



BUCKINGHAM TOWN COUNCIL

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TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 03 February 2021

Councillors

You are summoned to a meeting of the **Town Centre & Events Committee** of Buckingham Town Council which will be held on Monday 8th February 2021 at 7pm online via Zoom.

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 about any matter relevant to the meeting 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 7th December 2020 received at Full Council on Monday 25th January 2021. (TCE/05/20) [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 written report from the Deputy Town Clerk

TCE/114/20

6. Rural Market Towns Group (RMTG)

To agree for the Town Clerk to join the RTMG's Clerk's Advisory Panel

Appendix B

7. Bounce Back Events – Proposed approach

7.1. To receive and discuss a written report from the Events Coordinator

TCE/115/20

7.2. Public art trail; to receive and discuss a written report from the Lace Hill Sports and Community Centre Coordinator

TCE/116/20

8. Buckingham Fringe 2021

To receive and discuss a verbal report from the Events Coordinator

9. Summer Hanging Baskets & Planters

Members to discuss and agree a verbal report from the Events Coordinator regarding colours for this year's summer hanging baskets and planters

10. Future Events

10.1. Community Group Fundraising Day (733/20)

To receive and discuss a written report from the Events Coordinator

TCE/117/20

11. Holocaust Memorial Day

To receive and discuss a report from the Town Clerk

TCE/118/20

12. Social Media initiatives and Small Projects

To receive and discuss a written report from the Communications Clerk

TCE/119/20

13. Buckingham Action Group

To receive a verbal update from Cllr O'Donoghue

14. Budget

14.1. To receive the latest budget figures

Appendix C

14.2. Revised budget forecast (covid-19 impact)

TCE/120/20

14.3. Budget for 2021/22

Appendix D

15. Access

To consider whether to draft a plan for a future access awareness day

16. Town Centre Management Update

16.1. To receive and discuss a verbal report from Town Centre Manager

16.2. To receive the latest visitor and accommodation statistics

Appendix E

16.3. Town Centre Design Working Group; to receive and discuss a written report from the Town Clerk

TCE/121/20

17. News Releases

18. Chair's Items

19. Date of the next meeting: Monday 12th April 2021

20. Confidential Session

Exclusion of Public and Press

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

21. Lighting Columns

To receive and discuss a written report from the Events Coordinator regarding testing lighting **TCE/122/20**

22. AccessAble Service

To receive and discuss correspondence to the Town Clerk

Appendix F

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

Minute No.	Action	Action Required	Action Owner	Update	Deadline
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	On the agenda	Feb-21
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
254.7/19; 870/20	Good Endings Fair	Reseduled as a tentative date of the 18 th September 2021 for the Good Endings Fair. Arrangements for the event would be kept under review and be discussed further at a future meeting of TC&E Committee, noting that this should be dealt with sensitively given the grief and loss being faced.	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	Apr-21
885/19; 686/20	Community Gardening/Alternatives to Buckingham in Bloom	Proposed by Cllr. Bloomfield, seconded by Cllr. O'Donoghue and unanimously AGREED for the lead Councillors to determine four competition finalists, with the overall winner to be determined by a judge from Preston Bissett Nurseries.	Deputy Town Clerk		Apr-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/Town Clerk	Postponed; options to be reviewed after lockdown ends	Apr-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	Apr-21

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th February 2021**

Contact Officer: Deputy Town Clerk

Covid 19 Update

1. Recommendations

- 1.1. It is recommended that the Pancake Race, Food Fair, Spring Fair and May Day events be cancelled.
- 1.2. It is recommended that the re-dedication of the War memorial be postponed until 2022.
- 1.3. It is recommended that the Community Fund Raising Fair and all subsequent events be planned for in full to take place in a socially distanced manner; with the final decision on whether to go ahead being made at a future meeting of the Committee.

2. Background

- 2.1. The situation with Covid 19 is still volatile and unpredictable. The vaccination program is well underway and hopefully will lead to an easing of restrictions and an improved feeling of safety. There are still many variables and this report can only work with the situation as it is currently known.
- 2.2. The Government has targeted the 15th February as the date by which it hopes the most vulnerable groups will have received their first vaccination jab.
- 2.3. With a 12-week gap between doses, the most vulnerable group should have had their second dose by the 10th May 2021. It is reported that the vaccine requires 12 days to reach full effectiveness so the hope would be that by the start of June the most vulnerable would have as much protection as possible.
- 2.4. The vaccines are believed to be between 62-95% effective.

- 2.5. Whilst fatality rates for those under 70 are lower than for the over 70s, Covid 19 is still a very serious disease with long-term health implications for all age groups.

3. Events

- 3.1. The following events are planned for the first part of this year.

February

Tuesday 16th Pancake Races

Sunday 27th Food Fair

April

Sunday 25th Spring Fair

May

Tuesday 4th May Day

Thursday 20th Re-Dedication of war Memorial

Sunday 30th Music in the Market

June

Saturday 19th Community Fund Raising Fair (VCSE)

- 3.2. It is highly unlikely that the current lock down will ease before the Pancake Race and the Food Fair.
- 3.3. It is possible that there may be an easing of restrictions before the Spring fair at the end of April however there will still be a great deal of nervousness about the situation and many of the stall holders are volunteers who may be very reluctant to attend an event. It is therefore recommended that the voluntary and community organisations that normally attend the Spring Fair be invited to attend the VCSE Fair in June instead.
- 3.4. The May Day event whilst an outdoor event will be impossible to socially distance and involves a number of people touching the same surface.
- 3.5. The War Memorial re-dedication is due the week after the planned local elections. The event is likely to bring a number of vulnerable people from across the County together. As the centenary was last year there is no obvious reason to rush for this event and it could be postponed until next year when the situation is more settled and more dignitaries and guests are likely to attend.

- 3.6. The organisers of Music in the Market are not optimistic that the event will go ahead and at this time have not made any bookings. However, they have told BTC that they will keep an open mind and monitor the situation.
- 3.7. The VCSE Fair is an outside event planned for Mid-June. It is recommended that this event be planned for to go ahead in a socially distanced manner. The situation will need to be continuously monitored and plans amended to suit the current risk. A separate report provides an initial approach to the event for Members to consider.

4. Markets

- 4.1. The Street Market is currently operating safely under Tier 5 restrictions with essential stands only. Additional stands will be allowed back as restrictions are eased, as will the flea market.

5. Tourist Information Centre

- 5.1. The TIC is closed as per guidelines. The situation is being monitored and it will reopen when appropriate. Staff have been redeployed to other roles.

6. Shopmobility

- 6.1. Shopmobility is closed. The equipment and furniture has now been fully cleaned following the flood. The Shopmobility officer is currently helping prepare access information for Discover Buckingham. The service will be resumed at the appropriate time.

Dear Paul,

Many thanks for showing interest in the Rural/Market Town Group (RMTG) by attending our inaugural meetings.

