



BUCKINGHAM TOWN COUNCIL

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

Telephone: (01280) 816 426

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

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 05 February 2020

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Monday 10th February 2020** 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 the minutes of the Meeting held on Monday 2nd December 2019 received at Full Council on the 27th January 2020. **(TCE/04/17)** **Copy previously circulated**
- 4. Action List** **Appendix A**
To receive action reports and updates
- 5. Car Parking Charges at Buckingham Hospital**
To receive and discuss an update on the introduction of car parking charges at Buckingham Hospital from Ms. A. Williams, Director, Buckinghamshire Healthcare Trust and Mr. E. McFarlane, Director of Property Services, Buckinghamshire Healthcare Trust.
- 6. Buckingham in Bloom (min 256/19)**
To discuss canvassing residents' opinions as whether to hold Buckingham in Bloom in 2020.
- 7. Budget** **Appendix B**
To receive the latest budget figures



Twinned with Mouvaux, France

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.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

- 8. Buckingham Calendar 2020**
To receive a written report and consider the recommendations from the Deputy Town Clerk
TCE/150/19
- 9. The Circus**
To receive a written report and consider the recommendations from the Events Coordinator
TCE/151/19
- 10. Accessibility**
To receive a verbal report from the Town Clerk
- 11. Forthcoming Events**
- | | | | |
|-------|-------------------------------|---|---|
| 11.1 | Pancake Race | Saturday 22 nd Feb 11am | Green outside St Peter & St Paul Church |
| 11.2 | Food Fair | Saturday 29 th Feb 10am – 2pm | Community Centre |
| 11.3 | Death Café | Wednesday 18 th March 2-4pm | Buckingham Library |
| 11.4 | Good Endings Fair | Saturday 21 st March 10am – 1pm | Community Centre |
| 11.5 | Spring Fair | Sunday 26 th April, | Cattle Pens |
| 11.6 | May Day | Friday 1 st May 11am | Green outside St Peter & St Paul Church |
| 11.7 | VE Day | Friday 8 th May | TBC |
| 11.8 | Re-dedication of War Memorial | Wednesday 20 th May | TBC |
| 11.9 | Music in The Market | Sunday 24 th May 1pm-10pm | Bull Ring |
| 11.10 | Fringe Week | Saturday 11 th – 19 th July | |
- 12. Event Reviews**
- | | | | |
|------|--|--|-------------------|
| 12.1 | Christmas Light Switch On | | |
| | To receive a written report from the Events Co-ordinator | | TCE/152/19 |
| 12.2 | Christmas Parade | | |
| | To receive a written report from the Events Co-ordinator | | TCE/153/19 |
| 12.3 | Comedy Night | | |
| | To receive a written report from the Events Co-ordinator | | TCE/154/19 |
| 12.4 | Winter Fair | | |
| | To receive a written report from the LHSCC Co-ordinator | | TCE/155/19 |
- 13. Goldfish at The Charter Fair**
To receive a written report and consider the recommendations from the Deputy Town Clerk
TCE/156/19
- 14. Business Plan**
To receive a written report and consider the recommendations from the Town Clerk
TCE/157/19
- 15. Access**
- 16. Tourist Information Centre** **Appendix C**
To receive the latest visitor and accommodation statistics
- 17. Twinning Event**
To receive a verbal report from the Town Clerk
- 18. News Releases**
- 19. Chair's Items**
- 20. Date of the next meeting:** Monday 30th March 2020 @ Lace Hill Sports & Community Centre

To:

Cllr. T. Bloomfield Vice Chair
Cllr. Mrs. M Gateley
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	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. This was not possible within the scope of works.	Completed
TC&E	69/19; 510/19	Litter Picking Event	Members AGREED to holding a litter picking event in Buckingham on the 14 th June 2020 to allow new Town Councillors to take part, and to avoid the purdah period which will precede the Town Council elections on 7 May 2019.	Events Coordinator		Ongoing
TC&E	71/19; 517/19	WW1 War Memorial Rededication	AGREED for the Events Coordinator to progress with arrangements for a rededication service on the 20th May 2020. To invite the Lord Lieutenant, the Bishop of Buckingham, High Sherriff, Town Mayor, Town Councillors and new Unitary Councillors 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 small community lunch on that day for the descendants of those named on the memorial from WW1.	Events Coordinator		On Going
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 Feb 2020	February
TC&E	257/19; 518/19	VE Day Anniversary	Members AGREED for the Events Coordinator to report back to a future meeting of TC&E Committee.	Event Coordinator		February

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	256	Buckingham in Bloom	To discuss whether to canvas public opinion on whether to host another Buckingham in Bloom	Events Coordinator	Feb agenda	February
TC&E	252	Bard of Buckingham	AGREED 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 for a Bard of Buckingham and Junior Bard.	Events Coordinator	Event held and new Bard elected. Report on progress to be provided in June 2020	June
TC&E	254.7/19	Good Endings	Members AGREED for the Events Coordinator to propose a date for the Good Endings Fair 2020.	Events Coordinator	Date has been set as 21st March 2020 and Community Centre has been booked	February
TC&E	411/19	Car Parking Charges at Buckingham Hospital	AGREED for the Town Clerk to summarise the Councillors' concerns and invite Mr McFarlane and Ms Williams the Town Centre & Events Committee on the 10th February 2020.	Town Clerk		February
TC&E	415.3/19	Remembrance Parade	Cllr. Harvey asked if British Royal Legion had completed a full Risk Management Assessment for the event to take into account the numbers of people attending the event – particularly in such a restricted space. 600.3/19 Discussions to be held with Church and Royal British Legion to consider any changes to be made re number of attendees growing	Events Coordinator Town Clerk	Verbal update at February's meeting	February
TC&E	512/19	Budgets	Town Clerk to report back on the movement of Committee budget underspends inline with Financial Regs	Town Clerk		February
TC&E	511/19	Vegan food producers at food Fair	Members AGREED for the Events Coordinator to contact local food producers specialising in plant based food products and agreed to ask Anglian Water to host a stall on water reuse	Events Coordinator		Ongoing
TC&E	511/19	Climate Emergency Photovoltaic Panels	Photovoltaic Panels – Cllr. Harvey AGREED to investigate ways of encouraging businesses to install photovoltaic panels on their premises.	Cllr. Harvey		February

