



# BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

Email: [Townclerk@buckingham-tc.gov.uk](mailto:Townclerk@buckingham-tc.gov.uk)  
[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Wednesday, 24 July 2019

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council which will be held on **Monday 29<sup>th</sup> July 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. **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 10<sup>th</sup> June 2019 received at Full Council on 15<sup>th</sup> July 2019. (TCE/01/19) **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. **Bard of Buckingham** **TCE/41/19**  
To receive and discuss a written report from the Town Clerk
7. **Staff time on Committee Event Reports** **TCE/42/19**  
To receive and discuss a written report from the Town Clerk



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.*

*Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.*

**8. Forthcoming Events**

Play Around the Parishes	29 <sup>th</sup> July, 12 <sup>th</sup> August, 21 <sup>st</sup> August
Turn Up and Play Basketball	22 <sup>nd</sup> , 29 <sup>th</sup> July, 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> , 27 <sup>th</sup> Aug
Bandjam Sunday	25 <sup>th</sup> Aug
Merchant Navy Day	3 <sup>rd</sup> September
Dog Show Sunday	8 <sup>th</sup> September
River Rinse Sundays	22 <sup>nd</sup> September/6 <sup>th</sup> October
Local Democracy Friday	11 <sup>th</sup> October
Charter Fair Saturday	12 <sup>th</sup> October
Charter Fair Saturday	19 <sup>th</sup> October

**9. Event Reviews**

9.1 Fringe Week – To receive a verbal report from the Events Coordinator

**10. Buckingham in Bloom**

To receive a verbal update from Cllr. Bloomfield

**11. 75th Anniversary of VE Day**

To receive and discuss a written report from the Town Clerk

**TCE/43/19**

**12. Buckingham Action Group**

To receive a verbal update from Cllr O'Donoghue

**13. Access**

**14. Tourist Information Centre**

To receive the latest visitor and accommodation statistics

**Appendix C**

**15. News Releases**

**16. Chair's Items**

**17. Date of the next meeting: 14<sup>th</sup> October 2019**

**To:**

Cllr. T. Bloomfield	Vice Chair
Cllr. Mrs. M Gateley	
Cllr. D. Isham	
Cllr. Harvey	
Cllr. A. Mahi	Chair

Cllr. M. Cole	(Town Mayor)
Cllr. L. O'Donoghue	
Cllr. Mrs. C. Strain-Clark	
Cllr. R. Stuchbury	

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	75/19	Signs Policy	Town Clerk to review and bring back to a future meeting	Town Clerk		Ongoing
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	BUDs have provided advice for Lace Hill Family Fund Day. BUDs attended Music in the Market and provided equipment. BUDs providing advice on future events, and all events plans consider accessibility.	Ongoing; now business as usual
TC&E	851/18; 61/19	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	Town Clerk	A vote was taken on Cllr. Mahi's proposal not to proceed with the installation of a feeder pillar but to revisit the idea within any feasibility study for extending the Council Chamber.	Review in October 2019 along with Council Chamber plans.
TC&E	858/18; 78/19	Tourist Information Centre		Town Clerk	Members AGREED for the Town Clerk to arrange an initial meeting for the Tourist Information Centre staff to detail their thoughts and idea forward before meeting with any Councillors	Jul-19
TC&E	62/19	Solar Loan Repayments (Budgets)	Report to July Committee	Town Clerk	To report back to committee on why it is appearing on the budget	29th July 2019
TC&E	66/19	Staff time	Cllr. Stuchbury questioned why the cost of staff time was included within every TC&E event report and not within any of Environment Committee's activities. Proposed by Cllr. Bloomfield and seconded by Cllr. O'Donoghue for the Town Clerk to bring a report back to a future meeting of the TC&E Committee.	Town Clerk	Requested by TC&E previously, not requested by other committees.	Jul-19
TC&E	66	Mobile Phone applications for use at events	Proposed by Cllr. Harvey, seconded by Cllr. O'Donoghue and unanimously AGREED for the Events Coordinator to investigate the use of mobile phone technology applications to distort/blur photographs so children's faces can not be recognised.	Events Coordinator	Now addressed through the photography policy, being drafted through Resources	Action moved to Resources

TC&E	69/19	Litter Picking Event	<b>AGREED</b> to host a community litter pick in Spring 2020 similar to Clean for the Queen or The Big Spring Clean. Cllr. O'Donoghue suggested writing to the Youth Centre to encourage involvement from Youth Leaders and DoF groups	Events Coordinator	Report back to October Committee	Oct-19
TC&E	71/19	WW1 War Memorial Rededication	Proposed by Cllr. Harvey, seconded by Cllr. Stuchbury and unanimously <b>AGREED</b> for the Events Coordinator, Chair and Vice Chair to plan the event and report back to a future meeting of TC&E.	Events Coordinator	Report back to October Committee	Oct-19
TC&E	72/19	Buckingham Calendar	Proposed by Cllr. Bloomfield and seconded by Cllr. Harvey 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	Tourist Information Coordinator	In place; report on outcome to be provided in January 2020	Jan-20

**INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES**

<b>PAGE No</b>	<b>CODE</b>	<b>COST CENTRE</b>	<b>AMOUNT</b>	<b>EXPLANATION</b>
2	4017	302	-£28.00	subscription cost increase not expected
3	9033	901	-£1,393.00	Income for 2018-2019 or 2019-2020 not received so will show as an overspend. Once income is received
				then it will be shown in the income section - N/Lcode 1070 901.

