



BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

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

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 02 December 2020

Councillors

You are summoned to a meeting of the **Town Centre & Events Committee** of Buckingham Town Council will be held on Monday 7th December 2020 at 7.00pm online via Zoom, Meeting ID 871 2899 7691.

Mr. P. Hodson
Town Clerk

Please note that the Full Council will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

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/>

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 19th October 2020 received at Full Council on Monday 23rd November 2020. (TCE/04/20)

[Copy previously circulated](#)

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. Covid 19 Update

To receive and discuss a verbal update from the Deputy Town Clerk

6. Buckingham in Bloom

To receive and discuss a written report from the Events Coordinator

[TCE/70/20](#)

7. Community Board Funding

To receive and discuss a written report from the Town Clerk

[TCE/71/20](#)

8. Accessibility Working Group

To receive and discuss a recommendation from the Resources Committee (minute 789/20)

Proposed by Cllr. Smith, seconded by Cllr. O'Donoghue and unanimously AGREED ...

for the Town Centre & Events Committee consider setting up a working group in liaison Access4All to examine the way forward.

9. Culture and Arts Strategy

To receive and discuss a written report from the Town Clerk

[TCE/72/20](#)

10. Forthcoming Events

10.1 To receive and discuss a written report from the Events Coordinator

[TCE/73/20](#)

10.2 To receive and discuss a written report from the Lace Hill Sports and Community Centre Coordinator

[TCE/74/20](#)

11. Event Reviews

11.1. Local Democracy Event

To receive and discuss a written report from the Events Coordinator

[TCE/75/20](#)

11.2. Christmas light switch on

To receive and discuss a written report from the Events Coordinator

[TCE/76/20](#)

12. Mayor's Christmas Cards

To receive and discuss a written report from the Lace Hill Sports and Community Centre Coordinator

[TCE/77/20](#)

13. Rubbish Campaign

To receive a written report from the Committee Clerk

[TCE/78/20](#)

14. Skate Park Consultation

To receive a verbal update from Cllr. O'Donoghue

15. Buckingham Action Group

To receive a verbal update from Cllr O'Donoghue

16. Access

17. Town Centre Manager

To receive and discuss a written report from the Town Clerk

[TCE/79/20](#)

18. Pumpkin Trail

To receive and discuss a written report from the Office Apprentice

[TCE/80/20](#)

19. Markets – Covid Update

To receive and discuss a written report from the Deputy Town Clerk

[TCE/81/20](#)

20. Play Around the Parishes

To receive and discuss a written report from the Events Coordinator

[TCE/82/20](#)

21. Budget

21.1. To receive the latest budget figures

[Appendix B](#)

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

[TCE/83/20](#)

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

[TCE/84/20](#)

22. Twinning

23. News Releases

24. Chair's Items

25. Date of the next meeting: Monday 8th February 2021

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	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		Feb-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	Election post poned until Spring	ongoing
TC&E	254.7/19	Good Endings Fair	Members AGREED that the event be rescheduled for September 2021.	Events Coordinator		Sep-21
	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	Feb-21
	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	Delayed due to Covid 10 restrictions	Feb-21
	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	Feb-21
	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	ongoing
	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 expansion of accessibility content. Members noted that the Town Clerk would bring back a report to a future meeting of TC&E Committee.	Town Clerk	Ongoing	Feb-21

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

MONDAY 7th December 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Buckingham in Bloom

1. Recommendation

- 1.1. It is recommended that Buckingham in Bloom is held in 2021 giving local residents the chance to show off their front gardens, hanging baskets and community gardens. This is an event that can take place in lockdown conditions and includes all age groups.
- 1.2. It is recommended that a representative from either Preston Bissett Garden Centre or Buckingham Garden Centre be invited to be one of the judges for 2021.
- 1.3. As a winner's cup is already in existence, it is recommended that this year a small trophy or shield is presented to the winner of each category. An overall winner will be chosen from the winner of each category and the cup presented to the overall winner.
- 1.4. It is recommended that Preston Bissett Nursery be approached to see if they would like to sponsor the event by donating prizes for the winners.

2. Information

- 2.1. For several years Buckingham Town Council has encouraged residents to enter their front gardens, hanging baskets and community gardens in the Buckingham in Bloom competition.
- 2.2. Due to the Government lockdown we were unable to hold the Buckingham in Bloom competition this year. Combined with the beautiful weather that we were able to enjoy, people got out in their gardens some for the first time and made them enjoyable.
- 2.3. Entry forms will be made available at the beginning of May either online or through the Tourist Information Centre and the Library. These should be

returned to the Events Coordinator showing which category they are entering. Gardens will be judged on originality, plants and colour.

- 2.4. Judging will take place the second week in July and will include the Town Mayor, Town Councillors and someone from one of the local garden centres.
- 2.5. Prizes will be awarded for 1st, 2nd and 3rd place in each category and the cup presented to the overall winner of each class.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

MONDAY 7th December 2020

Contact Officer: Paul Hodson, Town Clerk

Community Board Funding

1. Recommendation

- 1.1. It is recommended that Members note the report and agree to accept the funding from Buckinghamshire Council for the project described.

2. Summary

- 1.2. As reported to the Economic Development Working Group, Buckinghamshire Council's Buckingham & Villages Community Board has awarded the Town Council £1,780 funding for the #BuckinghamAllWrappedUp project to promote shopping in Buckingham.

3. Project

- 1.3. The project will encourage people to visit Buckingham to shop and use the restaurants and cafes in the lead up to Christmas, particularly on the days when Buckinghamshire Council is providing free parking. This will be achieved through leaflets, posters, bunting and a selfie backdrop, along with a social media and press campaign. A raffle will be used to encourage people to shop in as many venues as possible. The bunting and selfie backdrop will be undated and available to use for future Christmases in order to increase their marketing value. The project will support the economic recovery of the Town Centre by encouraging more people to visit the Town Centre, and those who do to visit more businesses and spend more of their money locally.
- 1.4. The project will promote all the individual businesses who take part by offering raffle tickets to everyone who buys something from their premises, and who use the bunting and branding provided. In the event that the current restrictions have not been lifted by the 2nd December, then this funding will be used in the New Year for a similar project to encourage shoppers back to the high street.
- 1.5. The need for the project was identified by the Community Board's Covid Support and Economic Sub-Group.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

MONDAY 7th December 2020

Contact Officer: Paul Hodson, Town Clerk

Culture and Arts Strategy

1. Recommendation

- 1.1. It is recommended that Members note the report and agree for Council staff to provide a detailed plan for creating a culture and arts strategy.
- 1.2. It is recommended that a working group be set up, consisting of councillors and partners, at the appropriate time.

2. Background

- 1.3. The Economic Development Working Group recently agreed to support the development of a Culture & Arts Strategy for the town. (795/20) A Culture & Arts Strategy for the town would identify and map the town's unique assets and opportunities, and set out a vision which was agreed by local cultural organisations and partnerships; creative industries and artists, public sector organisations, businesses, voluntary groups and residents. The strategy would guide future investment in cultural developments in the town, and could underpin bids and fundraising for substantial projects, such as the new cultural arts centre alluded to in the Neighbourhood Development Plan. The strategy would identify current levels of participation, any trends, and the demographics/diversity of current and potential audiences in Buckingham.