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	516/19	Goldfish at the Charter Fair	Town Clerk to prepare a detailed report on the contractual implications of Buckingham Town Council preventing any live animals being given as prizes at the Charter Fair.	Town Clerk		February
TC&E	520/19	Christmas Lights	Members AGREED for the event plan to be put before Committee for review and agreement at the October 2020 meeting	Events Coordinator	19th October 2020	Oct-20

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>EARMARKED RESERVES</u>						
<u>901 EARMARKED RESERVES</u>						
9001 YOUTH COUNCIL	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	20,000	20,000		20,000	0.0%
9004 SOLAR PANEL LACE HILL	0	28,076	28,076		28,076	0.0%
9006 SPEED WATCH	0	598	598		598	0.0%
9012 CHRISTMAS LIGHTS	7,458	7,753	295		295	96.2%
9015 CHARTER FAIRS	0	4,136	4,136		4,136	0.0%
9025 PLAY AREA REPLACEMENT	0	27,121	27,121		27,121	0.0%
9027 GREEN BUCKINGHAM GROUP	0	226	226		226	0.0%
9029 CIRCULAR WALK MAINT	0	5,399	5,399		5,399	0.0%
9030 TOURISM LEAFLETS	0	2,404	2,404		2,404	0.0%
9033 ECONOMIC DEVELOPMENT GRP	5,250	2,540	(2,710)		(2,710)	206.7%
9035 PARKS DEVELOPMENT	0	1,405	1,405		1,405	0.0%
9036 ELECTION COSTS	0	3,188	3,188		3,188	0.0%
9037 FAIR TRADE	400	400	0		0	100.0%
9040 PARK RUN	0	89	89		89	0.0%
9041 BONFIRE AND FIREWORK	200	200	0		0	100.0%
9045 ACCESS FOR ALL	269	520	251		251	51.8%
9046 PLANNING DISPLAY EQUIPMENT	4,613	5,242	629		629	88.0%
9048 BAG FUND	788	2,071	1,283		1,283	38.0%
EARMARKED RESERVES :- Indirect Expenditure	<u>18,979</u>	<u>112,368</u>	<u>93,389</u>	<u>0</u>	<u>93,389</u>	<u>16.9%</u>
Net Expenditure	<u>(18,979)</u>	<u>(112,368)</u>	<u>(93,389)</u>			
EARMARKED RESERVES :- Income	0	0	0			0.0%
Expenditure	<u>18,979</u>	<u>112,368</u>	<u>93,389</u>	<u>0</u>	<u>93,389</u>	<u>16.9%</u>
Movement to/(from) Gen Reserve	<u>(18,979)</u>					
Grand Totals:- Income	0	0	0			0.0%
Expenditure	<u>18,979</u>	<u>112,368</u>	<u>93,389</u>	<u>0</u>	<u>93,389</u>	<u>16.9%</u>
Net Income over Expenditure	<u>(18,979)</u>	<u>(112,368)</u>	<u>(93,389)</u>			
Movement to/(from) Gen Reserve	<u>(18,979)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>TOWN CENTRE & EVENTS</u>						
<u>301 TOWN CENTRE & EVENTS</u>						
1013 HANGING BASKETS	633	400	(233)			158.3%
1028 LACE HILL EVENTS INCOME	677	1,000	323			67.7%
1029 GOOD ENDINGS FAIR INCOME	360	1,000	640			36.0%
1033 ICE RINK INCOME	0	8,000	8,000			0.0%
1062 COMMUNITY FAIR - TABLE INCOME	180	200	20			90.0%
1066 COMEDY NIGHT INCOME	698	3,000	2,302			23.3%
1069 CHARTER FAIR INCOME	6,876	6,670	(206)			103.1%
1077 FOOD FAIR INCOME	30	0	(30)			0.0%
1086 FIREWORK DISPLAY INCOME	0	100	100			0.0%
1087 CHRISTMAS LIGHT INCOME	25	100	75			25.0%
	<u>9,479</u>	<u>20,470</u>	<u>10,991</u>			<u>46.3%</u>
TOWN CENTRE & EVENTS :- Income						
3997 NI TC & E	2,629	5,446	2,817		2,817	48.3%
3998 PENSION ERS TC & E	8,377	11,620	3,243		3,243	72.1%
3999 WAGES & SALARIES TC & E	45,732	55,096	9,364		9,364	83.0%
4042 EVENTS EQUIPMENT	845	1,000	155		155	84.5%
4079 FAIR TRADE PROMOTION	355	400	45		45	88.8%
