18	Buckinghamshire Disability Service	BTC AGREES to consistently demonstrate exceptional commitment to making events more accessible and inclusive for disabled people.	Events Coordinator	Meeting with Cllr Strain-Clerk on Monday 4th February to discuss what is required at events.	Ongoing

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4104	301	-278	Genuine overspend
1	4119	301	860	Underspend - discounted due to smaller rink size
1	1033	301	-2661	Shortfall in income, this combined with the above underspend results in a loss of £1801.00
1	4126	301	-£105.00	Overspend GEF
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	-£22,094.00	Overspend TIC
2	1084	305	£23,704.00	More income received than estimated, this together with the overspend indicates a profit of £1610
3	9033	901		Please note: Income from 2017-2018 will now be included in the expenditure code and show as current budget. Any income received in the current financial year will show in the income code

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>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	5,389	13,945	22,617	8,672		8,672	61.7 %
9035	0	620	2,025	1,405		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	-300	220	520		520	-136.4
9046	0	0	5,242	5,242		5,242	0.0 %
9048	-300	0	2,071	2,071		2,071	0.0 %
EARMARKED RESERVES :- Expenditure	5,089	14,265	72,089	57,824	0	57,824	19.8 %
Net Expenditure over Income	5,089	14,265	72,089	57,824			
EARMARKED RESERVES :- Expenditure	5,089	14,265	72,089	57,824			19.8 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	5,089	14,265	72,089	57,824			

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>TOWN CENTRE & EVENTS</u>							
301	<u>TOWN CENTRE & EVENTS</u>						
3997	0	2,208	3,900	1,692		1,692	56.6 %
3998	0	5,095	13,200	8,105		8,105	38.6 %
3999	0	37,716	55,600	17,884		17,884	67.8 %
4079	0	70	400	331		331	17.4 %
4094	0	2,414	3,000	586		586	80.5 %
4104	0	6,578	6,300	-278		-278	104.4 %
4107	0	193	250	57		57	77.1 %
4115	0	186	400	214		214	46.5 %
4119	30	7,740	8,600	860		860	90.0 %
4125	0	31	500	469		469	6.2 %
4126	0	1,105	1,000	-105		-105	110.5 %
4166	0	557	1,000	443		443	55.7 %
4201	0	8,853	9,000	147		147	98.4 %
4202	0	4,462	4,500	38		38	99.1 %
4203	0	471	785	314		314	60.0 %
4205	5	2,580	3,000	420		420	86.0 %
4208	0	90	500	410		410	18.0 %
4210	0	0	75	75		75	0.0 %
4211	-265	3,366	3,500	134		134	96.2 %
4212	368	1,289	1,300	11		11	99.1 %
4213	0	189	300	111		111	63.1 %
4216	0	0	50	50		50	0.0 %
4220	0	3,430	3,500	70		70	98.0 %
4230	0	18	50	32		32	35.3 %
4241	0	0	3,000	3,000		3,000	0.0 %
4243	0	609	4,445	3,836	4,795	-959	121.6 %
	138	89,248	128,155	38,907	4,795	34,112	73.4 %
TOWN CENTRE & EVENTS :- Expenditure							
1013	0	333	400	-67			83.3 %
1028	45	273	1,000	-727			27.3 %
1029	0	1,230	1,000	230			123.0 %
1031	0	0	500	-500			0.0 %
1033	0	5,939	8,600	-2,661			69.1 %
1062	0	280	300	-20			93.3 %
1066	0	0	3,000	-3,000			0.0 %
1069	0	6,630	6,400	230			103.6 %
	45	14,685	21,200	-6,515			69.3 %
TOWN CENTRE & EVENTS :- Income							
Net Expenditure over Income							
	93	74,562	106,955	32,393			

Month No : 10

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	2,193	4,000	1,807		1,807	54.8 %
4235 MARKET INFRASTRUCTURE &	330	974	1,950	976		976	50.0 %
STREET MARKET :- Expenditure	549	3,485	6,280	2,795	0	2,795	55.5 %
1005 STREET MARKET	834	10,386	14,000	-3,614			74.2 %
1006 FLEA MARKET	63	3,556	5,500	-1,944			64.7 %
STREET MARKET :- Income	897	13,942	19,500	-5,558			71.5 %
Net Expenditure over Income	-348	-10,457	-13,220	-2,763			
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	353	353	500	147		147	70.5 %
4244 REMEMBRANCE FLAGS	0	241	420	179		179	57.3 %
SPECIAL EVENTS :- Expenditure	353	3,625	9,420	5,795	0	5,795	38.5 %
1020 FOOD FAIR INCOME	275	355	400	-45			88.8 %
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	275	691	5,900	-5,209			11.7 %
Net Expenditure over Income	78	2,934	3,520	586			
305 TOURIST INFORMATION CENTRE							
4253 TIC	3,386	23,594	1,500	-22,094		-22,094	1573.0
TOURIST INFORMATION CENTRE :- Expenditure	3,386	23,594	1,500	-22,094	0	-22,094	1573.0
1084 TIC INCOME	3,004	24,104	400	23,704			6026.1
TOURIST INFORMATION CENTRE :- Income	3,004	24,104	400	23,704			6026.1
Net Expenditure over Income	382	-510	1,100	1,610			
TOWN CENTRE & EVENTS :- Expenditure	4,426	119,952	145,355	25,403			85.8 %
Income	4,221	53,423	47,000	6,423			113.7 %
Net Expenditure over Income	205	66,529	98,355	31,826			

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 11th FEBRUARY 2019**

Chairman: Cllr Terry Bloomfield

Contact Officer: Amanda Brubaker

CHRISTMAS LIGHT SWITCH ON

2018's Christmas Light Switch On took place on Saturday 1st December outside the Old Gaol by the Christmas tree.

