



BUCKINGHAM TOWN COUNCIL

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TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 14 October 2020

Councillors

You are summoned to a meeting of the **Town Centre & Events Committee** of Buckingham Town Council which will be held on Monday 19th October 2020 at 7pm online via Zoom, Meeting ID 871 2899 7691.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

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 Meetings held on:

- [Monday 27th July 2020](#)
- [Thursday 10th September 2020](#)

4. Action List

To receive action reports and updates

[Appendix A](#)



Twinned with Mouvaux, France;

Neukirchen Vluyn, Germany

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 send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

5. Rural Market Town Group

To discuss how the Council will engage with and benefit from the Group (following 516/19)

[Appendix B](#)

6. Terms of Reference

To receive and discuss a written report from the Committee Clerk

[TCE/54/20](#)

7. Story Collecting Micro Festival Plans - Summer 2021

To receive and discuss correspondence from Buckinghamshire Council

[Appendix C](#)

8. Buckingham Community Group Fundraising Day

To receive and discuss a written report from the Events Coordinator

[TCE/55/20](#)

9. Litter Picking Events

To receive and discuss a verbal report from the Events Coordinator and Committee Clerk

10. Buckingham Calendar 2021

To receive and discuss a verbal update on the publication on the 2021 calendar from the Town Clerk

11. WW1 Memorial Rededication (20th May 2021)

To discuss and agree whether to postpone plans for the rededication service on the 20th May 2021.

12. Bard of Buckingham

To receive and discuss a verbal update from the Town Clerk

13. Good Endings Fair 2021

To receive and discuss a verbal report from the Events Coordinator

14. Christmas Lights Switch On 2020

To receive and discuss a verbal report from the Events Coordinator

15. Christmas Shopping Promotion

To receive and discuss a verbal report from the Town Clerk

16. Buckingham Summer Youth Project Report

To receive and note a report from Action4Youth

[Appendix D](#)

17. Budget

17.1 To receive the latest budget figures

[Appendix E](#)

17.2 To receive the revised budget forecast (covid-19 impact).

[TCE/56/20](#)

17.3 To receive and discuss a written report proposing the draft budget for 2021/22 and the revised draft five-year budget.

[TCE/57/20](#)

18. Forthcoming Events

18.1 Remembrance Parade

To receive and discuss a written report from the Events Coordinator

[TCE/58/20](#)

18.2 Pumpkin Trail

To receive and discuss a written report from the Office Apprentice

[TCE/59/20](#)

18.3 Local Democracy

To receive and discuss a verbal report from the Events Coordinator and Chairman

18.4 Charter Fair

To note an update from the Events Coordinator

19. Event Reviews

19.1 River Rinse

To receive and discuss a written report from the Events Coordinator

[TCE/60/20](#)

19.2 Dog Show

To receive and discuss a written report from the Events Coordinator

[TCE/61/20](#)

20. Access

20.1 AccessAble Service

To receive and discuss a written report from the Town Clerk

[TCE/62/20](#)

21. Tourist Information Centre

To receive the latest visitor and accommodation statistics

[Appendix F](#)

22. Twinning

23. News Releases

24. Chair's Items

25. Date of the next meeting: Monday 7th December 2020

To:

Cllr. R. Ahmed

Cllr. T. Bloomfield

Cllr. Mrs. M Gateley

Cllr. Harvey

Cllr. A. Mahi

Vice Chair

Cllr. G. Collins (Mayor)

Cllr. L. O'Donoghue

Cllr. Mrs. C. Strain-Clark

Cllr. R. Stuchbury

Cllr. M. Try

Chair

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
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	Members AGREED to move the date to the 27 th September 2020 inline with Keep Britain tidy Campaign	Oct-20
TC&E	71/19; 517/19; 88/20	WW1 War Memorial Rededication	AGREED that the Events Coordinator progress with arrangements for a rededication service on the 20th May 2021, providing it is safe to do so. 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 2021. And to precept for the year beginning April 2021 to pay for a small community lunch on that day for the descendants of those named on the memorial from WW1.	Events Coordinator		Nov-20
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	AGREED for a report to come back to the Oct meeting	Oct-20
TC&E	252	Bard of Buckingham	Members congratulated Mr. D. Jones on his success in the role and asked the Town Clerk to suggest to the Bardic Council if Mr. D. Jones would consider another year as The Bard of Buckingham with an election to be held in 2021.	Events Coordinator	Verbal update to be provided for July meeting	Oct-20
TC&E	254.7/19	Good Endings	Members AGREED for the Events Coordinator to proposed a date for the Good Endings Fair 2020.	Events Coordinator	Fair postponed due to Covid-19 restrictions	Oct-20
TC&E	520/19	Christmas Lights Switch On	Members AGREED for the event plan to be put before Committee for review and agreement at the October 2020 meeting	Events Coordinator	Formal switch on will not take place.	Oct-20
	884/19	Youth Council	Cllr. O' Donoghue said the Town Clerk was writing to local schools requesting expression of interest. Members AGREED to postpone the agenda item until the Town Clerk was in a position to report back.		Delayed due to Covid 10 restrictions	Oct-20
	885/19	Community Gardening/Alternatives to Buckingham in Bloom	Proposed by Cllr. Bloomfield, seconded by Cllr. Mahi and unanimously AGREED that the Town Council investigate the viability of a Community Gardening project, by contacting the Buckinghamshire Council and VAHT to ask for their support.	Deputy Town Clerk	Report for October meeting	Oct-20
	886/19	Climate emergency	That the Town Council hosts a Climate Emergency Workshop, as soon as it is practically possible, to consider the measures that could help towards Buckingham Town Council reducing its own carbon footprint and discuss how to facilitate similar carbon reduction measures in the wider community.	Committee Clerk	Postponed; options to be reviewed after lockdown ends	Oct-20
	887/19	Twinning	Proposed by Cllr. Cole and seconded by Cllr. Mahi that the Town Council investigate, with the Twinning Association, the possibility of the visit taking place on the weekend of the 12-13 th December 2020 and investigate all possibilities for catering a Civic event without putting any additional load on Town Council staff.	Events Coordinator	Postponed; options to be reviewed after lockdown ends	Completed
	99/20	Access	The Town Clerk said the office was working on updates to the Tourist Information Centre's website and there was potential for investing in the expansion of accessibility content. Members noted that the Town Clerk would bring back a report to a future meeting of TC&E Committee.		Deferred until October	Oct-20

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 19th October 2020

Contact Officer: Paul Hodson, Town Clerk

Terms of Reference

1. Recommendation

- 1.1. That Members AGREE the amend 10.6 of the approved Terms of Reference to include: *"Annual & Other Events: 10.6 The Town Centre and Events Committee coordinate and supervise various events for the town which may include the following: May Day, Pancake Race, Music in the Market, Band Jam, 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."*
- 1.2. That the amended Terms of reference are referred to Full Council on the 23rd November 2020 for approval.

2. Background

- 2.1. At TC&E Committee on the 8th June 2020 meeting Members AGREED to amend the Terms of Reference and bring an amended copy back to the next meeting of TC&E committee on the 27th July 2020:
"Proposed by Cllr. Try, seconded by Cllr. Harvey and unanimously AGREED for the following text to be inserted into the Terms of Reference and an amended copy to be brought back to the next meeting on the 27th July 2020: "Annual & Other Events: 10.6 The Town Centre and Events Committee coordinate and supervise various events for the town which may include the following: May Day, Pancake Race, Music in the Market, Band Jam, 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."
- 2.2. Full Council on the 13th July 2020 received and approved a copy of the TC&E Term of Reference that did not contained the amendment from the 8th June 2020.
- 2.3. The Town Centre & Events Terms of Reference were not discussed at Committee on 27th July 2020.

Story Collecting Micro Festival Plans - Summer 2021

From: Lallie Davis

Sent: 28 September 2020 11:59

To: Paul Hodson

Subject: Story Collecting Micro Festival Plans - Summer 2021

Hello Paul and Emma,

I hope you are well.

As you may have picked up from conversations, or my Newsletter, I have been working on developing a Storytelling strand of creative and cultural activity for Buckinghamshire. The big idea is to build a large-scale, county-wide Storytelling Festival for Bucks that is participatory, immersive and experimental – embracing arts, heritage, creativity, digital and technology. We want the Storytelling Festival to be inclusive and accessible and show that Bucks is a creative and exciting place to be.