4094 YOUTH PROJECT	3,198	3,000	(198)		(198)	106.6%
4104 TOWN IN BLOOM	7,209	7,000	(209)		(209)	103.0%
4107 PRIDE OF PLACE	113	250	137	61	76	69.6%
4115 RIVER RINSE	165	400	235		235	41.3%
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	906	1,000	94		94	90.6%
4201 CHRISTMAS LIGHTS	11,000	11,000	0		0	100.0%
4202 FIREWORK DISPLAY	3,974	5,000	1,026		1,026	79.5%
4203 COMMUNITY FAIR	221	400	179		179	55.3%
4205 CHRISTMAS PARADE	3,500	3,900	400		400	89.7%
4208 SPRING FAIR	128	530	402		402	24.1%
4210 PANCAKE RACE	29	75	46		46	38.8%
4211 BAND JAM	3,415	3,500	85		85	97.6%
4212 CHRISTMAS LIGHT SWITCH ON	1,240	1,500	260		260	82.7%
4213 DOG AWARENESS	508	495	(13)		(13)	102.6%
4216 MAY DAY EVENT	0	50	50		50	0.0%
4220 MUSIC IN THE MARKET	3,398	3,500	102		102	97.1%
4230 SCOUT PARADE	0	50	50		50	0.0%
4241 COMEDY NIGHT EXPENDITURE	458	3,000	2,542	1,268	1,275	57.5%
4243 CHARTER FAIR EXPENDITURE	273	7,345	7,072	7,254	(182)	102.5%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4260 TWINNING	0	2,000	2,000		2,000	0.0%
TOWN CENTRE & EVENTS :- Indirect Expenditure	97,672	136,557	38,885	8,583	30,303	77.8%
Net Income over Expenditure	(88,193)	(116,087)	(27,894)			
<u>302 STREET MARKET</u>						
1005 STREET MARKET	12,518	14,000	1,482			89.4%
1006 FLEA MARKET	3,381	5,000	1,619			67.6%
STREET MARKET :- Income	15,899	19,000	3,101			83.7%
4017 SUBSCRIPTIONS	358	330	(28)		(28)	108.5%
4225 RATES	2,087	3,000	913		913	69.6%
4235 MARKET INFRASTRUCTURE & PROMOT	960	1,500	540		540	64.0%
STREET MARKET :- Indirect Expenditure	3,405	4,830	1,425	0	1,425	70.5%
Net Income over Expenditure	12,494	14,170	1,676			
<u>303 SPECIAL EVENTS</u>						
1020 FOOD FAIR INCOME	350	500	150			70.0%
1083 FRINGE INCOME	2,818	3,000	182			93.9%
SPECIAL EVENTS :- Income	3,168	3,500	332			90.5%
4221 FRINGE	5,922	6,000	78		78	98.7%
4242 FOOD FAIR	21	500	479		479	4.2%
4244 REMEMBRANCE FLAGS	219	420	201		201	52.2%
SPECIAL EVENTS :- Indirect Expenditure	6,162	6,920	758	0	758	89.0%
Net Income over Expenditure	(2,994)	(3,420)	(426)			
<u>305 TOURIST INFORMATION CENTRE</u>						
1084 TIC INCOME	19,959	32,000	12,041			62.4%
1088 HERITAGE APP INCOME	10,000	10,000	0			100.0%
TOURIST INFORMATION CENTRE :- Income	29,959	42,000	12,041			71.3%
4253 TIC TICKETS AND PRODUCE	16,369	30,000	13,632		13,632	54.6%
4255 HERITAGE APP EXPENDITURE	1,750	10,000	8,250	2,750	5,500	45.0%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	18,119	40,000	21,882	2,750	19,132	52.2%
Net Income over Expenditure	11,841	2,000	(9,841)			
<u>306 ACCESSIBILITY</u>						
4254 ACCESS ABLE	3,400	3,400	0		0	100.0%
ACCESSIBILITY :- Indirect Expenditure	3,400	3,400	0	0	0	100.0%
Net Expenditure	(3,400)	(3,400)	0			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
TOWN CENTRE & EVENTS :- Income	58,505	84,970	26,465			68.9%
Expenditure	128,757	191,707	62,950	11,333	51,618	73.1%
Movement to/(from) Gen Reserve	<u>(70,252)</u>					
Grand Totals:- Income	58,505	84,970	26,465			68.9%
Expenditure	128,757	191,707	62,950	11,333	51,618	73.1%
Net Income over Expenditure	<u>(70,252)</u>	<u>(106,737)</u>	<u>(36,486)</u>			
Movement to/(from) Gen Reserve	<u>(70,252)</u>					