The event was opened by the Town Mayor, Cllr Jon Harvey and the Town Crier. Captain Xander and Vanessa Coleman of the Salvation Army gave a talk on the meaning of Christmas. There were performances by the Buckingham Children's Choir and Buckingham Stagecoach. The Winslow Concert Band played Christmas Carols and Father Roy Karrakkattu from St Bernadine's Church gave the closing prayer. Father Christmas also put in a special appearance.

There were problems with the stage, lighting and sound which was provided by Strawberry Fieldz. The 6 x 6mtr stage proved to be too big. The microphones were set up in the centre of the stage making it very hard to see the performers.

Members of the audience reported being unable to hear what was being said and what the choirs were singing. The event was inaudible to those in the very back of the crowd.

Carol sheets were handed out to a large crowd so that they could join in with the carol singing. Pukkie the MK Lightning Ice Hockey mascot was led by Cllr Robin Stuchbury through the crowd so that the children could meet him.

2018 saw the start of a new 3-year contract with Festive Lighting for the Christmas Motifs. New lights have been chosen for the duration of the contract.

A disabled area was set up for the event near to the Christmas tree, but this was not used.

A small Artisan Christmas Market was set up in the cattle pens area close to the ice skating rink. Those taking part were Baja Cantina, University of Buckingham, Moss and Sizzlin Snacks. David Side was there with his sweets, candy floss and a couple of fairground games. A children's fairground ride was also present.

The Trader Of The Year

The presentation took place before the Light Switch On. The awards were presented by Roger Edwards of the Buckingham Society and Town Mayor, Cllr Jon Harvey

The winners were:

Trader of the Year	Winner – Leeders Hardware, Runner Up – Dandy Lions
Favourite Place To Eat	Winner – Meadow Row Tea Rooms, Runner Up Bees Kitchen
Market Trader	Winner - Ian Winman of Isla Jane Bakery

Cllrs working at the event

Cllr Terry Bloomfield
Cllr Mike Smith
Cllr Robin Stuchbury
Cllr Margaret Gateley

Staff working at the event

Amanda Brubaker
Claire Molyneux
Ian Saunders
Stuart Baillie
Katharine McElligott
Paul Hodson

Cost of the event

Stage, Sound & Lighting	£850.00
Winslow Concert Band	£250.00
Road Closure	£13.25
Road closure for Artisan Market (cattle pens)	£57.40
Stacking containers for icicle lights	£98.00
Total Cost	£1,288.65
Budget 301/4212	£1,300.00
Unspent	£11.35

Staffing Costs

3 x members of staff (time and a half)	£277.43

Recommendations

It is recommended that:

- This year invite performers that have not taken part in the event before, such as the Rock Choir.
- The choir should be on stage throughout the event so that they can lead the carol singing.
- We look for another Company for this year to supply the staging, lighting and sound for the event.
- The sound arrangements should include additional speakers placed towards the middle of the crowd
- The sound arrangements should include additional speakers placed towards the middle of the crowd
- The carol sheets are printed in house, but it is recommended that this year we find a sponsor who will be able to produce them for us so that they have a more professional look to them.
- Carol sheets are also provided as a digital download online.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 11th FEBRUARY 2019**

Contact Officer: Amanda Brubaker

Christmas Parade 2018

General information

The Buckingham Christmas Parade which is organised by The Christmas Parade Committee and supported by Buckingham Town Council took place Saturday 15th December.

There were 55 entries in the parade which included walking groups, floats and marching bands.

The road closure is the responsibility of the Town Council. Two Grounds Maintenance Staff were out from 6am putting out the signage and cones for the road closure.

Late in the summer Addington Road was turned into a one-way system, which meant that traffic could only come down Addington Road from the Moreton Road and not go up from Stratford Road. This meant that there would be a problem with the diversion of traffic from the Stratford Road.

After consulting with the Thames Valley Police Roads Officer, Transport for Bucks, a professional traffic management company and the Christmas Parade Committee, it was agreed that the only viable way to manage the traffic coming down the Stratford Road was to hire a professional traffic management company.

Amberon Traffic Management Company were hired to manage the traffic coming into Buckingham along the A422. They were to cone off a 50-70mtrs stretch of road from Lockmeadow Farm to the roundabout at the A413/A422 and place personnel on the roundabout to help divert the traffic. This meant that the amount provided by the Town Council to the Christmas Parade Committee was reduced by £850. The Council's budget for the Christmas Parade in 2019 has been increased to £4,000 to cover the cost of traffic management and also provide the Christmas Parade Committee with £3,000 as in future years.

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 one evening during the week leading up to the parade 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.

There was no police presence on the morning of the event. Staff liaised with police call centre staff who managed to contact car owners and advise them to move their vehicles. The lack of police presence has been addressed with the neighbourhood policing team who have been advised of this year's dates.

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. We will work with the Parade Committee to see what extra measures we can take to inform residents well in advance about the road closures.

Concerns were raised that the traffic management company failed to divert enough traffic which led to the marshal's post at the bottom of Addington Road becoming swamped. This issue has been raised with the management company and will be taken into account when making arrangements with a management company for the next parade.