Month No : 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>EARMARKED RESERVES</u></b>						
901	<u>EARMARKED RESERVES</u>					
9001	0	1,000	1,000		1,000	0.0 %
9002	0	20,000	20,000		20,000	0.0 %
9004	0	28,076	28,076		28,076	0.0 %
9006	0	598	598		598	0.0 %
9012	0	6,753	6,753		6,753	0.0 %
9015	0	4,136	4,136		4,136	0.0 %
9022	0	1,000	1,000		1,000	0.0 %
9025	0	27,121	27,121		27,121	0.0 %
9027	0	226	226		226	0.0 %
9029	0	5,399	5,399		5,399	0.0 %
9030	0	2,404	2,404		2,404	0.0 %
9033	3,933	2,540	-1,393		-1,393	154.8 %
9035	0	1,405	1,405		1,405	0.0 %
9036	0	3,188	3,188		3,188	0.0 %
9037	400	400	0		0	100.0 %
9040	0	89	89		89	0.0 %
9041	200	200	0		0	100.0 %
9045	0	520	520	269	251	51.8 %
9046	4,613	5,242	629		629	88.0 %
9048	1,750	2,071	321		321	84.5 %
EARMARKED RESERVES :- Expenditure	<b>10,896</b>	<b>112,368</b>	<b>101,472</b>	<b>269</b>	<b>101,202</b>	<b>9.9 %</b>
<b>Net Expenditure over Income</b>	<b>10,896</b>	<b>112,368</b>	<b>101,472</b>			
EARMARKED RESERVES :- Expenditure	<b>10,896</b>	<b>112,368</b>	<b>101,472</b>			<b>9.9 %</b>
Income	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>10,896</b>	<b>112,368</b>	<b>101,472</b>			

