



BUCKINGHAM TOWN COUNCIL

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

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Wednesday, 05 June 2019

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council which will be held on **Monday 10th June 2019** in the Council Chamber, Cornwalls 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. **Election of Chair**
To elect a Chair of the Committee for 2019-2020
2. **Election of Vice Chair**
To elect a Vice Chair of the Committee for 2019-2020
3. **Apologies for Absence**
Members are asked to receive apologies from Councillors.
4. **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
5. **Minutes**
To receive and agree the minutes of the Meeting held on Monday 1st April 2019 seen by Full Council on the 20th May 2019.
6. **Terms of Reference**
To review and agree the Terms of Reference as agreed at Full Council (min 22.2.4/19) **Appendix A**
7. **Action List**
7.1 To receive the updated action reports **Appendix B**
7.2 Food Fair Feeder Pillar (min 851/18) – Events Coordinator to provide an update
7.3 Bonfire fireworks – Events Coordinator to provide an update (min 847/18)
8. **Budget** **Appendix C**
To receive the latest budget figures



Twinned with Mouvaux, France 

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

- 9. Ear-Marked Reserves**
To receive a report from the Town Clerk TCE/04/19
- 10. Market Rules**
To receive a written report from the Deputy Town Clerk TCE/05/19
- 11. Forthcoming Events**
- 11.1 Buckingham in Bloom - TBA
 - 11.2 Fringe Week – 13th – 21st July
 - 11.3 Basketball sessions – Monday 22nd July to Tuesday 27th August (weekly sessions)
 - 11.4 Play Around the Parishes – 29th July, 12th August & 21st August
 - 11.5 Bandjam 25th August
 - 11.6 Dog Show 8th September
 - 11.7 River Rinse 22nd September & 6th October
- 12. Event Reviews**
- 12.1 Spring Fair – To receive a written report from the Events Coordinator TCE/06/19
 - 12.2 May Day – To receive a written report from the Events Coordinator TCE/07/19
 - 12.3 Music in The Market – To receive a written report from the Events Coordinator TCE/08/19
 - 12.4 Lace Hill Easter Event - To receive a written report from the Lace Hill Co-ordinator TCE/09/19
- 13. Event Ownership** Appendix D
Please complete spreadsheet showing lead and deputy Councillor for forthcoming events
- 14. Events Survey** TCE/10/19
To receive a written report from the Town Clerk
- 15. Litter Picking**
To discuss hosting a community litter pick in Spring 2020
- 16. Lace Hill Summer Event – Cancer Relay** TCE/11/19
To receive a written report from the Lace Hill Co-ordinator
- 17. WW1 Lunch (20th May 2020)** TCE/12/19
To receive a written report from the Committee Clerk
- 18. Armed Forces Day** TCE/13/19
To receive a report from the Events Coordinator and decide on the Council's approach
- 19. Buckingham Calendar Proposal** TCE/14/19
To consider a report from the Tourist Information Coordinator
- 20. Planters**
Members to note that the new planters have been installed, including two at Lace Hill. Also that Buckingham WI are sponsoring the planters outside of the Postal Sorting Office and a Member of the public has planted up the one in the Cattle Pens.
- 21. Signs Policy** TCE/15/19
To receive a written report from the Town Clerk
- 22. Buckingham Action Group**
To receive a verbal update from Cllr O'Donoghue

23. Access

Verbal report on work with the Buckinghamshire Disability Service (BUDS) to improve the accessibility of events

24. Tourist Information Centre

- 24.1 To receive the latest visitor statistics
- 24.2 To receive a written report from the Town Clerk

**Appendix E
TCE/16/19**

25. Chairman's Items

COMMITTEE IN PRIVATE SESSION

26. Exclusion of Public and Press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

27. Operation London Bridge

To receive a written report from the Administrator

TCE/17/19

28. Date of the next meeting: Monday 29th July 2019

To:

Cllr. T. Bloomfield
 Cllr. M. Cole
 Cllr. Mrs. M Gateley
 Cllr. D. Isham
 Cllr. Harvey

Chair
(Town Mayor)

Cllr. A. Mahi
 Cllr. L. O'Donoghue
 Cllr. Mrs. C. Strain-Clark
 Cllr. R. Stuchbury

Vice Chair



Buckingham Town Council

Terms of Reference

Date Agreed: 20/05/19
 Minute Number: 22/19
 Reviewed 20th May 2019
 Prepared by:
 Paul Hodson
 Version: 2

TOWN CENTRE AND EVENTS COMMITTEE

Name

1. The Committee shall be known as the **TOWN CENTRE & EVENTS COMMITTEE**.
2. The Committee may be referred to as TC&E.

Membership

3. Membership of the committee is open to any Councillor who wishes to be a member
 - 3.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
4. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

5. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/Chairman's period of office is for one year.
6. The Committee shall elect a Vice-Chair/Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Vice-Chairman's period of office is for one year.
7. The Chair/Chairman if present shall Chair the Committee meeting.

Conduct of the Meeting

8. All meetings of the Town Centre & Events Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
9. All business undertaken at the Town Centre & Events Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Areas of Operation

10. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:

Markets

- 10.1 the day to day running of the Street, Flea, Farmers and Specialist Markets.
- 10.2 the promotion of environmentally friendly carrier bags.

Charter Fair

- 10.3 to organise and co-ordinate the Annual Charter Fair and set up contract.
- 10.4 to liaise with the Showmen's Guild and/or their representatives, the Police and the County Council.

Annual & Other Events

- 10.5 to set up Road Closure Orders.

- 10.6 to arrange and co-ordinate the Town Council's events being; May Day, Pancake Race, Music Festivals, Buckingham Fringe Week, River Rinse, Spring Fair, Food Fair, Dog Show, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town and any other event involving the Town Council.to organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.
- 10.7 to arrange the purchase of hanging baskets and similar floral arrangements, tubs and planters.

Promotion

- 10.8 to promote the Town through appropriate media and via the web site.
- 10.9 to work with the Town Centre Traders.
- 10.10 to support any other Council events in the Town Centre.

Youth Budget

- 10.11 to set up Youth Projects.

11. The committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.
12. The Committee shall undertake reviews of Terms of Reference as and when appropriate.