Cllrs who marshalled

Cllr Andy Mahi
Cllr Mike Smith
Cllr Anthony Ralph

Office Staff who marshalled

Amanda Brubaker
Claire Molyneux
Jodie Baughan
Louise Stubbs
Lee Phillips

Green Spaces Team who marshalled

Stuart Baillie

Staff and volunteers who took part in the Parade

Paul Hodson
Russell Cross
Barbara Farmer

Cllrs who took part in the Parade

Cllr Robin Stuchbury

Cllr Paul Hiron
Cllr Jon Harvey, Mayor

Cost for the event

301/4205	£3,000
Road closure	£31
Amberon Traffic Management	£850.00
Total funds given to the Christmas Parade Committee	£2,119.00

Staffing Costs

6 members of staff 36.5 hrs at time and half (54.75 hrs)	£727.93
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Recommendation

It is recommended that due to the popularity of the Christmas Parade we continue to support the event with the road closure and marshalling. However, it is recommended that we support the parade committee to recruit more marshals to cover the parade.

TCE/84/18

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

Chairman: Cllr Terry Bloomfield

Contact Officer: Amanda Brubaker

Community Fair

This year's Community Fair was held on Saturday 15th December in the Community Centre. The event is held to help local charities, societies and organisations to be able to raise funds. No restriction is placed on what groups may do or sell, except for the sale of jumble.

The Town Council pays for the hire of the Community Centre but does charge participants £10 for a table space.

Tables were booked by:

Arthritis Research UK
Brain Tumour Research
Buckingham AED Project
Buckingham Canal Society
Buckingham Community Centre
Buckingham Twinning Association
Buckingham U3A
Cancer Research UK
Citizens Advice Aylesbury Vale
Emcrisco
Fairtrade Buckingham
Girlguiding Buckingham District
Help for Heroes

Maids Moreton WI

Mayors Charities

Men in Sheds, Buckingham

MIND

North Bucks Carers

Old Gaol Museum

Retina UK

Rotary Club of Buckingham

Stowe House Preservation Trust

Some of these were just raising awareness of their cause, some asked for donations or recruited volunteers. Stowe had little things for children to make and take away, Men in Sheds had a full range of wooden items to buy, and others had handicrafts, cakes, sweets or a tombola.

The Buckingham Children's Choir sang and played, and there were refreshments provided by the Inner Wheel to be had in the Small Hall. Crowds built up quickly after the Parade finished, and people were still coming in after 1.30pm.

Cllrs working at the event

Terry Bloomfield

Derrick Isham

Staff working at the event

N/A

Cllrs who had a stall at the event

Margaret Gateley

Staff who had a stall at the event

Katharine McElligott

Cost for the event

Budget 301/4203

£500

Hire of the Community Centre	£221.10
Payment for girls to give out advertising leaflets on the day	£40.00
Total Cost	£261.11
Income Received	£220

Staffing Cost On The Day	N/A
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Recommendation

The Events Co-Ordinator recommends that the Community Fair continues as is.

With regards to the giving out of leaflets on the day and payment to the young people for doing this. It is recommended that this is stopped as the event is well advertised on social media.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 11th February 2019**

Chairman: Cllr Terry Bloomfield

Contact Officer: Amanda Brubaker

Renewal of Contract for Summer Hanging Baskets

The contract that we had for the summer hanging baskets has come to an end. We have taken three quotes for a contract with a fixed price for three years for the following:

Approximately 60 hanging baskets (The Council will supply the baskets) to be planted up with appropriate plants such as begonias, trailing fuchsia, geraniums and trailing lobelia.

Provision of slow release fertilizer and gel.

Four of the baskets should be planted with shade resistant plants.

The attached quotes have been received

Recommendation

It is recommended that we go with company number 2. We have used this company in the past. The plants that they provide are varied and they listen to the concerns that we have regarding shady areas and provide plants that are suitable for those areas.

Comments that have been received from the public in the past regarding the baskets have been very positive.

Company 1

Buckingham Nurseries And Garden Centre

60x14in (38cm) baskets (supplied by BTC) with a new liner filled with a selection of summer seasonal plants including Begonias, trailing Fuchsias, Pelargoniums and trailing Lobelia and provide Osmocote / P4 Broadleaf gel. Four baskets to be planted with shade tolerant plants

Unit price £25.00 each.

Total including VAT £1,500.00

Company 2

Preston Bissett Nurseries & Country Shop

60 x Summer baskets per year £22.60 each £1,356.00

VAT £271.20

Total £1,627.20

Contract for a 3 year fixed priced contract covering 2019,2020 and 2021

Price includes plants, moss, compost, and labour

Baskets will be provided by Buckingham Town Council

Company 3

Twigs Nurseries

60 x hanging baskets cost for baskets £1,300

VAT £260

Total £1,560

The total cost that we can offer, including fertiliser, gel and delivery is £1560 including VAT (based on £1300 net and £260 vat).



BUCKINGHAM TOWN COUNCIL

Appendix C

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

Telephone/Fax: (01280) 816 426

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

Town Clerk: Mr Paul Hodson

Contract of agreement between **BUCKINGHAM TOWN COUNCIL** and **MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS** of **NICHOLS AMUSEMENTS** for the rent and fees relating to the annual fees held in Buckingham Town Centre on the first two Saturdays after the 11th October for the years 2020 to 2023.