We have recently reached 150 members and the number of town and larger parish councils coming forward to join has been strong and has exceeded our expectations. We are glad that the first meetings held in November this year (one for councillor representatives and one for clerks) have also been well attended.

However, we recognise we will need a consistency of assistance from people who are involved directly with local councils to ensure this grouping is as successful as we would all like it to be. Meetings with a general Clerks Advisory Panel from across the whole RMTG membership will continue to be helpful and we certainly want to keep going with that forum, to which as shown we can attract up to 50 Clerks. However, it would also be good to intersperse that forum with work from a smaller, tighter, inner group able to tackle the 'nitty gritty areas' and ensure consistency. These are areas a large meeting simply cannot cover.

We feel having an input from this tighter RMTG Officer Steering Group would help to ensure that up to date and relevant topics are discussed that benefit members. We are therefore writing to 18 Rural Market Town Group Clerks from across section of locations across England, including of course Buckingham, and who also constitute a cross section of size of local council, with a view to forming such an Officer Steering Group. We would like to use this group as a sounding forum to take officer's opinions on our work as we move forward and to also to keep a stream of current issues continually flowing.

It might be helpful to indicate the way we are currently thinking:-

At the Councillor Representative meeting the suggestion was made that we constitute a process where RMTG members could share views with each other on issues or maybe exchange best practice. We agree with this thought and we are investigating practicalities and the costs of that but this is definitely something we would like to tackle in one way or another. We will discuss with the proposed Rural Market Town Officer Steering Group how best to create a process so that we can have easy inter discussion across the Group.

We recognise that you will not exactly be looking for extra work, so if you were inclined to join up for this venture, we would seek to keep your input within reasonable bounds. Just so you are aware what we would be asking of you, please see a list of suggestions of what this group could cover below. Please note that we would always welcome input from yourselves as well as relevant colleagues from your council.

- Best Practice

We feel the Group can assist all its members by the establishment of an active role in facilitating a Rural/Market Town best practise sharing. In our experience that process won't necessarily happen or happen consistently unless that forum is

'assisted'. We would hope that Steering Group members could play a role starting threads from time to time and maybe inputting occasionally to keep the threads flowing

- Sharing Concerns

It is of course the other half to the Best Practice equation. We think the role here for involved Clerks might simply be one of keeping a watchful eye out for areas where the Group might like to consider issues that may be of common concern. From time-to-time Group members might like to contemplate whether or not to commence a thread here with a view to seeing if the topic concerned is picked as being common concern by others.

- Providing Local Council Experience

We must confess that none of the RSN Officer team have particular recent experience of operation at Local Council level. Having an Officer Steering Group for local councils will therefore considerably assist the RMTG operation and its targeted service.

- A Revitalising Rural Role

We anticipate that the Revitalising Rural campaign and document will be an evolving document in need of constant revision and updating, to ensure it is 'current'. While not all areas will be of particular local council interest there will be areas that a group of clerks acting as a sounding board can very clearly assist. This will be of considerable value to the Rural Market Town Group and the RSN argument as a whole.

- Overview Consultation

Having a group from which we can take the temperature about how RMTG is operating and from which we will be able to test out thoughts will be of clear value.

- Surveys

In keeping the Revitalising Rural documents current it is important that through surveys, polls and consultations, we seek to harness the consensus view from the various groups within the RSN (and across those Groups). To have a group like this where we would be more likely to achieve a higher rate of participation would be really useful to us. The surveys will be short and straightforward, sent directly to you via email (via Survey Monkey).

It's probably best we make the point clear from the outset that RSN as an advocacy group working to ensure that rural areas get proper service consideration we do not seek to be taking any 'side' on any conflict areas between local government tiers or their respective actions, however well-intentioned the comments might be. Within our Principal Council Membership, we do not take a position in supporting County or Unitary Councils in anything which would be detrimental to the interest of District/Boroughs (or vice-versa). Maintaining a rural argument with Government and its Agencies will always involve spanning these tiers and that means we always remain neutral. Indeed, it would be impossible for us to run a membership organisation (which is based on subscription) were we to operate otherwise. We will have to apply the same ground rules for the RMTG.

RSN undertake 9 free to members seminars annually (held virtually). We have a growing reputation for these events. These seminars are spread across a range of rural topics. Numbers allowing, you are entitled to attend as many of these as you wish from their advertisement in the Bulletin – the 2021 programme is in the events section of the website if you want to put the dates in your diaries. However, as a

thank you if you choose to be involved, we will ensure that you get specific notification of when bookings can be made for the three seminars chosen by your grouping as the most allied to town council work and we will be giving you some priority within the RMTG Group and therefore return value for assisting us.

For your information, please see the list of RMTG members also approached to join the Rural Market Town Officer Steering Group:

Alnwick (North East), Bicester (South East) Bridport (South West), Caistor Town Council (East Midlands), Cirencester Town Council (South West), Corsham Town Council (South West), Earby Town Council (North West), Faringdon Town Council (South East), Halstead Town Council (South East), Kirkby Stephen Town Council (North West), Newport Town Council (West Midlands), Penrith Town Council (North West), Saxmundham Town Council (South East), St Austell Town Council (South West), Uttoxeter Town Council (West Midlands), Westerham Town Council (South East), Wisbech Town Council (South East).

Thank you for your consideration of this. We very much hope this invitation will be of interest to you. It would be helpful if you could let me know reasonably early on whether this is something you might be willing to contemplate and therefore run over your council in some way, or whether it's something you don't want to contemplate at all!

If you feel a phone conversation would assist you at all please feel free to ring me.

We look forward to hearing back from you on this one.

Kindest regards,
David
David Inman
Director
Rural Services Network

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th February 2020**

Contact Officer: Amanda Brubaker, Events Coordinator

Bounce Back Events 2021

1. Recommendation

1.1. It is recommended that the Committee agree the list of projects in principle, subject to a costed proposal being agreed by a subsequent meeting.

2. Background

1.2. The Council has set aside an ear-marked reserve of £10,000 for Bounce Back events. The funding was created to enable the Council to help residents and businesses begin to return to normal (or establish the new normal) with some positive events and activities during 2021. A set of proposed activities are listed. Costs have not yet been finalised; if the Committee agrees for the projects listed to be further developed, fully costed proposals will be provided for the Committee's next meeting to consider.

3. Proposed Activities

1.3. It is proposed to create a Sculpture Trail – a trail of fibreglass otters to be placed throughout the parks. The trail would be launched at the beginning of the Fringe Week and remain throughout the summer. This is outlined fully in a separate report.

4. Fringe Week

1.4. It is proposed to use some of the budget to enable additional events to take place in Fringe Week in 2021.

5. Saturday Entertainment in the Town Centre,

5.1 It is proposed to arrange weekly entertainment such as live music and street performers from June to the end of August. A different act would be booked for each Saturday, to perform outside the Old Gaol. This would add to the atmosphere of the Saturday markets, as well as making it clear to passers-by that the markets are fully open, and would provide an additional draw for people to visit the town centre, which would increase footfall to the benefit of

all town centre businesses. The acts booked would be as varied as possible, to appeal to the widest audience.