Month No : 4

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>TOWN CENTRE &amp; EVENTS</u></b>							
301	TOWN CENTRE & EVENTS						
3997	NI TC & E	822	5,446	4,624		4,624	15.1 %
3998	PENSIONERS TC & E	2,578	11,620	9,042		9,042	22.2 %
3999	WAGES & SALARIES TC & E	13,270	55,096	41,826		41,826	24.1 %
4042	EVENTS EQUIPMENT	621	1,000	379		379	62.1 %
4079	FAIR TRADE PROMOTION	165	400	235		235	41.3 %
4094	YOUTH PROJECT	2,410	3,000	590		590	80.3 %
4104	TOWN IN BLOOM	3,936	7,000	3,064		3,064	56.2 %
4107	PRIDE OF PLACE	25	250	225		225	10.0 %
4115	RIVER RINSE	0	400	400		400	0.0 %
4119	ICE RINK	0	8,000	8,000		8,000	0.0 %
4126	GOOD ENDINGS FAIR	0	1,000	1,000		1,000	0.0 %
4166	LACE HILL EVENTS	691	1,000	309		309	69.1 %
4201	CHRISTMAS LIGHTS	0	11,000	11,000		11,000	0.0 %
4202	FIREWORK DISPLAY	275	5,000	4,725	3,350	1,375	72.5 %
4203	COMMUNITY FAIR	0	400	400		400	0.0 %
4205	CHRISTMAS PARADE	0	3,900	3,900	425	3,475	10.9 %
4208	SPRING FAIR	128	530	402		402	24.1 %
4210	PANCAKE RACE	0	75	75		75	0.0 %
4211	BAND JAM	0	3,500	3,500	256	3,244	7.3 %
4212	CHRISTMAS LIGHT SWITCH ON	0	1,500	1,500		1,500	0.0 %
4213	DOG AWARENESS	95	495	400	245	155	68.7 %
4216	MAY DAY EVENT	0	50	50		50	0.0 %
4220	MUSIC IN THE MARKET	3,386	3,500	114		114	96.8 %
4230	SCOUT PARADE	0	50	50		50	0.0 %
4241	COMEDY NIGHT EXPENDITURE	0	3,000	3,000		3,000	0.0 %
4243	CHARTER FAIR EXPENDITURE	0	7,345	7,345	7,254	91	98.8 %
4260	TWINNING	0	2,000	2,000		2,000	0.0 %
	TOWN CENTRE & EVENTS :- Expenditure	<b>28,402</b>	<b>136,557</b>	<b>108,155</b>	<b>11,530</b>	<b>96,626</b>	<b>29.2 %</b>
1013	HANGING BASKETS	33	400	-367			8.3 %
1028	LACE HILL EVENTS INCOME	240	1,000	-760			24.0 %
1029	GOOD ENDINGS FAIR INCOME	0	1,000	-1,000			0.0 %
1033	ICE RINK INCOME	0	8,000	-8,000			0.0 %
1062	COMMUNITY FAIR - TABLE	0	200	-200			0.0 %
1066	COMEDY NIGHT INCOME	0	3,000	-3,000			0.0 %
1069	CHARTER FAIR INCOME	0	6,670	-6,670			0.0 %
1086	FIREWORK DISPLAY INCOME	0	100	-100			0.0 %
1087	CHRISTMAS LIGHT INCOME	0	100	-100			0.0 %
	TOWN CENTRE & EVENTS :- Income	<b>274</b>	<b>20,470</b>	<b>-20,196</b>			<b>1.3 %</b>
	<b>Net Expenditure over Income</b>	<b>28,128</b>	<b>116,087</b>	<b>87,959</b>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>302</u> <u>STREET MARKET</u>						
4017 SUBSCRIPTIONS	358	330	-28		-28	108.5 %
4225 RATES	2,087	3,000	913		913	69.6 %
4235 MARKET INFRASTRUCTURE &	960	1,500	540		540	64.0 %
STREET MARKET :- Expenditure	<b>3,405</b>	<b>4,830</b>	<b>1,425</b>	<b>0</b>	<b>1,425</b>	<b>70.5 %</b>
1005 STREET MARKET	4,810	14,000	-9,190			34.4 %
1006 FLEA MARKET	1,669	5,000	-3,331			33.4 %
STREET MARKET :- Income	<b>6,479</b>	<b>19,000</b>	<b>-12,521</b>			<b>34.1 %</b>
<b>Net Expenditure over Income</b>	<b>-3,074</b>	<b>-14,170</b>	<b>-11,096</b>			
<u>303</u> <u>SPECIAL EVENTS</u>						
4221 FRINGE	3,033	6,000	2,967	2,850	117	98.1 %
4242 FOOD FAIR	0	500	500		500	0.0 %
4244 REMEMBRANCE FLAGS	0	420	420		420	0.0 %
SPECIAL EVENTS :- Expenditure	<b>3,033</b>	<b>6,920</b>	<b>3,887</b>	<b>2,850</b>	<b>1,037</b>	<b>85.0 %</b>
1020 FOOD FAIR INCOME	0	500	-500			0.0 %
1083 FRINGE INCOME	2,818	3,000	-182			93.9 %
SPECIAL EVENTS :- Income	<b>2,818</b>	<b>3,500</b>	<b>-682</b>			<b>80.5 %</b>
<b>Net Expenditure over Income</b>	<b>215</b>	<b>3,420</b>	<b>3,205</b>			
<u>305</u> <u>TOURIST INFORMATION CENTRE</u>						
4253 TIC	10,642	30,000	19,358		19,358	35.5 %
TOURIST INFORMATION CENTRE :- Expenditure	<b>10,642</b>	<b>30,000</b>	<b>19,358</b>	<b>0</b>	<b>19,358</b>	<b>35.5 %</b>
1084 TIC INCOME	7,999	32,000	-24,001			25.0 %
TOURIST INFORMATION CENTRE :- Income	<b>7,999</b>	<b>32,000</b>	<b>-24,001</b>			<b>25.0 %</b>
<b>Net Expenditure over Income</b>	<b>2,643</b>	<b>-2,000</b>	<b>-4,643</b>			
<u>306</u> <u>ACCESSIBILITY</u>						
4254 ACCESS ABLE	0	3,400	3,400		3,400	0.0 %
ACCESSIBILITY :- Expenditure	<b>0</b>	<b>3,400</b>	<b>3,400</b>	<b>0</b>	<b>3,400</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>3,400</b>	<b>3,400</b>			
TOWN CENTRE & EVENTS :- Expenditure	<b>45,482</b>	<b>181,707</b>	<b>136,225</b>			<b>32.9 %</b>
Income	<b>17,570</b>	<b>74,970</b>	<b>-57,400</b>			<b>23.4 %</b>
<b>Net Expenditure over Income</b>	<b>27,912</b>	<b>106,737</b>	<b>78,825</b>			



**Ledger No 1 for Month No 4**

Items marked with a \* are disputed invoices.