This will take some time to develop and get right, and we need to do some researching and testing to get there. Therefore, I have used the lockdown period to develop a pilot Story Collecting Micro Festival concept, and begun to fundraise for delivery in Summer 2021. I wanted to share our plans with you now, on the understanding that this will only go ahead if we secure external funding (decision due before the end of 2020). The suggested Festival period is 26th June-25th July 2021, embracing Whizzfizzfest. We hope that many organisations that are planning activity in this period can align their programmes to the theme of Story Collecting, and that some organisations might even develop new activities in order to take part. We are not able to apply for large amounts of funding for the Festival, but hope that business, places, organisations, creatives and communities groups will help us to deliver a vibrant and exciting programme nonetheless, which will be marketed as one cohesive programme.

Attached is an overview of the Story Collecting Micro Festival, including different ways for people to get involved. If we secure the funding we have applied for I will be reaching out to towns/villages across Bucks to host Story Collecting activity and asking you to spread the word about the Festival itself, and the opportunities to get involved – in particular the Open Weekend planned for 22nd-25th July.

Please feel free to come back to me if you have any questions, or want to discuss further. I would be interested to know if there are any activities you have planned in the suggested Festival period that you think might align, or if you have any major clashes!

Best wishes,

Lallie Davis

Partnerships and Strategy Manager, Buckinghamshire Culture

Hosted by:

Bucks County Museum

Church Street, Aylesbury, Bucks HP20 2QP

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

MONDAY 19th October 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Voluntary Community and Social Enterprise (VCSE) Community Fair

1. Recommendations

It is recommended that

- 1.1. The Events Coordinator continues with plans for the event as outlined. A report will be brought back to the first TC&E meeting of 2021 which will be Monday 8th February 2021.
- 1.2. The Events Coordinator works with the Buckingham Society to see how we can work together and combine the Civic Day with a Community Fair.
- 1.3. The event is held on a Sunday in June 2021 in the cattle pens. The date for the Moretonville Football tournaments 2021 will be looked into so that the event does not clash with them.
- 1.4. A budget of £1,500 is set for the financial year 2021/22 to cover any costs relating to the event.

2. Information

- 1.5. At the last Resources meeting on Monday 21st September members received and discussed a written report from the Communications Clerk and unanimously AGREED to make the following recommendations to Full Council:

370/20 Grants Review Report

- 1.6. The Town Centre and Events Committee should investigate holding a Buckingham community group fundraising day, to be a large summer fair with 4 stalls from local VCSE groups and local grant giving bodies in order to support local groups to raise their profile, funds and recruit volunteers. Funding for this event should be included in the Town Centre and Events 2021/2022 precept.

ACTION TC&E AGENDA

- 1.7. Organisations that currently receive funding from Buckingham Town Council such as the Tennis Club, Chandos Park Bowls Club, Literary Festival,

Summer Festival, Fairtrade Association, Christmas Parade and the Youth Centre will be invited to have a stall and promote their organisation, as well as showing what the funding is spent on each year. All other community organisations would also be invited to take part.

- 1.8. The event should have something to attract all age groups.
- 1.9. All sports clubs should be approached to see if they offer taster sessions the weekend of the event.
- 1.10. The WI should be approached to see if they would like to provide refreshments throughout the day as well as raise awareness of the WI and what they are about.
- 1.11. Other organisations such as the Canal Society, should be invited to take part and showcase the work that they have been doing on the Buckingham arm of the canal.
- 1.12. The event would also be a chance for organisations to recruit members and/or volunteers
- 1.13. The Town Council would have a stall and use the event as a way of recruiting volunteers for upcoming events.
- 1.14. Live entertainment throughout the day, such as the Brackley Morris Men and live acoustic music.
- 1.15. A road closure will be applied for so High Street (North) from Prezzo to Paynes Court can be closed safely. The road closure would be the same as we have done for the Spring Fair in the past.

Action 4 Youth Buckingham Project Report August 2020

Part 1 - Parents/carers and young children – Play in the Park

Overview – 4 sessions provided in Chandos Park – 11 families engaged and 18 children aged 18months – 8 years of age.

Session Breakdown – chart below

Wednesday 5 th August	Outcomes and Engagement
Play in the Park 12-3pm Stick Man Tracy and Sarah	<p>This session involved the story being told in an animated fashion using a large stick man to engage and focus the young children to take an active part. All were engaged throughout with the help of the animation. 4 families took part with 3 adults and 7 children across the age ranges 18 months – 8 years.</p> <p>Children had the materials and opportunity to make their own stick person as well as the option to take away a completed one. We had stick man related physical activities as well as an additional craft option to make a wooden name coaster to take home using acrylic paint pens. All children took away a stick person as well as a name coaster from the activity and a flyer for the next 3 weeks sessions.</p> <p>Conversations were had during the activity about their environment and returning to schools and or nursery or starting them. All were positive about it and looking forward to seeing friends or making new ones and parents were also all very positive about them returning.</p>
Wednesday 12 th August	
Play in the Park 12-3pm We are going on a Bear Hunt Tracy and Sarah	<p>Another animated story with more actions and a large teddy bear prop. All the children knew the story and were eager to say their part and took part in the story telling as well. We had a bear scavenger hunt as well as a wooden teddy to colour and take away with them. There were also physical activities to take part in with the story around the park encouraging large movements form each section of the story.</p> <p>Although the park was busy and all there were made aware of our presence and spoken to they were all there having a pre-planned picnic with all the children either in wetsuits or UV suits with wet shoes in the river paddling and climbing the banks by the University building.</p> <p>We engaged one grandmother with 2 young children aged 3 and 5. They went away with a bear face mask a wooden teddy coloured.</p>
Wednesday 19 th August	
Play in the Park 12-3pm The Hungry Caterpillar Tracy and Sarah	<p>Another animated story planned with the use of a story sack and props with a caterpillar and a chrysalis in a jar for them to look at as well. Physical activities around the park being a caterpillar and flying like a butterfly etc. planned with a wooden caterpillar and a scavenger hunt.</p> <p>It was sadly a very wet day and no one was in the park although we did sit and wait and engaged with 4 young people playing netball and then basketball in the rain on the court next to the tennis club. These were 1 all year 9 and 10. They were glad to be outside although not looking forward to returning to school concerns about what it might look like.</p> <p>Encouraged to check out school website and or make contact with</p>

	<p>schools and or county website for reassurance and information as well as signposting for young MIND if they felt the need to talk to anyone. They were informed of the sessions at the skate park for the rest of the week and next week.</p>
<p>Wednesday 26th August</p>	
<p>Play in the Park 12-3pm Sylvester and the Magic Pebble Tracy and Aimee</p>	<p>Session was planned as animated voice story telling and discussion throughout about how they might feel if they were Sylvester. Activity with cards to identify trees and leaves in the park as well as pebble art to put one for someone else to find and one to take away for themselves we also used the wooden name placements and wooden teddies should they so wish.</p> <p>We engaged with 6 families and 9 children for this session. All were aged 4 -6 years. All very eager to take part and most willing to leave a pebble for someone else as well as take one home. Parents on this occasion stayed away and kept an eye from a distance. 3 children had taken part in our first week's session all others were new. Without parents lots of reminders had to be given re social distancing during the activities.</p>

Part 2 - Young people 11-18 age range Skate Park

Session Breakdown

Tuesdays 4th – 25th

We started with an introduction session gauged what the young people wanted to do and adapted the planned timetable accordingly. Session 1 on Tuesday we met with and chatted to with some dissolved social work 18 young people. Mainly in the skate park although we did walk the Chandos Park and the perimeter and inner of the Bourton Park to ascertain where young people congregate as well as where best to put on activities. The 2nd Tuesday session we had Parkour at the Skate park with good engagement from the young people all wanting to learn mainly how to do a back flip from standing and they practiced these skills some initially reluctant then took part. We also carried out some dissolved youth work signposting young people on the whole to careers websites and apprenticeships as well as possible college routes. We did discuss with 2 young people the use of 'Weed' and signposted for support. This session 20 young people took part some have limited focus and approx. another 5 who watched from a distance and talked to us but did not take part in the activity.

The final Tuesday we managed to get the Kayaking in Chandos Park. The weather had not been brilliant in the morning and we were not expecting to get many, however we started with 3 who absolutely loved it and by the end we had 7 who took part and 3 who watched and chatted to us but did not take part. We had one parent come along and several members of the general public interested in what we were doing. The parent was really pleased we were putting on activities and I was able to share conversations had with the young person and get parental support and signpost next steps. Comments from locals passing were all positive good to see activities for this age range, good too see the river being used as in a positive manner and we also saw a kingfisher which was good for everyone and the elderly

couple on the bench were pleased we pointed it out to them they said it made their day.

51 encounters with young people on Tuesdays

Thursdays 6th – 27th August

The first session we took along materials to do some pavement art that would wash away in the rain. The young people preferred to use them on their scooter grips and made decorations on those instead and loved it. They did some pavement art on the floor as well but not enjoyed as much as on their scooters. We also carried out youth work again discussions re careers, returning to school, GCSE expected results, anxieties and college / apprenticeships with some signposting. We had 15 take part in the activity and spoke to 22 young people in total for that session.