The estimated rent due for the year 2020 will be £6,916 2021 £7,063, 2022 £7,214 and 2023 £7,368. Exact rent is related to the Retail Price Index over the preceding 3 years, as agreed in 2010. Precise figures will be calculated as they become due.

The above rent will be paid to the Town Clerk one week before the first fair.

The agreement is that:-

- 1 **MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS** shall rent for the purpose of holding the Buckingham Charter Fair in the area indicated on the attached map from 10am on the Friday preceding the Saturday fair day.
- 2 **MR. MARSHALL NICHOLS AN MR. WILLIAM NICHOLS** shall indemnify The Council against any accidents and incidents which occur during the setting up, operating and the taking down of the Charter Fair.
- 3 **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** shall ensure that all ride/stalls and associated equipment are operated with a minimum of £10,000,000 Public Liability Insurance; that all rides/stalls hold a current safety certificate; and that all rides/stalls adhere to all health and safety procedures prescribed by law.
- 4 **MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS** shall supply Buckingham Town Council with copies of all insurance documents for all rides/stalls attending the fair.
- 5 The liabilities and responsibilities of **MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS** are on a joint and several basis.
- 6 **BUCKINGHAM TOWN COUNCIL** shall erect the advance warning signs no later than 3 weeks prior to the first fair at such places as the Town Council decides.
- 7 **BUCKINGHAM TOWN COUNCIL** shall erect the road diversion signs on the Thursday prior to the first fair; will cover or remove the signs on the Monday after the first fair; will erect or uncover the signs on the Thursday prior to the second fair; will remove all signs on the Monday after the second fair.

Buckingham



Twinned with Mouvaux, France



- 8 **BUCKINGHAM TOWN COUNCIL** will apply or all necessary road and traffic restriction orders and implement those orders once obtained.
- 9 **BUCKINGHM TOWN COUNCIL** will not be held liable for any loss of trade in the event a road closure is not obtained for reasons outside the Town Councils control.
- 10 **BUCKINGHAM TOWN COUNCIL** will provide wheelchair ramps and **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** will ensure there are at least wo clear accessible routes through the fair for wheelchair users.
- 11 **MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS** and **BUCKINGHAM TOWN COUNCIL** will ensure a minimum of 3 metres unrestricted clearance along blue routes through the fair.
- 12 In the event a road closure was not granted **BUCKINGHAM TOWN COUNCIL** will assist **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** in finding a suitable alternative route.
- 13 **BUCKINGHAM TOWN COUNCIL** shall inform, as soon as reasonably possible, **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** of any works or highway alterations known to the Town Council which may affect the area designated on the attached map.

Signature Print name

SIGNED BY MR. MARSHALL NICHOLS

Signature Print name

SIGNED BY ME. WILLIAM NICHOLS

Signature Print name

SIGNED ON BEHALF OF BUCKINGHAM TOWN COUNCIL

DATE

Appendix D

Myself and Jill Townsend are interested in providing some additional community activities for children in Buckingham in the Summer school holidays. Our primary aim is to try to focus on children whose parents don't drive/have access to a car, or have limited income, although the sessions would be open to all.

Our target age group is age 3-7.

We know that the existing provisions of the Play around the Parishes days ,Lace Hill fun day,the Library craft sessions and the Churches holiday club are all very much appreciated by families within the town. Our aim is to add a few more accessible sessions of activities for children in the town.

I have met with Sam at Lace hill and with Katie at Buckingham Youth Club to discuss whether they believe such sessions would be welcomed and to look at the facilities and space in each location.

The current thinking of myself and Jill is that we would like to run a Pilot scheme in 2019 in the School summer holidays offering 5 two hour sessions - 3 at Lace Hill and 2 at Buckingham Youth Club.

The core sessions would have two elements - (a) an arts and craft element and (b) a physical activity element eg obstacle course.

If you are able to agree to the Pilot Scheme our next steps would be to agree dates with Sam and Katie (obviously avoiding clashing with other scheduled holiday provision)

Once the dates are set we would aim to try and add on activities to the core provision if we can get suitable volunteers eg face painting/ musical input/ storytelling etc.

The parents/ carers would stay with their children obviating the need for DBS certification for all the volunteers. For information I do have a current enhanced DBS certificate issued March 2017.

This is totally a community venture, with no charges being made to participants.

We hope that if this Pilot Scheme is a success that it could be put on a more formal setting in future years.

We are prepared to fund these sessions personally. However if there was anything the Town Council could help with to reduce the costs then that would be extremely helpful.

I believe that many of you will know Jill Townsend , but not myself. To provide a bit of background, I have lived just outside Buckingham for 16 years. Since I retired I have volunteered at the Citizens Advice Bureau until a couple of years ago (including 9 months as a Home visitor for which I required DBS). I currently volunteer at the Library's children's craft sessions (and help with the preparation prior to the events). Last year I helped at the Churches Holiday Club week and plan to do so again this year. I have also recently joined the Advisory board of the Buckingham

Appendix D

and Steeple Claydon Childrens centres, and hope to work (in a voluntary capacity) with their new manager to maximise their impact in the area.

We are aware that if the Town Council agree in principle that we will then have to organise public liability insurance and undertake appropriate risk assessment before final authorisation

I hope that the above gives you sufficient information to make a decision in principle. However if you require anything further please do let me know and I will be happy to supply it.