**Supplier A/c Order**

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
19/07/2019	402133	10111555	AVDC	A001	313.34	62.67	376.01	4101	201	313.34	dog bin repalce mallard dr
04/07/2019	A2006		ALR TRAINING	A023	60.00	12.00	72.00	4166	301	60.00	first aid cover fam fun day
11/07/2019	133483391-		AMAZON	A035	8.00	1.60	9.60	4221	303	8.00	solar pencils - quiz night
11/07/2019	INKR-33YN-		AMAZON	A035	36.63	7.32	43.95	4221	303	36.63	50th ann Comm coin - quiz
01/07/2019	11NC-TY1J-		AMAZON	A035	15.96	3.19	19.15	4010	102	15.96	toner cartridge
01/07/2019	1FY1-RJ1J-		AMAZON	A035	119.25	23.85	143.10	4043	102	119.25	hi vis workwear
01/07/2019	1FYT-NJY7-		AMAZON	A035	8.40	1.68	10.08	4038	102	8.40	splitter
01/07/2019	1MCW-		AMAZON	A035	27.47	5.50	32.97	9033	901	27.47	wax crayons for activity packs
01/07/2019	1V66-T46H-		AMAZON	A035	6.66	1.33	7.99	4038	102	6.66	ethernet cable
01/07/2019	2019-		AMAZON	A035	9.12	1.82	10.94	4010	102	9.12	batteries
01/07/2019	123632831-		AMAZON	A035	9.16	0.00	9.16	4010	102	9.16	mouse jb
10/07/2019	CRMOUSE		AMAZON	A035	-9.99	0.00	-9.99	4010	102	-9.99	mouse jb
17/07/2019	105173521-		AMAZON	A035	17.48	3.50	20.98	4038	102	17.48	HDMI cables
17/07/2019	167758741-		AMAZON	A035	6.66	1.33	7.99	4037	205	6.66	battery
18/07/2019	1HXG-		AMAZON	A035	12.49	2.50	14.99	4038	102	12.49	HDMI Splitter
11/07/2019	REFUNDED		B.T.	B003	379.17	34.47	413.64	4018	102	379.17	refunded bills
05/07/2019	58509988		B.T.	B003	23.00	4.60	27.60	4018	102	23.00	mobile
05/07/2019	372937		BROWNS	B031	18.96	3.79	22.75	4050	250	18.96	top soil
10/07/2019	4580		BOUNCY MACS	B073	365.00	0.00	365.00	4166	301	365.00	bouncy castle fam fun day
01/07/2019	391137		CLARITY	C053	167.00	33.40	200.40	4012	102	167.00	copy charges
01/07/2019	Q19-550	10111537	CPD	C058	575.00	115.00	690.00	4063	203	622.50	tailgate repair
		10111537						4063	203	-47.50	tailgate repair
01/07/2019	H1753DCF6		E-ON	E006	432.80	86.56	519.36	4159	250	432.80	elec 1/6 - 1/7
06/07/2019	H17587A69		E-ON	E006	22.04	1.10	23.14	4602	248	22.04	elec
08/07/2019	H17144D5D		E-ON	E006	51.68	2.58	54.26	4602	253	51.68	elec chapel B
10/07/2019	H175CC84C		E-ON	E006	56.61	2.83	59.44	4602	248	56.61	elec unit 12
01/07/2019	11182809		FORD LEASE	F051	340.01	68.00	408.01	4063	203	340.01	van leasing
26/07/2019	18772441		FORD LEASE	F051	340.01	68.00	408.01	4063	203	340.01	KW19 NDD

**PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4**

**Ledger No 1 for Month No 4**

Items marked with a \* are disputed invoices.

**Supplier A/c Order**

		Nominal Ledger Analysis									
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
01/07/2019	16205		GANDERTON	G008	296.62	59.32	355.94	4063	203	296.62	fuel
01/07/2019	269240/201		GREKKE	G011	182.19	36.44	218.63	4012	102	182.19	qrtly leasing
01/07/2019	12219		GM TYRES	G013	306.67	61.33	368.00	4063	203	306.67	OY15 PZX tyres
01/07/2019	5068		GRUNDON	G050	70.82	14.16	84.98	4162	250	70.82	wheelie bins
01/07/2019	5069		GRUNDON	G050	124.62	24.92	149.54	4033	205	124.62	wheelie bins
04/07/2019	9276		HEALTH	H011	870.83	174.17	1,045.00	4612	249	870.83	monthly cleaning
08/07/2019	029765		HIGHGEAR	H32	308.60	61.72	370.32	4063	203	308.60	OV09GMG repairs
08/07/2019	079766		HIGHGEAR	H32	487.31	89.46	576.77	4063	203	487.31	mot OV09GMG and req repairs
05/07/2019	110937	10111561	JANITORIAL DIRECT	J013	158.75	31.75	190.50	4164	250	165.24	cleaning materials
		10111561						4164	250	-8.49	cleaning materials
08/07/2019	111004	10111561	JANITORIAL DIRECT	J013	36.06	7.21	43.27	4164	250	36.06	111004/10111561/Janitorial Dir
03/07/2019	JULY		JACKSON	J014	40.00	0.00	40.00	4253	305	40.00	honey
13/07/2019	13/7/19		JACKSON	J014	40.00	0.00	40.00	4253	305	40.00	honey
04/07/2019	84982		LANDSCAPE	L019	122.40	24.49	146.89	4037	205	122.40	saw, broom, rake, brush
11/07/2019	84962CR		LANDSCAPE	L019	-0.01	0.00	-0.01	4037	205	-0.01	correct mispost of inv
01/07/2019	925783		MAINSTREAM	M061	4.07	0.81	4.88	4018	102	4.07	816426
01/07/2019	925785		MAINSTREAM	M061	0.13	0.03	0.16	4018	102	0.13	812872
01/07/2019	926363		MAINSTREAM	M061	34.04	6.81	40.85	4018	102	34.04	qrtly rental
21/07/2019	11991		MICROSHADE	M063	691.12	138.22	829.34	4027	102	691.12	monthly hosting
15/07/2019	2144	10111544	NEWMAN	N013	69.75	13.95	83.70	4221	303	69.75	security staff at Comedy Night
01/07/2019	217035		NATIONAL EXPRESS	N023	128.71	25.74	154.45	4253	305	128.71	national express
11/07/2019	217035A		NATIONAL EXPRESS	N023	151.45	0.00	151.45	4253	305	151.45	tic
11/07/2019	217035CR		NATIONAL EXPRESS	N023	-128.71	-25.74	-154.45	4253	305	-128.71	cancel mispost
05/07/2019	24401603		OPUS	O025	58.12	2.91	61.03	4158	250	58.12	gas 5/6 - 4/7
19/07/2019	45001	10111562	PHILLIPS PRINT	P006	222.67	1.02	223.69	9033	901	232.27	activity walk printing
		10111562						9033	901	-9.60	activity walk printing
03/07/2019	0436		PRINTED CLOTHING	P026	197.95	39.59	237.54	4221	303	197.95	fringe t-shirts
01/07/2019	1907068337		PLUSNET	P053	386.00	77.20	463.20	4018	102	386.00	mobiles july
01/07/2019	119390		PAYROLL OPTIONS	P057	126.71	25.34	152.05	4030	102	126.71	june monthly payroll