The 3rd Thursday weather was not good and no young people at the skate park we did do a tour of both parks as well as the town as we did part of our treasure trail planned for the last week. We did meet a few 3 or 4 in town and followed up our previous conversations with them.

The 4th Week was by request more Parkour and we had additional young people some who had come just to do Parkour and a few who were passing and saw it going on and took part. We had young people doing that this session from the age of 2 – 19 years of age. We had two groups of 9 take part as well as around 10 watching and chatting and moving on. All loved the session more so those who had specifically for it. It was GCSE results day so some were there to meet friends to discuss results and we had conversations around that and careers/ college/ 6th form and apprenticeships and or work. Some discussions around careers and next options and college with some new faces meeting after or before results. Previous week was also A level results day engaged with a few small groups of young people with on the whole most happy some appealing and discussions around that and who to speak to. I did have to move on a group engaged by the river smoking what smelt and looked like marijuana. They did leave a grinder and several empty small self seal bags that I disposed of.

58 young people engaged with on Thursdays.

Friday Sessions 7th – 28th August

The first session was Kwik Cricket it was an exceptionally warm day I did buy some additional water bottles for this session. We had discussions with 10 young people however, it was too warm for any to want to take part in an activity. Some had gone to visit another Skate park out of area and some away for the weekend.

Second session had been a wet week and not many arrived on the Friday those that did took part in scooter decoration as well as their trainers with the acrylic paints we did engage then with younger children parents and grandparents who did pebble art with the acrylics one lady was really pleased to have engaged with the younger generation and happy to take home a memory of it in a decorated pebble for her garden. We engaged with 15 young people.

The third session was a games session and the young people took part in giant Jenga and then made a game of it seeing how high they could jump blocks with their scooters we engaged with 12 young people.

The final Friday was the Umbanda drumming session the forecast rain held off and again we had a different audience we had several families come and have a go at the drumming as well as the young people who did not always want to engage in the

drumming themselves but were jumping to the beat on their scooters although we did have one young man who played the drums for the whole session and had sore hands when he finished. We engaged with 20 people across the age ranges. Sadly had one complaint during this session from a resident who swore he was not happy at all we were making noise in the park when people had to work from home. 57 engaged with on Friday sessions/

Overall we engaged with a total of 165 throughout the 2nd part of the project.

We had feedback and thanks from 4 families about the project seen as they were either dropping off or picking up their young people from the skate park.

We ran an additional session on Saturday 5th September with 4 BMX Skate board riders who came with prizes and competitions for the young people with the main prize being a £100 Chilli Stunt Scooter. This went down really well with new people coming to the park really enjoying taking part as well. The experienced young people all won prizes throughout the session and the final prize going to the young man who made the most effort who had a broken scooter and a parent just made redundant who could not replace the scooter so he was having to borrow friends scooters to have a turn for the competitions so the Group gave the scooter to him. His mum was so touched she came to see us and thanked us and was visibly moved by the gesture. Overall an excellent session and 20 young people taking part. Excellent feedback given by parents and adults who were passing to see this going on and the park being used for what it was designed for.

We do have limited photographs I will pass on separately.

I hope this is what you were expecting and hope to work with you and the young people again in the future.

Many Thanks

Tracy Palmer
Action4Youth

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4126	301	£1,071.00	Increase to budget due to refund of hall hire to BTC but less refunds given back to stall holders
4	9033	901	-£2,685.00	Income has not yet been received for 2018-2019 or 2019-2020. Once income is received it will show on the I & E as a separate income line. The total of the income line less the expenditure line will leave you with the balance available to spend.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>EARMARKED RESERVES</u>						
901 EARMARKED RESERVES						
9001 YOUTH COUNCIL	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	55,728	55,728		55,728	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	0	295	295		295	0.0%
9013 YOUTH PROJECTS	0	3,000	3,000		3,000	0.0%
9015 CHARTER FAIRS	0	4,136	4,136		4,136	0.0%
9025 PLAY AREA REPLACEMENT	0	30,121	30,121		30,121	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	0	(2,685)	(2,685)		(2,685)	0.0%
9035 PARKS DEVELOPMENT	0	1,405	1,405		1,405	0.0%
9036 ELECTION COSTS	0	5,094	5,094		5,094	0.0%
9040 PARK RUN	0	89	89		89	0.0%
9045 ACCESS FOR ALL	0	251	251		251	0.0%
9046 PLANNING DISPLAY EQUIPMENT	0	1,848	1,848	1,219	629	66.0%
9048 BUCKINGHAM ACTION GROUP	0	1,283	1,283		1,283	0.0%
9049 NEIGHBOURHOOD PLAN	0	20,000	20,000		20,000	0.0%
9050 BRIDGE REPAIRS	0	15,000	15,000		15,000	0.0%
9051 OFFICE DEVELOPMENT / FURNITURE	6,112	12,000	5,888	640	5,248	56.3%
9052 DEPOT EQUIPMENT PURCHASE	2,216	5,000	2,784	727	2,057	58.9%
9053 AEDs	0	420	420		420	0.0%
9054 LACE HILL REPAIRS & MAINTENANC	0	5,000	5,000		5,000	0.0%
EARMARKED RESERVES :- Indirect Expenditure	8,328	195,688	187,360	2,586	184,774	5.6%
Net Expenditure	(8,328)	(195,688)	(187,360)			
EARMARKED RESERVES :- Income	0	0	0			0.0%
Expenditure	8,328	195,688	187,360	2,586	184,774	5.6%
Movement to/(from) Gen Reserve	(8,328)					
Grand Totals:- Income	0	0	0			0.0%
Expenditure	8,328	195,688	187,360	2,586	184,774	5.6%
Net Income over Expenditure	(8,328)	(195,688)	(187,360)			
Movement to/(from) Gen Reserve	(8,328)					