5.2 The aim is not to draw a large crowd at any single moment, but rather to provide background to the markets. Acts will be booked that are able to provide this. In this way, it will be possible to go ahead even when large gatherings are still not allowed.

6. Youth Programme

6.1 Action 4 Youth have been approached to see if they would be able to provide activities for youth throughout the summer holidays. This is something that they did last summer and was well attended. In 2020 activities were restricted to 15 people; it is hoped that the restrictions will allow for more attendees this year. However, arrangements will be put in place to ensure that activities comply with all aspects of the Covid regulations that are in place at the time.

7. Basketball

7.1 Coach Jenner has been contacted to see if he can put on the popular basketball sessions for youth. Depending on Government Guidelines and advice from Basketball England, this is something that Coach Jenner would be happy to do again.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th February 2020

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

Bounce Back Events; Public Art Trail

1. Recommendations

- 1.1. It is recommended that Committee agree to support the public art trail as an event to be launched during Fringe week and one that will continue to run throughout summer 2021.
- 1.2. It is recommended that (aside from money raised by sponsorship) the event cost be funded from the Covid Bounce Back Budget.

2. Proposal

- 2.1 Public Art is visually and physically accessible to all. It adds enormous value to the cultural wellbeing of a community. As part of Buckingham Fringe Week it is proposed to install a temporary public art trail in and around the town centre. The art trail will include ten 3ft otter sculptures, which are made of resin and fibre glass.
- 2.2 We will work with local schools, businesses, organisations and artists to encourage them to sponsor, paint and name each otter.
- 2.3 Each otter will be displayed throughout town and inside businesses windows and gardens where possible.

3. Benefits:

- 3.1 Creating a new and exciting fun event for Fringe Week and summer 2021 that all visitors and residents can enjoy, which will bring people of all ages together to use the town, even with social distancing restrictions in place.
- 3.2 Encourage community involvement. Engage and strengthen communities by working with local schools, groups, businesses and organisations by having them design and paint a sculpture.
- 3.3 If restrictions allow, it will encourage tourism. As well as encouraging locals to follow the trail and learn more about where we live, it is hoped the project will

attract visitors to Buckingham from across the region and other parts of the country, providing a welcome boost to businesses and the community.

4. Resources

4.1 The cost of ten sculptures is £1460 including delivery.

4.2 The sculptures come ready to paint. There are additional costs to cover including, paints, varnish and some will need plinths or mounting. Some of the following costs could be absorbed through a sponsorship package (see details in point 3.5)

ITEMS	ESTIMATED COST OF ITEMS
Otter sculpture	£146
Acrylic paint (estimated 2500ml to paint one sculpture)	£80
Varnish (estimated 600ml to cover one sculpture)	£12
Plaque (wooden engraved A5 size)	£20
Plinth or Mount	£32
TOTAL COST PER OTTER SCULPTURE	£290

4.3 With no sponsorship secured, the project cost for 10 otter sculptures is £2900.

4.4 It is proposed to seek sponsorship to help pay for some of the associated costs. We will contact local businesses and organisations with a reasonable sponsorship package.

5. Sponsorship package example

5.1 £175 per otter. For this you get to paint the otter model and you are responsible for decorating, and for ensuring it is delivered in a condition fit for outside. You can either gift it to a local school, artist or community organisation to decorate, or decorate it yourselves but it must be displayed at a chosen location by the Town Council. You must agree to put your otter into the trail. Included in this sponsorship the Town Council will provide a plaque for every otter detailing the name you choose, design details and acknowledging your sponsorship. Your sponsorship details will also be acknowledged on the Town Council website, social media platforms and

press releases. At the end of the event, the sculpture remains the property of the Town Council to use for future events or at a public auction.

6. Timescale

- 6.1 The otters would need to be ordered and delivered to the Council by May. They will then be delivered to the sponsors/painters to be painted. They will need to be returned during June so that the Town Council can secure them to a plinth and attach name plaques before mid-July.

7. Approach

- 7.1 Each otter will need a name plaque and details about the organisation or artist who painted it. It is recommended that the Town Council organise and provide these to ensure that they are complimentary of each other, giving a coherent theme to the trail.
- 7.2 The sculptures may need to be secured on to plinths or mounts for safety. It is recommended that these will be sourced or made by the Town Council to ensure coherent styles and for safety reasons. The greenspaces team will assist with this. The plinths could then be available for different installations in the future.
- 7.3 The otters can be delivered to and stored at the Lace Hill Sports & Community Centre.
- 7.4 Risk assessments will be produced to ensure the safety of the public is managed.
- 7.5 A map of the trail will be created and shared across the Town Council Websites and Social media.
- 7.6 During the event, smaller competitions can also run alongside, such as colouring completions.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th FEBRUARY 2021**

Contact Officer: Amanda Brubaker – Events Coordinator

Community Group Fundraising Day

1. Recommendation

- 1.1. It is recommended that the event described is held, providing Covid restrictions allow
- 1.2. It is recommended that the event be called, “Celebrate Buckingham”

2. Information

- 1.3. The Resources Committee agreed for TC&E to investigate holding a Buckingham community group fundraising day, to be a large summer fair with stalls from local VCSE groups and local grant giving bodies in order to support local groups to raise their profile, (raise) funds and recruit volunteers. (733/20) £1,250 has been included in the budget for 2021/22 under code 303 4278.
- 1.4. At the previous meeting of this Committee, members agreed to feedback any potential charity stall holders to the Events Coordinator. The following report recommendations were unanimously **AGREED**:
 - 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.
 - The Events Coordinator works with the Buckingham Society to see how we can work together and combine the Civic Day with the Community Fair.
 - 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.

3. Purpose

- 1.5. The purpose of the day is to:
 - 1.5.1. Celebrate the range of voluntary groups who are serving the town and bringing residents together
 - 1.5.2. Support local groups to raise funds
 - 1.5.3. Support local groups to recruit volunteers
 - 1.5.4. Encourage residents to get involved with local organisations

4. Budget

Portable toilets	200
Public Address System	250
First Aid	100
Green Spaces Team overtime	192
Bouncy Castle with staff	200
Entertainment	250
Contingency	58
TOTAL	1,250

5. Location

1.6. While it is not yet known what level of events will be allowed by June, it is proposed to plan for an event which allows for as much social distancing as possible. It is therefore proposed to plan the event to be held in the paddock at Bourton Park. This would enable stalls to be spread well apart. Holding the event in the Cattle Pens might mean pedestrians being forced to be close to the stalls and attendees even if they were not involved in the event. To succeed, the event will need to attract as many people as possible. More people are likely to attend in a larger venue, as residents will be concerned to maintain social distancing.