Recommendations

(1) For the Town Council to approve this Pilot Scheme in principle and the use of Lace Hill community centre and Buckingham Youth Club as the venues for these community activities.

(2) For the Town Council to offer these venues at a reduced cost or free of charge.

Sharon Crossman

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 11th February 2019**

Chairman: Cllr Terry Bloomfield

Contact Officer: Claire Molyneux

Sponsorship Packages

It is proposed that the Council approach local businesses to sponsor a number of the Council's events. The money raised would be used to improve planned events and make them more accessible. In order to effectively and fairly market our sponsorship opportunities we have produced the attached sponsorship pack.

The pack details sponsorship options for the Fringe Week, River Rinse, Bonfire & Firework Display and Christmas Light Switch On. There is a selection of options for each event allowing companies to pick a package that is appropriate to them. This will allow both small and large businesses to become involved.

The four events have been chosen as we believe they are the most interesting to potential sponsors. The Dog Show already has effective sponsorship arrangements in place. The Food Fair was not included because it may alienate non-sponsoring exhibitors.

Attached is a draft sponsorship package that outlines the events and shows the packages on offer and how the events will be marketed.

It is proposed to promote this opportunity by writing to local businesses, using social media and through direct approaches to likely supporters.

Recommendation

To approve the attached sponsorship pack.



BUCKINGHAM TOWN COUNCIL

EVENTS SPONSORSHIP PACKAGES 2019

Contact us

Buckingham Town Council, Verney Close, Buckingham, MK18 1JP

Contact name: Amanda Brubaker, Events Co-ordinator

Tele: 01280 816426

E-mail: events@buckingham-tc.gov.uk

Buckingham Fringe Week

Saturday 13th July to Sunday 21st July

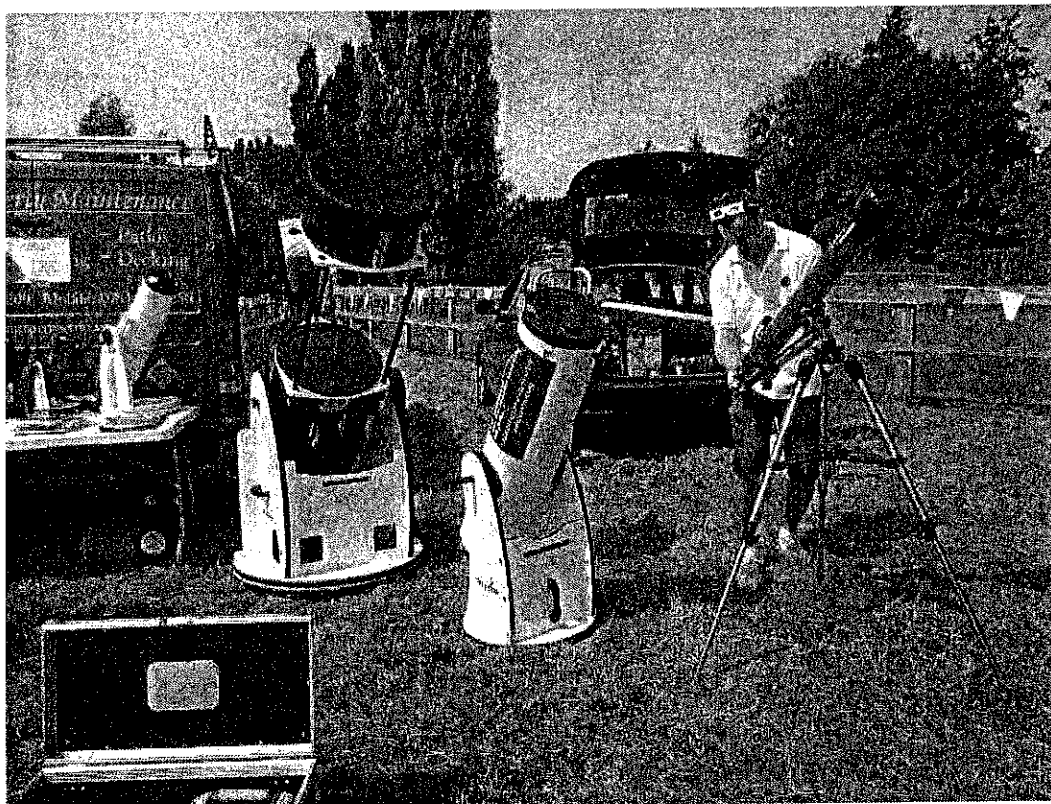
Various locations throughout the town

An annual community event for Buckingham and the surrounding area. A week of events funded and organised by Buckingham Town Council.

Entry to most of the events is free, but there is normally a charge for the music events and Comedy night.

The ever popular Oxford Fiddle Group return to the fringe Week each year.

Last year saw the popular Turn Up and Play Basketball sessions in both Chandos Park and Bourton Park, a Family Quiz Night, Family Camp Out Day and Astronomy evening featuring the UK Astronomy Group. There was also Live Acoustic Music from the Buckingham Acoustic Club in the Woolpack.