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

Monday 10th February 2020

Contact Officer: Emma Churchill; Tourist Information Centre Supervisor

Subject: Buckingham Town Calendar

Recommendation.

- 1.1. To note the success of the 2020 calendar and agree to publish a 2021 Buckingham calendar.

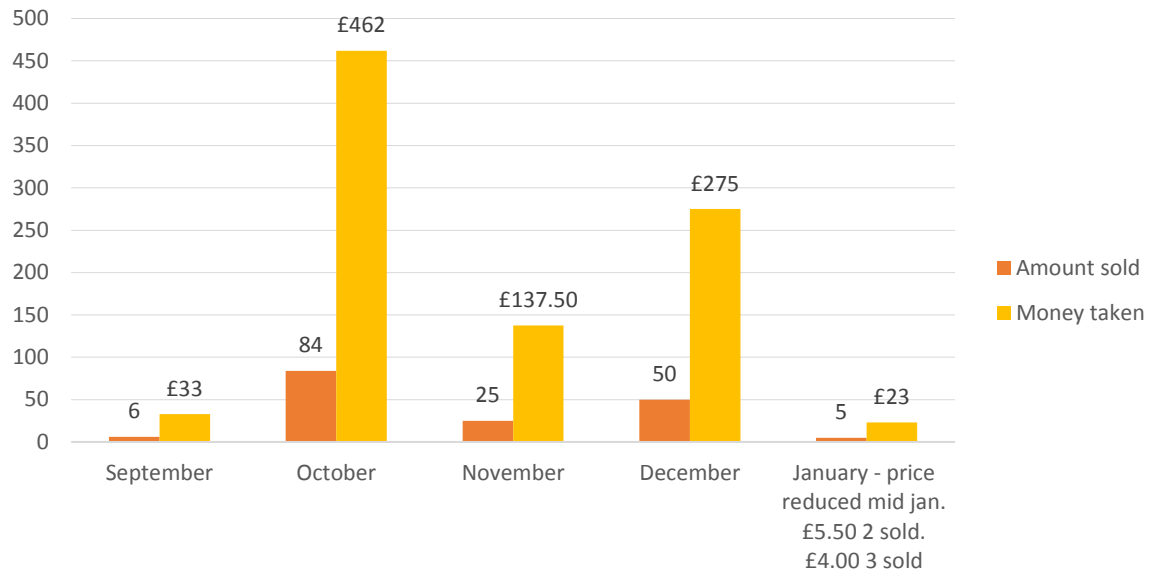
Background

- 2.1. In 2018 the TIC was inundated with people looking to buy Buckingham themed calendars. In the past Phillips made one and The Old Gaol gift shop sold them, but they no longer do this. This left a gap in the market, which the Tourist Information Centre filled this year by holding a photography competition, and compiling a calendar of the best 12 photos of Buckingham. The calendar has been a success, with most of the calendars selling and making a profit. There is clearly a market for a Buckingham calendar. In addition, the calendar has generated interest and discussion in the town and reminded people how beautiful it is. The featured photos can now be used by the Council.
- 2.2. The winning photos were featured in the Buckingham Advertiser.

Information

- 3.1. The calendar (to date) has made a profit of £179.88.
- 3.2. In total we ordered 241 calendars. 33 were given away: 17 in the new councillor packs, 12 to the winners, one for the TIC to display, one to #LoveBuckingham, one for the BTC office and one for customers to view before buying. In total we sold 170 calendars and have 38 left.
- 3.3. The final 38 are now on sale at a reduced price and we anticipate that we will sell the majority.
- 3.4. A The winning photos are now all available for the Council to use in its publications.

Calendar sales



BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 10th FEBRUARY 2020

Contact Officer: Amanda Brubaker, Events Coordinator

John Lawson's Circus

1. Recommendations

- 1.1. To allow John Lawson's circus to operate in Bourton Park in principle from Friday 14th to Sunday 16th August, pending agreement on the fee to be paid.
- 1.2. That up an agreement is drawn up with John Lawson's Circus recommending the following proposed costs:

Damage deposit	£1000
Daily fee for use of paddock	To be agreed in consultation with Chairman
Cost for PRS Music License	£489.61

2. Background

- 2.1. In December 2019 a request was received from John Lawson's Circus to present their family circus in Buckingham. This would be a 3 or 4 day visit to fit in with other venues they have already booked.
- 2.2. There will not be any animals involved.
- 2.3. Aylesbury Vale District Council are involved with the circus, so the Events Co-ordinator contacted them to see what they look out for and what problems they have encountered.
- 2.4. The only problems they had was damage to the grass and litter. They suggested that we charge a deposit and a daily fee as they do.
- 2.5. It was also suggested that a letter drop is done to residents that may be affected by the circus.
- 2.6. In January the Deputy Town Clerk, Estates Manager and Events Co-ordinator met with Mr Lawson in the paddock at Bourton Park.
- 2.7. The Estates Manager explained the access to the paddock was along the footpath.
- 2.8. The circus will bring in several vehicles ranging in size from cars to lorries. These would be kept on site.
- 2.9. The Estates Manager explained that there was no running water, electricity or toilets in the paddock. The circus has their own set of toilets that they will bring with them.

The Events Co-ordinator checked with the Performing Rights Society regarding a PRS music license. A music license will need to be obtained as

there is a different rate for circuses. This is based on the size of the big top and number of attendees.

- 2.10. All ticket sales will be controlled by the circus. The tickets will be available either on line or on the day at the kiosk.
- 2.11. The circus will only require approximately one third of the paddock. The remainder would be kept open for the use of the public including dog walkers.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 10th February 2020

Contact Officer: Amanda Brubaker, Events Co-ordinator

Christmas Light Switch On

1. Recommendations

- 1.1. That the event is shortened to an hour and the number of performers reduced.
- 1.2. That the Council uses use Taliesin Musicraft again for the stage, sound and lighting. However, a meeting should be arranged with Mr Watkins ahead of time to discuss what he can do to improve the sound.
- 1.3. That we members of the public are invited to wear something that can be illuminated by batteries, and that they turn them off during the performances and switch them on when the lights are tuned on.
- 1.4. That the changes proposed in Section 4 are all adopted.

2. Background

- 2.1. The Christmas Light Switch On was held on Saturday 30th November 2019 outside the Old Gaol.
- 2.2. The stage, sound and lighting was provided by Taliesin Musicraft. Mr Watkins started building up the stage at 9:30am ready for the event in the evening. The mixing desk was located alongside the barbers and additional speakers located in that area.
- 2.3. The Great Horwood Band was booked to perform and provide accompaniment for the carol singing. The band set up in front of the stage facing towards the crowd. The band played at the end, but most people had left at that point. The band did not accompany the communal signing despite that having been intended.
- 2.4. The Buckingham Children's Choir and Stagecoach Buckingham Children's Choir were booked to perform. As was the Buckingham Rock Choir.
- 2.5. The switch over between performers took longer than expected, partly because of the icy stage. This led to further dissatisfaction amongst the audience.