6. Wet Weather Plans

1.7. In the event of torrential rain, the event would be postponed. If the ground is wet but not waterlogged, stalls would be positioned along the path next to the paddock, as they are for bonfire and fireworks. However, if the ground is reasonably dry, the stalls would be positioned in the paddock and only the ice cream van and food vans would use the path. BORG will be in attendance should anyone unexpectedly get stuck and require assistance.

7. Stalls

1.8. All groups who are based in Buckingham or who have volunteers who operate in Buckingham, or provide services in Buckingham would be welcome to have a stall. It is hoped to have a wide variety of organisations represented, including sports clubs, arts groups, schools / PTAs, groups who have received grants from the Town Council, partners such as BORG and so on. Each group would be asked to bring their own stall / table / gazebo if they wish. As with the Spring Fair, each group will be asked to hold some form of activity on their stall. The Council would invite all the groups it is

aware of, and issue a press release and social media messages inviting groups to register to take part.

1.9. Organisations who offer support or services to voluntary and community groups will also be invited to take part. These include Community Impact Bucks and Heart of Bucks.

1.10. Civic Day

The event would include the Buckingham Society's annual Civic Day. This would add a focus for the day, and give residents another reason to attend. The Civic Day event is designed to give the people of Buckingham the opportunity to celebrate their town. It includes the presentation of awards to the Buckingham Rotary Club's Citizen and Young Citizen of the Year. Civic Day usually takes place on a Saturday.

8. Activities

1.11. It is proposed to provide food stalls, an ice cream van, a bouncy castle and entertainment to make the event as enjoyable as possible. This will encourage people to stay longer, and to increase the "feel-good" factor for people attending. The ice-cream van and food stalls would be invited to make a donation to the Mayor's charities, rather be charged a fee.

9. Name

1.12. It is proposed to call the event the "Celebrate Buckingham". This makes it clear that the event is about Buckingham, and has a very positive feel. Councillors may however have other suggestions.

10. Stage

1.13. Some form of raised platform will be need for the Civic Day presentations. It is proposed to use the Council's truck for this. The truck would be suitably dressed, and steps provided.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th FEBRUARY 2021**

Contact Officer: Paul Hodson, Town Clerk

Holocaust Memorial Day

1. Recommendation

1.1. It is recommended that:

- a) The Town Council hold an event to mark Holocaust Memorial Day on 27th January each year.
- b) A sub-committee is established to devise the programme for the first event
- c) The Environment Committee are asked to consider obtaining a memorial stone and installing this in a suitable location in Bourton Park
- d) The Town Council creates an ear-marked reserve of £1,000 to allow for the production of an engraved stone using the additional underspend now forecast for the TCE budget.

2. Background

1.2. The Holocaust Memorial Day Trust promotes and supports Holocaust Memorial Day – the international day on 27 January to remember the six million Jews murdered during the Holocaust, alongside the millions of other people killed under Nazi Persecution and in more recent genocides including those in Cambodia, Rwanda, Bosnia and Darfur. 27 January was chosen to commemorate the date that Auschwitz concentration camp was liberated by the Red Army in 1945.

1.3. According to the Holocaust Memorial Day Trust, “Each year thousands of local HMD activities take place across the UK, bringing people together from all backgrounds to learn more about the Holocaust, Nazi Persecution and the genocides which followed.

1.4. Each activity provides a meaningful opportunity for attendees to consider how we can all make our society a better place today, free from hatred, prejudice and discrimination. We learn more, empathise more and do more.”

1.5. Councillor Ruth Newell has attended the event held each year in Milton Keynes, with words, poems, the lighting of candles and quiet reflection. Councillor Newell found this moving, and has asked for the Council to consider providing something similar. In Campbell Park in Milton Keynes

there are many memorial posts engraved with the dates of special days including Holocaust Memorial day and this is where people gather to remember, organised by Milton Keynes Council.

3. Proposed Approach

- 1.6. It is proposed that the Town Council holds a memorial event each year on Holocaust Memorial Day to remember all those who were murdered during the Holocaust along with all those killed in the genocides in Cambodia, Rwanda, Bosnia, and Darfur. The event would enable those present to “bear witness for those who endured genocide, and honour the survivors and all those whose lives were changed beyond recognition.”
- 1.7. The event would consist of time for prepared words, poems and reflection. It is proposed that a small group of councillors form a working group to agree the programme for the first event.
- 1.8. The event would be open to everyone. Promotion would be through the Council’s newsletter, a press release and social media messages.

4. Stone

- 1.9. It is proposed to install a memorial stone in Bourton Park. The stone would provide somewhere for anyone to reflect during the year, as well as a focal point for the annual celebration.
- 1.10. The cost for this is not yet known. However, it is estimated to be no more than £1,000. The current forecast underspend for TCE in 2020/21 is £22,331. This is an increase of £2,482 from the forecast given in December 2020 of £19,849. It is therefore proposed to recommend that the Council creates a new ear-marked reserve of £1,000 using the additional underspend.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th FEBRUARY 2021

Contact Officer: Mrs L. Stubbs, Communications Clerk

Social Media Content Planning Across the Town Council

1. Recommendations:

- 1.1 It is **RECOMMENDED** that Members agree the office team may develop and publish online activities that are free, apart from administration and stationary costs, providing these activities reflect the Committee's previously agreed policies and priorities.

2. Background:

- 2.1 Officers used 2020 as an opportunity to rework and reinvigorate the Council's approach to social media. The new approach was presented at the 14th January 2021 Communications Strategy Group meeting.
- 2.2 This approach involves regular meetings between Officers who work under different committees but all use print and social media in their work. Officers plan the content they will be using in the next few months together.
- 2.3 This is a good way to draw together the different skills and experiences of Officers to work collaboratively, as well as improving our online offer to residents. Much of the content we might have ordinarily produced in any given year was not possible due to cancelled activities. Producing online content allows the Town Council to continue as a visible and positive part of Buckingham's residents lives. Using social media has become a natural part of many Officer's roles.
- 2.4 As office based staff are working remotely, planning together also ensures that individual projects run by different areas of the Council don't clash with each other. Virtually all social media content is now planned in advance and scheduled using a social media manager.

3. Principles of online activity and content planning

- 3.1 When making plans a distinction must be made between:
 - 3.1.1 Budgeted activity – an online event or outdoor activity or competition requiring spend from a Committee's budget. For example, online versions of an event like the Christmas Lights Switch On, or a new activity that requires funding to develop like the Pumpkin Hunt. Although Officers work together to develop these plans, the relevant committee agrees the expenditure before the activity takes place.
 - 3.1.2 Non-budgeted activity – an online event or outdoor activity and competitions requiring no budget except stationary and officer time. A named Officer would take responsibility for delivering the project independently. Projects of this kind would include: a letter trail around Bourton Park, photography contests without prizes and seasonal spotter sheets. These plans can be

presented to the Communications Strategy Group, as part of regular social media updates.