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
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	Ongoing	Ongoing
TC&E	540/18; 713/18; 118/18; 847/18	Bonfire & Fireworks	Members discussed and AGREED for the Event Coordinator to report back to the next meeting on any remaining underspend that could be donated to the Buckingham Air Cadets. ACTION EVENTS COORDINATOR	Events Coordinator	Town Clerk to report back to the June meeting following the close of the financial year.	Jun-19

TC&E	543/18	Buckinghamshire Disability Service	BTC AGREES to consistently demonstrate exceptional commitment to making events more accessible and inclusive for everyone including people with disabilities	Events Coordinator	Meeting with Cllr Strain-Clerk on Monday 4th February to discuss what is required at events.	Ongoing
TC&E	721/18	Event Sponsorship	Members were in agreement that a sponsor's name should not be a prefix to any Town Council event. Members AGREED for any revision to the sponsorship package to be managed by the Committee Chair, Vice-Chair, Deputy Town Clerk and Events Coordinator.	Deputy Town Clerk	Sponsorship Package amended	Completed

TC&E	851/18	Food Fair Feeder Pillar	Proposed by Cllr Stuchbury, seconded by Cllr. OD and unanimously AGREED for the Town Clerk to bring back a report on the costings of the feeder pillar outside of the Community Centre and consider funding from the Charter Fair budget or reserves. ACTION TOWN CLERK	Deputy Town Clerk	Jun-19
TC&E	858/18	Tourist Information Centre	Report to the June committee	Town Clerk	Jun-19
TC&E	859/18	Events Survey	Report to the June committee	Town Clerk	Jul-19

Month No : 2

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	278	5,446	5,168		5,168	5.1 %	
3998	0	866	11,620	10,754		10,754	7.5 %	
3999	0	4,378	55,096	50,718		50,718	7.9 %	
4042	0	0	1,000	1,000		1,000	0.0 %	
4079	0	0	400	400		400	0.0 %	
4094	0	2,340	3,000	660		660	78.0 %	
4104	0	0	7,000	7,000		7,000	0.0 %	
4107	0	25	250	225		225	10.0 %	
4115	0	0	400	400		400	0.0 %	
4119	0	0	8,000	8,000		8,000	0.0 %	
4126	0	0	1,000	1,000		1,000	0.0 %	
4166	0	66	1,000	934		934	6.6 %	
4201	0	0	11,000	11,000		11,000	0.0 %	
4202	0	0	5,000	5,000	3,350	1,650	67.0 %	
4203	0	0	400	400		400	0.0 %	
4205	0	0	3,900	3,900	425	3,475	10.9 %	
4208	0	30	530	500	120	380	28.3 %	
4210	0	0	75	75		75	0.0 %	
4211	0	0	3,500	3,500		3,500	0.0 %	
4212	0	0	1,500	1,500		1,500	0.0 %	
4213	0	0	495	495	95	400	19.2 %	
4216	0	0	50	50		50	0.0 %	
4220	0	0	3,500	3,500	302	3,198	8.6 %	
4230	0	0	50	50		50	0.0 %	
4241	0	0	3,000	3,000		3,000	0.0 %	
4243	0	0	7,345	7,345	7,254	91	98.8 %	
4260	0	0	2,000	2,000		2,000	0.0 %	
	TOWN CENTRE & EVENTS :- Expenditure	0	7,983	136,557	128,574	11,546	117,028	14.3 %
1013	0	0	400	-400			0.0 %	
1028	0	236	1,000	-764			23.6 %	
1029	0	0	1,000	-1,000			0.0 %	
1033	0	0	8,000	-8,000			0.0 %	
1062	0	0	200	-200			0.0 %	
1066	0	0	3,000	-3,000			0.0 %	
1069	0	0	6,670	-6,670			0.0 %	
1086	0	0	100	-100			0.0 %	
1087	0	0	100	-100			0.0 %	
	TOWN CENTRE & EVENTS :- Income	0	236	20,470	-20,234			1.2 %
	Net Expenditure over Income	0	7,747	116,087	108,341			

Month No : 2

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	358	330	-28		-28	108.5 %
4225 RATES	0	2,087	3,000	913		913	69.6 %
4235 MARKET INFRASTRUCTURE &	0	0	1,500	1,500		1,500	0.0 %
STREET MARKET :- Expenditure	0	2,445	4,830	2,385	0	2,385	50.6 %
1005 STREET MARKET	1,427	1,894	14,000	-12,106			13.5 %
1006 FLEA MARKET	368	459	5,000	-4,541			9.2 %
STREET MARKET :- Income	1,795	2,353	19,000	-16,647			12.4 %
Net Expenditure over Income	-1,795	92	-14,170	-14,262			
303 SPECIAL EVENTS							
4221 FRINGE	0	802	6,000	5,198		5,198	13.4 %
4242 FOOD FAIR	0	0	500	500		500	0.0 %
4244 REMEMBRANCE FLAGS	0	0	420	420		420	0.0 %
SPECIAL EVENTS :- Expenditure	0	802	6,920	6,118	0	6,118	11.6 %
1020 FOOD FAIR INCOME	0	0	500	-500			0.0 %
1083 FRINGE INCOME	0	0	3,000	-3,000			0.0 %
SPECIAL EVENTS :- Income	0	0	3,500	-3,500			0.0 %
Net Expenditure over Income	0	802	3,420	2,618			
305 TOURIST INFORMATION CENTRE							
4253 TIC	725	3,601	30,000	26,399		26,399	12.0 %
TOURIST INFORMATION CENTRE :- Expenditure	725	3,601	30,000	26,399	0	26,399	12.0 %
1084 TIC INCOME	535	1,522	32,000	-30,478			4.8 %
TOURIST INFORMATION CENTRE :- Income	535	1,522	32,000	-30,478			4.8 %
Net Expenditure over Income	190	2,080	-2,000	-4,080			
306 ACCESSIBILITY							
4254 ACCESS ABLE	0	0	3,400	3,400		3,400	0.0 %
ACCESSIBILITY :- Expenditure	0	0	3,400	3,400	0	3,400	0.0 %
Net Expenditure over Income	0	0	3,400	3,400			
TOWN CENTRE & EVENTS :- Expenditure	725	14,831	181,707	166,876	11,546	155,330	14.5 %
Income	2,330	4,111	74,970	-70,859			5.5 %
Net Expenditure over Income	-1,605	10,720	106,737	96,017			

Month No : 2

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>						
9001	0	0	1,000	1,000		1,000	0.0 %
9002	0	0	19,700	19,700		19,700	0.0 %
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	0	2,540	2,540	1,600	940	63.0 %
9035	0	0	1,405	1,405		1,405	0.0 %
9036	0	0	3,188	3,188		3,188	0.0 %
9037	0	0	249	249		249	0.0 %
9040	0	0	89	89		89	0.0 %
9045	0	0	520	520		520	0.0 %
9046	0	4,014	5,242	1,228	599	629	88.0 %
9048	0	0	2,071	2,071		2,071	0.0 %
EARMARKED RESERVES :- Expenditure	0	4,014	72,641	68,627	2,199	66,428	8.6 %
Net Expenditure over Income	0	4,014	72,641	68,627			
EARMARKED RESERVES :- Expenditure	0	4,014	72,641	68,627	2,199	66,428	8.6 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	0	4,014	72,641	68,627			

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 10th June 2019**

Contact Officer: Paul Hodson, Town Clerk

Ear-Marked Reserves

Recommendation

It is recommended that the following funds are added to earmarked reserves, with the remainder being moved to the general reserve:

Ear Marked Reserve for Christmas Lights	£1,000
Fair Trade Promotion	£400

Background

During the 2018/19 financial year, the TC&E expenditure was £141,958 against an income of £61,267. This compares to a budget of £145,355 against a projected income of £47,000. This means that there was an underspend of £17,664.