- 1.4. The stages in developing the plan would be:

- i. Initial questionnaire to all stakeholders
- ii. Drafting the strategy
- iii. Detailed consultation

- 1.5. While no financial commitment is required at this stage, it is proposed that the Committee agree for officers to initiate the project as described. It is also proposed that a working group of interested councillors and partners be established to provide practical advice to officers and to support the consultation at the relevant stage.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 7th December 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Events for 2021

1. Recommendation

- 1.1. It is recommended that the Council plans the 2021 events as usual but with an online version and more socially distanced options also planned as alternatives where possible in case of us being in lockdown and large events being unable to take place. Planning for some of the larger events such as Bonfire & Fireworks, Charter Fair and Christmas Parade start in January so this work will commence shortly.
- 1.2. It is recommended that the necessary road closures are applied for in bulk in January as we do every year. This way the Council only has to pay one fee of £860 rather than individual fees if we apply for the closures individually.
- 1.3. When planning new events, the schedule of events show below should be considered to make sure that there is room in the calendar for additional events.
- 1.4. It is recommended that a working group is set up to start planning for the Queen's Platinum Jubilee celebrations in 2022. This group should include outside bodies as necessary.

2. Information

- 2.1. Listed below are the proposed events for 2021 together with the dates:

December/January

Winter Trail (Bourton Park)	14 th December to 31 st January
--------------------------------	---

February

Pancake Race	Tuesday 16 th February
Food Fair	Saturday 27 th February

April

Spring Fair	Sunday 25 th April
-------------	-------------------------------

May

May Day	Tuesday 4 th May
Re-Dedication of War Memorial	Thursday 20 th May
Music in The Market	Sunday 30 th May

June

Community Fund Raising Fair (VCSE)	Saturday 19 th June (to be confirmed)
------------------------------------	--

July

Fringe Week	Saturday 17 th July – Sunday 25 th July
Play Around the Parishes	Monday 26 th July
Buckingham in Bloom Judging	2 nd week July

August

Play Around the Parishes	Monday 9 th August
Play Around the Parishes	Monday 23 rd August
Bandjam	Sunday 29 th August

September

Dog Show	Sunday 12 th September
River Rinse	Date to be confirmed
Good Endings Fair	Date to be confirmed

October

River Rinse	Date to be confirmed
Charter Fair	Saturday 16 th October
Local Democracy	Friday 15 th October
Charter Fair	Saturday 23 rd October

November

Bonfire & Fireworks	Saturday 6 th November
Remembrance Day Parade	Sunday 14 th November
Christmas Light Switch	Saturday 27 th November

December

Christmas Parade	Saturday 11 th December
Community Fair	Saturday 11 th December

Events will be reviewed nearer to the time and current Government Guidelines will be adhered to.

Plans for the Queen's Platinum Jubilee celebrations 2nd – 5th June 2022 should begin in 2021.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 7th DECEMBER 2020**

Contact Officer: Sam Hoareau

Proposed schedule of 2021 events at Lace Hill Sports & Community Centre

1. Recommendations

- 1.1. It is recommended that committee approves the proposed schedule of community events for Lace Hill Sports & Community Centre (LHSCC)

2. Information

- 2.1 The LHSCC Coordinator organises annual community events to be held at LHSCC and at the beginning of each financial year, an events schedule is sent to TC&E for agreement.

- 2.2 Proposed events and dates are:

Event	Proposed
Easter Fair	March 28 th
Picnic on the Pitch	April 18 th
Fun Day	July 18 th
Nearly New Sale	September 26 th
Halloween Disco	October 24 th
Winter Fair	November 21 st

- 2.3 There may well be other opportunities for events that may arise following discussions / requests from the community; and if this is the case approval for these will be sought from TC&E. Dates for all events will be coordinated with the existing BTC Events schedule, and the LHSCC Coordinator will liaise with the Events Coordinator regarding use of management plans / consistent paperwork / shared knowledge and experience.

- 2.4 LHSCC is allocated a small budget however the events are organised with the intention of covering costs and breaking even.

- 2.5 It is anticipated that staffing for these events will be predominantly managed by the LHSCC team and supported by the Deputy Town Clerk and volunteers.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

MONDAY 7th December 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Local Democracy Event

1. Recommendation

- 1.1. It is recommended that the Council continues with the Local Democracy event as this gives the students the opportunity to talk to local councillors, local MP and other organisations such as Thames Valley Police and to have their say as well as for the organisations taking place to hear the views of the young people.
- 1.2. If the event is unable to take place face to face again next year then it is recommended that it is held via Zoom once again.

2. Information

- 2.1. The Local Democracy event was originally set up over 10 years ago with the aim of bringing together the Buckingham School and the Royal Latin School by holding either a debate session or question and answer session with students from both schools.
- 2.2. This year the event was held on Friday 23rd October so that it would fit in with local MP Greg Smith's schedule.
- 2.3. Invites were sent to our new local MP Greg Smith, Cllr Robin Stuchbury, Cllr Lisa O'Donoghue, Cllr Warren Whyte (Buckinghamshire Council), Cllr Robina Ahmed, Buckingham School and The Royal Latin School.
- 2.4. The topic for the Local Democracy Week this year was **Local Democracy: Building Trust** which could include topics such as What's being done to the environment, Covid 19 experiences and Black Lives Matter. The topic was sent to the Buckingham School, Royal Latin School as well as Stowe. Each school was asked to submit 3 questions for discussion.
- 2.5. Unfortunately, Stowe school was unable to take part, but the following questions were received from the Buckingham School and the Royal Latin School:

Are food retailers doing enough to decrease their plastic waste? (Buckingham School)

What is the best strategy to encourage young people to abide by the COVID-19 regulations? (RLS)

As a community, what is being done to ensure racial equality? (Buckingham School)

Has the Black Lives Matter movement helped or hindered the black community? (Buckingham School)

What should the local government do in University towns where the demographic means that COVID-19 regulations are being broken to a greater extent? (RLS)

Are there any plans to deal with the consequences of towns like Aylesbury and High Wycombe being moved into tier two of the COVID-19 restrictions? (RLS)

2.6. The questions were circulated amongst those taking part ahead of the event so that everyone was aware of the topics to be discussed.

2.7. The event was done a little different this year due to Covid-19 restrictions. Instead of being able to meet at one of the schools, the event was held via Zoom.

2.8. MP Greg Smith had been invited to chair the meeting, but unfortunately, he was only able to take part in the first few minutes of the event. He told the students that he would arrange a Zoom call with them at a later date, and organise a trip for them to the Houses of Parliament. Cllr Lisa O'Donoghue took over chairing the meeting.

2.9. The questions were well presented by the students of both schools and invited guests responded well to the them.

2.10. At the end of the event Cllr Lisa O'Donoghue thanked Mr Porteous from the Royal Latin School and Mr Mandel from the Buckingham School for being able to set up the Zoom meeting their end so that the students could take part and the annual event was able to take place.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

MONDAY 7th December 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Christmas Light Switch On

1. Recommendation

- 1.1. It is recommended that the Christmas Light Switch On for 2021 goes ahead with a live event Covid-19 restrictions permitting. If Government restrictions are once again in place next year, then look at putting an on online event similar to this year's.
- 1.2. Involving the whole town of Buckingham in the light switch on proved to be successful and it is recommended that we do the same thing again next year as this is something that can be done whether we are in lockdown or not and includes those that are unable to get into town for the main event.
- 1.3. It is strongly recommended that the video recording made of the 2020 event is used again, perhaps as a projection as part of next year's Christmas Lights Switch On, and certainly online over this year's festive period and in the run up to next year's event.
- 1.4. It is recommended that video content of this kind by considered for other suitable events.