**Ledger No 1 for Month No 4**

Items marked with a \* are disputed invoices.

**Supplier A/c Order**

**Nominal Ledger Analysis**

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail	
01/07/2019	118859		PAYROLL OPTIONS	P057	119.89	23.98	143.87	4030	102	119.89	May invoice	
01/07/2019	SM20441		RBS	R001	290.00	58.00	348.00	4017	102	290.00	cem software annual maint/supp	
10/07/2019	129188	10111564	RT MACH	R006	71.39	14.27	85.66	4035	205	71.39	mower repairs	
10/07/2019	129190	10111564	RT MACH	R006	145.18	29.04	174.22	4035	205	145.19	mower repairs	
		10111564						4035	205	-0.01	mower repairs	
01/07/2019	41695	10111565	ROSPA	R008	593.50	118.70	712.20	4167	250	114.00	annual inspection	
		10111565						4106	257	68.50	annual inspection	
		10111565						4106	259	68.50	annual inspection	
		10111565						4106	252	205.50	annual inspection	
		10111565						4106	251	137.00	annual inspection	
01/07/2019	E1920-56		SEAHAWKS	S007	15.00	0.00	15.00	4500	132	15.00	clock engraving - KMc	
01/07/2019	960272402		SCREWFIX	S044	61.26	12.25	73.51	4043	102	61.26	ppe	
01/07/2019	BTC300620		STEWKLEY	S057	314.51	0.00	314.51	4124	204	314.51	mowing	
12/07/2019	42078		T KING ASSOC	T030	21.50	4.30	25.80	4037	205	21.50	hi-vis hoodie - CC	
18/07/2019	20197/017	10111543	TALIESIN	T036	140.00	0.00	140.00	4221	303	140.00	PA Comedy Night	
06/07/2019	193946770/		TOTAL	T049	95.55	4.78	100.33	4602	254	95.55	elec	
06/07/2019	193946769/		TOTAL	T049	19.99	1.00	20.99	4052	102	19.99	feeder pillar elec	
01/07/2019	TSHED0688		TOOL SHED	T061	665.63	133.13	798.76	4124	204	665.63	mowing	
01/07/2019	TSHED0709		TOOL SHED	T061	665.63	133.13	798.76	4124	204	665.63	mowing	
02/07/2019	TSHED0732		TOOL SHED	T061	665.63	133.13	798.76	4124	204	665.63	mowing	
08/07/2019	4135	10111550	TECHNOVISION	T064	600.00	120.00	720.00	9033	901	600.00	heritage app dev - 2 days work	
11/07/2019	74028		TFG STAGE	T070	394.16	78.83	472.99	4221	303	394.16	lighting focus comedy night	
01/07/2019	920411		VIKING DIRECT	V001	59.58	11.92	71.50	4010	102	59.58	stat	
11/07/2019	973327		VIKING DIRECT	V001	32.20	6.44	38.64	4010	102	32.20	stat	
11/07/2019	806827	10111541	WICKSTEED LEISURE	W004	1,508.60	301.72	1,810.32	4106	251	1,508.60	Repair to revolve roundabout	
<b>TOTAL INVOICES</b>										<b>14,877.98</b>	<b>17,502.07</b>	<b>14,877.98</b>

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 29<sup>th</sup> July 2019**

Contact Officer: Paul Hodson, Town Clerk

**BARD OF BUCKINGHAM**

**1. Recommendations**

- 1.1. It is recommended that a small working group is established, including members of TC & E and local poets, to devise a promotional campaign and the details of the election event
- 1.2. It is recommended that TC & E receive a report from this group making detailed recommendations, in time for its meeting on 14<sup>th</sup> October 2019.

**2. Background**

2.1. Full Council received a proposal (BTC/35/19\*) to support the creation of a Bard of Buckingham at its meeting on 19<sup>th</sup> July 2019. Council agreed to:

- a) support the creation of a Bard of Buckingham in principle
- b) welcome the Bard to present spoken word performances at Town Council events on a case by case basis, to be agreed by the Town Centre & Events Committee
- c) The ask the Town Centre & Events Committee to consider options for an event to be held to elect the first Bard of Buckingham (197/19)

\*The report is included at Appendix A of this report.

**3. Information**

3.1. The Council has not set a budget for such an event this financial year. It would be possible for a small budget to be provided from underspend to date, particularly from Fringe Week. The exact figures will be provided for the next meeting, on 14<sup>th</sup> October 2019.