BUCKINGHAM TOWN COUNCIL

TC&E

Monday 10th June 2019

Contact Officer: Deputy Town Clerk
Subject: Buckingham Markets Prohibited Goods

Recommendation

To ban the trading of both real animal fur and faux fur at Buckingham Town Council's markets.

Background

The current market prohibited goods regulations state:

Buckingham Town Council's Market Management will not permit the sale of any illegal, dangerous or inappropriate products. The following non exhaustive list of products, or product goods, is prohibited from sale at Buckingham Town Council's market or any car boot sale that are licensed to Buckingham Town Council's market management:

Guns, replica guns, swords and knives (except Kitchen Knives and Cutlery) including antique, deactivated or collectible weapons, guns and knives, daggers and swords.

Live animals

Fireworks

Counterfeit goods

Illegally copied Videos, CDs, DVDs, MP3 Disks & Computer Games

Sex Toys or Accessories (including Pornography in any form)

Drugs or Drug related products

Inappropriate or Offensive Products

Information

While the trade of many types of fur is illegal and therefore already covered by the current market rules it is still perfectly legal to trade in some types of imported fur. It is also perfectly legal to trade in faux fur. The issue is that it is very difficult to tell the difference. Firms such as TK Max, Amazon and Tesco have been duped into selling products containing illegal real fur which they believed was faux. If traders of this size are unable to tell the difference, then it is unrealistic to expect the Markets Manager to know whether the item he is looking at is legal or not.

Therefore, it is recommended that Buckingham Markets implement an outright ban on the sale of all fur and faux fur products therefore removing any risk of being used to trade in illegal products.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 10th June 2019**

Contact Officer: Amanda Brubaker, Events Co-ordinator

Spring Fair 2019

Recommendation

It is recommended that we give the Spring Fair a theme again next year as this worked well this year.

Information

This year's Spring Fair was held on Sunday 28th April in the cattle pens in Buckingham Town Centre.

This year a theme of 'Love of Out Doors' was given to the Spring Fair and potential stallholders were informed of this and asked to provide a children's activity.

Stall holders that took part were –

Hammer Mill Crafts - makers of country inspired gifts using pheasant feathers and casing from spent gun cartridges.

Buckingham WI – 'Plant a sunflower' was the children's activity. For a fee of £2 you received two sunflower seeds and a pot and compost and full instructions on how to plant them. They were also selling cake and chili seeds for growing at home.

Friends of the Old Gaol – Information stall about the Old Gaol Museum and gifts to sell.

Natural Pampering – As always this stall was very popular. Handmade products such as natural soap, bath/skincare products, honey and handmade beeswax candles. The products are made from honey, beeswax and home grown herbs.

Buckingham Fairtrade – selling Fairtrade products

Men In Sheds - Selling items such as bird feeders, bird boxes and other items made by the group.

Woodland Trust – Information stall about the Woodland Trust and what it does.

Buckingham Canal Society – Charity stall and information about the work they do

The Flower Ladies – Have only been in business a year and grow their own flowers both in Buckingham and Calvert which are used in wedding and funeral displays.

National Trust Stowe – Information stall and making 'nature crowns' for children.

Environment Agency – Information stall

Bags by DKJ – stall selling bags

3rd Buckingham Scouts – Provided the barbecue and were also selling buckets and seed potatoes so that you could have a go at growing your own potatoes.

The Brackley Morris Men performed at noon and the dances were enjoyed by all.

Cllrs Attending The Event

Mayor Cllr Jon Harvey

Cllr Ruth Newell

Cllr Howard Mordue

Cllrs Volunteering At The Event

Cllr Terry Bloomfield

Cllr Andy Mahi

Cllr Mike Smith

Cllr Robin Stuchbury

Staff Working At The Event

Amanda Brubaker

Claire Molyneux

Russell Cross (Town Crier;
volunteer)

Stall Holders

Cllr Margaret Gateley

Staff having stall

Emma Churchill (TIC)