- 2.6. A drop off area behind the stage was organised for the children that were taking part. Parents dropped their children off with a member of Stage Coach Buckingham or with Suzy Smith from The Buckingham Children's choir and then taken to the holding area which was outside the Old Gaol by the Christmas tree. Parents and attendees were asked not to go into that area for health and safety reasons.
- 2.7. A disabled area was set up near to the tree, which was only used by one person.
- 2.8. The Mayor's Chaplain, Rev Will Pearson-Gee gave a talk on the meaning of Christmas.
- 2.9. There was an original performance by The Bard of Buckingham, Dean Jones.
- 2.10. The presentation of Buckingham's trader of the year took place before the start of the light switch on event. The presentation was made by Roger Edwards of the Buckingham Society.
- 2.11. Before the event started the stage floor started to ice over. The Deputy Town Clerk purchased some salt to put down on it as Mr Watkins did not have anything to put down on the floor.
- 2.12. Performers, the Town Mayor and Town Crier were informed before they went on stage to be careful as the floor of the stage was still slippery.
- 2.13. The Stagecoach Buckingham choir were the first to perform and a solo performance of the first verse of Away in A Manger was sung from the upstairs window of the Old Gaol by one of the children.
- 2.14. The countdown for the light switch on was led by Town Mayor Cllr Mark Cole. Cllrs and members of staff manned the feeder pillars ready to switch the lights on at the end of the countdown.
- 2.15. The event lasted longer than anticipated and a lot of people left before the lights were switched on. See comments from members of the public below.
- 2.16. A small Artisan market was set up in the cattle pens. This included a children's ride, hot chestnuts, a patisserie and street food.

Staff Working At The Event

Paul Hodson, Town Clerk

Claire Molyneux, Deputy Town Clerk

Amanda Brubaker, Events Co-Ordinator

Ian Saunders, Green Spaces

Craig Calder, Green Spaces

Nina Stockill, Committee Clerk

Cllrs Volunteering At the Event

Cllr Any Mahi

Cllr Terry Bloomfield

Cllr Mike Smith

3. Example Comments From Members Of The Public

- 3.1. *Lights were far too late coming on. We arrived at 6:30, as advertised, waited around for 1 hr and with 2 young boys they got very impatient. We ended up Leaving at 7:45 as boys were getting very tired. Why can't the light be switched on earlier?? Isn't this event meant to be for the children as much as the adults?! The choir was nice, but it was silent most of the time with people wondering what's next and when are the lights coming on!*
- 3.2. *Put the lights on earlier!! . During change over of singing groups put on some Christmas music to keep the place lively*
- 3.3. *Arrived at 6.30pm, started off promising, but with no sign off lights being turned on by 7.30pm we left. We have two small children 3 and 6 years, who were so excited at the prospect of seeing our towns lights being switched on, but after one hours wait, they got very tired and bored. The sound quality from the stage didn't help. The acts all put a tremendous amount of effort into there performances however, some more uplifting Christmas songs might have kept the crowd engaged.*
- 3.4. *To advertise a time for the actual light switch on. We took our 3 young children to see the light switch on. We got there for 6.30pm and heard that the lights would be switched on at 7.40pm. We had to leave at 7pm as the children were bored and cold*

4. Proposed changes

- 4.1. Following detailed discussions, a new approach is proposed:
- 4.2. To invite only one choir
- 4.3. To ensure the choir sings each of the Christmas carols and songs, accompanied by the band
- 4.4. To ask the band to play during each change of performer on the stage
- 4.5. To invite people to wear some form of lighting, ideally that can be turned on and off, to add to the atmosphere
- 4.6. To arrange a host / compere for the evening to ensure continuity and to keep the audience engaged throughout
- 4.7. To arrange a more suitable stage for a potentially icy event
- 4.8. To provide additional speakers to enable all attendees to hear what is happening
- 4.9. To publish the programme and song words online well in advance, and to ensure that those attending are continually reminded about this facility
- 4.10. To move the santa float further back to allow more people to see the stage clearly

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 10th February 2020

Contact Officer: Amanda Brubaker, Events Co-ordinator

Christmas Parade

1. Recommendations

- 1.1. It is recommended that the Council continues to support the Christmas Parade by providing the road closure and sponsoring the event.
- 1.2. It is recommended that all marshals sign an agreement showing that they understand what their role is on the day and that they are responsible for letting the organisers know if they are unable to fulfil them.
- 1.3. The Christmas parade uses all of the signage that we have. As we are short of the Road Ahead closed signs, it is recommended that we purchase some additional signs using budget code 301/4042 Events Equipment

2. Background

- 2.1. The Christmas parade was first thought up in 1984 by the late Mrs Rosemary Heywood. Mrs Heywood owned what was then the Gingerbread House and which house Santa at Christmas. It was from there that she put Santa on a sleigh and took him along the High Street, along with two Girl Guide groups and a Scout band from Bristol. This was only going to be a one off event, but due to public demand the parade took place again in 1986 and has continued ever since. As Mr & Mrs Heywood were heavily involved in the newly revived Buckingham Chamber of Trade, Commerce and Industry, the Chamber took on the Parade to help raise money for the event. In the late eighties/early nineties local businesses who had been sponsoring the parade faced recession and were unable to continue. Buckingham Town Council came to the rescue and said that provided the organisers would continue they would fund the whole occasion for the benefit of the town. This has continued to present day. The Christmas Parade is enjoyed by people of all ages and brings people into the town specifically to see the parade. For many it is the start of the Christmas season.

3. Information

- 3.1. It was a very wet and cold start to this year's Christmas Parade. Over 50 floats, walkers and marching bands lined up on Chandos Road ready to parade through Buckingham town centre. The parade set off at 10:45am and just after that the sun came out.