2. Information

- 2.1. Due to the Government restrictions around Covid 19 Buckingham Town Council was unable to hold its annual Christmas Light Switch On in the Town Centre.
- 2.2. The Christmas lights were installed in the town centre at the beginning of November by WGS Power & Lighting Ltd who we currently have a contract with for this.
- 2.3. The Christmas tree was provided by Buckinghamshire Council free of charge and installed outside the Old Gaol the week before the light switch on.
- 2.4. It had been agreed by the TC&E committee that the light switch on would still take place on Saturday 28th November but without the crowd and that Granta Network would be hired to fly a drone over the town centre to capture the moment the lights were switched on.

- 2.5. The virus was not going to stop Christmas coming to Buckingham, so the Event's Coordinator made a request to The Bard of Buckingham, Buckingham Town Mayor, Cllr Geraldine Collins and Santa himself to pre-record a message so that it could be uploaded onto the Town Council's social media on the night that the lights were switched on.
- 2.6. The Events Coordinator liaised with Mary Simons from Finca el Monte to get help in asking the local traders to decorate their businesses and switch their lights on at 7pm.
- 2.7. A request went out to the residents of Buckingham asking them to take part in the light switch on by staying home and switching on their Christmas lights at 7pm the same time that the lights would go on in the town centre. This created an atmosphere of excitement and many people took part in this. Below are some of the comments received afterwards

"Aw this is lovely- so heart-warming. Thanks to everyone who put it together and those who made such a massive effort. It'll be great to try to find all these great houses"

"This is fantastic! To see our lights on our house in this is the perfect end to a rubbish year! Well done Buckingham Town Council and Thank you!"

"Such a lovely thing to do. Great idea. Thanks, our family and neighbours really enjoyed it!"

"Excellent filming! Love this"

"Well its a 10 from me brilliant lovely voice" (that one's for Dean!)

- 2.8. Granta Network also put out a request to Buckingham residents asking them to get in touch with them as they wanted to take pics ahead of the event of peoples gardens all lit up.
- 2.9. On the evening of the event Granta Network launched 2 drones, one from behind the Sorting Office and one from Stratford Fields football ground. The ground crew were located in the town centre to take still footage.
- 2.9. Members of the Green Spaces Team, Town Council Officers, and Cllr Mike Smith, met in the town centre to switch on the lights. Using the alarm on everyone's phone, at 7pm the switches on the lighting columns and feeder pillars were flicked and the town was lit up. Cllr Smith turned on the Christmas tree, as he was able to access the old police office where the switch is located.

3. Social Media

- 3.1. In order to facilitate the online aspects of this year's Christmas Lights Switch On, the Communications Clerk helped to prepare and market the event, as well as working with Granta Network and the Events Co-ordinator in order to formulate a content plan for both the Saturday and Sunday.
- 3.2. Before the Lights Switch On, several different graphics were produced in different sizes for different platforms. Video that had been sent by contributors Buckingham Table, the Mayor of Buckingham, the Bard of Buckingham and Granta Network was loaded to YouTube and Facebook, with links to be posted on Twitter and festive thumbnail graphics were created for the videos. The Office Apprentice did much of the preparation design work.
- 3.3. Some timed social media posts were sent out during the Saturday afternoon, and the Communications Clerk spent some time on the Saturday responding to queries and comments that this content produced. Video content started to go live from 6.35pm, the Communications Clerk monitored this process and posted the sneak peek video to Instagram at the appropriate time. The monitoring was important to ensure there were no issues, and respond to queries as they happened creating the feel of a true 'live' event. After the event, the Communications Clerk continued to respond to comments and encourage conversation from residents about the lights.
- 3.4. On Sunday, the Communications Clerk received the final switch on video from Granta Network and loaded this to YouTube and Facebook, again they monitored reactions and responded as appropriate. Social Media users that liked our social media posts were invited to like the Town Council page.
- 3.5. On Monday, photographs of the Christmas Tree and Old Gaol were posted, and on the 1st December, the full video was reposted across social media, turning a one evening event into four days of positive content.
- 3.6. A video that was preloaded to Facebook failed to post, and had to be manually posted. Our content asked others to share their own streets images and videos with us but the Facebook page settings didn't allow this. Both these issues were easily dealt with on the night because there was an Officer monitoring the pages and able to react immediately.
- 3.7. The drone operators weren't able to get as good aerial footage as they hoped due to foggy weather, however they travelled around town taking close up footage of many neighbourhoods instead. The earlier decision not to stream the drone footage live was the correct choice, as the pre-recorded sneak peek gave Granta Network an additional day to film and edit and create the high quality video of the town residents were expecting.
- 3.8. The process of loading long videos to social media platforms does take a long time, and so the final video wasn't live on Facebook until after 8pm on Sunday which was later than planned, however no official time of release for this video was given for precisely this reason and the timing could be adjusted for in the future.

3.9. There were no issues that would prevent an event being run in this way again

4. Working at the event

Staff Working At The Event

Paul Hodson
Amanda Brubaker
Claire Molyneux
Ian Saunders
Craig Calder
Lee Phillips
Robin Taylor-Durr
Jodie Baughan
Katharine McElligott

Cllr Volunteering At Event

Cllr Mike Smith

Time spent by Communications Clerk and Office Apprentice

Before the event: 3 - 4 days
During the event (Saturday): 1 hr 45 mins
During the event (Sunday): 2 hrs
After the event: 1 hr

Cost for the event

Budget 301/4212 £2,500

Company providing filming and photography for the event	£675.00
Total Cost	£675.00
Balance Remaining	£1,825

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 07/12/2020**

**Contact Officer: Sam Hoareau / Lace Hill Sports & Community Centre
Coordinator**

Mayor's Christmas Card Competition

1. Background

- 1.1. It is recommended that Members note the report.
- 1.2. It is recommended that Members consider making the Mayor's Christmas Card Competition an annual community competition.

2. Information

- 2.1 The idea of the competition is to engage with local children, spread some festive cheer and help create a positive presence on social media during these challenging times. The Mayor agreed and is looking forward to seeing the designs.
- 2.2 The competition started on Monday 16th November and closes on Monday 30th December. The competition is open to local children between the ages of 4 and 16 years of age. The design should be an original drawing or painting, A5 in size and suitable for printing. The Mayor will choose three winners from three categories, 4-7, 8-11, 12-16 years. Each winner will receive a pack of their winning design to send to their family and friends and a certificate. The cards will also be available to purchase from the Buckingham Tourist Information Centre from early December.
- 2.3 The competition information is advertised across our social media pages, the website and posters have been displayed throughout the parks. The communication has also been sent to local schools, local community groups and businesses to help reach a wider audience.
- 2.4 The competition is sponsored by Christina Newman of Black Dog Design, a local Buckingham business, who will cover the cost to print 300 cards. Any monies raised from the sale of the cards will go to the Mayor's charities.
- 2.5 There will be a press release after the winning designs have been chosen and printed, to encourage the local community to purchase the cards.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 7th December 2020**

Contact Officer: Nina Stockill, Committee Clerk

Buckingham's Rubbish Campaign

1. Recommendations

- 1.1. It is recommended that Members consider a similar litter picking campaign if social distancing restrictions continues into 2021, or when necessary.