4. Difficulties with other approaches

- 4.1 Requiring officers to report all online or outdoor activities or competitions to more than one committee, and particularly a requirement to report all such projects to a particular committee before they happen would be unnecessarily onerous, or require all committees to meet more frequently than they currently do in order for approval to always be given before the activity takes place. Most committees meet only six times a year, while Communications Strategy Group meet eight times.
- 4.2 This has been particularly important during the 2020/2021 lockdown periods, because plans for content have been forced to change on a weekly basis due to the rapid changes between different Tiers and Lockdown. It's important that the Council is viewed as responsive to the needs of the community at any given time.
- 4.3 As a detailed example:
 - Officers decided to create a plan for a Spring Spotter Sheet in late December, a printable activity that requires no budget outside Officer time.
 - By early January, lockdown had started and schools were closed.
 - The need for activities to do while walking locally, originally identified in December became more important and urgent, particularly for families with school age children.
 - Staff capacity changed as Council services changed.
 - Officers were able to change the plan to a Winter Spotter Activity Sheet; report to the Communications Strategy Group in early January and start work immediately.
 - If Officers were required to report their plans to for this particular project to, for example, Town Centre & Events or the Environment Committee, then even though no budget was required, the project could not get started until mid-February.
 - This would mean missing the key point in time where families were looking for just such an activity, and delivering a product later at a time where needs may be completely different.
 - It would also mean Officers were unable to take advantage of their change in work capacity to create content that was helpful for the community at the appropriate moment.
- 4.4 It is **RECOMMENDED** that Members agree the office team may develop and publish online activities that are free apart from administration and stationary costs, these activities should reflect the Committee's activities and previously agreed policies and priorities.
- 4.5 For Town Centre and Events, this may include:
 - General promotion of the Town Centre
 - Promotion of events
 - Tourism and the Tourist Information Centre

<u>INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES</u>				
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 Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>EARMARKED RESERVES</u>							
<u>901 EARMARKED RESERVES</u>							
1089 FLOOD RELIEF INCOME	10,000	10,000	10,000	0			100.0%
EARMARKED RESERVES :- Income	10,000	10,000	10,000	0			100.0%
9001 YOUTH COUNCIL	0	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	0	55,728	55,728		55,728	0.0%
9004 SOLAR PANEL LACE HILL	0	0	28,076	28,076		28,076	0.0%
9006 SPEED WATCH	0	0	598	598		598	0.0%
9010 FLOOD RELIEF FUND	500	500	18,120	17,620		17,620	2.8%
9012 CHRISTMAS LIGHTS	0	0	295	295		295	0.0%
9013 YOUTH PROJECTS	0	0	3,000	3,000		3,000	0.0%
9015 CHARTER FAIRS	0	0	4,136	4,136		4,136	0.0%
9025 PLAY AREA REPLACEMENT	0	0	30,121	30,121		30,121	0.0%
9027 GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0%
9029 CIRCULAR WALK MAINT	0	0	5,399	5,399		5,399	0.0%
9030 TOURISM LEAFLETS	0	0	2,404	2,404		2,404	0.0%
9033 ECONOMIC DEVELOPMENT GRP	0	0	(2,685)	(2,685)		(2,685)	0.0%
9035 PARKS DEVELOPMENT	0	0	1,405	1,405		1,405	0.0%
9036 ELECTION COSTS	0	0	5,094	5,094		5,094	0.0%
9040 PARK RUN	0	0	89	89		89	0.0%
9045 ACCESS FOR ALL	0	0	251	251		251	0.0%
9046 PLANNING DISPLAY EQUIPMENT	0	1,098	1,848	750	121	629	66.0%
9048 BUCKINGHAM ACTION GROUP	0	0	1,283	1,283		1,283	0.0%
9049 NEIGHBOURHOOD PLAN	0	0	20,000	20,000		20,000	0.0%
9050 BRIDGE REPAIRS	0	0	60,959	60,959		60,959	0.0%
9051 OFFICE DEVELOPMENT / FURNITURE	57	6,656	12,000	5,344	640	4,704	60.8%
9052 DEPOT EQUIPMENT PURCHASE	0	2,216	5,000	2,784	727	2,057	58.9%
9053 AEDs	0	0	420	420		420	0.0%
9054 LACE HILL REPAIRS & MAINTENANC	0	0	5,000	5,000		5,000	0.0%
9055 RIVER RINSE	0	0	245	245		245	0.0%
EARMARKED RESERVES :- Indirect Expenditure	557	10,470	260,012	249,542	1,488	248,054	4.6%
Net Income over Expenditure	9,443	(470)	(250,012)	(249,542)			
EARMARKED RESERVES :- Income	10,000	10,000	10,000	0			100.0%
Expenditure	557	10,470	260,012	249,542	1,488	248,054	4.6%
Movement to/(from) Gen Reserve	9,443	(470)					