- 3.2. The road closure is provided by Buckingham Town Council and was implemented on Chandos Road at 9am, so that the road could be kept clear for floats to set up and people would not have to worry about vehicles passing them.
- 3.3. The rest of the town centre was closed to all traffic at 10:15am.
- 3.4. Amberon Traffic Management Company were employed to assist with the traffic on the Stratford Road roundabout and Stratford Road.
- 3.5. Three marshals did not turn up at their allocated posts even though it was thought that they had been at the briefing earlier that morning. This meant that we were short at both the top and bottom ends of Addington Road. Craig Calder assisted Ian Saunders with the coverage of the junction of Addington Rd / Moreton Road and Claire Molyneux assisted Lee Phillips with coverage of Addington Rd/ Stratford Road. This meant that they had to leave other posts that had been assigned to.
- 3.6. The Christmas Parade uses all of the signage that the Town Council has. It is recommended that the Council purchases additional signage (see recommendation1.4)

Staff Working At The Event

Paul Hodson, Town Clerk (In the parade)
Claire Molyneux, Deputy Town Clerk
Amanda Brubaker, Events Co-ordinator
Ian Saunders, Green Spaces Team
Craig Calder, Green Spaces Team
Lee Phillips, Estates Manager
Louise Stubbs, Committee Clerk
Jodie Baughan, Finance Officer

Councillors Volunteering At Event

Cllr Andy Mahi
Cllr Mike Smith
Cllr Anthony Ralph

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 10th FEBRUARY 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Comedy Night

1. Recommendations

- 1.1. It is recommended that the Council returns to having quarterly Comedy Nights as they are popular with local people.
- 1.2. It is recommended that the next Comedy Night in July is held in the Community Centre if available. The Community Centre is central to the town centre. Access to the venue is easy as the car park is adjacent to the Community centre.
- 1.3. It is recommended that the Council continues to use the online ticket sales system for the next Comedy Night. People are able to purchase tickets when the Tourist Information Centre is closed.
- 1.4. Tickets should continue to be made available through the Tourist Information Centre for those that do not wish to purchase them online.
- 1.5. It is recommended that council branding at the event is enhanced with the purchase of pop-up banners and "Events Team" T-shirts.

2. Background

- 2.1. The regular Comedy Nights started in 2011. The first one was held in the community centre and from January 2012 were held in the Ball Room at the Old Town Hall until 2017 when remodelling took place.
- 2.2. In 2018 it was agreed that due to accessibility issues the Council would not use the Ballroom for events.
- 2.3. A new venue was sought in 2019 that was suitable to hold the Comedy Night and the event relocated to the Royal Latin School.

3. Information

- 3.1. Angela Barnes, Charlie Baker and Phil Jerrod performed at the first of this year's Comedy nights
- 3.2. The event was held in the Royal Latin School on Saturday 1st February.
- 3.3. Sound and lighting was provided by Richard Watkins of Taliesin Musicraft Limited.
- 3.4. A Temporary Events Notice was obtained and a mobile bar was provided by Silverstone Brewery.
- 3.5. As door staff were required by the venue, Complete Management from Milton Keynes were employed.

- 3.6. Tickets for the event were sold both online and through the Tourist Information Centre.
- 3.7. On line sales were 93, Tourist Information Centre, 32 and 2 on the door.
- 3.8. Online ticket sales proved to be successful and were sold as far afield as Leighton Buzzard and Northampton.
- 3.9. Comments received on Facebook were

Thoroughly enjoyed tonight...it was great fun!! Thank you

Great night, brilliant! Thank you

Great night!

Great night, thank you! When's the next one?

4. Branding

- 4.1. Whilst the event was successful, there was nothing on display at the venue to make it clear that the night was put on by the Town Council. It is proposed to purchase pop-up banners saying "Buckingham Town Council Event", with a statement on the bottom that details of other events and a feedback form can be found on the Council's website. It is also proposed to purchase a set of Town Council t-shirts which say "Events Team", so staff, councillors and other volunteers could be clearly identified. It is proposed to purchase these items from the Comedy Night budget code, using the forecast underspend from the overall TC and E budget.

5. Staff Working at The Event

Amanda Brubaker, Events Co-ordinator
Paul Hodson, Town Clerk
Louise Stubbs, Committee Clerk

6. Councillors Volunteering at Event

Cllr Christine Strain-Clarke

7. Councillors Attending Event

Cllr Robin Stuchbury
Cllr Jon Harvey
Cllr Warren White
Cllr Tim Mills

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

MONDAY 10th Feb 2020

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

Lace Hill Winter Fair Report

1. Recommendations

- 1.1. It is recommended that members note the report.
- 1.2. It is recommended to hold another Winter Fair at the Lace Hill Sports & Community (LHSCC) in December 2020.

2. Background

- 2.1. The 2nd Winter Fair at the LHSCC took place on December 1st 2019 between 2pm and 4pm. The Mayor officially opened the event.
- 2.2. Over 250 adults and children attended the event.
- 2.3. In the main hall there were 22 different stalls, including craft stalls, local organisations and business as well as stalls organised by LHSCC regular hirers. Members of public in attendance had the opportunity to do a spot of festive shopping while enjoying live music performances from young performers by Stagecoach - who currently hire the committee room on a weekly basis. The committee room was full of craft activities for children and was very busy throughout the event. Children also enjoyed a small rock and elf hunts.
- 2.4. As per previous events, an entrance fee of £1 per adult was charged to help pay towards the costs of the event expenses. In addition to this, a £5 fee was charged for per stall – excluding hirers. Hirers are always encouraged to be part of the event and have a stall for free. They also usually help with the setting up and/or packing away of the event.
- 2.5. Project Street Life who are based at the centre organised a refreshments stall, serving hot drinks with biscuits for donations. The LHSCC Coordinator organised raffle donations from other stall holders and these were given to the youth club who ran a raffle on the day. This ensured they covered their expenses and also made a little bit of extra funding to put towards further activities for the group.

2.6. The toddler group based at the centre (Play Time) organised a jam jar tombola to raise funds to give free books to all the children visiting the Santa grotto at their Christmas party.

2.7. The event was advertised on the BTC website, social media pages and various notice boards at the centre and around town and local points of interest.

3. Information

3.1. An event plan and risk assessments were in place and adhered to.

3.2. Three first aiders were present at the event.

3.3. No incidents or accidents occurred.

3.4. The BTC events feedback link was shared online and three responses were received. The feedback was generally positive.