2. Information

- 2.1 Restrictions on social distancing and community events during 2020 have meant that it hasn't been possible to run the usual litter picking events in Buckingham. TC&E were keen to explore a new approach to litter picking in order to honour their commitments within the Town Council's Climate Emergency Action Plan.
- 2.2 The Town Council have an excellent working relationship with the team at Buckinghamshire Council's Recycle for Buckinghamshire team and regularly share campaign ideas.
- 2.3 The principles of the competition were based on a successful initiative run by Recycle for Bucks which asked participants to submit a photo of themselves, or a friend, throwing litter in a bin, along with their reason why they feel it's important.
- 2.4 Recycle for Buckinghamshire offered to fund branded reusable water bottles that could be offered as a prize for Buckingham's litter picking competition. We also contacted local Fairtrade store Finca El Monte who donated a beautiful wrap made entirely from recycled plastic bottles.
- 2.5 We received 4 entries and two additional photographs from Cllrs. Gateley and Stuchbury who'd completed litter picks in town.
- 2.6 Originally, Town Clerk and Mayor would judge the winners. However, given the number of entrants each person was awarded a prize. The winners are listed in section 4 of this report.

3. Social Media

- 3.1 The campaign has been promoted across social media and within all of the noticeboards in the parks on the route into town.
- 3.2 The competing was well received and reached over 1591 views and 47 interactions (likes, shares and comments etc.)
- 3.3 The competition ran for four weeks from the autumn half term holidays to the 20th November 2020.

4. Winners

1st Prize



Alex and his Mum regularly conduct little early morning clear ups in Chandos Park after they finish playing tennis. They take the litter home to recycle the glass bottles and cans. Alex even had time to play a little air guitar! Alex said 'we don't want it to end up in the river or hurt any wildlife.'

Runners up



This is a photo of George and a bag of litter that he collected from the streets around Buckingham. George asked for a litter picker for his 11th Birthday in October. George said that 'Putting your litter in the bin is important because litter can hurt animals and damage the environment.'



This spooky photograph was taken at Halloween by Reid's Grandad. Reid was appalled at how many disposable face masks were littering the streets. Reid said that 'people should throw litter in the bin, the floor is not a bin'.



This is a photo of Alexia disposing of litter that she picked up on the way home from school (Bourton Park). Alexia said that 'dropping litter is really bad because it can find its way into the river and oceans.'

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 7th December 2020

Contact Officer: Paul Hodson, Town Clerk

Town Centre Manager

1. Recommendation

- 1.1. It is recommended that members ask the Resources Committee to consider a detailed proposal to appoint a Town Centre Manager

2. Background

- 1.2. Recent discussions by The Economic Development Working Group have highlighted that other towns, including Princes Risborough and Aylesbury have greatly benefitted from employing a Town Centre Manager. Such a role could increase engagement with local businesses, and enable options for improving and developing the town centre to be identified and pursued.
- 1.3. The Resources Committee are responsible for staffing issues. It is therefore proposed that members ask the Resources Committee to consider a detailed proposal to appoint a Town Centre Manager .

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 7th DECEMBER 2020**

Contact Officer: Bethanie Dowden, Office Apprentice

Pumpkin Letter Trail

1. Recommendations

- 1.1. It is recommended that the Town Centre & Events Committee do not hold another pumpkin letter trail due to it being a one off event for Halloween as the pandemic forced us to cancel our annual events around autumn.
- 1.2. It is recommended that the Town Centre & Events Committee look into doing similar events like the letter trail if the pandemic continues into next year or when necessary.

2. Information

- 2.1. The shops and businesses that took part were:
 - 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
- 2.2. Each shop displayed a letter and instruction sheet in their window from Wednesday 21st October until Monday 2nd November. This way those taking part, were encouraged to only look in the window and not enter the shops unless they were purchasing goods or services.
- 2.3. Event participants had the chance to receive a discount of £1 off any half price children's book if they completed their answer sheet and took it to The Buckingham University Book Shop where they redeemed said discount.

3. Social Media

- 3.1. This event was advertised on all the Town Council's social media via the following schedule:

- A website post was published on Thursday 22nd October 2020. The post included the downloadable answer sheet and the relevant event information.
- An event poster was also published on Thursday 22nd October 2020. The poster included the relevant event information and a link to the website post.
- A similar event poster was created and posted five days later on Thursday 27th October 2020 to encourage more people to get involved.
- The last event poster was created and posted on Saturday 31st October to remind people that the event was due to finish later that day.

Below are some of the comments we received:

Completed this with the grandchildren this week. Had lots of fun and it was testing at times. Thank you [#buckinghamtowncouncil](#) for organising this.

Kelly had fun doing the trail

We had an average of 5 people a day coming in to show us their completed answer sheet. In total, around 30 people came to use over the whole of the week to made use of the £1 off any half price children's book. They all expressed how fun and enjoyable they thought it was.

Cost for the event

£5

Three Pumpkins	£5 – Petty Cash
Decorations	£0 – Donated
Total Cost	£5

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

MONDAY 7th December 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Play Around the Parishes 2021

1. Recommendation

1.1. It is recommended that we book 3 x Family Fun Day 5 hour sessions at a cost of £810 per session. The total cost of £2,430 to be taken from budget code 301/4094 Youth Project.

1.2. The sessions will be held during the annual summer holidays and it is recommended the following dates are chosen.

Monday 26th July 2021

Monday 9th August 2021

Monday 23rd August 2021

2. Information

2.1. Play Around the Parishes is provided by Buckinghamshire Council and supported by Buckingham Town Council. The sessions are for ages 1 -11 years and include soft play, bouncy castles, giant games and lots more.

2.2. In the past 3 x 5 hour sessions have been booked to take place over the summer holidays in Chandos Park and have been enjoyed by local residents as well as drawing in families from the surrounding villages.

2.3. The sessions are run by trained staff from Buckinghamshire Council and does not need involvement from Buckingham Town Council.

2.4. If Government restrictions are still in place next summer and the sessions are prevented from taking place, then there will be no cost involved.

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.