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	10,000	10,000	10,000	0			100.0%
Expenditure	557	10,470	260,012	249,542	1,488	248,054	4.6%
Net Income over Expenditure	<u>9,443</u>	<u>(470)</u>	<u>(250,012)</u>	<u>(249,542)</u>			
Movement to/(from) Gen Reserve	<u>9,443</u>	<u>(470)</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>TOWN CENTRE & EVENTS</u>							
<u>301 TOWN CENTRE & EVENTS</u>							
1013 HANGING BASKETS	0	0	410	410			0.0%
1028 LACE HILL EVENTS INCOME	0	0	1,026	1,026			0.0%
1029 GOOD ENDINGS FAIR INCOME	0	0	1,000	1,000			0.0%
1062 COMMUNITY FAIR - TABLE INCOME	0	0	205	205			0.0%
1066 COMEDY NIGHT INCOME	0	0	3,078	3,078			0.0%
1069 CHARTER FAIR INCOME	0	0	6,843	6,843			0.0%
1086 FIREWORK DISPLAY INCOME	0	0	100	100			0.0%
1087 CHRISTMAS LIGHT INCOME	0	0	100	100			0.0%
TOWN CENTRE & EVENTS :- Income	0	0	12,762	12,762			0.0%
3997 NI TC & E	303	3,058	5,960	2,902		2,902	51.3%
3998 PENSION ERS TC & E	1,093	10,860	12,608	1,748		1,748	86.1%
3999 WAGES & SALARIES TC & E	4,925	47,700	60,567	12,867		12,867	78.8%
4042 EVENTS EQUIPMENT	0	0	560	560		560	0.0%
4079 FAIR TRADE PROMOTION	0	0	410	410		410	0.0%
4094 YOUTH PROJECT	0	3,000	3,000	0		0	100.0%
4104 TOWN IN BLOOM	0	3,815	10,750	6,935		6,935	35.5%
4107 PRIDE OF PLACE	0	0	257	257		257	0.0%
4115 RIVER RINSE	0	165	165	0		0	100.0%
4126 GOOD ENDINGS FAIR	0	(71)	1,000	1,071		1,071	(7.1%)
4166 LACE HILL EVENTS	0	0	1,026	1,026		1,026	0.0%
4201 CHRISTMAS LIGHTS	127	10,355	11,286	931		931	91.8%
4202 FIREWORK DISPLAY	0	0	5,130	5,130		5,130	0.0%
4203 COMMUNITY FAIR	0	0	410	410		410	0.0%
4205 CHRISTMAS PARADE	0	0	3,900	3,900		3,900	0.0%
4208 SPRING FAIR	0	0	500	500		500	0.0%
4210 PANCAKE RACE	0	0	80	80		80	0.0%
4211 BAND JAM	0	0	3,591	3,591		3,591	0.0%
4212 CHRISTMAS LIGHT SWITCH ON	0	0	2,500	2,500		2,500	0.0%
4213 DOG SHOW	0	475	495	20		20	96.0%
4216 MAY DAY EVENT	0	0	50	50		50	0.0%
4220 MUSIC IN THE MARKET	0	0	3,591	3,591		3,591	0.0%
4230 SCOUT PARADE	0	0	50	50		50	0.0%
4241 COMEDY NIGHT EXPENDITURE	0	0	3,078	3,078		3,078	0.0%
4243 CHARTER FAIR EXPENDITURE	0	0	10,254	10,254	7,254	3,000	70.7%
4260 TWINNING	0	0	2,000	2,000		2,000	0.0%
TOWN CENTRE & EVENTS :- Indirect Expenditure	6,448	79,357	143,218	63,861	7,254	56,607	60.5%
Net Income over Expenditure	(6,448)	(79,357)	(130,456)	(51,099)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
302 STREET MARKET							
1005 STREET MARKET	0	10,357	14,500	4,143			71.4%
1006 FLEA MARKET	0	2,119	4,500	2,381			47.1%
STREET MARKET :- Income	0	12,476	19,000	6,524			65.7%
4017 SUBSCRIPTIONS	0	358	450	92		92	79.6%
4225 RATES	0	2,121	3,078	957		957	68.9%
4235 MARKET INFRASTRUCTURE & PROMOT	0	750	1,500	750		750	50.0%
STREET MARKET :- Indirect Expenditure	0	3,229	5,028	1,799	0	1,799	64.2%
Net Income over Expenditure	0	9,247	13,972	4,725			
303 SPECIAL EVENTS							
1020 FOOD FAIR INCOME	0	0	513	513			0.0%
1083 FRINGE INCOME	0	0	3,078	3,078			0.0%
SPECIAL EVENTS :- Income	0	0	3,591	3,591			0.0%
4221 FRINGE	0	892	6,000	5,108		5,108	14.9%
4242 FOOD FAIR	0	332	513	181		181	64.6%
4244 REMEMBRANCE FLAGS	0	0	600	600		600	0.0%
4273 ONE OFF EVENTS	0	698	1,500	802		802	46.5%
SPECIAL EVENTS :- Indirect Expenditure	0	1,922	8,613	6,691	0	6,691	22.3%
Net Income over Expenditure	0	(1,922)	(5,022)	(3,100)			
305 TOURIST INFORMATION CENTRE							
1084 TIC INCOME	30	1,694	33,000	31,306			5.1%
TOURIST INFORMATION CENTRE :- Income	30	1,694	33,000	31,306			5.1%
4253 TIC TICKETS AND PRODUCE	(1,024)	2,285	30,780	28,495		28,495	7.4%
4255 HERITAGE APP EXPENDITURE	200	2,528	6,344	3,816	39	3,778	40.5%
4274 TOURISM WEBSITE	0	14	2,500	2,486		2,486	0.6%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	(824)	4,827	39,624	34,797	39	34,759	12.3%
Net Income over Expenditure	854	(3,133)	(6,624)	(3,491)			
306 ACCESSIBILITY							
4254 ACCESS ABLE	0	0	3,488	3,488		3,488	0.0%
4266 ACCESSIBILITY COSTS	0	0	500	500		500	0.0%
ACCESSIBILITY :- Indirect Expenditure	0	0	3,988	3,988	0	3,988	0.0%
Net Expenditure	0	0	(3,988)	(3,988)			
TOWN CENTRE & EVENTS :- Income	30	14,170	68,353	54,183			20.7%
Expenditure	5,624	89,334	200,471	111,137	7,293	103,844	48.2%
Movement to/(from) Gen Reserve	(5,594)	(75,165)					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	30	14,170	68,353	54,183			20.7%
Expenditure	5,624	89,334	200,471	111,137	7,293	103,844	48.2%
Net Income over Expenditure	<u>(5,594)</u>	<u>(75,165)</u>	<u>(132,118)</u>	<u>(56,953)</u>			
Movement to/(from) Gen Reserve	<u>(5,594)</u>	<u>(75,165)</u>					

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th FEBRUARY 2021

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 remainder of the financial year. But the current forecast is that overall the TC and E budget will be **underspent** by £22,331. However, this is balanced by other committees with a forecast overspend.

3. Summary Revised Forecast for TCE

	Budget	Revised Forecast
Income	68,353	18,447
Expenditure	188,218	115,981
Net Expenditure	119,865	97,534

3.1. Forecast overspend

£22,331

4. Revised 2020/21 Budget Forecast for TCE

Centre	Code	Budget	2020/21	Revised
301		TOWN CENTRE & EVENTS		
	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	0
	4094	YOUTH PROJECT	3,000	3,000
	4104	TOWN IN BLOOM	10,750	10,750
	4107	PRIDE OF PLACE	257	0
	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	600
	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	475
	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

Centre	Code	Budget	2020/21	Revised
	4243	CHARTER FAIR EXPENDITURE	3,000	0
	4260	TWINNING	2,000	0
		Expenditure	136,209	103,753
302		STREET MARKET		
	1005	STREET MARKET	14,500	12,000
	1006	FLEA MARKET	4,500	2,119
		Income	19,000	14,119
	4017	SUBSCRIPTIONS	450	450
	4225	RATES	3,078	3,078
	4235	MARKET INFRASTRUCTURE & PROMOT	1,500	750
		Expenditure	5,028	4,278
303		SPECIAL EVENTS		
	1020	FOOD FAIR INCOME	513	0
	1034	FESTIVAL OF HEALTH	0	0
	1083	FRINGE INCOME	3,078	0
		Income	3,591	0
	4075	FESTIVAL OF HEALTH	0	0
	4221	FRINGE	6,000	892
	4242	FOOD FAIR	513	332
	4244	REMEMBRANCE FLAGS	600	0
	4273	ONE OFF EVENTS	1,500	698
		Expenditure	8,613	1,922
304		BUCKINGHAM TOWN YOUTH COUNCIL		
	4237	YOUTH COUNCIL BUDGET	1,000	0
	4238	YOUTH COUNCIL ADMIN	100	0
		Expenditure	1,100	0
305		TOURIST INFORMATION CENTRE		
	1084	TIC INCOME	33,000	1,800
	1088	HERITAGE APP INCOME	0	2,528