Packages Available

Buckingham Fringe Week – Event Sponsor	Bronze £100	Silver £250	Gold £500
Logo in Fringe brochure	✓	✓	✓
Acknowledgement in press release		✓	✓
Social media package	✓	✓	✓
Logo on promotional materials and banners			✓
Post on Town Council website with link to your organisation's website	✓	✓	✓
Your organisation's banner displayed at the event			✓

Marketing Strategy

- Fringe week brochures produced and distributed to every household and business within Buckingham 2 weeks before the event.
- Starting two months before the event, information will be put out on the Town Council social media pages and website. These are updated on a regular basis with news and photos. We will use Facebook, Twitter and Instagram to regularly promote the event. Event news is shared to the Tourist Information Centre's Facebook page, Buckingham What Matters Too You, Love Buckingham and a number of other local pages.
- Buckingham Fringe week banners positioned at all entrances into Buckingham 2 weeks before the event.
- Posters put up throughout Buckingham Town centre and in the noticeboards in the parks.
- Press release to the Buckingham & Winslow Advertiser as well as a variety of on-line listings and promotional sites such as Mix 96 What's On.

River Rinse

Sunday 22nd September & Sunday 6th October 2019

Buckingham Town Council join forces with Stowe Sub Aqua Club, Buckingham Fire and Rescue and a number of other volunteers to clean-up part of the River Ouse.

Members of the Sub Aqua club and Fire Service go into the water using their specialist skills and equipment while other volunteers scour the banks and surrounding areas.

This is a fantastic event to be involved with which removes a significant amount of rubbish from our beautiful river.



Available Packages

River Rinse	Single Sponsor £300	Time-In-Kind . Volunteering time. Company would be referred to as 'supporting'
Acknowledgement in press release	✓	✓
Acknowledgement in social media	✓	✓
Logo on promotional material and skip	✓	

Marketing Strategy

Before the event

- Posters on Town Council social media pages and website asking for volunteers.
- Posters put up throughout Buckingham Town Centre and in the noticeboards in the parks
- Press release to the Buckingham & Winslow Advertiser.

After the event

- Updates on social media including photos and acknowledgments.
- Press release including photos and acknowledgements.

Distribution of marketing materials includes the Tourist Information Centre, Community Centres, town centre, noticeboards, library.

Information is also sent to the MK18 magazine and Community Contact Magazine.

Bonfire & Fireworks Display

Saturday 2nd November

The Paddock, Bourton Park

The hugely popular Firework and Bonfire display takes place in Bourton Park. The whole evening begins at 6pm with a firework display at 7pm followed by a torch lit procession to light the bonfire.

The Lord Robartes' Regiment of Foote branch from the Sealed Knot will be giving a demonstration and assisting with the lighting of the Bonfire.

This is a very popular family event which attracts a large crowd of approximately 2,000 people.

This year we will be holding a Build-a-Guy competition which will be judged in the afternoon outside the Old Gaol. The Guys will then be placed on top of the bonfire.

Funding is being sought to increase the quality of the display and provide additional entertainment.



Available packages

Bonfire & Fireworks	Bronze £120	Silver £650	Gold £2,500
The event named by your organisation, i.e. the XXX Buckingham Fireworks Display			✓
Acknowledgement in press release	✓	✓	✓
Acknowledgement in social media	✓	✓	✓
Logo on promotional materials and banners			✓
Sponsor on Town Council website with link to your organisation's website	✓	✓	✓
Your organisation's banners displayed at the event			✓
PA Acknowledgement on the day		✓	✓

Build Guy Competition	£150 for prizes
As well as acknowledgement on social media you will be included in the acknowledgements at the Bonfire & Firework display in the evening.	✓

Marketing Strategy

- Online posters and advertising on the Town Council Social media pages and website.
- Press release to Buckingham & Winslow Advertiser and other local media.
- Posters put up throughout Buckingham Town centre and noticeboards throughout the parks.
- Event shown on Events Diary in the Buckingham Town Matters quarterly newsletter.

Distribution of marketing materials includes the Tourist Information Centre, Community Centres, town centre, noticeboards, library.

Information is also sent to the MK18 magazine and Community Contact Magazine.