EARMARKED RESERVES901 EARMARKED RESERVES

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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%
9055 RIVER RINSE	0	245	245		245	0.0%

EARMARKED RESERVES :- Indirect Expenditure	8,328	195,933	187,605	2,586	185,019	5.6%
--	-------	---------	---------	-------	---------	------

Net Expenditure	(8,328)	(195,933)	(187,605)
-----------------	---------	-----------	-----------

EARMARKED RESERVES :- Income	0	0	0			0.0%
------------------------------	---	---	---	--	--	------

Expenditure	8,328	195,933	187,605	2,586	185,019	5.6%
-------------	-------	---------	---------	-------	---------	------

Movement to/(from) Gen Reserve	(8,328)
--------------------------------	---------

Grand Totals:- Income	0	0	0			0.0%
-----------------------	---	---	---	--	--	------

Expenditure	8,328	195,933	187,605	2,586	185,019	5.6%
-------------	-------	---------	---------	-------	---------	------

Net Income over Expenditure	(8,328)	(195,933)	(187,605)
-----------------------------	---------	-----------	-----------

Movement to/(from) Gen Reserve	(8,328)
--------------------------------	---------

TOWN CENTRE & EVENTS

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301 TOWN CENTRE & EVENTS						
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	0	12,762	12,762			0.0%
3997 NI TC & E	2,129	5,960	3,831		3,831	35.7%
3998 PENSION ERS TC & E	7,556	12,608	5,052		5,052	59.9%
3999 WAGES & SALARIES TC & E	33,228	60,567	27,339		27,339	54.9%
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	3,816	10,750	6,934		6,934	35.5%
4107 PRIDE OF PLACE	0	257	257		257	0.0%
4115 RIVER RINSE	165	165	0		0	100.0%
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	9,501	11,286	1,785	675	1,110	90.2%
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	475	495	20		20	96.0%
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	59,798	143,218	83,420	7,929	75,491	47.3%
Net Income over Expenditure	(59,798)	(130,456)	(70,658)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
302 STREET MARKET						
1005 STREET MARKET	9,323	14,500	5,177			64.3%
1006 FLEA MARKET	2,055	4,500	2,445			45.7%
STREET MARKET :- Income	11,378	19,000	7,622			59.9%
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	3,229	5,028	1,799	0	1,799	64.2%
Net Income over Expenditure	8,149	13,972	5,823			
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	0	3,591	3,591			0.0%
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	1,922	8,613	6,691	0	6,691	22.3%
Net Income over Expenditure	(1,922)	(5,022)	(3,100)			
305 TOURIST INFORMATION CENTRE						
1084 TIC INCOME	973	33,000	32,027			2.9%
TOURIST INFORMATION CENTRE :- Income	973	33,000	32,027			2.9%
4253 TIC TICKETS AND PRODUCE	1,937	30,780	28,843		28,843	6.3%
4255 HERITAGE APP EXPENDITURE	2,328	6,344	4,016	39	3,978	37.3%
4274 TOURISM WEBSITE	14	2,500	2,486		2,486	0.6%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	4,279	39,624	35,345	39	35,307	10.9%
Net Income over Expenditure	(3,305)	(6,624)	(3,319)			
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	0	3,988	3,988	0	3,988	0.0%
Net Expenditure	0	(3,988)	(3,988)			
TOWN CENTRE & EVENTS :- Income	12,351	68,353	56,002			18.1%
Expenditure	69,227	200,471	131,244	7,968	123,276	38.5%
Movement to/(from) Gen Reserve	(56,876)					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	12,351	68,353	56,002			18.1%
Expenditure	69,227	200,471	131,244	7,968	123,276	38.5%
Net Income over Expenditure	<u>(56,876)</u>	<u>(132,118)</u>	<u>(75,242)</u>			
Movement to/(from) Gen Reserve	<u>(56,876)</u>					

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 7TH DECEMBER 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

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

2.2. 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 £19,849. However, this is balanced by other committees with a forecast overspend.

3. Summary Revised Forecast for TCE

	Budget	Revised Forecast
Income	68,353	16,513
Expenditure	188,218	116,529
Net Expenditure	119,865	100,016

3.1. Forecast overspend

£19,849

4. Revised 2020/21 Budget Forecast for TCE

Centre	Code	Budget	2020/21	Revised
301		<i>TOWN CENTRE & EVENTS</i>		
	1013	HANGING BASKETS	410	0
	1028	LACE HILL EVENTS INCOME	1,026	0
	1029	GOOD ENDINGS FAIR INCOME	1,000	0
	1031	ENTERPRISE FAIR INCOME	0	0
	1033	ICE RINK INCOME	0	0
	1062	COMMUNITY FAIR - TABLE INCOME	205	0
	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	0
	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	165
	4119	ICE RINK	0	0
	4125	ENTERPRISE FAIR	0	0
	4126	GOOD ENDINGS FAIR	1,000	0
	4166	LACE HILL EVENTS	1,026	300
	4201	CHRISTMAS LIGHTS	11,286	10,176
	4202	FIREWORK DISPLAY	5,130	0
	4203	COMMUNITY FAIR	410	0
	4205	CHRISTMAS PARADE	3,900	0
	4208	SPRING FAIR	500	500
	4210	PANCAKE RACE	80	80
	4211	BAND JAM	3,591	0
	4212	CHRISTMAS LIGHT SWITCH ON	2,500	750
	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	0
	4243	CHARTER FAIR EXPENDITURE	3,000	0
	4260	TWINNING	2,000	0
		Expenditure	136,209	104,140

302		<i>STREET MARKET</i>		
	1005	STREET MARKET	14,500	
	1006	FLEA MARKET	4,500	11,000
		Income	19,000	2,000
	4017	SUBSCRIPTIONS	450	13,000
	4225	RATES	3,078	450
	4235	MARKET INFRASTRUCTURE & PROMOTION	1,500	3,078
		Expenditure	5,028	1,500
				5,028
303		<i>SPECIAL EVENTS</i>		
	1020	FOOD FAIR INCOME	513	
	1034	FESTIVAL OF HEALTH	0	513
	1083	FRINGE INCOME	3,078	0
		Income	3,591	0
	4075	FESTIVAL OF HEALTH	0	513
	4221	FRINGE	6,000	0
	4242	FOOD FAIR	513	850
	4244	REMEMBRANCE FLAGS	600	513
	4273	ONE OFF EVENTS	1,500	0
		Expenditure	8,613	1,298
				2,661
304		<i>BUCKINGHAM TOWN YOUTH COUNCIL</i>		
	4237	YOUTH COUNCIL BUDGET	1,000	
	4238	YOUTH COUNCIL ADMIN	100	1,000
		Expenditure	1,100	0
				1,000
305		<i>TOURIST INFORMATION CENTRE</i>		
	1084	TIC INCOME	33,000	
	1088	HERITAGE APP INCOME	0	3,000
		Income	33,000	0
	4253	TIC TICKETS AND PRODUCE	30,780	3,000
	4255	HERITAGE APP EXPENDITURE	0	3,000
	4274	TOURISM WEBSITE	2,500	0
		Expenditure	33,280	200

				3,200
306		ACCESSIBILITY		
	4254	ACCESS ABLE	3,488	
	4266	ACCESSIBILITY COSTS	500	0
		Expenditure	3,988	500

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 7th DECEMBER 2020**

Contact Officer: Paul Hodson, Town Clerk

Draft Budget 2021-2027

1. Recommendation

- 1.1. It is recommended that the Committee recommend the proposed five-year budget and revised ear-marked reserve, with any changes Members agree, to be included in the proposed budget for 2021/2022 be included in the draft precept 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 1.1%.

3. Key Changes

- 3.1. The following significant changes have been made to the draft budget:
 - 3.1.1. An additional budget of £1,500 for “VCSE Day”
 - 3.1.2. A new budget of £500 has been included for the War Memorial Centenary in 2021.
 - 3.1.3. The salary budget has increased because it has been agreed during the year that the TIC Supervisor’s hours be increased to 37 per week, and for the TIC to open on Sundays during the summer.