Centre	Code	Budget	2020/21	Revised
		Income	33,000	4,328
	4253	TIC TICKETS AND PRODUCE	30,780	3,000
	4255	HERITAGE APP EXPENDITURE	0	2,528
	4274	TOURISM WEBSITE	2,500	500
		Expenditure	33,280	6,028
306		ACCESSIBILITY		
	4254	ACCESS ABLE	3,488	0
	4266	ACCESSIBILITY COSTS	500	0

28/01/2021

Buckingham Town Council

14:07

Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
301 TOWN CENTRE & EVENTS						
3997 NI TC & E	5,960	5,234	5,339	5,445	5,554	5,665
3998 PENSION ERS TC & E	12,608	13,412	13,680	13,954	14,233	14,518
3999 WAGES & SALARIES TC & E	60,567	71,826	73,263	74,728	76,222	77,747
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	165	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 SHOW	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	10,254	3,045	3,091	3,137	3,184	3,232
4260 TWINNING	2,000	2,030	2,060	2,091	2,123	2,155
Total Overhead Expenditure	143,218	147,387	151,052	152,764	156,523	158,339
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	0	0	0	0	0
1087 CHRISTMAS LIGHT INCOME	100	0	0	0	0	0
Total Income	12,762	11,735	12,911	12,091	13,272	12,456
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	5,104	5,180	5,259	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	19,336