Rosemary Frohock

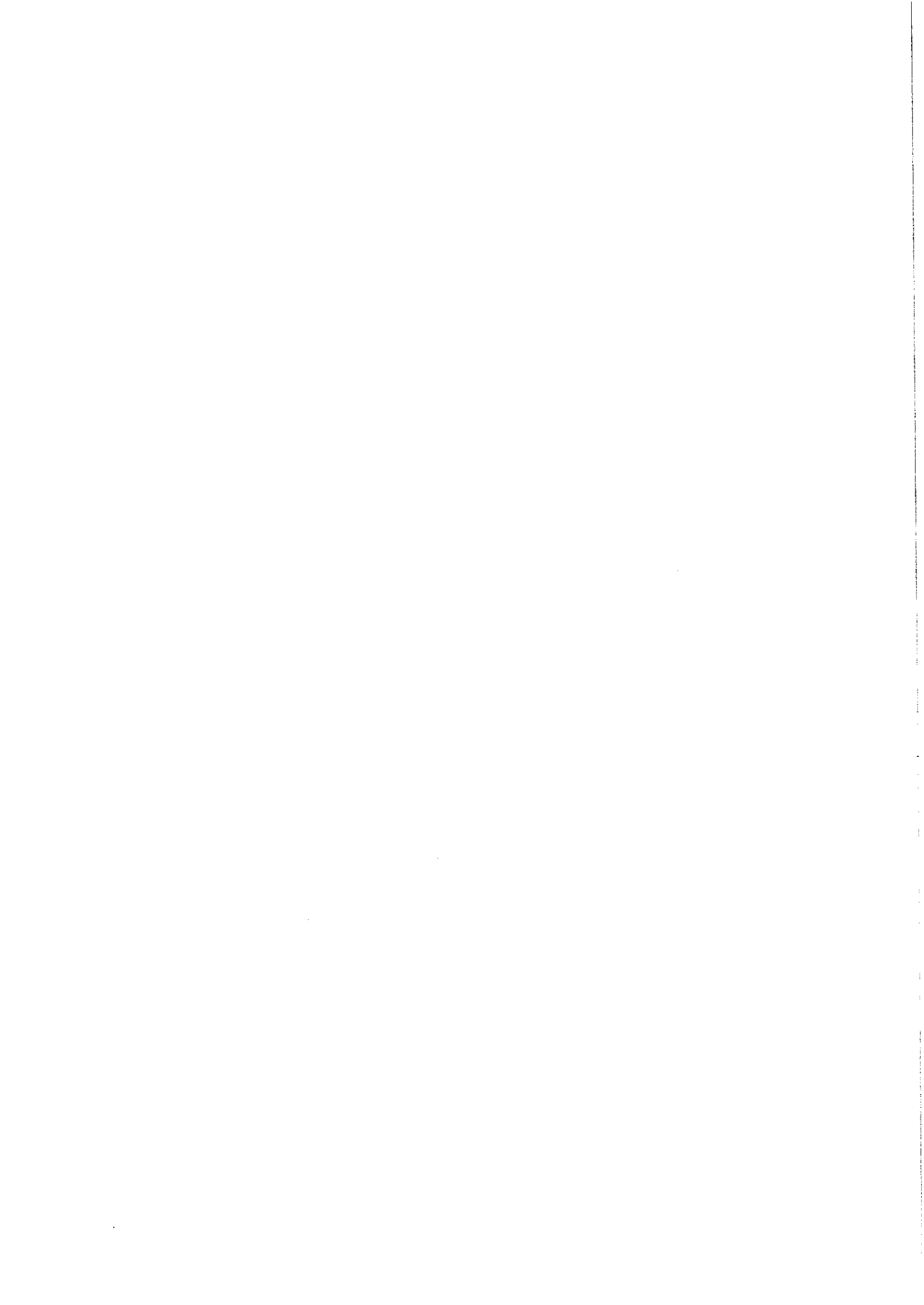
Cost for the event

Budget 301/4208

£500

Brackley Morris Men	£90.00
Boat Game	£30.00
Total Cost	£120.00
Balance Remaining	£380.00

Staffing cost	
2x members of staff 6 hours at double time	£364.56



**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 10th June 2019**

Contact Officer: Amanda Brubaker

May Day Celebrations 2019

Recommendation

It is recommended that we continue with this event as it brings schools together and is enjoyed by the community.

Information

This year's maypole dancing took place on Wednesday 1st May on the green outside St Peter & St Paul Church. As usual, it was a beautiful sunny morning and the blossoms were on the trees and the bluebells out. The schools had requested that the start time be brought forward to 10:30am so that they had more time to get the students back to school for lunch.

Welcomed by Deputy Town Mayor Cllr Mark Cole and the Town Crier, students from Buckingham Primary School, Bourton Meadow Academy, Lace Hill Academy and the George Grenville Academy took part in traditional country dancing and maypole dancing. The dances included Barbers Pole, Chrysanthemum, Spiders Web and the Gypsy's Tent.

Cllrs Attending The Event

Deputy Mayor Cllr Mark Cole
Cllr Howard Mordue
Cllr Mike Smith
Cllr Margaret Gateley
Cllr Robin Stuchbury

Cllrs Volunteering At The Event

Cllr Terry Bloomfield
Cllr Andy Mahi

Staff Working At The Event

Amanda Brubaker
Russell Cross (Town Crier;
volunteer)

Cost for the event

Budget 301/4216

£50

Event cost	£0
Balance Remaining	£50

Staffing cost N/A as during normal working hours	
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**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 10th June 2019**

Contact Officer: Amanda Brubaker

Music In The Market 2019

Recommendation

The Events Co-ordinator recommends that we continue to support this event as it is enjoyed by not only local residents but people from surrounding villages and brings trade into the town on a bank holiday.

Information

This year saw the 19th Music in the Market. Organised by Buckingham Acoustic Club and sponsored by Buckingham Town Council this free music event pulled in 1,000 people throughout the day.

This year the event started an hour later at 2pm and was opened by Town Mayor Cllr Mark Cole and the Town Crier.

The bands that played this year were Heart Strings Orchestra, Thirlby & Smith, Buckingham Children's Choir & Bittersweet Music, Henry Sampson, Mike Weston, Safari Boots, The Toucans, Cerys Price, 60's Jukebox, Muzz & Jenks and the headline band was Palmerston.

The stage this year was angled 45% so that it faced towards M&CO and the sound gazebo was placed in front of it which took up some of the space that the crowd usually occupied.

BuDS (Buckinghamshire Disability Service) came along with their gazebo and set up a quiet area near to the Old Gaol. Parents were able to take their children there and they could play with lego and do some colouring. They also had outdoor games such as connect and hook a duck. The group sectioned off a small area for wheelchairs in front of the sound gazebo and this was used by two people for most of the day.

BuDS very kindly brought along the Paralympic Torch which was from the Pyongyang Olympics. Unfortunately, the torch bearer who was due to attend with the torch was unable to so Andrew Clark from BuDS took the torch round for people to have a look at and to have their picture taken with it.

First Aid was provided by ALR Training and luckily there were no incidents for them to attend to.

Three SIA trained security guys from Newman Security were in attendance during the evening and kept an eye on two homeless guys that were hanging around outside Boots and M&CO.

The amount collected for the Mayors charities was £145.94.

Cllrs Attending The Event

Cllr Jon Harvey
Deputy Mayor Cllr Geraldine Collins
Cllr Paddy Collins

Cllrs Volunteering At The Event

Cllr Terry Bloomfield
Cllr Andy Mahi
Cllr Mike Smith
Cllr Robin Stuchbury

Staff Working At The Event

Amanda Brubaker
Claire Molyneux
Ian Saunders
Craig Calder
Stuart Baillie
Robin Taylor-Durr

Cost for the event

Budget 301/4220

£3,500

3 xSIA Security	£232.50
5 x Biffa Bins 1100 ltrs	£227.50
Road Closure	£81.87
Buckingham Acoustic Club	£2,888.38
Total Cost	£3,430.25
Balance Remaining	£69.75

Staffing cost 4 x Greenspaces team at double time 56 hrs 2 x members of staff (lieu time) 43.06 hrs Total Actual event cost Total Lieu Time cost Total Cost including staff not receiving overtime	 £840 £899.25 £1,739.25

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 10th June 2019**

Contact Officer: Sam Hoareau.

Lace Hill Easter Fair 2019

Recommendation

To support a similar Easter event at Lace Hill next year.

Information

Over 230 people attended this year's Lace Hill Easter Fair on Sunday 7th April 2019. Guests were greeted at the door, where a £1 entrance fee per person was taken to help pay towards the event. As this was clearly advertised on the promotional material and event page people were happy to pay.

Throughout the day the craft room was extremely busy; children were able to make Easter wreaths, cards, bunny masks, and more. Guests enjoyed browsing through 22 stalls. Several long-term hirers had a stall to help promote their activities, helping the event feel like an open day for the centre.