4. Event Costs

Expenditure	FORECAST	ACTUAL
TEN	£21	£21
Crafts	£40	£40
Treats	£30	£15
Decorations	£0	£15
TOTAL	£91	£91

Income	FORECAST	ACTUAL
Stall Holder Income (after VAT)	£92	£84
Entrance Fee (after VAT)	£120	£115
TOTAL	£212	£199

4.1. Staff and volunteers who worked the event:

Sam Hoareau LHSCC Coordinator

Gina Smith, LHSCC Assistant

Claire Molyneux, Deputy Town Clerk

Anett Allsopp, (Volunteer / Hirer) – Lace Hill Gymnastics Club

5. Timing

5.1. The 2020 event has been agreed by this committee (on the 2nd December 2019) to provisionally take place on the 29th November 2020. However, the event has been rescheduled to run on the 22nd November 2020 to avoid clashing with other BTC events.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 10th February 2020

Contact Officer: Claire Molyneux, Deputy Town Clerk

Goldfish as prizes at the Charter Fair.

1. Recommendations

- 1.1. It is recommended that Buckingham Town Council ban the practice of giving live goldfish as prizes at the Buckingham Charter Fairs.
- 1.2. It is further recommended that the giving of any live animal as a prize be banned at all Town Council events.

2. Background

- 2.1. On the 2nd December 2019, committee debated the giving of goldfish as prizes at the Buckingham Charter Fairs 596/19. Committee requested a further report on the contractual implications of such a ban.
- 2.2. Officers have discussed the matter with the Head Showman who has advised that there are no contractual issues with a ban and that he would be able to implement a ban in time for the 2020 Charter Fairs.
- 2.3. At this time there are no other events at which live animals are given away and no plans to do so in the future. Giving live animals as a prize risks that they are given to unprepared members of the public who accept them on a whim rather than because they have any real desire to look after that animal.

3. Information

- 3.1. The RSPCA's view:

“Animal ownership is a big responsibility that needs to be planned and well thought out – not a spur of the moment thing that happens just because someone has won a prize”.

- 3.2. In April 2019 the Ornamental Aquatic Trade Association began a campaign urging people to refuse to accept prize live goldfish at fairs and also calling for local authorities to support its position that fish should not be given away

at places like fairgrounds. *“We would ask local authorities to use their powers to prevent fish from being given away as prizes to an unprepared public”.*

3.3. For the purpose of this report an animal is defined as *“any member of the kingdom Animalia, comprising multicellular organisms that have a well-defined shape and usually limited growth, can move voluntarily, actively acquire food and digest it internally, and have sensory and nervous systems that allow them to respond rapidly to stimuli.”*

4. Legal Considerations

4.1. - The Animal Welfare Act 2006, Section 11 provides that essentially it is illegal for someone under the age of 16 to win an animal as a prize unless accompanied by a guardian/parent over the age of 16 who consents to their child winning the prize.”

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 10th FEBRURY 2020**

Contact Officer: Paul Hodson, Town Clerk

Business Plan and Budget Proposal

1. Recommendations

- 1.1. It is recommended that the Committee agree the proposed sections to be included in the new Business Plan.

2. Background

- 2.1. The Resources Committee agreed on 23rd September 2019, *“for the Council to plan to adopt a five-year budget and five-year business plan for 2020 -26, and that this be initially developed by each of the four committees reviewing the aspects relevant to their remit”.* (359/19)

3. Core Objectives for the Council

- i. To ensure the current Neighbourhood Plan is being used appropriately to judge planning permissions within the town, and to carry out a full refresh of the Neighbourhood Plan to ensure the Town has the best possible Plan in place once the Vale of Aylesbury Plan is agreed.
- ii. Improved community spirit
- iii. Established greater active engagement with local Partners and Public
- iv. Promoted and improved economic activity within the town
- v. Maintained, improved and expanded our green and open spaces (including allotments and cemetery)
- vi. Maintained Quality Council Status
- vii. Developed an effective resources plan (to include an income generation plan, adequate staffing to achieve our ambitions and good value council processes)
- viii. Make Buckingham an even more attractive town/parish (including improved infrastructure)

4. Town Centre & Events Committee Description

- 4.1. The Town Centre & Events Committee’s remit is to make the town centre a pleasant place to come to, and to put on events for residents and visitors. All events are aimed to strengthen our community, young and old; and contribute to making Buckingham an especially vibrant town. Many events are run in partnership with local groups and organisations.
- 4.2 The Committee also takes responsibility for the running of the markets, floral displays, youth projects, the Tourist Information Centre and the promotion of the town through appropriate media.

5. Resources

5.1. The Council's ongoing work to review and put on successful events is enabled by the Events Co-ordinator working closely with outside organisations as well as office and Green Spaces staff and members of the Town Centre & Events Committee.

6. Accessibility

6.1. To make events Fair for All, the Events Co-ordinator will work closely with representatives from BuDS and Access for All to see what alterations can be made to each event. This will be an ongoing process as each event will be handled as an individual case. It is not yet clear what the full cost will be if any to make changes.

7. Climate Change Actions

7.1. Each event will be looked at on a case by case basis by the Events Co-ordinator and Town Centre & Events Committee to see what facilities are required for re-cycling purposes. It is not yet clear what the cost involved will be.

8. Action Plan

8.1. The following Action Plan summarises what the Council plans to achieve during 2020, to further the Core Objectives. These actions are in addition to the Council continuing to manage its assets and deliver day to day services.