3.2. The event would need to include an opportunity for prospective bards to present a piece of poetry, and for those present to elect a bard from the competitors.

3.3. To be successful, such an event would need to be well promoted. It is proposed that a small working group is established, including Cherry Coombe who helped to devise the original proposal, along with representatives from TC & E, to devise the plan for promoting the event, but also the structure of voting etc.

**BUCKINGHAM TOWN COUNCIL**  
**BARD OF BUCKINGHAM**  
**MONDAY 15<sup>th</sup> JULY 2019**

**Contact Officer: Mr Paul Hodson, Town Clerk**

**1. Recommendations**

1.1. *It is recommended that:*

- a) *The Council agrees to support the creation of a Bard of Buckingham in principle*
- b) *The Council agrees to welcome the Bard to present spoken word performances at Town Council events on a case by case basis, to be agreed by the Town Centre & Events Committee*
- c) *The Council agrees to ask the Town Centre & Events Committee to consider options for an event to be held to elect the first Bard of Buckingham*

**2. Background**

2.1. *The Economic Development Working Group has undertaken a series of visits to other market towns to compare their visitor offering to Buckingham. On one of the visits it was noted that Stony Stratford has a "Bard of Stony", who takes part in local events to present poems written for the town and specific occasions. Informal discussions began as to whether a Bard of Buckingham would be a positive innovation.*

**3. Local Bards**

3.1. *A number of areas and towns have a local bard, notably Stony Stratford<sup>1</sup> and Cambridge<sup>2</sup>. Each bard is slightly different; however the general approach is similar. The Cambridge Bard's website advises that:*

*Bards differ from Poet Laureates in key ways: while both are generally geographically-based, the source of their words comes from a different place. While a Poet Laureate is usually (though not always) employed by an official body to represent the views of those in power to the masses, a modern Bard is democratically elected by a combination of their peers and the public.*

3.2. *Bards tend to be overseen by a Bardic Council of local poets and supporters. It is not therefore proposed that the Town Council creates a civic role for a bard. It is rather proposed that the Town Council works with other local groups to initiate the election of a bard, and then supports their role and welcomes them to support Town Council events.*

---

<sup>1</sup> <https://bardofstony.weebly.com/about.html>

<sup>2</sup> <http://www.cambridgebard.co.uk/whats-a-bard/>

3.3. *The University of Buckingham's Lecturer in Creative Writing, Cherry Coombe, is keen to support the development of a project, including promoting and helping to plan an initial event.*

#### **4. Bardic Council**

4.1. *Local poets would be invited to take part in an initial meeting to discuss the proposal to have a Bard of Buckingham. If agreeable, this group would form the initial Bardic Council, to agree the details of the election of the Bard, their role description, and to support the first Bard in developing the role.*

#### **5. Electing a Bard**

5.1. *Election of a bard would take place at an event, following prospective candidates each performing works either prepared for the event or of their choice. The details would need to be clarified by a relevant group beforehand. The costs of an event could be minimal – it would either be held in a room in a pub or a community venue. Elections – or a Bardic Trial – would be held either every year or every other year.*

#### **6. Role of the Bard**

6.1. *The Bard's precise role description could be agreed by the Bardic Council. However, traditionally the bard would live within one day's walking distance of the centre of Buckingham. It is likely that the Bard would be tasked with promoting Buckingham, giving voice to the people of Buckingham, and promoting positive relations between residents.*

#### **7. Resource Implications**

7.1. *There are no resource implications for the Town Council for the creation of a Bard of Buckingham. The Council may choose to support an initial event, however it is proposed that the Town Centre & Events Committee consider this in detail if the Council agrees to support a Bard in principle, taking account of other events currently planned.*

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 29<sup>th</sup> July 2019**

Contact Officer: Paul Hodson, Town Clerk

**Reporting Staffing Costs for Events**

**1. Recommendations**

1.1. It is recommended that the TC & E Committee continues to receive reports which include the cost of overtime to deliver events, to enable councillors to make decisions based on all the relevant information.

**2. Background**

2.1. The previous meeting of the TC & E Committee discussed why the cost of staff time was included within every TC&E event report. The Committee agreed for the Town Clerk to bring a report back to a future meeting of the Committee (66/19).

**3. Information**

3.1. The TC & E Committee receives reports after each event that the Town Council has held. The reports include the budget spent and income received. For several years the budget section of the reports has included the costs of staffing incurred, i.e. the cost of overtime worked by staff, usually from the Green Spaces team. This information is provided to enable Councillors to have all the facts regarding costs of previous and proposed events, to enable decisions to be made using all the relevant information.

3.2. Whilst other staff who attended are listed, their hours are not given. For example, the Events Coordinator's time and the Town Clerk's time in attending events is not calculated. This is because these officers are paid a salary, and their job description includes a requirement to attend events outside of normal office hours. Salaries for these, and all staff are discussed and proposed by the Committee each year, and then set by Full Council as part of the Precept setting process. The Environment and Resources Committee go through the same process for their staff.