Children also enjoyed an Easter themed hunt. They were given a sheet with pictures that they had to find hidden inside the centre. When they had completed and found all the hidden pictures they then exchanged it in for a small chocolate egg.

The pop-up farm proved a great addition to the event and was very popular. Children were able to stroke and get up close to a pony, goats, sheep, chickens, and rabbits (a hand sanitising station was available).

The Buckingham Advertiser attended and published a number of photos including a front page feature and a three-page article.

The whole event ran smoothly and received positive feedback. It was a great way to bring the community together and to get new people to visit the centre.

The event was staffed by the LHSCC coordinator, assistant, and one regular volunteer. There is no additional staff cost involved as this was part of the usual working week. The event was on budget, please see below for costings.

	FORECAST EXPENSES	ACTUAL EXPENSES
Farm	£240	£240
Treats/Prizes	£20	£21.50
Crafts	£30	£45
TOTAL	£290	£306.50

	FORECAST INCOME	ACTUAL INCOME
Stall holders	£50	£48.80
Entrance fee's	£150	£185.60
TOTAL	£200	£234.40

	Forecast Event Cost	Actual Event Cost
TOTAL	£90	£72

All figures exclude VAT

EVENTS 2019/2020

EVENTS 2019/2020			
	Event	Lead Cllr	Deputy
	2019		
	July		
	Buckingham In Bloom	Terry Bloomfield	
Sun 14th	Joel Dommett - Comedy Night	Lisa O'Donoghue	
	Oxford Fiddle Group		
Fri 19th	Quiz Night	Terry Bloomfield	
Sat 20th	An Evening of Magic 'Aidan The Wizard'		
Sun 21st	Family Fun Day (Lace Hill)		
	August		
Sun 25th	Bandjam	Robin Stuchbury	
	September		
Sun 8th	Dog Show	Lisa O'Donoghue	Terry Bloomfield
Sun 22	River Rinse		
	October		
Sun 6th	River Rinse		
11th (Friday)	Charter Fair	Robin Stuchbury	
18th (Friday)	Charter Fair	Robin Stuchbury	
	November		
Sat 2nd	Bonfire & Fireworks	Andy Mahi	
Sat 30th	Christmas Light Switch On		
	December		
Sat 14th	Christmas Parade	Howard Mordue	
Sat 14th	Community Fair	Terry Bloomfield	
	2020		
	February		
Sat 22nd (closest Saturday to Shrove Tuesday 25th)	Pancake Race		
Sat 29th	Food Fair		
	April		
Sun 26th	Spring Fair		
	May		
1st May	May Day Celebrations		
24th May	Music In The Market	Robin Stuchbury	

BUCKINGHAM TOWN COUNCIL
EVENTS SURVEY FEEDBACK
TOWN CENTRE AND EVENTS COMMITTEE

10th JUNE 2019

Contact Officer: Mrs Louise Stubbs, Administrator

Recommendation:

It is recommended that Committee notes this report.

Background:

The Communications Sub-Committee decided to include a single page Events Survey form in the Spring 2019 newsletter. This was to be a simplified version of an online survey that would be promoted on social media and to the press. The survey closed on the 31st March 2019 and the newsletters were delivered at the end of February giving residents more than 4 weeks to complete the survey.

Survey Results

26 people completed the survey. Only one of these responses was a paper copy from the newsletter, the rest were completed online.

The most popular events were: the Food Fair, Bonfire and Fireworks and the Christmas Light Switch on with the Synthetic Ice Rink and Community Fair also featuring.

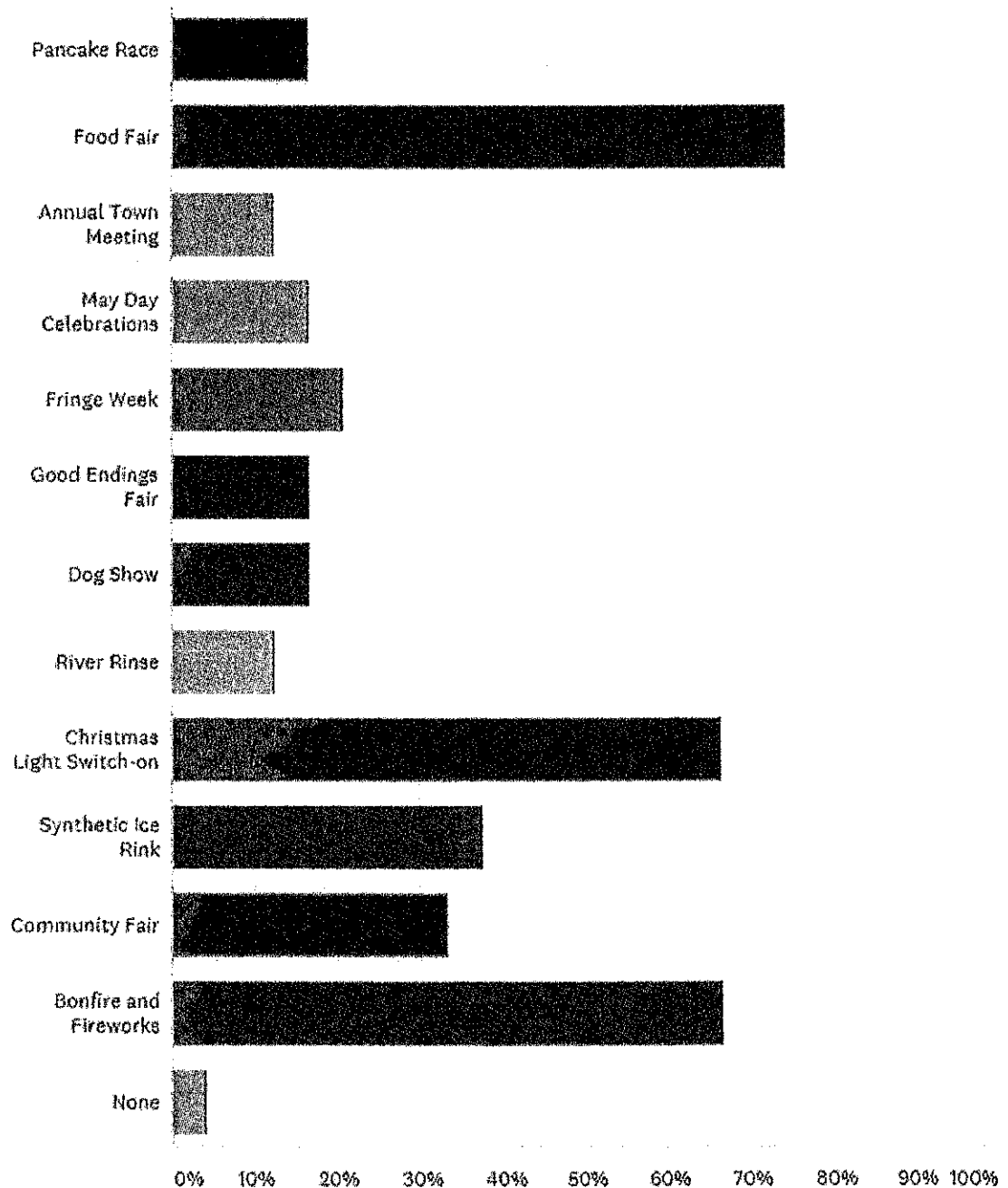
When asked what their favourite event was, most respondents 58.33% answered Bonfire and Fireworks. The Christmas Light Switch on was second with 16.67% and the Food Fair and Synthetic Ice Rice both received 8.33% of the votes. ¹