	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>						
1005 STREET MARKET	(50)	0	50			0.0%
1013 HANGING BASKETS	0	410	410			0.0%
1028 LACE HILL EVENTS INCOME	0	1,026	1,026			0.0%
1029 GOOD ENDINGS FAIR INCOME	0	1,000	1,000			0.0%
1062 COMMUNITY FAIR - TABLE INCOME	0	205	205			0.0%
1066 COMEDY NIGHT INCOME	0	3,078	3,078			0.0%
1069 CHARTER FAIR INCOME	0	6,843	6,843			0.0%
1086 FIREWORK DISPLAY INCOME	0	100	100			0.0%
1087 CHRISTMAS LIGHT INCOME	0	100	100			0.0%
TOWN CENTRE & EVENTS :- Income	(50)	12,762	12,812			(0.4%)
3997 NI TC & E	1,826	5,960	4,134		4,134	30.6%
3998 PENSION ERS TC & E	6,463	12,608	6,145		6,145	51.3%
3999 WAGES & SALARIES TC & E	28,301	60,567	32,266		32,266	46.7%
4042 EVENTS EQUIPMENT	0	560	560		560	0.0%
4079 FAIR TRADE PROMOTION	0	410	410		410	0.0%
4094 YOUTH PROJECT	3,000	3,000	0		0	100.0%
4104 TOWN IN BLOOM	431	10,750	10,319	936	9,383	12.7%
4107 PRIDE OF PLACE	0	257	257		257	0.0%
4115 RIVER RINSE	0	410	410	231	179	56.3%
4126 GOOD ENDINGS FAIR	(71)	1,000	1,071		1,071	(7.1%)
4166 LACE HILL EVENTS	0	1,026	1,026		1,026	0.0%
4201 CHRISTMAS LIGHTS	3,033	11,286	8,253		8,253	26.9%
4202 FIREWORK DISPLAY	0	5,130	5,130		5,130	0.0%
4203 COMMUNITY FAIR	0	410	410		410	0.0%
4205 CHRISTMAS PARADE	0	3,900	3,900		3,900	0.0%
4208 SPRING FAIR	0	500	500		500	0.0%
4210 PANCAKE RACE	0	80	80		80	0.0%
4211 BAND JAM	0	3,591	3,591		3,591	0.0%
4212 CHRISTMAS LIGHT SWITCH ON	0	2,500	2,500		2,500	0.0%
4213 DOG AWARENESS	0	495	495		495	0.0%
4216 MAY DAY EVENT	0	50	50		50	0.0%
4220 MUSIC IN THE MARKET	0	3,591	3,591		3,591	0.0%
4230 SCOUT PARADE	0	50	50		50	0.0%
4241 COMEDY NIGHT EXPENDITURE	0	3,078	3,078		3,078	0.0%
4243 CHARTER FAIR EXPENDITURE	0	10,254	10,254	7,254	3,000	70.7%
4260 TWINNING	0	2,000	2,000		2,000	0.0%
TOWN CENTRE & EVENTS :- Indirect Expenditure	42,983	143,463	100,481	8,421	92,059	35.8%
Net Income over Expenditure	(43,033)	(130,701)	(87,669)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
302 STREET MARKET						
1005 STREET MARKET	7,451	14,500	7,049			51.4%
1006 FLEA MARKET	1,778	4,500	2,722			39.5%
STREET MARKET :- Income	<u>9,229</u>	<u>19,000</u>	<u>9,771</u>			<u>48.6%</u>
4017 SUBSCRIPTIONS	358	450	92		92	79.6%
4225 RATES	2,121	3,078	957		957	68.9%
4235 MARKET INFRASTRUCTURE & PROMOT	750	1,500	750		750	50.0%
STREET MARKET :- Indirect Expenditure	<u>3,229</u>	<u>5,028</u>	<u>1,799</u>	<u>0</u>	<u>1,799</u>	<u>64.2%</u>
Net Income over Expenditure	<u>6,000</u>	<u>13,972</u>	<u>7,972</u>			
303 SPECIAL EVENTS						
1020 FOOD FAIR INCOME	0	513	513			0.0%
1083 FRINGE INCOME	0	3,078	3,078			0.0%
SPECIAL EVENTS :- Income	<u>0</u>	<u>3,591</u>	<u>3,591</u>			<u>0.0%</u>
4221 FRINGE	892	6,000	5,108		5,108	14.9%
4242 FOOD FAIR	332	513	181		181	64.6%
4244 REMEMBRANCE FLAGS	0	600	600		600	0.0%
4273 ONE OFF EVENTS	698	1,500	802		802	46.5%
SPECIAL EVENTS :- Indirect Expenditure	<u>1,922</u>	<u>8,613</u>	<u>6,691</u>	<u>0</u>	<u>6,691</u>	<u>22.3%</u>
Net Income over Expenditure	<u>(1,922)</u>	<u>(5,022)</u>	<u>(3,100)</u>			
305 TOURIST INFORMATION CENTRE						
1084 TIC INCOME	517	33,000	32,483			1.6%
TOURIST INFORMATION CENTRE :- Income	<u>517</u>	<u>33,000</u>	<u>32,483</u>			<u>1.6%</u>
4253 TIC TICKETS AND PRODUCE	1,193	30,780	29,587		29,587	3.9%
4255 HERITAGE APP EXPENDITURE	2,299	6,344	4,045	73	3,972	37.4%
4274 TOURISM WEBSITE	0	2,500	2,500	17	2,483	0.7%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	<u>3,492</u>	<u>39,624</u>	<u>36,132</u>	<u>90</u>	<u>36,042</u>	<u>9.0%</u>
Net Income over Expenditure	<u>(2,975)</u>	<u>(6,624)</u>	<u>(3,649)</u>			
306 ACCESSIBILITY						
4254 ACCESS ABLE	0	3,488	3,488		3,488	0.0%
4266 ACCESSIBILITY COSTS	0	500	500		500	0.0%
ACCESSIBILITY :- Indirect Expenditure	<u>0</u>	<u>3,988</u>	<u>3,988</u>	<u>0</u>	<u>3,988</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(3,988)</u>	<u>(3,988)</u>			
TOWN CENTRE & EVENTS :- Income	9,696	68,353	58,657			14.2%
Expenditure	51,625	200,716	149,091	8,511	140,580	30.0%
Movement to/(from) Gen Reserve	<u>(41,929)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	9,696	68,353	58,657			14.2%
Expenditure	51,625	200,716	149,091	8,511	140,580	30.0%
Net Income over Expenditure	<u>(41,929)</u>	<u>(132,363)</u>	<u>(90,434)</u>			
Movement to/(from) Gen Reserve	<u>(41,929)</u>					

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 19th October 2020

Contact Officer: Paul Hodson, Town Clerk

Revised Budget Forecast for 2020/21

1. Recommendation

1.1. It is recommended that Members note the report

2. Summary

1.2. The budget forecast for 2020/21 is being regularly reviewed. The updated forecast shows that the Covid 19 restrictions have impacted a number of Council services. For the Town Centre Events Committee, these include:

- Reduced outgoings where events have been cancelled
- Reduced income from the markets
- Reduced income from the Tourist Information Centre

1.3. There is still much uncertainty about the next few months. But the current forecast is that overall the TC and E budget will be **underspent** by £9,451. However this is balanced by other committees with a forecast overspend.

3. Summary Revised Forecast for TCE

	Budget	Revised Forecast
Income	68,353	26,718
Expenditure	188,218	137,132
Net Expenditure	119,865	110,414

1.4. Forecast overspend

£9,451

4. Revised Budget Forecast for TCE

Cost Centre	Cost Code		Budget	Revised Forecast
301		TOWN CENTRE & EVENTS		
	1013	HANGING BASKETS	410	0
	1028	LACE HILL EVENTS INCOME	1,026	500
	1029	GOOD ENDINGS FAIR INCOME	1,000	1,000
	1031	ENTERPRISE FAIR INCOME	0	0
	1033	ICE RINK INCOME	0	0
	1062	COMMUNITY FAIR - TABLE INCOME	205	205
	1066	COMEDY NIGHT INCOME	3,078	0
	1069	CHARTER FAIR INCOME	6,843	0
	1086	FIREWORK DISPLAY INCOME	100	0
	1087	CHRISTMAS LIGHT INCOME	100	0
		Income	12,762	1,705
	3997	NI TC & E	5,960	3,700
	3998	PENSION ERS TC & E	12,608	12,577
	3999	WAGES & SALARIES TC & E	60,567	60,420
	4042	EVENTS EQUIPMENT	560	560
	4079	FAIR TRADE PROMOTION	410	410
	4094	YOUTH PROJECT	3,000	3,000
	4104	TOWN IN BLOOM	10,750	10,750
	4107	PRIDE OF PLACE	257	257
	4115	RIVER RINSE	410	410
	4119	ICE RINK	0	0
	4125	ENTERPRISE FAIR	0	0
	4126	GOOD ENDINGS FAIR	1,000	1,000
	4166	LACE HILL EVENTS	1,026	500
	4201	CHRISTMAS LIGHTS	11,286	11,286
	4202	FIREWORK DISPLAY	5,130	0
	4203	COMMUNITY FAIR	410	410
	4205	CHRISTMAS PARADE	3,900	2,000
	4208	SPRING FAIR	500	500
	4210	PANCAKE RACE	80	80
	4211	BAND JAM	3,591	0
	4212	CHRISTMAS LIGHT SWITCH ON	2,500	500
	4213	DOG AWARENESS	495	495
	4216	MAY DAY EVENT	50	0
	4220	MUSIC IN THE MARKET	3,591	0

Cost Centre	Cost Code			Budget	Revised Forecast
	4230	SCOUT PARADE		50	0
	4241	COMEDY NIGHT EXPENDITURE		3,078	0
	4243	CHARTER FAIR EXPENDITURE		3,000	0
	4260	TWINNING		2,000	2,000
		Expenditure	Expenditure	136,209	110,855
302		STREET MARKET			
	1005	STREET MARKET		14,500	11,000
	1006	FLEA MARKET		4,500	1,500
		Income	Income	19,000	12,500
	4017	SUBSCRIPTIONS		450	450
	4225	RATES		3,078	3,078
	4235	MARKET INFRASTRUCTURE & PROMOT		1,500	1,500
		Expenditure	Expenditure	5,028	5,028
303		SPECIAL EVENTS			
	1020	FOOD FAIR INCOME		513	513
	1034	FESTIVAL OF HEALTH		0	0
	1083	FRINGE INCOME		3,078	0
		Income	Income	3,591	513
	4075	FESTIVAL OF HEALTH		0	0
	4221	FRINGE		6,000	850
	4242	FOOD FAIR		513	513
	4244	REMEMBRANCE FLAGS		600	600
	4273	ONE OFF EVENTS		1,500	1,298
		Expenditure	Expenditure	8,613	3,261
304		BUCKINGHAM TOWN YOUTH COUNCIL			
	4237	YOUTH COUNCIL BUDGET		1,000	1,000
	4238	YOUTH COUNCIL ADMIN		100	0
		Expenditure	Expenditure	1,100	1,000