3.3. The TC & Committee have oversight of each event budget, and are therefore advised of costs incurred by events.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 29<sup>th</sup> July 2019**

Contact Officer: Amanda Brubaker, Events Co-ordinator

**VE DAY 75<sup>th</sup> CELEBRATIONS**

**1. Recommendations**

1.1. It is recommended that:

- a) The Town Council works with the Royal British Legion and Mr Lionel Weston to put on a street party, with music and entertainment in the cattle pens on the Friday 8<sup>th</sup> May bank holiday to commemorate the 75<sup>th</sup> Anniversary of VE Day as described.
- b) The Town Council encourages residents to hold neighbourhood street parties during the weekend.
- c) The Town Crier reads the *Cry for Peace Around the World* at 18:55 on Friday 8<sup>th</sup> May.
- d) The Town Council puts out the Union Flags and puts up bunting around the Cattle Pens for the weekend.
- e) A local piper is invited to play the Battle's O'er outside the Old Gaol at 15:00 on the Friday.
- f) Local pubs are encouraged to take part in the Nation's Toast to the Heroes of World War 2 at 15:00 on the Friday.
- g) St Peter and St Paul's are encouraged to ring their bells at 19:00 on Friday 8<sup>th</sup> and to hold a Service of Celebration and Commemoration on Sunday 10<sup>th</sup> May, which would include reading the *Tribute to the Millions*.
- h) The Twinning Association reviews whether our twin towns would like to join in the events in some way.

**2. Background**

2.1. Earlier this year the Business Secretary Greg Clark announced that the early May bank holiday in 2020 will move from Monday 4 May to Friday 8 May to mark the 75<sup>th</sup> anniversary of VE Day which takes place on 8 May, and enable people to pay tribute to those who served. The occasion will remember the contribution of British, Commonwealth and Allied armed forces personnel; those who contributed to the war effort and safeguarded the Home Front. As well as marking the Allies' victory in 1945, the bank holiday will serve as an opportunity to pay tribute to those who have served and continue to serve in the UK Armed Forces and their families.

2.2. According to the VE Day 75 website, commemorative events will take place over the 3-day weekend across the country, including:



*Friday 8<sup>th</sup> May 2020 (Bank Holiday)*

- *3.00pm – The Playing of Battle's O'er; Thousands of pipers around the world will play Battle's O'er, a traditional air performed on the bagpipes at the end of a battle, and the specially composed tune VE 75 Years. It was at 3pm on 8th May 1945 that British Prime Minister Winston Churchill announced that the war was over. Thousands of pipers will perform it at locations throughout the United Kingdom, Channel Islands, the Isle of Man and in countries such as Australia, Canada, the USA, Germany, South Africa, Belgium, Holland, France, Spain and Denmark.*
- *3.00pm – The Nation's Toast to the Heroes of World War 2*  
To coincide with the playing of Battle's O'er, and in association with the British Beer and Pub Association and its members, thousands of pubs throughout the United Kingdom, Channel Islands and the Isle of Man will be asking their customers to raise a glass at 3pm and take part in The Nation's Toast to the Heroes of World War 2.
- *6.55pm (Local Time)– A Cry for Peace Around the World*  
Town criers and other people around the world will be undertaking a special international Cry for Peace Around the World in all manner of locations, starting off in New Zealand.
- *7.00pm – Ringing out for Peace*  
Bells in cathedrals, churches and other locations will ring out at 7pm in a collective celebration of peace.
- *7.00pm onwards – Parties and Celebration*  
In association with the National Association of Local Councils ... town and parish councils and local communities are being encouraged to organise celebrations and parties in streets and neighbourhoods, on town and village greens, and in pubs, clubs and hotels. *"Towns and cities twinned with those overseas may consider inviting them to join in the celebrations, providing an opportunity to reinforce international bonds and reflect on the importance of peace on the occasion of this important anniversary."*

*Saturday 9<sup>th</sup> May 2020*

- *Towns and parishes are encouraged to continue to hold celebrations and parties.*

*Sunday 10<sup>th</sup> May 2020*

- *10.30am – Church Services of Celebration and Commemoration*  
Services will take place in cathedrals and churches throughout the United Kingdom... Those planning services are encouraged to read out the *Tribute to the Millions*.

**3. Street Parties**

- 3.1. Buckinghamshire County Council has announced that there will not be any charges for licences for street parties over the weekend. It is likely that residents in some areas will wish to arrange neighbourhood street parties.
- 3.2. Mr Lionel Weston has been in touch regarding an event in the town centre to mark the 75th Anniversary for VE Day. The ideas that he has are very similar to the Events Co-ordinator's idea. The event would run from 3pm until 9pm. A road closure will be obtained to close off the section of road between the Junction of Moreton Road and Paynes Court.
- 3.3. Large trestle tables could be set up in the cattle pens and a street party be held where the flea market sets up. There would be 1940's music, games and entertainment for all. The Buckingham WI and other organisations could be approached to see if they would like to provide the food.
- 3.4. In the evening musical entertainment provided by local bands, groups and entertainers would take place.
- 3.5. In case of wet weather on the day, the event would be moved to the Community Centre (opposite Waitrose). This will be booked in advance.
- 3.6. A children's fancy dress competition could be held with a 1940's theme. Prizes would be awarded to the winning children.
- 3.7. Mr Weston has suggested bringing in a big screen to show news clips and appropriate celebratory scenes from the actual period. This would depend on cost and where it would be located.