Positive comments about the events mainly focused on "friendly atmosphere", "great food" and "well organised" as well as "seeing the community come together", "impressive and professional fireworks display" and "something interesting to do close to home".

¹ For future surveys, it would be more helpful to allow more than one response to this question.

What Buckingham Town Council events have you attended?

Answered: 24 Skipped: 1



Suggesting for change were:

That events could be bigger to attract more people, promotion of events could sometimes be improved, temporary toilets in Bourton Park, there was also a suggestion to light the bonfire first at the Fireworks Display and for more food vans at all events.

Suggested new events were:

Beer Festival, more Comedy Nights during the Fringe, Motorcycle festival, Music festival in the park, summer festival/carnival, expanded Christmas market, guided tours in the town, town barbecue, craft fair, farmers market, another unique Christmas event, giant scavenger hunt, town centre displays, opportunities for older and younger people to mix, women focused events, pop-up circus, pop-up shops at Christmas,

Interest in **volunteering** was 42% with several people mentioning that they were willing to take part in tasks like litter picking.

Almost all **postcodes** confirmed the responses came from inside Buckingham.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 10th June 2019**

Contact Officer: Sam Hoareau, Lace Hill Sports and Community Centre Coordinator

Proposed Lace Hill Summer Event 2020

Recommendation

It is recommended to support Mr Lionel Weston's proposal for a 2020 Cancer Research, Relay for Life event at the Lace Hill Sports and Community Centre and combine it with the 2020 Lace Hill Summer Event. However, it is recommended that this is conditional on explicit written agreement being provided that no vehicles will be allowed on the football pitches and the protection of the football pitches is considered at every level of planning.

Request From Mr Lionel Weston

REQUEST TO ORGANISE A CANCER RESEARCH UK EVENT ON LACE HILL PLAYING FIELDS IN 2020

1. 2020 should be the 8th Relay For Life (CRUK)..... the previous seven being held at Bourton Meadow Academy playing field. I would like to stage this event next year either as part of the already established "Fun Day" on July 19th or as a "Stand Alone" event on Saturday May 30th (provisionally) or any recommended date by the Grounds Committee.
2. "The Relay" would run from 11 am until 11 pm and would be incorporated into a "Community Charity Carnival"
3. There would be a circular track marked out for walkers and runners to "lap" in teams for the entire event as this is one of the main aspects of Relay.
4. Certain vehicles would need to have access to the fields.....e.g. food outlets, big screen, stage erectors and stall organisers. Any damage to the pitch surface areas/grass would be negligible unless there was very inclement weather. However, in the case of heavy rain and high winds the event would be cancelled and we would need to use some indoor facilities if possible.
5. Parking would not be a problem as free park and ride shuttle services from nearby safe areas will be available.
6. The event will aim to attract all sections of the entire community..... families, local groups and individuals, schools, businesses and organisations.
7. The residents of Lace Hill will be apprised of the event beforehand so as not to be disturbed by any undue noises associated with the event..... music, crowd appreciation of the attractions etc.

8. This will be a major event on the calendar for Buckingham residents and visitors to enjoy..... and Lace Hill offers the most appropriate site for it to be a successful and safe activity. I hope it will be supported by the Town Council and other local formal organisations.
9. All proceeds will go towards the Cancer Research UK through the Local Action Group.

Thank you

Lionel Weston

Information

The 2020 Lace Hill Summer Fun Day is due to be held on the 19th July 2020. It is an annual event which brings local businesses, groups and organisations together to run free activities for the local community.

Mr Weston has met with the LHSCC Coordinator to discuss the practicalities of basing the event at the Lace Hill Centre. Combining the Race For Life with the Lace Hill Summer Event into one 'super event' makes good logistical sense and as Mr Weston notes would be a major event on the Buckingham Calendar.

The one concern about Mr Weston's proposal is his view that **"Any damage to the pitch surface areas/grass would be negligible unless there was very inclement weather."** The Estates Manager has been consulted and has serious concerns about allowing vehicles onto the actual pitches. Maintenance of the pitches is extremely costly and time consuming. Driving vehicles onto them risks substantial damage which it would not be possible to repair before the start of the season. It is therefore recommended that permission for this event is only given if there is a clear commitment to keeping all vehicles off the pitches regardless of the weather.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 10th June 2019**

Contact Officer: Paul Hodson, Town Clerk

Buckingham War Memorial Re-dedication

Recommendation

It is recommended that Members agree for detailed plans for Option b) be developed with the church, i.e. to hold a public re-dedication service (with invited guests and dignitaries) followed by tea and cakes in the church for all who attended.

It is recommended to continue to aim the event at families of those who were commemorated by the original World War I memorial.

Information

At TC&E Committee of the 15th October 2018 (*min 421/18*) Members AGREED 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.*

The office has since advertised the event (on three separate occasions) across social media and in the local newspaper, asking for expressions of interest from local families. To date, only seven families have expressed an interest in attending an event, with a maximum of 20 individuals attending the event. One relative of someone who died in World War 2 also contacted the office, but then realised that the proposed event was just for those recognised by the original World War memorial. In light of this Members are asked to consider whether a lunch and rededication service is still the preferred method for commemorating the 100th anniversary of the dedication of Buckingham's War Memorial.