Cost Centre	Cost Code			Budget	Revised Forecast
305		TOURIST INFORMATION CENTRE			
	1084	TIC INCOME		33,000	12,000
	1088	HERITAGE APP INCOME		0	0
		Income	Income	33,000	12,000
	4253	TIC TICKETS AND PRODUCE		30,780	12,000
	4255	HERITAGE APP EXPENDITURE		0	0
	4274	TOURISM WEBSITE		2,500	1,000
		Expenditure	Expenditure	33,280	13,000
306		ACCESSIBILITY			
	4254	ACCESS ABLE		3,488	3,488
	4266	ACCESSIBILITY COSTS		500	500
		Expenditure	Expenditure	3,988	3,988

Cost Centre	Cost Code			Budget	Revised Forecast
301		TOWN CENTRE & EVENTS			
	1013	HANGING BASKETS		410	0
	1028	LACE HILL EVENTS INCOME		1,026	500
	1029	GOOD ENDINGS FAIR INCOME		1,000	1,000
	1031	ENTERPRISE FAIR INCOME		0	0
	1033	ICE RINK INCOME		0	0
	1062	COMMUNITY FAIR - TABLE INCOME		205	205
	1066	COMEDY NIGHT INCOME		3,078	3,078
	1069	CHARTER FAIR INCOME		6,843	0
	1086	FIREWORK DISPLAY INCOME		100	0
	1087	CHRISTMAS LIGHT INCOME		100	0
			Income	12,762	4,783
	3997	NI TC & E		5,960	3,700
	3998	PENSIONERS TC & E		12,608	12,608
	3999	WAGES & SALARIES TC & E		60,567	60,567

Cost Centre	Cost Code			Budget	Revised Forecast
	4042	EVENTS EQUIPMENT		560	560
	4079	FAIR TRADE PROMOTION		410	410
	4094	YOUTH PROJECT		3,000	3,000
	4104	TOWN IN BLOOM		10,750	10,750
	4107	PRIDE OF PLACE		257	257
	4115	RIVER RINSE		410	410
	4119	ICE RINK		0	0
	4125	ENTERPRISE FAIR		0	0
	4126	GOOD ENDINGS FAIR		1,000	1,000
	4166	LACE HILL EVENTS		1,026	500
	4201	CHRISTMAS LIGHTS		11,286	11,286
	4202	FIREWORK DISPLAY		5,130	5,130
	4203	COMMUNITY FAIR		410	410
	4205	CHRISTMAS PARADE		3,900	3,900
	4208	SPRING FAIR		500	500
	4210	PANCAKE RACE		80	80
	4211	BAND JAM		3,591	0
	4212	CHRISTMAS LIGHT SWITCH ON		2,500	2,500
	4213	DOG AWARENESS		495	495
	4216	MAY DAY EVENT		50	0
	4220	MUSIC IN THE MARKET		3,591	0
	4230	SCOUT PARADE		50	0
	4241	COMEDY NIGHT EXPENDITURE		3,078	3,078
	4243	CHARTER FAIR EXPENDITURE		3,000	0
	4260	TWINNING		2,000	2,000
		Expenditure	Expenditure	136,209	123,141
302		STREET MARKET			
	1005	STREET MARKET		14,500	7,500
	1006	FLEA MARKET		4,500	500
		Income	Income	19,000	8,000
	4017	SUBSCRIPTIONS		450	450
	4225	RATES		3,078	3,078
	4235	MARKET INFRASTRUCTURE & PROMOT		1,500	1,500
		Expenditure	Expenditure	5,028	5,028

Cost Centre	Cost Code			Budget	Revised Forecast
303		SPECIAL EVENTS			
	1020	FOOD FAIR INCOME		513	513
	1034	FESTIVAL OF HEALTH		0	0
	1083	FRINGE INCOME		3,078	0
		Income	Income	3,591	513
	4075	FESTIVAL OF HEALTH		0	0
	4221	FRINGE		6,000	850
	4242	FOOD FAIR		513	513
	4244	REMEMBRANCE FLAGS		600	600
	4273	ONE OFF EVENTS		1,500	1,500
		Expenditure	Expenditure	8,613	3,463
304		BUCKINGHAM TOWN YOUTH COUNCIL			
	4237	YOUTH COUNCIL BUDGET		1,000	1,000
	4238	YOUTH COUNCIL ADMIN		100	100
		Expenditure	Expenditure	1,100	1,100
305		TOURIST INFORMATION CENTRE			
	1084	TIC INCOME		33,000	12,000
	1088	HERITAGE APP INCOME		0	0
		Income	Income	33,000	12,000
	4253	TIC TICKETS AND PRODUCE		30,780	12,000
	4255	HERITAGE APP EXPENDITURE		0	0
	4274	TOURISM WEBSITE		2,500	2,500
		Expenditure	Expenditure	33,280	14,500
306		ACCESSIBILITY			
	4254	ACCESS ABLE		3,488	0
	4266	ACCESSIBILITY COSTS		500	500
		Expenditure	Expenditure	3,988	500

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 19th OCTOBER 2020**

Contact Officer: Paul Hodson, Town Clerk

Draft Budget 2021-2027

1. Recommendation

1.1. It is recommended that the Committee consider the proposed five-year budget, including the proposed budget for 2021/2022 to be included in the precept, and recommend any changes required to enable a revised version to be provided for the next meeting of the Committee to review before the budget is provided for Full Council to consider at the Precept meeting in January 2021.

2. Background

2.1. A five-year budget has been prepared, to enable long-term planning. This is based on the budget agreed by the Precept Meeting in January 2020.

2.2. The draft budget has been prepared assuming RPI of 1.5%, and allowing for a salary increase of 2%. At this stage the Parish Tax Base figure is not known, so it is not possible to say what the overall increase Council Tax would be from the proposed budget. At this stage, the Committee are only asked to comment on changes to last year's budget, to enable the next meeting to consider a revised draft budget before the Precept Meeting.

3. Key Changes

3.1. The following significant changes have been made to the draft budget:

3.1.1. The budget which was labelled "One off events" has been renamed "VCSE Day"

3.1.2. A new budget of £500 has been included for the War Memorial Centenary in 2021.

4. Ear-Marked Reserves

4.1. It is proposed to add the following items to the ear-marked reserve:

4.1.1. £2,000 for the Christmas Parade, to allow the 2021 event to include an additional attraction

4.1.2. £200 to enable an additional event in spring 2021

5. Summary of Draft Budget

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Total Income	68,353	67,093	69,099	69,121	71,157	71,210
Total Expenditure	188,218	186,044	191,367	193,668	198,029	200,400
Net Expenditure	119,865	118,952	122,268	124,548	126,871	129,190

6. Draft Budget

			2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	301	TOWN CENTRE & EVENTS						
3997		NI TC & E	5,960	3,774	3,849	3,926	4,005	4,085
3998		PENSION ERS TC & E	12,608	12,860	13,117	13,380	13,647	13,920
3999		WAGES & SALARIES TC & E	60,567	61,778	63,014	64,274	65,560	66,871
4042		EVENTS EQUIPMENT	560	568	577	586	594	603
4079		FAIR TRADE PROMOTION	410	416	422	429	435	442
4094		YOUTH PROJECT	3,000	3,045	3,091	3,137	3,184	3,232
4104		TOWN IN BLOOM	10,750	10,911	11,075	11,241	11,410	11,581
4107		PRIDE OF PLACE	257	261	265	269	273	277
4115		RIVER RINSE	410	416	422	429	435	442
4126		GOOD ENDINGS FAIR	1,000	0	1,000	0	1,000	0
4166		LACE HILL EVENTS	1,026	1,041	1,057	1,073	1,089	1,105
4201		CHRISTMAS LIGHTS	11,286	11,455	11,627	11,802	11,979	12,158
4202		FIREWORK DISPLAY	5,130	5,207	5,285	5,364	5,445	5,526
4203		COMMUNITY FAIR	410	416	422	429	435	442
4205		CHRISTMAS PARADE	3,900	3,959	4,018	4,078	4,139	4,201
4208		SPRING FAIR	500	508	515	523	531	539
4210		PANCAKE RACE	80	81	82	84	85	86
4211		BAND JAM	3,591	3,645	3,700	3,755	3,811	3,869
4212		CHRISTMAS LIGHT SWITCH	2,500	2,538	2,576	2,614	2,653	2,693
4213		DOG AWARENESS	495	502	510	518	525	533
4216		MAY DAY EVENT	50	51	52	52	53	54
4220		MUSIC IN THE MARKET	3,591	3,645	3,700	3,755	3,811	3,869
4230		SCOUT PARADE	50	51	52	52	53	54
4241		COMEDY NIGHT	3,078	3,124	3,171	3,219	3,267	3,316
4243		CHARTER FAIR	3,000	3,045	3,091	3,137	3,184	3,232