#### **4. Decoration**

- 4.1. The town should be dressed to mark the occasion, with Union Flags and bunting. The flag pole holders are already in place on buildings throughout the town centre and we already have the Union flags.
- 4.2. Traders could be encouraged to join in the event and dress their shop windows appropriately.
- 4.3. All the schools would be contacted to see if they would make some bunting and this would be put up in the town centre.

#### **5. Other Celebrations**

- 5.1. The following events could also take place in Buckingham, if the relevant people and organisations are willing:

*Friday 8th May 2020 (Bank Holiday)*

3.00pm – The Playing of Battle’s O’er by a local piper outside the Old Gaol.

3.00pm – The Nation’s Toast to the Heroes of World War 2

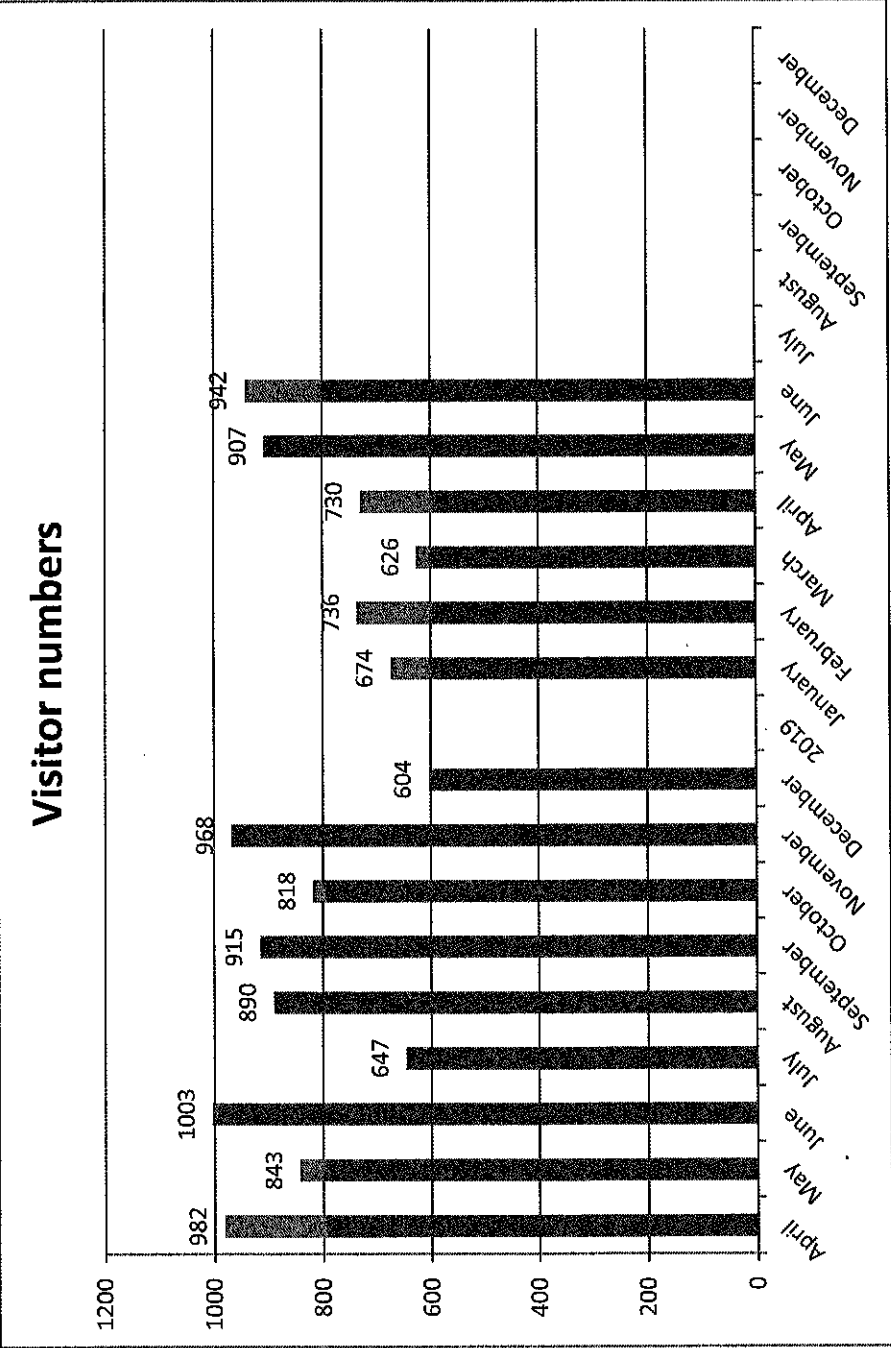
To coincide with the playing of Battle’s O’er, local pubs may ask their customers to raise a glass at 3pm and take part in The Nation’s Toast to the Heroes of World War 2.

6.55pm (Local Time)– The Town Crier reads *A Cry for Peace Around the World* outside the Old Gaol.

7.00pm – St Peter and St Paul’s to ring their bells.

*Sunday 10th May 2020*

10.30am – St Peter and St Paul’s to hold a Service of Celebration and Commemoration, including reading the *Tribute to the Millions*.



New chart begun April 2018 with change of ownership