For information the following key meetings/events are also taking place in May 2020:

- 4th May – Early spring Bank Holiday
- 7th May – Elections
- 11th May – Annual Statutory Meeting
- 18th May – Full Council & Planning Committee
- 20th May – *Re-dedication Service*
- 24th May – Music in the Market
- 25th - Late Spring Bank Holiday
- 29th May – Mayor's Reception

Options

Options for an event to mark the re-dedication of the Buckingham War Memorial on the 20th May 2020:

- a) A public re-dedication service (with invited guests and dignitaries) followed by a catered community lunch in the Buckingham Community Centre for the families who have come forward and dignitaries
- b) A public re-dedication service (with invited guests and dignitaries) followed by tea and cakes in the church for all who attended (subject to agreement from the Church Team)
- c) Ask Rev. Pearson-Gee to consider marking the anniversary within an appropriate Sunday service in May 2020 (with no involvement from the Council)
- d) For a), b) or c); widen the invitation to relatives of those named from World War II
- e) No event held

At present, it is likely that the catered lunch would be for around 40 people, including dignitaries and families. This may rise if other families expressed interest nearer the date.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 10th June 2019**

Contact Officer: Amanda Brubaker, Events Co-ordinator

Armed Forces Day 29th June 2019

Recommendation

It is recommended that the Council supports the activities that the Royal British Legion will be putting on and that we raise the Union Flag on the flagpole outside of the Community Centre.

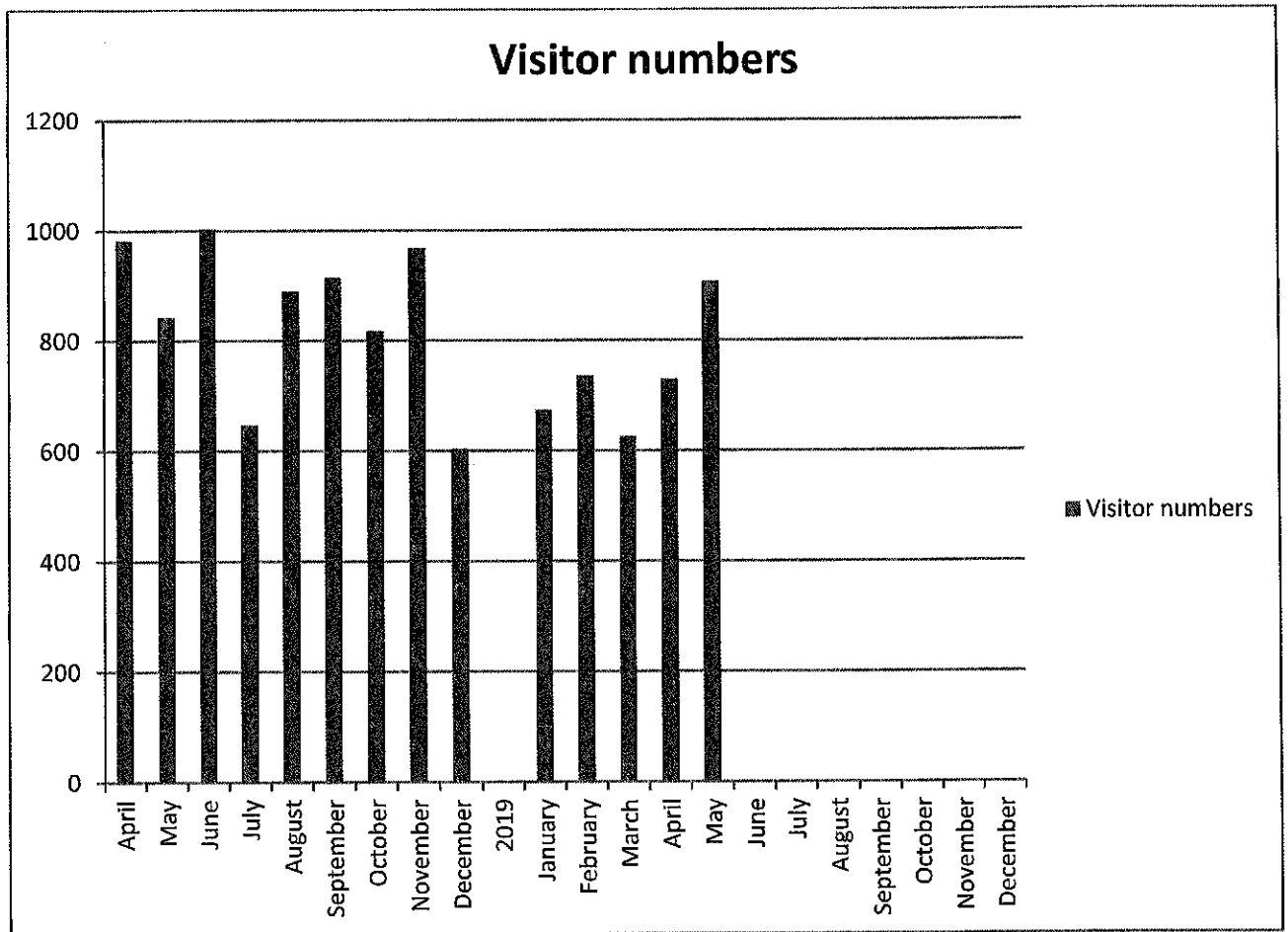
Information

Chairman of the Royal British Legion, Andy Cooper has advised the Events Co-ordinator that they will be holding an event at the Cote, The Woolpack on Saturday 29th June. They will be having a couple of military vehicles parked outside.

They are in the process of contacting the Army and Air Cadets to see if they would like to be involved.

Inside the Cote there will be a display of short films, memorabilia etc.- a demonstration on 3D printers has been offered.

The Woolpack will be doing a BBQ in the afternoon weather permitting. Flags will be displayed round the garden and a Silent Soldier given to the Royal British Legion by Akeley Church will also be on display.



New chart begun April 2018 with change of ownership

November – 672 locals. 296 FA

December - 474 locals. 130 FA

January 591 Locals. 83 FA

February 500 locals. 236 FA

March 418 locals. 208 FA +400

April 500 locals. 230 FA

April 624 locals. 283 FA

BUCKINGHAM TOWN COUNCIL

Monday 18th March 2019

Contact Officer: Emma Churchill, TIC Supervisor

Subject: Buckingham Town Calendar

Recommendation.

To run a photography competition online and choose twelve winning photos which will be made into a calendar printed by Colour Calendars at a cost of £789 to be sold in the TIC at a cost of £5.50 each.

Background

During the Christmas period the TIC was inundated with people trying to buy Buckingham themed calendars. In the past Phillips made one which The Old Gaol gift shop sold but they no longer do this. This leaves a big gap in the market which the Tourist Information Centre could fill. The TIC Supervisor has searched for a Buckingham themed calendar to sell in the Tourist Information Centre but was only able to find a general Buckinghamshire calendar which had little to do with the town of Buckingham itself. It is therefore recommended that the Council run a photography competition and choose twelve winners to feature in the calendar.

There are a number of benefits:

- The competition will generate interest and discussion in the town and remind people how beautiful it is.
- As part of the T&C the photos submitted will belong to the Council which we can use in future marketing.
- The calendar is a marketing product in its own right. It will help to spread the appeal of the town as a tourist destination.
- There is clearly a market for the product which should eventually pay for itself.