			2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
4260		TWINNING	2,000	2,030	2,060	2,091	2,123	2,155
		Total Overhead Expenditure	136,209	135,328	138,750	140,216	143,727	145,284
1013		HANGING BASKETS	410	416	422	429	435	442
1028		LACE HILL EVENTS INCOME	1,026	1,041	1,057	1,073	1,089	1,105
1029		GOOD ENDINGS FAIR	1,000	0	1,000	0	1,000	0
1062		COMMUNITY FAIR - TABLE	205	208	211	214	218	221
1066		COMEDY NIGHT INCOME	3,078	3,124	3,171	3,219	3,267	3,316
1069		CHARTER FAIR INCOME	6,843	6,946	7,050	7,156	7,263	7,372
1086		FIREWORK DISPLAY INCOME	100					
1087		CHRISTMAS LIGHT INCOME	100					
		Total Income	12,762	11,735	12,911	12,090	13,271	12,456
		TOWN CENTRE & EVENTS - Net Expenditure	123,447	123,592	125,838	128,126	130,455	132,828
	302	STREET MARKET						
4017		SUBSCRIPTIONS	450	457	464	471	478	485
4225		RATES	3,078	3,124	3,171	3,219	3,267	3,316
4235		MARKET INFRASTRUCTURE	1,500	1,523	1,545	1,569	1,592	1,616
		Total Overhead Expenditure	5,028	5,103	5,180	5,258	5,337	5,417
1005		STREET MARKET	14,500	14,718	14,938	15,162	15,390	15,621
1006		FLEA MARKET	4,500	3,500	3,553	3,606	3,660	3,715
		Total Income	19,000	18,218	18,491	18,768	19,050	19,335
		STREET MARKET - Net Expenditure	-13,972	-13,114	-13,311	-13,510	-13,713	-13,919
	303	SPECIAL EVENTS						
4221		FRINGE	6,000	6,090	6,181	6,274	6,368	6,464
4242		FOOD FAIR	513	521	529	536	544	553
4244		FLAGS	600	609	618	627	637	646
		WAR MEMORIAL CENTENARY		500				
4273		VCSE DAY	1,500	1,523	1,545	1,569	1,592	1,616

			2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
		Total Overhead Expenditure	8,613	9,242	8,873	9,006	9,142	9,279
1020		FOOD FAIR INCOME	513	521	529	536	544	553
1083		FRINGE INCOME	3,078	3,124	3,171	3,219	3,267	3,316
		Total Income	3,591	3,645	3,700	3,755	3,811	3,869
		SPECIAL EVENTS - Net Expenditure	5,022	5,597	5,174	5,251	5,330	5,410
	304	BUCKINGHAM TOWN YOUTH COUNCIL						
4237		YOUTH COUNCIL BUDGET	1,000	1,015	1,030	1,046	1,061	1,077
4238		YOUTH COUNCIL ADMIN	100	102	103	105	106	108
		Total Overhead Expenditure	1,100	1,117	1,133	1,150	1,167	1,185
		BUCKINGHAM TOWN YOUTH COUNCIL - Net Expenditure	1,100	1,117	1,133	1,150	1,167	1,185
	305	TOURIST INFORMATION CENTRE						
4253		TIC TICKETS AND PRODUCE	30,780	31,242	31,710	32,186	32,669	33,159
4255		HERITAGE APP	0	0	0	0	0	0
4274		TOURISM WEBSITE	2,500	1,500	1,523	1,545	1,569	1,592
		Total Overhead Expenditure	33,280	32,742	33,233	33,731	34,237	34,751
1084		TIC INCOME	33,000	33,495	33,997	34,507	35,025	35,550
		Total Income	33,000	33,495	33,997	34,507	35,025	35,550
		TOURIST INFORMATION CENTRE - Net Expenditure	280	-753	-765	-776	-788	-800
	306	ACCESSIBILITY						
4254		ACCESS ABLE	3,488	2,000	3,672	3,767	3,865	3,923
4266		ACCESSIBILITY COSTS	500	513	526	540	554	562
		Total Overhead Expenditure	3,988	2,513	4,198	4,307	4,419	4,485
		ACCESSIBILITY - Net Expenditure	3,988	2,513	4,198	4,307	4,419	4,485

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

MONDAY 19th October 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Remembrance Day

1. Recommendations

- 1.1. As Remembrance Sunday falls on Sunday 8th November this year it is recommended that the Green Spaces Team put the Union flags up in the town centre on Friday 6th November. The flags should then come down on Thursday 12th November the day after Remembrance Day.
- 1.2. It is recommended that the Green Spaces Team undertake their normal duties in preparation for Remembrance Sunday and clean the war memorial and the area around it in the days leading up to Sunday 8th November.
- 1.3. It is recommended that on the morning of Remembrance Sunday the Green Spaces Team clean any fallen leaves and debris from around the war memorial ahead of the wreath laying.
- 1.4. With regards to Mr Weston's "Red for Remembrance", it is recommended that he be allowed to decorate a designated area on the cattle pens railings (area to be agreed in advance so as not to cause an obstruction to motorists).
- 1.5. It is recommended that Mr Weston has sole responsibility for the ribbons and decorations being placed on the railings and being taken down.
- 1.6. It is therefore recommended that the decorations are removed by Mr Weston on Thursday 12th November.

2. Information

- 2.1. The following information was received from Mr Andy Cooper, Chairman of the Royal British Legion.

"I have /am contacting wreath layers about the one person representative laying the wreath at the memorial on Remembrance Sunday.

Lionel has explained to me his ideas re decorating the cattle pens area with poppies and I think that it is a good idea. I also have the very large poppies which

I put up around town last year and will do the same this year. Will the TC be putting up any flags?

As to 11.00am doorstep I have had, as yet, no info on this from RBL HQ. But that is not surprising.

I have a wreath for the TC in store.

A number of schools have elected to receive poppies and I will deliver these to the schools in due course. That apart we will not be manning poppy stalls in supermarkets etc as in previous years; no house to house; perhaps a few outlets having poppies on counters/customer service desks. No poppies in pubs and only in businesses / shops if they ask us- we will not be asking them.

I do have plenty of poppies in store along with wreaths and crosses.

I think that it will be useful if I write to the Advertiser and post on social media info about what is to happen re Poppies and Remembrance Sunday etc but will send you a draft for your comments before any action."

Request from Mr Lionel Weston

2.2. **"Red for Remembrance"** idea as an "alternative" Remembrance event this year. I am preparing a campaign therefore to begin decorating the Cattle Pen railings on Monday 19th October and will clear them on Thursday 12th November if that is acceptable please? It may turn out to be a "damp squib" but I hope people will engage with the project and help to make the centre of town a unique, though temporary, living memorial.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 19th OCTOBER 2020

Contact Officer: Bethanie Dowden, Office Apprentice

Pumpkin Letter Trail

1. Recommendations

- 1.1. It is recommended that the Council holds a Halloween pumpkin letter trail event from Friday 23rd October until Saturday 31st October 2020. Officers have contacted twelve local shops and businesses that have agreed to display a pumpkin letter in their windows for all event participants to see.
- 1.2. It is recommended that if we enter a national lockdown during this time, the alternative event will be to ask Buckingham residents to submit photographs of their carved pumpkins via email to admin@buckingham-tc.gov.uk which will then be displayed on social media.

2. Information

- 2.1. The chamber window will be tastefully decorated with pumpkins and other various Halloween decorations in aid to create some family, friendly fun. The Committee Clerk has also contacted Harry Marr, Chairman of the Bourton Road allotments, to ask if someone would be willing to donate pumpkins for the window display.
- 2.2. In conjunction to this, a pumpkin letter trail within the town centre will be created which is similar to the play around the parishes letter trail that took place in Bourton Park over the summer. There would be a secret word that event participants will have to find.
- 2.3. We want to hold this event in order to get the residents of Buckingham out visiting their local shops and enjoying what the town centre has to offer. We want to encourage participants to spend time looking at the window displays to find the decorative pumpkins and not for them to go hunting within the shops. This is to ensure there will be no additional indoor crowding and disruption to existing social distancing measures.
- 2.4. The event will run from Friday 23rd October until Saturday 31st October 2020 and the answer sheet will be available on the Buckingham Town Council website to download from Wednesday 21st October 2020.