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
 - 4.1.3. An additional ear-marked reserve of £10,000 for “Covid Bounce Back” events / summer programme
 - 4.1.4. £2,000 For Twinning towards the formal signing event

5. Summary of Draft Budget

	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/22	2022/23	2023/24	2024/25	2025/26
Income	43,731	54,500	55,591	16,513	67,593	69,607	69,636	71,680	71,741
Expenditure	269,953	312,264	296,111	194,515	199,081	205,168	207,738	212,372	215,022
Net Expenditure	226,222	257,764	240,520	178,002	131,489	135,561	138,102	140,692	143,282

6. Draft Budget

Code	Centre	Budget	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26
	301	TOWN CENTRE & EVENTS			0	0					
3997		NI TC & E	3214	5,446	5,960	3,700	5,234	5,339	5,445	5,554	5,665
3998		PENSION ERS TC & E	10842	11,620	12,608		13,412	13,680	13,954	14,233	14,518
3999		WAGES & SALARIES TC & E	56718	55,096	60,567	60,420	71,826	73,263	74,728	76,222	77,747
4042		EVENTS EQUIPMENT	845	1,000	560	560	568	577	586	594	603
4079		FAIR TRADE PROMOTION	385	400	410	410	416	422	429	435	442
4094		YOUTH PROJECT	3198	3,000	3,000	3,000	3,045	3,091	3,137	3,184	3,232
4104		TOWN IN BLOOM	7209	7,000	10,750	10,750	10,911	11,075	11,241	11,410	11,581
4107		PRIDE OF PLACE	188	250	257	257	261	265	269	273	277
4115		RIVER RINSE	165	400	410	165	416	422	429	435	442
4126		GOOD ENDINGS FAIR	221	1,000	1,000		0	1,000	0	1,000	0

Code	Centre	Budget	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26
4166		LACE HILL EVENTS	963	1,000	1,026	300	1,041	1,057	1,073	1,089	1,105
4201		CHRISTMAS LIGHTS	11085	11,000	11,286	10,176	11,455	11,627	11,802	11,979	12,158
4202		FIREWORK DISPLAY	4224	5,000	5,130	0	5,207	5,285	5,364	5,445	5,526
4203		COMMUNITY FAIR	221	400	410	0	416	422	429	435	442
4205		CHRISTMAS PARADE	3531	3,900	3,900	0	3,959	4,018	4,078	4,139	4,201
4208		SPRING FAIR	146	530	500		508	515	523	531	539
4210		PANCAKE RACE	51	75	80	80	81	82	84	85	86
4211		BAND JAM	3491	3,500	3,591	0	3,645	3,700	3,755	3,811	3,869
4212		CHRISTMAS LIGHT SWITCH	1298	1,500	2,500	750	2,538	2,576	2,614	2,653	2,693
4213		DOG AWARENESS	508	495	495	495	502	510	518	525	533
4216		MAY DAY EVENT	0	50	50	0	51	52	52	53	54
4220		MUSIC IN THE MARKET	3474	3,500	3,591	0	3,645	3,700	3,755	3,811	3,869
4230		SCOUT PARADE	0	50	50		51	52	52	53	54
4241		COMEDY NIGHT	1725	3,000	3,078	0	3,124	3,171	3,219	3,267	3,316
4243		CHARTER FAIR	750	7,345	3,000	0	3,045	3,091	3,137	3,184	3,232
4260		TWINNING	0	2,000	2,000	0	2,030	2,060	2,091	2,123	2,155
		Total Overhead Expenditure	114,452	128,557	136,209	91,063	147,387	151,050	152,762	156,525	158,337
1013		HANGING BASKETS	500	400	410	0	416	422	429	435	442
1028		LACE HILL EVENTS INCOME	779	1,000	1,026	0	1,041	1,057	1,073	1,089	1,105
1029		GOOD ENDINGS FAIR	810	1,000	1,000	0	0	1,000	0	1,000	0
1062		COMMUNITY FAIR - TABLE	180	200	205	0	208	211	214	218	221
1066		COMEDY NIGHT INCOME	1312	3,000	3,078	0	3,124	3,171	3,219	3,267	3,316
1069		CHARTER FAIR INCOME	6876	6,670	6,843	0	6,946	7,050	7,156	7,263	7,372

Code	Centre	Budget	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26
1086		FIREWORK DISPLAY INCOME	0	100	100	0					
1087		CHRISTMAS LIGHT INCOME	25	100	100	0					
		Total Overhead Expenditure	10,482	12,470	12,762	0	11,735	12,911	12,090	13,271	12,456
		Total Overhead Expenditure	103,970	116,087	123,447	91,063	135,652	138,139	140,672	143,253	145,882
	302	STREET MARKET			0	0					
4017		SUBSCRIPTIONS	358	330	450	450	457	464	471	478	485
4225		RATES	2087	3,000	3,078	3,078	3,124	3,171	3,219	3,267	3,316
4235		MARKET INFRASTRUCTURE	960	1,500	1,500	1,500	1,523	1,545	1,569	1,592	1,616
		Total Overhead Expenditure	3,405	4,830	5,028	5,028	5,103	5,180	5,258	5,337	5,417
1005		STREET MARKET	15273	14,000	14,500	11,000	14,718	14,938	15,162	15,390	15,621
1006		FLEA MARKET	3751	5,000	4,500	2,000	3,500	3,553	3,606	3,660	3,715
		Total Income	19,024	19,000	19,000	13,000	18,218	18,491	18,768	19,050	19,335
		STREET MARKET - Net Expenditure	-15,619	-14,170	-13,972	-7,972	-13,114	-13,311	-13,510	-13,713	-13,919
	303	SPECIAL EVENTS			0	0					
4221		FRINGE	7419	6,000	6,000	850	6,090	6,181	6,274	6,368	6,464
4242		FOOD FAIR	21	500	513	513	521	529	536	544	553
4244		FLAGS	219	420	600	0	609	618	627	637	646
		WAR MEMORIAL CENTENARY					500				
		VCSE DAY					1,250	1,269	1,288	1,307	1,327
4273		ONE OFF EVENTS			1,500	1,298	1,000	1,015	1,030	1,046	1,061