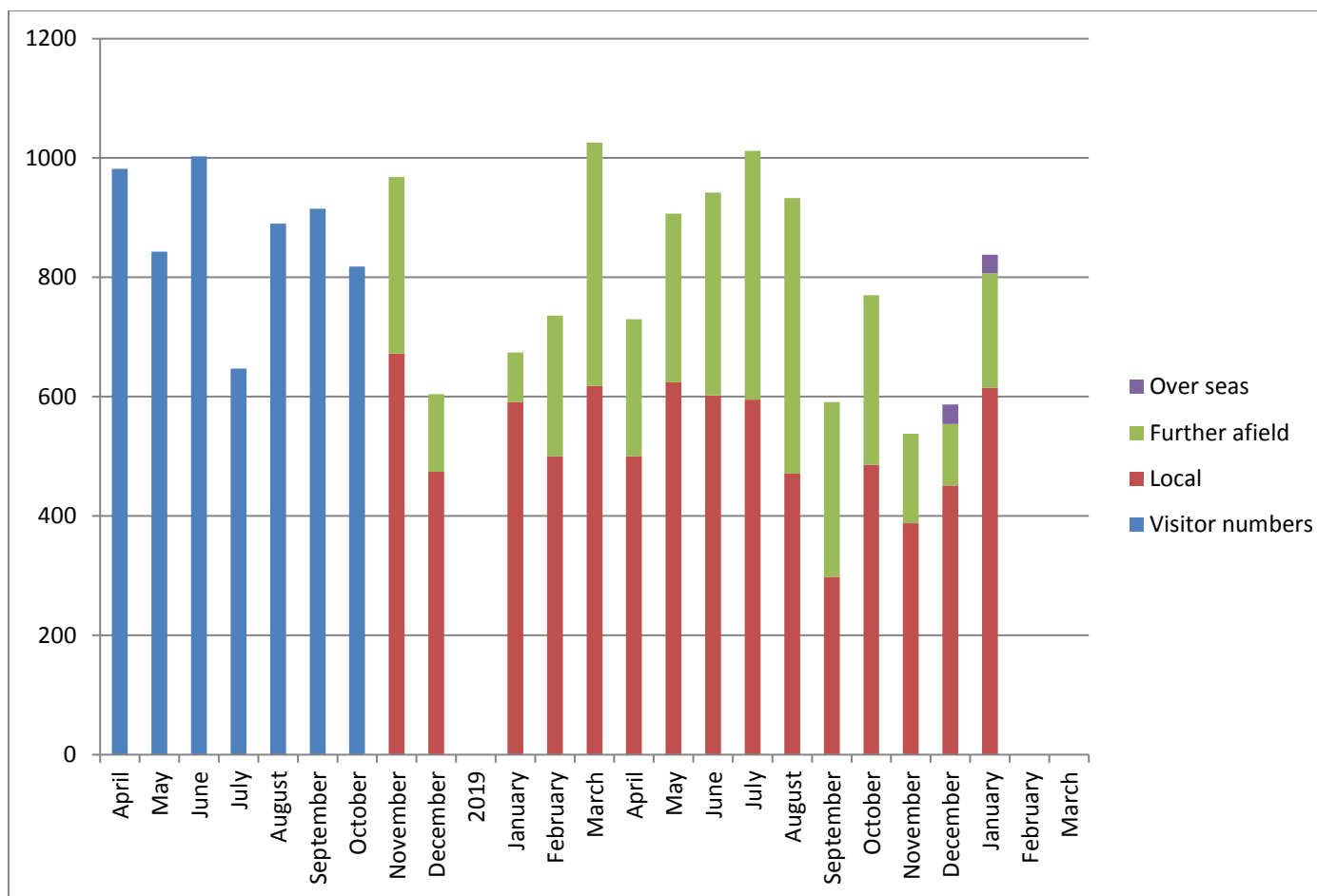
Item	Core Objectives	Action(s)	Responsibility	Deadline
Make Town Council events accessible for a wider range of people.	2,8	Work closely with BuDS and Access 4 All to achieve the required criteria for the Fair 4 All standard.	Events Co-ordinator	December 2025
Increase attendance at events.	2,3,8	Continuously seek to expand and improve events.	Events Co-ordinator	Ongoing
		Seek ways to better market events to increase attendance	Events Co-ordinator and Communications Clerk	
		Increase the participation of	Events Co-ordinator	

Item	Core Objectives	Action(s)	Responsibility	Deadline
		local businesses and organisations in events.		
Increase alternative sources of funding.	3,4,7	Develop and promote sponsorship opportunities	Events Co-Ordinator and Deputy Town Clerk	Ongoing
		Obtain grant funding for events	Events Co-Ordinator and Deputy Town Clerk	Ongoing
Recycling at events	2,3,8	Provide appropriate recycling options at all events. Investigate recycling solutions. Prepare fully costed options. Monitor usage and seek improvements.	Events Co-ordinator	Ongoing
Implement the Buckingham Tourism Strategy	3,4	Create and manage quality online tourism website.	Deputy town Clerk and TIC Supervisor.	March 2021
		Improve TIC merchandising		Ongoing
		Expand tourism networking.		Ongoing
Improve the Town Centre		Work with the new Buckinghamshire Council to either transfer town centre assets to the Town Council or to encourage the unitary council to improve them.	Town Clerk and Members	Ongoing

9. Performance indicators

9.1. The relevant Performance Indicators to the Town Centre & Events Committee will be:

- a) Feedback from events
- b) The Town Council to achieve Fair 4 All status
- c) Quality and effective recycling at each event
- d) Increased external events funding
- e) Increased visitors to physical and virtual TIC



New chart begun April 2018 with change of ownership

968 November – 672 locals. 296 FA

604 December - 474 locals. 130 FA

674 January 591 Locals. 83 FA

736 February 500 locals. 236 FA

626+400 March 418 locals. 208 FA +400

730 April 500 locals. 230 FA

907 May 624 locals. 283 FA

947 June 602 locals. 340 FA

1012 July 595 locals. 417 FA

933 August 471 locals. 462 FA

Appendix C

761 September 498 locals. 293 FA

770 October 486 locals. 284 FA

538 November 388 locals. 150 FA

587 December 451 locals, 103 FA and 33 overseas

838 January 615 locals, 192 FA and 31 overseas