- 2.5. The twelve local shops and businesses that have agreed to display one of the lettered pumpkins in their windows, were chosen because they are spread out to encourage people to visit different areas of Buckingham Town Centre. The shops and businesses are:
- Chamber Window
 - Dandy Lions
 - Smith & Clay Butchers
 - Finca el Monte
 - Essentials
 - Nimble Thimble
 - Charles Clinkard Shoes
 - Home Flair
 - Sweet Autumn
 - Howe's Florist
 - M&Co
 - Buckingham University Book Shop
- 2.6. The clues will remain in the relevant shops and businesses windows for the duration of the event. They will be given the clues in advance, on Wednesday 21st October 2020 and informed that they must be displayed from Friday 23rd October and taken down no later than Monday 2nd November 2020.
- 2.7. The lettered pumpkins have been created online via Canva, printed and cut out on A4 card and laminated
- 2.8. The Buckingham University Book Shop has offered us a discount of £1 off of any half price children's books. Once the event participant completes the answer sheet and can spell the secret word, they will need to visit the university book shop and show their answer sheet to the shop keeper to redeem this discount.
- 2.9. This event will be advertised on social media via the following schedule:
- A post on our website will be published on Wednesday 21st October 2020. The post will include the downloadable answer sheet and the relevant event information.
 - An event poster will be published to all our social media accounts on Thursday 22nd October 2020. The poster will include the relevant event information and a link to the website post.
 - The event poster will be reposted a week later on 29th October 2020 to all our social media accounts to remind people that the event is due to finish.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

MONDAY 19th October 2020

Contact Officer: Amanda Brubaker, Events Coordinator

River Rinse

1. Recommendation

1.1. As we had to cancel the 2nd river rinse it is recommended that the Council earmark and commits the remaining budget from 301/4115 to the 2021/22 budget to give Cllrs the opportunity to do an extra river rinse in the next financial year 2021.

2. Information

2.1. Each year two river rinses take place in Buckingham. One in late September and one in early October.

2.2. This year's River Rinses were scheduled for Sunday 27th September and Sunday 4th October.

Sunday 27th September

2.3. A skip was hired from Smiths Skips and placed on the grass near to the path leading in to Bourton Park on the Bourton Meadow School side. Due to current Government Guidelines the event was not advertised to the public and volunteers not asked for.

2.5. Stowe Sub Aqua Group under the direction of Roger Bray, formed a bubble of six which included Cllr Robin Stuchbury as each year he joins them in the river.

2.6. The Town Council formed a bubble of six to work on the bank, and this was made up of the Town Clerk, Events Coordinator, two Green Spaces staff and Jane & John Rooney, river wardens.

2.7. Each team was briefed in their bubble by the leader of that group. They were advised that if they did not feel well or had been showing Covid symptoms then they should go home and not take part in the event. They were also briefed on the 2m distancing requirement and informed that their contact details would be used for track and trace if required.

- 2.8. The stretch of river that was worked was from Bourton Park car park up to the cricket club.
- 2.9. A lot of low branches and fallen branches were cleared from the river and left on the bank for the Green Spaces Team to pick up the following day.
- 2.10. Any other finds such as bottles and debris were bagged up and placed in the trailer for the Green Spaces Team to deposit in the skip.
- 2.11. A small tree complete with the root ball was partially in the river next to Bourton Mill. As riparian owners they will be written too and asked to have the tree removed.

3. Sunday 4th October

- 3.1. The next stretch of river to be cleaned was from the cricket club heading up stream towards Cornwall's Meadow car park.
- 3.2. As this stretch of river is owned by Buckinghamshire Council, the Events Coordinator arranged for them to pay for the next skip.
- 3.3. The Events Coordinator also arranged with Buckingham Athletic Club that the second skip would be placed in their car park as it provided easy access from the stretch of river to be worked on.
- 3.4. Due to heavy and persistent rain leading up to the event, the river was inspected on the Saturday afternoon.
- 3.5. River levels were rising and the flow of the river on the stretch of the river we were going to on was fast flowing, a decision was made by the Deputy Town Clerk and Chairman of the Town Centre & Events Committee to call off the event for safety reasons.
- 3.6. The Events Coordinator contacted the river wardens and Stowe Sub Aqua Group to inform them of the decision. They commented that the undercurrent in that stretch would be quite strong.

4 Cost for the event**Budget 301/4115****£410**

Skip Hire x 2	£165.00 (excluding vat)
Total Cost	£330.00
Reimbursement from Buckinghamshire Council for 1 x skip	£165.00
Balance remaining less reimbursement	£80.00

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

MONDAY 19th OCTOBER 2020

Contact Officers: Amanda Brubaker, Events Coordinator &

Sam Hoareau, Lace Hill Coordinator

ONLINE DOG SHOW

1. Recommendation

- 1.1. If the Dog Show were to be held online again it is recommended that more time is spent planning the website content as this proved to be very time consuming.
- 1.2. It is recommended that other available software is researched i.e. a software widget voting form that could generate instant results rather than the results having to be calculated manually.

2. Information

- 2.1. Due to Covid 19 restrictions, it was agreed at the TC&E meeting in July that this year's annual Dog Show would be held online.
- 2.2. Sponsors and the judges had already been contacted in the Spring and were on board however we chose to run the event.
- 2.3. Sponsors for the event were Leaders Estate Agents who provided the advertising boards that were put out at the entrances into Buckingham. Arden Grange who have sponsored the event since it first began provided bags of dog food. In The Dog 'Ouse provided a hamper for the winner of Best In Show
- 2.4. Judges this year were Kimberly Cox of Kimberly Cox Dog Training School and Cllr Lisa O'Donoghue. The Town Mayor Cllr Geraldine Collins agreed to judge the Best In Show.
- 2.5. The classes for this year were chosen by lead Cllr Lisa O'Donoghue and the Events Coordinator. They were Cutest Puppy, Fabulous Fella, Gorgeous Gal, Best Rescue, Dog Most Like It's Owner and Public's Choice.
- 2.6. The event was advertised on social media and in the Buckingham & Winslow Advertiser. For each class entered, a separate picture of the dog was required.
- 2.7. All entries were e-mailed to the Events Coordinator before 4th September.

- 2.8. The Events Coordinator set up a spread sheet so that as the entries came in they could be registered in the appropriate class and given an entry number.
- 2.9. Sam Hoareau, the Lace Hill Coordinator helped with the social media posts and set the event up on the events page on the Town Council Facebook as well as the web site. **See 2.19**
- 2.10. As the entries were received they were logged onto the spreadsheet and given an entry number. The picture was the copied to Canva where it was put into an Instagram size picture with the name of the dog, breed and class entered.
- 2.11. Entries closed on Friday 4th September. 101 entries were received.
- 2.12. Judging started on Monday 7th September. The Cutest Puppy class was the first to be judged.
- 2.13. Pics of the Cutest Puppy entries were loaded onto the Town Council social media sites, Facebook, Instagram, Twitter and the website. They were also shared to other sites such as Buckingham What Matters.
- 2.14. The 1st, 2nd & 3rd place winners were announced the following day with the winner going through to Best In Show.
- 2.15. This process was done each day with each different class.
- 2.16. Members of the public were asked to send in via e-mail to the Events Coordinator their choice for the Public Choice class. **See 2.19**
- 2.17. This class was very popular and nominations were being received throughout the day and well into the evening.
- 2.18. Winners:
- Cutest Puppy
1st Chisel, Basset Fauve de Bretagne
2nd Shelby, Cavalier King Charles Spaniel
3rd Oscar
- Fabulous Fella
1st Monty, German Shepherd
2nd Oreo, Biewer Terrier
3rd Albus, Cavalier King Charles Spaniel
- Gorgeous Gal

- 1st Evie, Blue Weinaraner
- 2nd Misty
- 3rd Alice, Chihuahua

Best Rescue

- 1st Merlin
- 2nd Jago, Dalmation
- 3rd Rex

Dog Most Like It's Owner

- 1st Bertie, Working Cocker Spaniel
- 2nd Hudson, Cavalier King Charles Spaniel
- 3rd Bruce, German Shepherd

Golden Oldie

- 1st Buster
- 2nd Jessy
- 3rd Jaeger

Public's Choice

- 1st Monty, German Shepherd
- 2nd Pickle
- 3rd Hudson, Cavalier King Charles Spaniel

Best In Show

- 1st Monty, German Shepherd
- 2nd Bertie
- 3rd Evie,

3. Social Media

Publishing and regularly updating the dog show content on the BTC website took a considerable amount time because we have never done this before and this is usually managed by volunteers on the day of the live event.

The website content included a full catalogue of all entries and details about the event including the winners.

The Public's Vote was also done through the website using a contact form as a voting form. Creating this on the website did take a lot more time and effort to produce but the idea was to make it fully inclusive and accessible to everyone.

A lot of collaborative time was spent deciding about how to create the strategy. There were many topics to discuss and also learn about including the functionality of an updated social media platform, social media content and sharing and available website software.

Spending time deciding on engaging social media content helped the event run smoothly each day and deciding how the content would be published on the website and learning how to use the software widgets will also be beneficial for future projects.

The overall time spent and experience gained will be beneficial to all future virtual event planning.