Code	Centre	Budget	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26
		Total Overhead Expenditure	7,659	6,920	8,613	2,661	9,970	9,612	9,756	9,902	10,051
1020		FOOD FAIR INCOME	580	500	513	513	521	529	536	544	553
1083		FRINGE INCOME	2818	3,000	3,078	0	3,124	3,171	3,219	3,267	3,316
		Total Income	3,398	3,500	3,591	513	3,645	3,700	3,755	3,811	3,869
		SPECIAL EVENTS - Net Expenditure	4,261	3,420	5,022	2,148	6,325	5,912	6,001	6,091	6,182
	304	<i>BUCKINGHAM TOWN YOUTH COUNCIL</i>			0	0					
4237		YOUTH COUNCIL BUDGET			1,000	1,000	1,015	1,030	1,046	1,061	1,077
4238		YOUTH COUNCIL ADMIN			100	0	102	103	105	106	108
		Total Overhead Expenditure	0	0	1,100	1,000	1,117	1,133	1,150	1,167	1,185
		BUCKINGHAM TOWN YOUTH COUNCIL - Net Expenditure	0	0	1,100	1,000	1,117	1,133	1,150	1,167	1,185
	305	<i>TOURIST INFORMATION CENTRE</i>			0	0					
4253		TIC TICKETS AND PRODUCE	22929	30,000	30,780	3,000	31,242	31,710	32,186	32,669	33,159
4255		HERITAGE APP	3656	10,000	0	0	750	761	773	784	796
4274		TOURISM WEBSITE			2,500	200	1,000	1,523	1,546	1,569	1,593
		Total Overhead Expenditure	26,585	40,000	33,280	3,200	32,992	33,995	34,504	35,022	35,547
1084		TIC INCOME	21309	32,000	33,000	3,000	33,995	34,505	35,022	35,548	36,081
		Total Income	21,309	32,000	33,000	3,000	33,995	34,505	35,022	35,548	36,081
		TOURIST INFORMATION	5,276	8,000	280	200	-1,003	-510	-518	-526	-534

Code	Centre	Budget	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26
		CENTRE - Net Expenditure									
	306	ACCESSIBILITY			0	0					
4254		ACCESS ABLE	3400	3,400	3,488	0	2,000	3,672	3,767	3,865	3,923
4266		ACCESSIBILITY COSTS			500	500	513	526	540	554	562
		Total Overhead Expenditure	3,400	3,400	3,988	500	2,513	4,198	4,307	4,419	4,485
		ACCESSIBILITY - Net Expenditure	3,400	3,400	3,988	500	2,513	4,198	4,307	4,419	4,485
						0					

7. Ear-marked Reserves

The items relevant to this committee are marked in bold.

Code	901	Item	Current	Additional Proposal	New total
9001		YOUTH COUNCIL	1,000		1,000
9002		CEMETERY DEVELOPMENT	55,728	42,158	97,886
9004		SOLAR PANEL LACE HILL	28076		28,076
9006		SPEED WATCH	598		598
9012		CHRISTMAS LIGHTS	295		295
9013		YOUTH PROJECTS	3,000		3,000
9015		CHARTER FAIRS	4,136		4,136
9025		PLAY AREA REPLACEMENT	30,121	15,000	45,121
9027		GREEN BUCKINGHAM	226		226
9029		CIRCULAR WALK MAINT	5,399		5,399
9030		TOURISM LEAFLETS	2,404		2,404
9033		ECONOMIC DEVELOPMENT	-2,685		-2,685
9035		PARKS DEVELOPMENT	1,405		1,405
9036		ELECTION COSTS	5,094	500	5,594
9040		PARK RUN	89		89
9045		ACCESS FOR ALL	251		251
9046		PLANNING DISPLAY	1,848		1,848
9048		BUCKINGHAM ACTION	1,283		1,283
9049		NEIGHBOURHOOD PLAN	20,000		20,000
9050		BRIDGE REPAIRS	15,000		15,000
9051		OFFICE DEVELOPMENT /	12,000		12,000
9052		DEPOT EQUIPMENT	5,000	10,000	15,000
9053		AEDs	420		420
9054		LACE HILL REPAIRS &	5,000	20,000	25,000
TBA		CEMETERY LODGE REPAIRS		10,000	10,000
TBA		NEW GARDEN OF REST		40,000	40,000
TBA		BOWLS CLUB PAVILLION REPAIRS		8,000	8,000
TBA		MAKING GOOD AND BOUNDARY REPAIRS - BRACKLEY RD CEMETERY		45,000	45,000
TBA		RIVER RINSE		250	250
TBA		COVID BOUNCE BACK		10,000	10,000
TBA		TWINNING		2,000	2,000
		TOTAL	195,688	202,908	398,596

5. Summary of Draft Budget

	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/22	2022/23	2023/24	2024/25	2025/26
Income	43,731	54,500	55,591	16,513	67,593	69,607	69,636	71,680	71,741
Expenditure	269,953	312,264	296,111	194,515	199,081	205,168	207,738	212,372	215,022
Net Expenditure	226,222	257,764	240,520	178,002	131,489	135,561	138,102	140,692	143,282

6. Draft Budget

Code	Centre	Budget	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26
	301	TOWN CENTRE & EVENTS			0	0					
3997		NI TC & E	3214	5,446	5,960	3,700	5,234	5,339	5,445	5,554	5,665
3998		PENSION ERS TC & E	10842	11,620	12,608		13,412	13,680	13,954	14,233	14,518
3999		WAGES & SALARIES TC & E	56718	55,096	60,567	60,420	71,826	73,263	74,728	76,222	77,747
4042		EVENTS EQUIPMENT	845	1,000	560	560	568	577	586	594	603
4079		FAIR TRADE PROMOTION	385	400	410	410	416	422	429	435	442
4094		YOUTH PROJECT	3198	3,000	3,000	3,000	3,045	3,091	3,137	3,184	3,232
4104		TOWN IN BLOOM	7209	7,000	10,750	10,750	10,911	11,075	11,241	11,410	11,581
4107		PRIDE OF PLACE	188	250	257	257	261	265	269	273	277
4115		RIVER RINSE	165	400	410	165	416	422	429	435	442
4126		GOOD ENDINGS FAIR	221	1,000	1,000		0	1,000	0	1,000	0

Code	Centre	Budget	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26
4166		LACE HILL EVENTS	963	1,000	1,026	300	1,041	1,057	1,073	1,089	1,105
4201		CHRISTMAS LIGHTS	11085	11,000	11,286	10,176	11,455	11,627	11,802	11,979	12,158
4202		FIREWORK DISPLAY	4224	5,000	5,130	0	5,207	5,285	5,364	5,445	5,526
4203		COMMUNITY FAIR	221	400	410	0	416	422	429	435	442
4205		CHRISTMAS PARADE	3531	3,900	3,900	0	3,959	4,018	4,078	4,139	4,201
4208		SPRING FAIR	146	530	500		508	515	523	531	539
4210		PANCAKE RACE	51	75	80	80	81	82	84	85	86
4211		BAND JAM	3491	3,500	3,591	0	3,645	3,700	3,755	3,811	3,869
4212		CHRISTMAS LIGHT SWITCH	1298	1,500	2,500	750	2,538	2,576	2,614	2,653	2,693
4213		DOG AWARENESS	508	495	495	495	502	510	518	525	533
4216		MAY DAY EVENT	0	50	50	0	51	52	52	53	54
4220		MUSIC IN THE MARKET	3474	3,500	3,591	0	3,645	3,700	3,755	3,811	3,869
4230		SCOUT PARADE	0	50	50		51	52	52	53	54
4241		COMEDY NIGHT	1725	3,000	3,078	0	3,124	3,171	3,219	3,267	3,316
4243		CHARTER FAIR	750	7,345	3,000	0	3,045	3,091	3,137	3,184	3,232
4260		TWINNING	0	2,000	2,000	0	2,030	2,060	2,091	2,123	2,155
		Total Overhead Expenditure	114,452	128,557	136,209	91,063	147,387	151,050	152,762	156,525	158,337
1013		HANGING BASKETS	500	400	410	0	416	422	429	435	442
1028		LACE HILL EVENTS INCOME	779	1,000	1,026	0	1,041	1,057	1,073	1,089	1,105
1029		GOOD ENDINGS FAIR	810	1,000	1,000	0	0	1,000	0	1,000	0
1062		COMMUNITY FAIR - TABLE	180	200	205	0	208	211	214	218	221
1066		COMEDY NIGHT INCOME	1312	3,000	3,078	0	3,124	3,171	3,219	3,267	3,316
1069		CHARTER FAIR INCOME	6876	6,670	6,843	0	6,946	7,050	7,156	7,263	7,372