Christmas Light Switch On & Carol Service

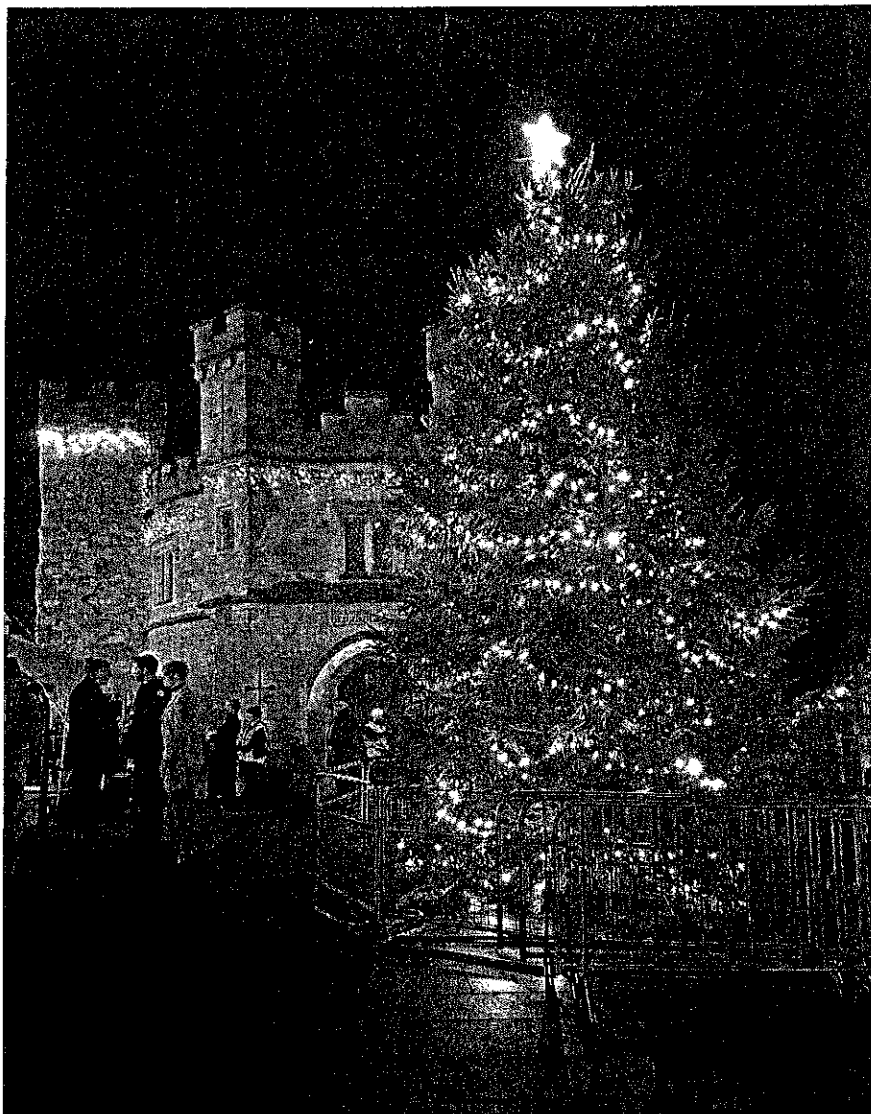
Saturday 30th November

Buckingham Town Centre outside the Old Gaol

The Christmas lights switch-on and carol service takes place outside the Old Gaol.

It is a family event aimed at bringing families into the town. Around 500 people will attend. This event is always well covered by the local press.

Father Christmas will be attending.



Available Packages

Christmas Light Switch On & Carols	Bronze £100	Silver £250	Gold £650
Acknowledgement in press release		✓	✓
Acknowledgement in social media.	✓	✓	✓
Logo on promotional materials and banners			✓
Sponsor on Town Council website with link to your organisation's website	✓	✓	✓
Your organisation's banners displayed at the event			✓
PA acknowledgement on the day		✓	✓

Christmas Carol Sheet & Programme sponsor.	Printing Costs
Your logo on 300 carol sheets and programmes which will be distributed amongst the audience. As well as acknowledgement on social media.	✓

Marketing Strategy

- Online posters and advertising on the Town Council Social media pages and website
- Event shown on Events Diary in the Buckingham Town Matters quarterly newsletter
- Press release in the Buckingham & Winslow Advertiser
- Posters put up throughout Buckingham Town Centre and in the noticeboards in the parks

Sponsorship opportunity deadlines

In order that marketing materials can be agreed and printed in time please contact us by the following deadlines so that you will not be disappointed.

Event	Sponsorship deadline
Buckingham Fringe Week sponsorship packages	15 th April 2019
Buckingham Fringe Week brochure	15 th April 2019
River Rinse sponsorship package	29 th July 2019
Bonfire & Fireworks Display sponsorship package	16 th September 2019
Christmas Light Switch On & Carols sponsorship package	16 th September 2019

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
Monday 11th February 2019**

Committee Chair: Cllr Terry Bloomfield

Contact Officer: Sam Hoareau / Claire Molyneux

Proposed Easter Activities for Lace Hill Event

Background

The annual Easter event will take place at Lace Hill on Sunday April 7th 2019. The date was agreed at TC&E on December 3RD 2018 minute 542.2/18. The event will consist of local stall holders, free craft activities for children and refreshments. Long term hirers have been encouraged to have a table for free to promote their business or organisation. In order to keep the events interesting and fun, we arrange a different attraction each year.

This year it is proposed that we have a pop up farm attend, (1xPony, 2xSheep, Goats, Chickens, Ducks & Rabbits). The farm is geared specifically towards children of nursery/pre-school age. The "larger" animals are all small breeds (Shetland sheep, pigmy goats and Timothy the Shetland pony) chosen for their placid temperament and docile nature. For children who are not sure about the larger animals there will be chickens, ducks and rabbits.

The pop up farm visit will cost £240, most of which will be covered by entrance and stall holder fee's.

The farm will set up outside at the back of the community centre. An event plan is in place and the safety advisory documents required by AVDC will be completed.

The pop up farm has confirmed that they are required to send completed animal movement documents to ARAMS (Animal Reporting & Movement Service) after the event, within 3 days. The pony does have a passport and it is a legal requirement that his travels with him – they will have it with them on the day. With regards to the goats (which are the same as sheep, cows and pigs), they have a unique identifying number each and it is law that they report each and every movement of them, this needs to be done within 3 days of the movement – they do not require a passport. They have provided, Insurance Certificate, DBS Certificate, Risk Assessment, and Advice on Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions

The event will be staffed by the LHSCC Coordinator, assistant, and volunteers. The hours worked on the event will be included in normal working week meaning no additional labour costs involved.

Volunteers are always very welcome to help out, if you can help out, please do get in touch with the LHSCC Coordinator.