Information

The tourist Information centre sells homemade products by local traders and a local calendar would appeal to both locals and tourists. The calendar will have 12 A4 pages and be wall hanging.

It is proposed that we print 250 copies.

The winners will receive a free calendar and be fully credited for their work. The winning photos will be published across social media and local press. The competition will be completely run online although we will also use traditional forms of advertising in order to target a wide range of entrants.

Costings

Three companies were asked to quote for 250 A4 wall hanging calendars.

Phillips - £1,375.

Each calendar will cost - £5.50 to produce.

Suggested selling price - £7.50.

184 calendars will need to be sold in order to make a profit.

Busiprint - £834.

Each calendar will cost £3.33 to produce.

Suggested price £5.50 per calendar.

152 calendars will need to be sold to make a profit.

Colour Calendars* (on-line specialist calendar printer) - £789.

Each calendar will cost £3.15 to produce.

Suggested price £5.50.

144 calendars will need to be sold to make a profit.

*This is the only service which includes shrink-wrapping of the calendar, making them look more professional.

Conclusion

While Phillips are a local company and they were very interested in being involved and offering a free design service they were considerably more expensive than the online option.

Busiprint did not offer any design service or software and will only print from a completed PDF. Due to this the TIC supervisor is concerned that the result will not look as professional as the other options.

Colour Calendar were cheaper with a very easy to use website and the chance to see a final copy before the calendar is produced. The TIC supervisor has a degree in photography and would be confident in using this website to design a professional looking product. It is therefore recommended to use this company.

All costs include VAT, package and postage.

BUCKINGHAM TOWN COUNCIL
SIGN POLICIES
TOWN CENTRE AND EVENTS COMMITTEE
10th JUNE 2019

Contact Officer: Paul Hodson, Town Clerk

Recommendation:

It is recommended that Committee provides feedback as to what a revised signage policy should include, and agrees to consultation being carried out with residents and town centre businesses to establish their views.

Background:

The Town Council deals with signage around the town in two categories: signs on the highway, and compliance with planning requirements, including signs within the conservation area.

Signs on the highway

The Town Council has an ongoing agreement with the County Council to carry out a set of minor works on the highway, such as cutting grass verges. The agreement also includes the responsibility and power to remove signs which:

1. Endanger or obstruct the passage of vehicles or pedestrians, and/or
2. Obstruct or interfere with the view of drivers or vehicles, and/or
3. Obstruct or interfere with light from a public lamp, and/or
4. Potentially cause danger to the [highway], [road] or [footpath]

The County Council has specified the process for removing signs which are covered by this agreement. Where two letters are sent by the Town Council and both are ignored, the County Council is responsible for taking legal action against offenders.

Illegal Signs Policy

The Illegal Signs Policy has been in place for some time. It has not been reviewed since the devolved services arrangement was put in place. The policy refers to permission being given by the County Council. The County Council have recently confirmed that they have no mechanism in place for giving such permission, and their view is that this matter is now devolved to the Town Council. The policy is not currently applied consistently. The Town Council itself regularly advertises events by putting up posters around the town.

Recently, officers have instructed a business to remove signs placed on the bypass advertising their business. The Planning Committee regularly discusses signage within the Town Centre, seeking to identify and arrange removal of signs which are not consistent with the conservation area, or block the highway. It is hard to be consistent with this approach. The Town Council wishes to encourage businesses to trade and prosper in the Town Centre; it would therefore be consistent to support their efforts to advertise where this is possible.

Responsibility for deciding on which signs to remove varies between the Town Clerk and Mayor and Committee Chairmen. Deciding whether signs are "detrimental to the townscape" is rather a subjective judgement.

Current Illegal Signs Policy

BUCKINGHAM TOWN COUNCIL POLICY ON AND CRITERIA FOR THE REMOVAL OF ILLEGAL ADVERTISING

1. Buckingham Town Council will remove all cardboard, paper or wooden signs in and around the town which have no written permission for display from Buckinghamshire County Council. 2. All cardboard, paper or wooden signs will be disposed of as the Town Clerk or authorised representative of the Town Council decides. 3. All 'A' boards or metal swing signs in and around the town will be removed unless in the opinion of the Mayor, the Chairman of the Environment & Property Committee and the Clerk of Buckingham Town Council the location of the boards a) is not detrimental to the townscape, and b) is sufficiently clear of the main footpath as not to cause an obstruction, or c) is not causing an obstruction to the main pedestrian traffic, or d) causes attention to be drawn to an obstruction or potential danger (e.g. a step). 4. For 'A' boards and substantial signs other than those in para.3, above, a warning letter will be sent to the advertiser stating that the board will be removed in 7 days. After that date the boards will be removed and stored in Buckingham Town Council's storage facility for a period of 6 months, after which the sign will be destroyed. 5. Buckingham Town Council will charge £20 for each sign removed following a warning letter. Buckingham Town Council will review costs in January of each year.

Town Centre signage falls under T C and E, who agreed the illegal signs policy.

BUCKINGHAM TOWN COUNCIL

TC&E

Monday 10th June 2019

Contact Officer: Paul Hodson, Town Clerk
Subject: Reviewing the Tourist Information Centre

Recommendation

It is recommended that the Council set up a Task and Finish Group to review the Tourist Information Centre service. The Group's remit would be to clarify the benefits provided by the service, to review the service now compared to that provided by the Tourism South East before the current arrangement, and to make recommendations on any changes or improvements which could be made.

Background

The Town Council took on direct management of the Tourist Information Centre in April 2018. Prior to that the Town Council had paid Tourism South East to provide a similar service. Now that the Council has been running the service fully for 12 months, it is possible to review the budget, customer numbers and known impact of the service.

Proposed Approach

It is proposed that the Council establish a Task and Finish Group to review the TIC service and report back to the Town Centre and Events Committee. The Group would hold three meetings, which would investigate:

Meeting 1

Review of Objectives why the service exists and what it seeks to achieve
Review of what other Tourist Information Centres provide to identify benchmarks
Review of partners with an interest in the TIC and their views

Meeting 2

Service Delivery Outcomes – how well the service is being operated in order to achieve the strategic objectives
Review of 2018/19 expenditure against forecast

Meeting 3

Quality – the quality of the services delivered, including customer feedback and views from neighbouring attractions, and any issues relating to accessibility

Timing

Meetings to be held from July – October, to enable recommendations to be reflected in the proposed precept for 2020/21.

Resources

The Group would receive support from the Town Clerk, Deputy Town Clerk and TIC Coordinator.

Membership

It is proposed that the Group is made up of Councillors who wish to take part, along with a representative from the Old Gaol Trust.