Code	Centre	Budget	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26
1086		FIREWORK DISPLAY INCOME	0	100	100	0					
1087		CHRISTMAS LIGHT INCOME	25	100	100	0					
		Total Overhead Expenditure	10,482	12,470	12,762	0	11,735	12,911	12,090	13,271	12,456
		Total Overhead Expenditure	103,970	116,087	123,447	91,063	135,652	138,139	140,672	143,253	145,882
	302	STREET MARKET			0	0					
4017		SUBSCRIPTIONS	358	330	450	450	457	464	471	478	485
4225		RATES	2087	3,000	3,078	3,078	3,124	3,171	3,219	3,267	3,316
4235		MARKET INFRASTRUCTURE	960	1,500	1,500	1,500	1,523	1,545	1,569	1,592	1,616
		Total Overhead Expenditure	3,405	4,830	5,028	5,028	5,103	5,180	5,258	5,337	5,417
1005		STREET MARKET	15273	14,000	14,500	11,000	14,718	14,938	15,162	15,390	15,621
1006		FLEA MARKET	3751	5,000	4,500	2,000	3,500	3,553	3,606	3,660	3,715
		Total Income	19,024	19,000	19,000	13,000	18,218	18,491	18,768	19,050	19,335
		STREET MARKET - Net Expenditure	-15,619	-14,170	-13,972	-7,972	-13,114	-13,311	-13,510	-13,713	-13,919
	303	SPECIAL EVENTS			0	0					
4221		FRINGE	7419	6,000	6,000	850	6,090	6,181	6,274	6,368	6,464
4242		FOOD FAIR	21	500	513	513	521	529	536	544	553
4244		FLAGS	219	420	600	0	609	618	627	637	646
		WAR MEMORIAL CENTENARY					500				
		VCSE DAY					1,250	1,269	1,288	1,307	1,327
4273		ONE OFF EVENTS			1,500	1,298	1,000	1,015	1,030	1,046	1,061

Code	Centre	Budget	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26
		Total Overhead Expenditure	7,659	6,920	8,613	2,661	9,970	9,612	9,756	9,902	10,051
1020		FOOD FAIR INCOME	580	500	513	513	521	529	536	544	553
1083		FRINGE INCOME	2818	3,000	3,078	0	3,124	3,171	3,219	3,267	3,316
		Total Income	3,398	3,500	3,591	513	3,645	3,700	3,755	3,811	3,869
		SPECIAL EVENTS - Net Expenditure	4,261	3,420	5,022	2,148	6,325	5,912	6,001	6,091	6,182
	304	<i>BUCKINGHAM TOWN YOUTH COUNCIL</i>			0	0					
4237		YOUTH COUNCIL BUDGET			1,000	1,000	1,015	1,030	1,046	1,061	1,077
4238		YOUTH COUNCIL ADMIN			100	0	102	103	105	106	108
		Total Overhead Expenditure	0	0	1,100	1,000	1,117	1,133	1,150	1,167	1,185
		BUCKINGHAM TOWN YOUTH COUNCIL - Net Expenditure	0	0	1,100	1,000	1,117	1,133	1,150	1,167	1,185
	305	<i>TOURIST INFORMATION CENTRE</i>			0	0					
4253		TIC TICKETS AND PRODUCE	22929	30,000	30,780	3,000	31,242	31,710	32,186	32,669	33,159
4255		HERITAGE APP	3656	10,000	0	0	750	761	773	784	796
4274		TOURISM WEBSITE			2,500	200	1,000	1,523	1,546	1,569	1,593
		Total Overhead Expenditure	26,585	40,000	33,280	3,200	32,992	33,995	34,504	35,022	35,547
1084		TIC INCOME	21309	32,000	33,000	3,000	33,995	34,505	35,022	35,548	36,081
		Total Income	21,309	32,000	33,000	3,000	33,995	34,505	35,022	35,548	36,081
		TOURIST INFORMATION	5,276	8,000	280	200	-1,003	-510	-518	-526	-534

Code	Centre	Budget	2019/20 Actual	2019/20 Budget	2020/21 Budget	2020/21 Forecast	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26
		CENTRE - Net Expenditure									
	306	ACCESSIBILITY			0	0					
4254		ACCESS ABLE	3400	3,400	3,488	0	2,000	3,672	3,767	3,865	3,923
4266		ACCESSIBILITY COSTS			500	500	513	526	540	554	562
		Total Overhead Expenditure	3,400	3,400	3,988	500	2,513	4,198	4,307	4,419	4,485
		ACCESSIBILITY - Net Expenditure	3,400	3,400	3,988	500	2,513	4,198	4,307	4,419	4,485
						0					

7. Ear-marked Reserves

The items relevant to this committee are marked in bold.

Code	901	Item	Current	Additional Proposal	New total
9001		YOUTH COUNCIL	1,000		1,000
9002		CEMETERY DEVELOPMENT	55,728	42,158	97,886
9004		SOLAR PANEL LACE HILL	28076		28,076
9006		SPEED WATCH	598		598
9012		CHRISTMAS LIGHTS	295		295
9013		YOUTH PROJECTS	3,000		3,000
9015		CHARTER FAIRS	4,136		4,136
9025		PLAY AREA REPLACEMENT	30,121	15,000	45,121
9027		GREEN BUCKINGHAM	226		226
9029		CIRCULAR WALK MAINT	5,399		5,399
9030		TOURISM LEAFLETS	2,404		2,404
9033		ECONOMIC DEVELOPMENT	-2,685		-2,685
9035		PARKS DEVELOPMENT	1,405		1,405
9036		ELECTION COSTS	5,094	500	5,594
9040		PARK RUN	89		89
9045		ACCESS FOR ALL	251		251
9046		PLANNING DISPLAY	1,848		1,848
9048		BUCKINGHAM ACTION	1,283		1,283
9049		NEIGHBOURHOOD PLAN	20,000		20,000
9050		BRIDGE REPAIRS	15,000		15,000
9051		OFFICE DEVELOPMENT /	12,000		12,000
9052		DEPOT EQUIPMENT	5,000	10,000	15,000
9053		AEDs	420		420
9054		LACE HILL REPAIRS &	5,000	20,000	25,000
TBA		CEMETERY LODGE REPAIRS		10,000	10,000
TBA		NEW GARDEN OF REST		40,000	40,000
TBA		BOWLS CLUB PAVILLION REPAIRS		8,000	8,000
TBA		MAKING GOOD AND BOUNDARY REPAIRS - BRACKLEY RD CEMETERY		45,000	45,000
TBA		RIVER RINSE		250	250
TBA		COVID BOUNCE BACK		10,000	10,000
TBA		TWINNING		2,000	2,000
		TOTAL	195,688	202,908	398,596