As the event was held online, we did not have to pay for portable toilets and a bouncy castle. Therefore, the money saved was used to purchase gift vouchers as prizes for the winners of each class.

Cost for the event

Budget 301/4231

£495

Engraving on the winner's cup	£TBC
Gift vouchers from Pets At Home	£TBC
Total Cost	£

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 19TH OCTOBER 2020**

Contact Officer: Mr Paul Hodson, Town Clerk

AccessAble service (was DisabledGo)

1. Recommendation

- 1.1. Councillors are recommended to note the report, and to decide whether to continue with the current Accessable contract.

2. Background

- 2.1. The Town Council entered into a contract with DisabledGo in 2016. The project was joint working with Buckingham Town Council, Buckingham Access 4 All and a not for profit social enterprise – DisabledGo - to assess venues within the town of Buckingham for accessibility. This was done with the aim of promoting accessibility to venues, shops and other buildings and reduce social isolation by highlighting venues which are accessible to people with a wide range of access issues. This two-year agreement included the provision of 32 Detailed Access Guides (DAGs) and 32 Key Access Reviews (KARs). The KARs were provided by volunteers, who were trained by DisabledGo to carry out the access surveys. Buckingham Access 4 All in supporting the project and carrying out surveys.
- 2.2. Overall the project was successful. By 2017, 34 Disabled Access Guides and 34 KARs had been completed. The project was successful; the surveys were published on DisabledGo's website. Venues became aware of what accessibility issues customers have when they visit their premises and encourages them to take this into account when carrying out alterations to their premises - e.g. Gelateria Gazzeria installed a disabled toilet when they carried out their renovations.

3. Contract

- 3.1. The original agreement came to an end in autumn 2018. At this time, DisabledGo rebranded from DisabledGo to AccessAble, to better reflect the wider user base, which includes carers, older people, people with mental health issues and people with temporary access requirements due to illness, injury or treatment side effects. At the same time, their website was relaunched and an app introduced to give access to the site from smartphones.

- 3.2. AccessAble provided the Town Council with a proposal to continue the service for three years, including to “review, survey and maintain 65 Detailed Accessibility Guides and 17 Key Access Guides” at a cost of £3,400 per year. It was made clear that if a new agreement was not reached, AccessAble would remove all Buckingham surveys from the site, because without the annual reviews covered by the contract they would not be able to vouch for the accuracy of that information.
- 3.3. The Resources Committee decided to approve this proposal (483/18). The Council issued a press release to celebrate the new agreement, and highlighted the service in the spring edition of Buckingham Town Matters.

4. Loss of Surveys

- 4.1. Following the agreement being reached, it became apparent that many of the surveys carried out by volunteers had been removed by the website. It had been the understanding of the Resources Committee when the decision was made to provide further funding that the existing surveys would be maintained and added to. AccessAble believe that Town Council staff were told that this would happen during discussions over the summer and early autumn. This may have been the case, however neither the Resources Committee nor Buckingham Access 4 All were aware of this, and the documentation provided by AccessAble did not make it clear.
- 4.2. The surveys were removed as part of the change from DisabledGo to AccessAble. AccessAble’s research identified that the information contained in the original surveys has proved unhelpful for almost all cases across the programme (gathered from engagement from groups such as the one in Buckingham), and so this information was removed.
- 4.3. There was some confusion because the original volunteer surveys were called Key Access Reviews (KARs) and the new system includes Key Access Guides (KAGs). It was wrongly assumed that these are the same.
- 4.4. AccessAble have advised that KAGs are smaller than a Detailed Access Guide but have more detail than a KAR. AccessAble intends to start to bring the previously surveyed venues back in line with a much more in depth Guide whilst also enabling volunteers to undertake a more rounded level of survey, rather than the “simplistic” version they have been involved with in the past.

5. Current Situation

- 5.1. In the last 12 months, 420 different users have accessed the Buckingham information on the AccessAble website. These users have come to the site as follows:
- 83.7% Organic traffic (Users find AccessAble by using a search engine i.e. Google, Bing, Yahoo)
 - 9.2% Direct traffic (Users find AccessAble by typing our website address into their browser bar)

- 7.1% Referral traffic) (Users find AccessAble by clicking on a link they have found on another website)

5.2. The top 5 views Guides are as follows:

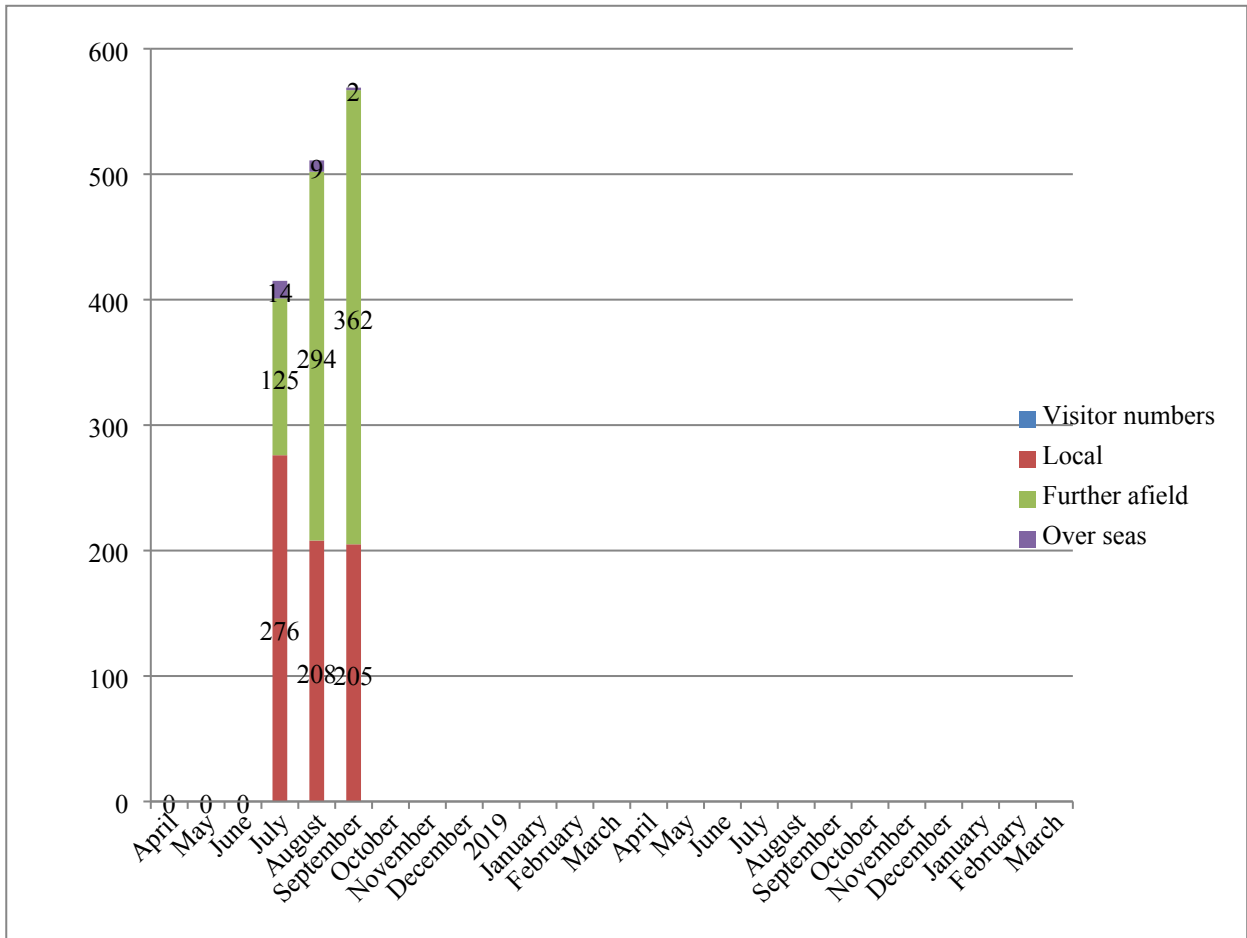
- [Buckingham Library](#)
- [Buckingham Opportunities Centre](#)
- [Cornwalls Meadow Car Park Public Toilets](#)
- [Villiers Ballroom and Meeting Rooms](#)
- [Villiers Hotel, Dukes Bar and Restaurant](#)

5.3. Accessable are preparing to carry out the site's annual review, and survey updates.

5.4. The Committee now needs to decide whether to continue with the contract for the third year.

5.5. It would not be possible to replicate anything like the amount of information for the wide range of accessibility requirements that the website offers. However, the Town Council could incorporate a basic level of accessibility description for local venues and destinations on the tourism website.

New chart begun April 2018 with change of ownership



New chart from April 2020