FORECAST EXPENSES	
Farm	£240
Crafts	£20
Prizes/Treats	£30
TOTAL	£290

FORECAST INCOME	
Stall Fee	£50
Entrance Fee	£150
TOTAL	£200

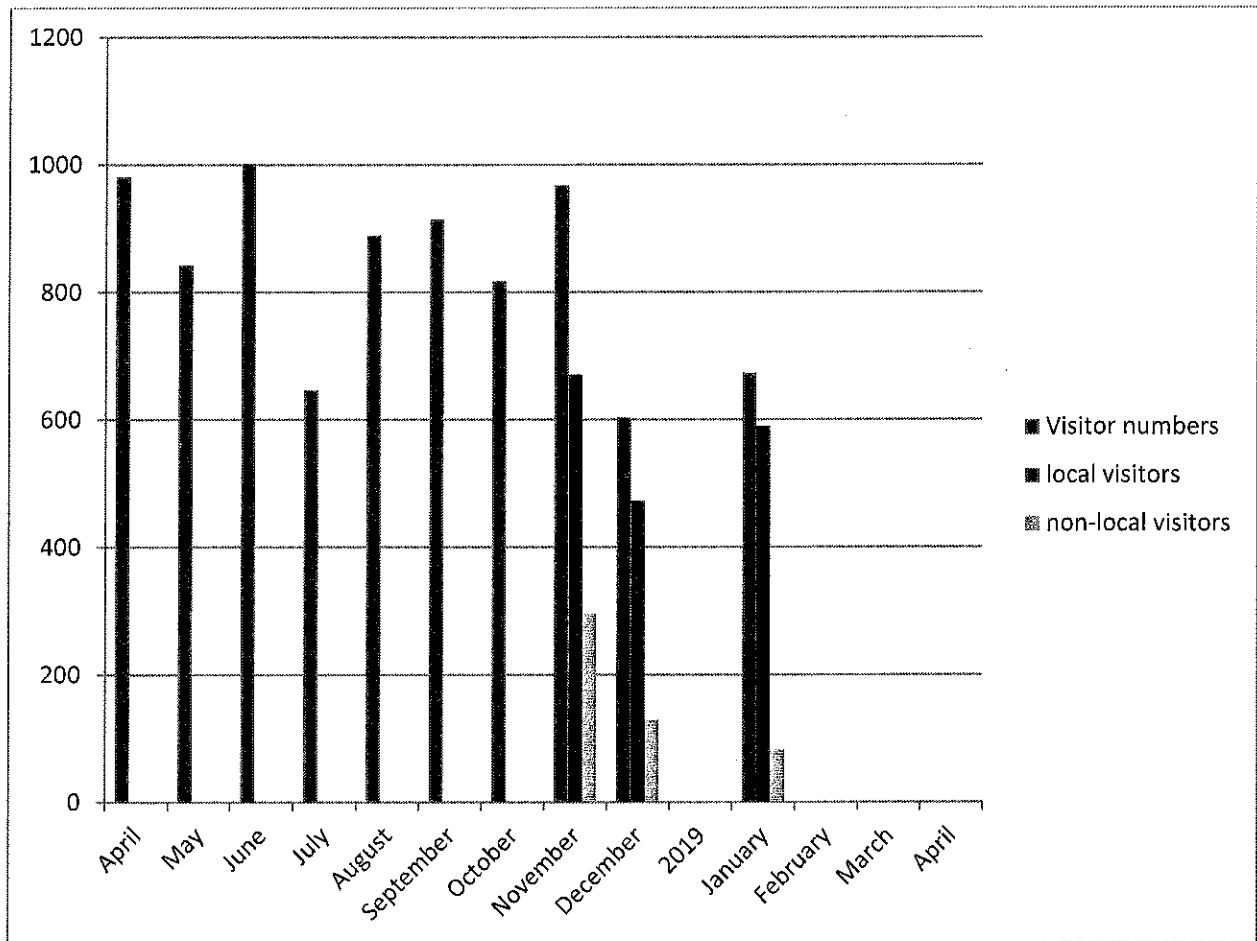
FORECAST EVENT COST	£90

Recommendation: To agree the pop up farm and support the community event.

EVENTS 2019

Event		Lead Cllr	Deputy
2019			
February			
Sat 23rd	Food Fair	Mike Smith	Terry Bloomfield
March			
Sat 2nd	Pancake Race	Terry Bloomfield	
April			
Sun 28th	Spring Fair		
May			
1st May	May Day Celebrations		
26th May	Music In The Market	Robin Stuchbury	
July			
Sat 13th	Fringe	Fringe Sub Committee	
Sun 14th	Fringe	Fringe Sub Committee	
Mon 15th	Fringe	Fringe Sub Committee	
Tues 16th	Fringe	Fringe Sub Committee	
Wed 17th	Fringe	Fringe Sub Committee	
Thur 18th	Fringe	Fringe Sub Committee	
Fri 19th	Fringe	Fringe Sub Committee	
Sat 20th	Fringe	Fringe Sub Committee	
Sun 21st	Family Fun Day (Lace Hill)		
August			
Sun 25th	Bandjam	Robin Stuchbury	
September			
Sun 6th	Dog Show	Lisa O'Donoghue	
Sun 22	River Rinse		
October			
Sun 6th	River Rinse		
TBC	Charter Fair	Robin Stuchbury	
TBC	Charter Fair	Robin Stuchbury	
November			
Sat 2nd	Bonfire & Fireworks	Andy Mahi	
Sat 30th	Christmas Light Switch On		
December			
Sat 15th	Christmas Parade	Howard Mordue	
Sat 14th	Community Fair		

Appendix G



New chart begun April 2018 with change of ownership