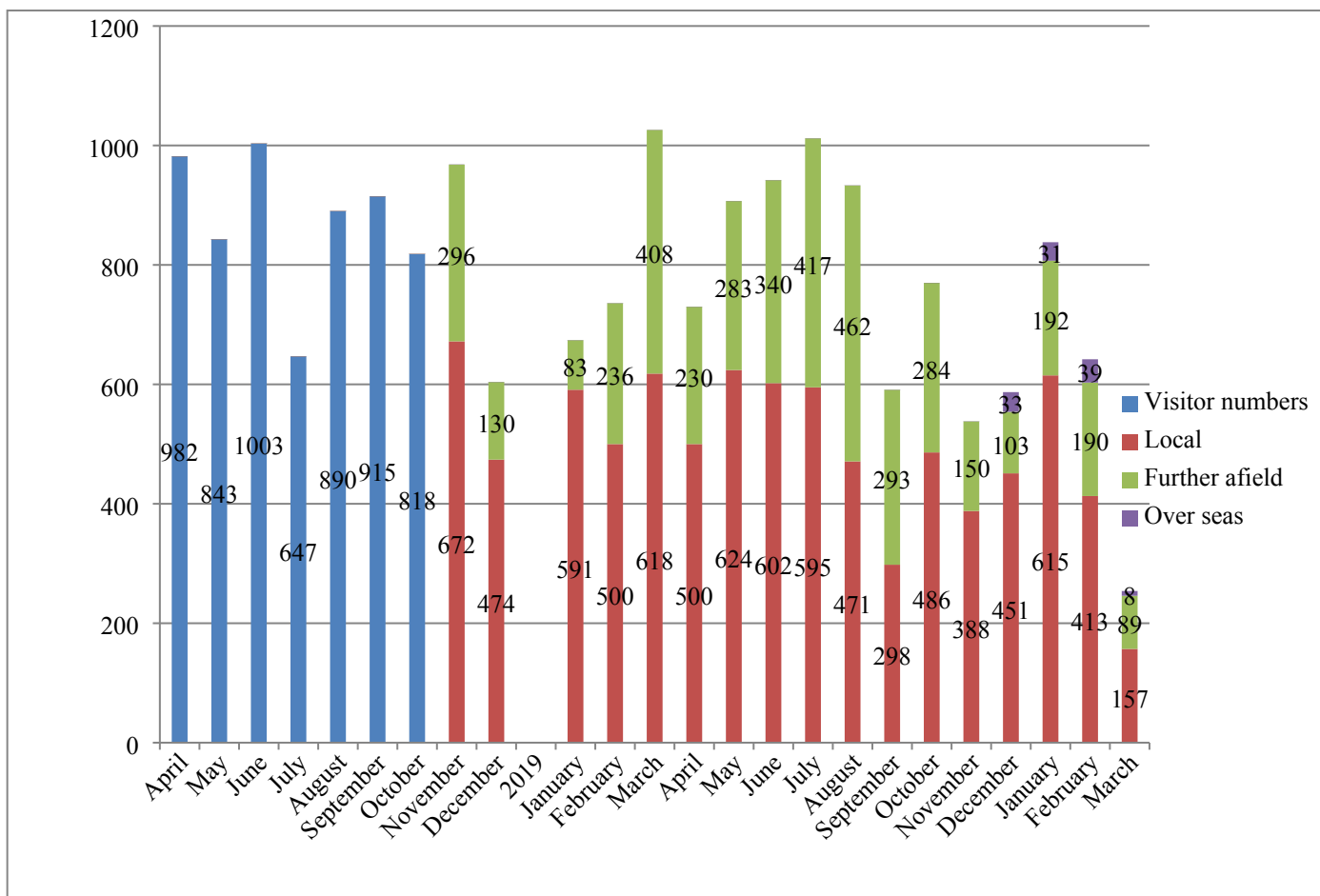
Continued on Page 2

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

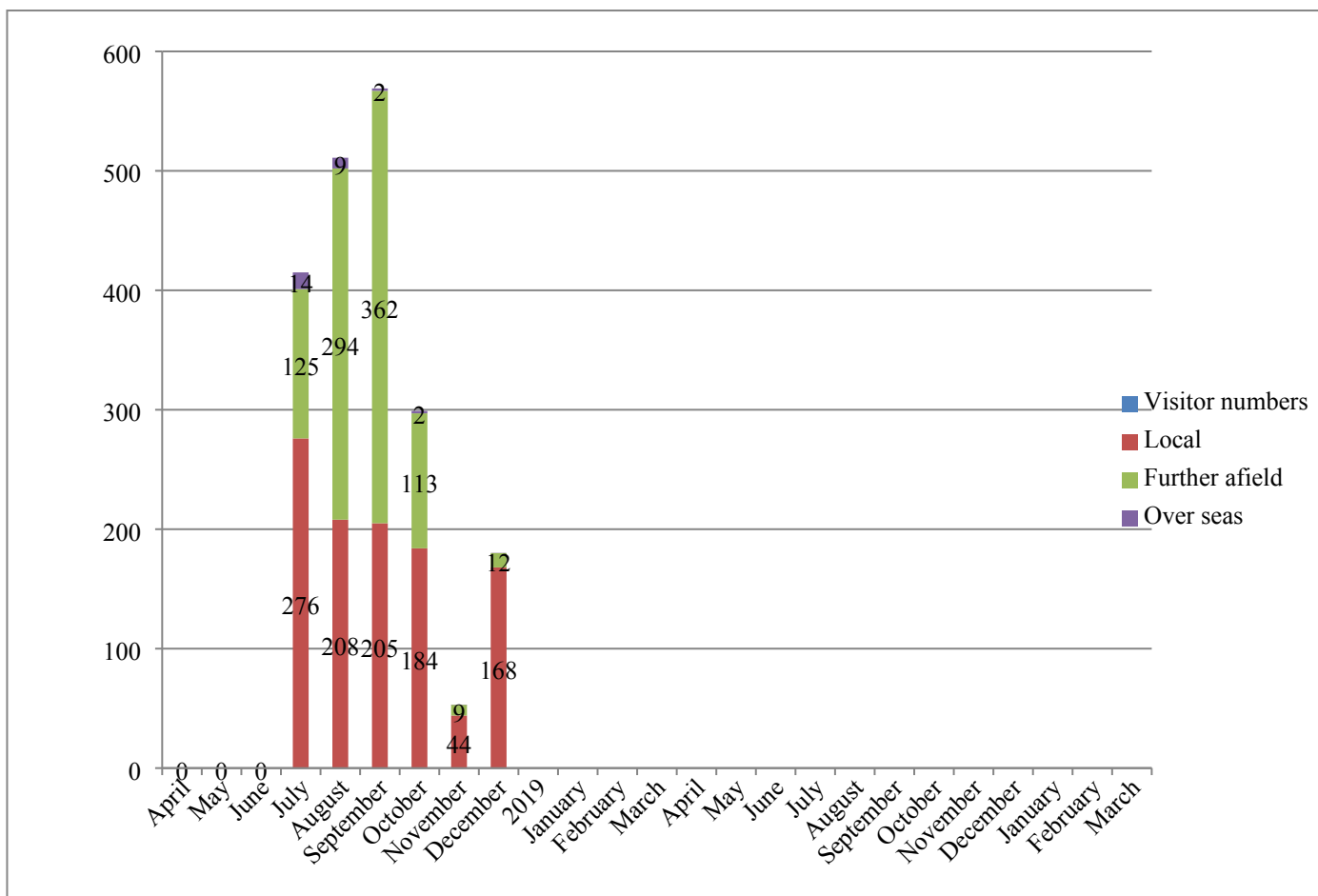
	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
303 SPECIAL EVENTS						
4221 FRINGE	6,000	6,090	6,181	6,274	6,368	6,464
4242 FOOD FAIR	513	521	529	536	544	553
4244 REMEMBRANCE FLAGS	600	609	618	627	637	646
4273 ONE OFF EVENTS	1,500	1,000	1,015	1,030	1,046	1,061
4277 WAR MEMORIAL CENTENARY	0	500	0	0	0	0
4278 VCSE DAY	0	1,250	1,269	1,288	1,307	1,327
Total Overhead Expenditure	8,613	9,970	9,612	9,755	9,902	10,051
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
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	1,151	1,167	1,185
305 TOURIST INFORMATION CENTRE						
4253 TIC TICKETS AND PRODUCE	30,780	31,240	31,710	32,186	32,669	33,159
4255 HERITAGE APP	6,344	750	761	773	784	796
4274 TOURISM WEBSITE	2,500	1,000	1,523	1,546	1,569	1,593
Total Overhead Expenditure	39,624	32,990	33,994	34,505	35,022	35,548
1084 TIC INCOME	33,000	33,995	34,505	35,022	35,548	36,081
Total Income	33,000	33,995	34,505	35,022	35,548	36,081
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
Total Budget Expenditure :	201,571	199,081	205,169	207,741	212,370	215,025
Income :	0	0	0	0	0	0
Net Expenditure	201,571	199,081	205,169	207,741	212,370	215,025

Ear-Marked Reserves for 2021/22

Code	Budget	New total
9001	YOUTH COUNCIL	1,000
9002	CEMETERY DEVELOPMENT	97,886
9004	SOLAR PANEL LACE HILL	28,076
9006	SPEED WATCH	598
9012	CHRISTMAS LIGHTS	0
9013	YOUTH PROJECTS	3,000
9015	CHARTER FAIRS	4,136
9025	PLAY AREA REPLACEMENT	45,121
9027	GREEN BUCKINGHAM	226
9029	CIRCULAR WALK MAINT	5,399
9030	TOURISM LEAFLETS	2,404
9033	ECONOMIC DEVELOPMENT	-2,685
9035	PARKS DEVELOPMENT	1,405
9036	ELECTION COSTS	5,594
9040	PARK RUN	89
9045	ACCESS FOR ALL	251
9048	BUCKINGHAM ACTION	1,283
9049	NEIGHBOURHOOD PLAN	20,000
9050	BRIDGE REPAIRS	60,959
9051	OFFICE DEVELOPMENT /	12,000
9052	DEPOT EQUIPMENT	15,000
9053	AEDs	420
9054	LACE HILL REPAIRS &	25,000
TBA	CEMETERY LODGE REPAIRS	10,000
TBA	BOWLS CLUB PAVILLION REPAIRS	8,000
TBA	MAKING GOOD AND BOUNDARY REPAIRS - BRACKLEY RD CEMETERY	45,000
TBA	RIVER RINSE	250
TBA	RIVER WARDENS	1,575
TBA	COVID BOUNCE BACK	10,000
TBA	GRANTS	2,100
TBA	TWINNING	2,000
	TOTAL	406,087



New chart begun April 2018 with change of ownership



New chart from April 2020

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 8th FEBRUARY 2021**

Contact Officer: Paul Hodson, Town Clerk

Town Centre Design Working Group

1. Recommendation

- 1.1. It is recommended that the Committee support the creation of the working group
- 1.2. It is recommended that the Committee nominate representatives to take part in the group

2. Background

- 1.3. During the first Covid 19 lockdown, Buckinghamshire Council, in common with councils around the country, sought to put in place measures to support town centres to open safely whilst encouraging people to shop again. At the time there was much discussion about the merits of pedestrianising part of the town centre. The only measure that it was felt to be safe and practical at the time was to introduce a temporary crossing at the foot of Moreton Road. However, conversations in a range of meetings and on social media about the pros and cons of pedestrianisation have continued since then.
- 1.4. The subject was raised during the Covid 19 and Economic Recovery sub-group of the Buckingham & Villages Community Board, held on 26th January 2021. It was agreed at that meeting to seek to establish a small working group to review the options, and to develop a scope of work for a suitable designer to propose options to change the town centre's layout, including options for pedestrianisation. It is likely that the Community Board would be asked to fund the ensuing design work, and may also be asked to support the implantation of any agreed schemes in the longer term. Any designs created would then form the basis of public consultation to assess local support for their implementation.
- 1.5. It was agreed to invite representatives of Buckinghamshire Council, Buckingham Town Council and the Buckingham Society to take part in the group.
- 1.6. At this stage, the group has not met and so there are no proposals to discuss. However, it is likely that the group's areas of consideration may include options for pedestrianisation in the town, impact on parking and

businesses, and space for events and café furniture. It may be that the group is able to propose some short term measures to help the town recover from the current lockdown which would also be able to test ideas for long-term implementation.