



BUCKINGHAM TOWN COUNCIL

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Think Mask, Think Lateral Flow Test

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 08 December 2021

Councillors

You are summoned to a meeting of the **Town Centre & Events Committee** of Buckingham Town Council which will be held on Monday 13th December 2021 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. The Council is trialling the use of video conferencing to enable the public and guests to address Council meetings virtually. If you would like to address the meeting in this way, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:

<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Mr. P. Hodson
Town Clerk

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from Councillors.

2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes

To receive and approved the minutes of the Meetings held on:

Monday 25th October 2021

Monday 15th November 2021

[Copy previously circulated](#)
[Copy previously circulated](#)



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.

- 4. Action List** [Appendix A](#)
To receive action reports and updates
- 5. Forthcoming Events**
 - 5.1. Holocaust Memorial Day** 27th January 2022
To receive a written report from the Deputy Town Clerk [TCE/82/21](#)
 - 5.2. Civic Service** 12th February 2022
 - 5.3. Pancake Race** 22nd February 2022
 - 5.4. Food Fair** 26th February 2022
- 6. St George's Day Parade 2022**
To discuss and agree that Buckingham and Winslow Scout District may hold their St George's parade in Buckingham in April 2022 and that Buckingham Town Council will manage the road closure associated with it. [Appendix B](#)
- 7. Recommendations from the 2016 Market Health Check Report**
To receive and discuss a written report from the Deputy Town Clerk [TCE/83/21](#)
- 8. Event Reviews**
 - 8.1. Community Fair** - To receive a verbal report from the Events Coordinator
 - 8.2. Christmas Parade** - To receive a verbal report from the Events Coordinator
 - 8.3. Lace Hill Halloween Event** – To receive a written report from the LHSCC Coordinator [TCE/84/21](#)
 - 8.4. Bonfire and Fireworks** - To receive a written report from the Events Coordinator [TCE/85/21](#)
 - 8.5. Remembrance Parade** - To receive a written report from the Events Coordinator [TCE/86/21](#)
 - 8.6. Lace Hill Winter Fair** - To receive a written report from the LHSCC Coordinator [TCE/87/21](#)
 - 8.7. Xmas Lights Switch on** - To receive a written report from the Events Coordinator [TCE/88/21](#)
- 9. Climate Emergency Action Plan Update** [Appendix C](#)
- 10. Play Around the Parishes**
To agree the dates for the 2022 sessions [Appendix D](#)
- 11. Youth Council**
To receive and discuss a verbal update
- 12. Tourist Information Centre** [Appendix E](#)
To receive the latest visitor and accommodation statistics

13. Twinning Event

To receive and discuss a written report from the Town Clerk

[TCE/89/21](#)

14. Corporate Membership of The Friends of the University of Buckingham

To discuss and agree whether to recommend that Full Council nominates a representative on behalf of Buckingham Town Council at a cost of £75

15. Twinning Signs

To receive and discuss a written report from the Town Clerk

[TCE/90/21](#)

16. Budget

14.1 To receive the latest budget figures

[Appendix F](#)

14.2 To receive and discuss a written report proposing budget changes for 2022/23

[TCE/91/21](#)

17. News Releases

18. Chair's Items

19. Date of the next meeting:

Monday 21st February 2022

To:

Cllr. R. Ahmed
Cllr. F. Davies
Cllr. Mrs. M Gateley (Town Mayor)
Cllr. S. Hetherington
Cllr. A. Mahi Vice Chair

Cllr. L. O'Donoghue
Cllr. R. Stuchbury Chair
Cllr. R. Willett

Mr. D. Jones (co-opted member)

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
1	71/19; 517/19; 88/20; 1031/20	WW1 War Memorial Rededication	Postponed	Events Coordinator	This does not form part of the agreed events schedule for 2022.	
2	254.7/19; 870/20;1209/20	Good Endings Fair	Postponed	Events Coordinator	This does not form part of the agreed events schedule for 2022.	
3	884/19	Youth Council	New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022.	Events Coordinator	A meeting of the sub-committee is being arranged for December to agree the next steps	Dec-21
5	887/19; 438/21	Twinning	Formal signing of the Twinning agreement with Neukirchen-Vluyn	Events Coordinator	Formal signing will now take place during the civic reception for friends from Neukirchen-Vluyn and Moveaux to be held on Saturday 12th March 2022	Agenda
6	868/20;1042/20	Accessibility Workshop	Members AGREED to host an Access Awareness Day at the first possible opportunity.	Town Clerk	Town Clerk in consultation with Access4All Group on how to take forward plans for a Accessibility Workshop	Dec-21
7	869/20	Culture & Arts Strategy	Members received a written report from the Town Clerk and unanimously AGREED for Council staff to provide a detailed plan for creating a culture and arts strategy. It was AGREED that a working group be set up, consisting of councillors and partners, at the appropriate time.	Town Clerk	Postponed; options to be reviewed after lockdown ends	Feb-22
8	1206/20	Budgets and Cllr Recognition	Cllr. Mahi suggested the creation of a 'Cllr. Bloomfield trophy' to be awarded at the annual Buckingham in Bloom competition. Members AGREED for the Town Clerk to investigate options and to bring a report back to a future committee	Town Clerk	To be actioned for the 2022 competition	ongoing
9	150/21	Multicultural Celebration Evening	Members AGREED TO RECOMMEND the motion of action, and to refer the motion to the Diversity and Inclusion Working Group for their input and for a report to be brought back to a future meeting to consider any budget implications.	Diversity and Inclusion Working Group	Awaiting response from the Diversity Group	Ongoing
10	329/21	Bardic Book	AGREED, in principle, to the creation of a Bardic Book and that the Town Clerk report back to the next meeting with an outline budget proposal including provision for any necessary legal costs	Town Clerk	2021 book self-published by the Bard	Complete
11	331/21	Markets Health Check	Members AGREED for the Deputy Town Clerk to revisit the recommendations from the 2016 Market Health Check Report, conducted by The National Association of British Market Authorities (NABMA).	Deputy Town Clerk	Work ongoing	Agenda
14	435/21	Events Schedule 2022	All Members present AGREED to take part in the Sub-Committee to discuss the Platinum Jubilee and Fringe Week and bring new ideas to the table for both events	Events Coordinator	Date set for January	ongoing

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
15	436/21; 508/21	Comedy Night Venue	AGREED for a written report to Committee on the 21 st February 2022 reviewing all suitable venues in Buckingham, including an assessment of facilities, pros and cons and breakdown of costs	Events Coordinator		Feb-22
16	509/21	NHS Breastscreening Clinic	Members AGREED for the Town Clerk and Town Mayor to write to NHS Buckinghamshire expressing the concern of the Committee.	Town Clerk	In progress	

**Buckingham Town Council
Town Centre & Events Committee
Monday 13th December 2021**

Contact Officer: Deputy Town Clerk

Holocaust Memorial Day

1. Recommendations

- 1.1. It is recommended that members AGREE to hold a reflective, respectful and Covid-safe inauguration for the Holocaust Memorial Day stone on the 27th January which is Holocaust Memorial Day.

2. Background

- 2.1. The new Holocaust Memorial Day stone will be installed in Bourton Park over the next few weeks. The stone will mark the international Holocaust Memorial Day.
- 2.2. Holocaust Memorial Day (HMD) is 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 of other groups and in genocides that followed in Cambodia, Rwanda, Bosnia and Darfur”.
- 2.3. 27th January marks the anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi death camp.

3. Inauguration

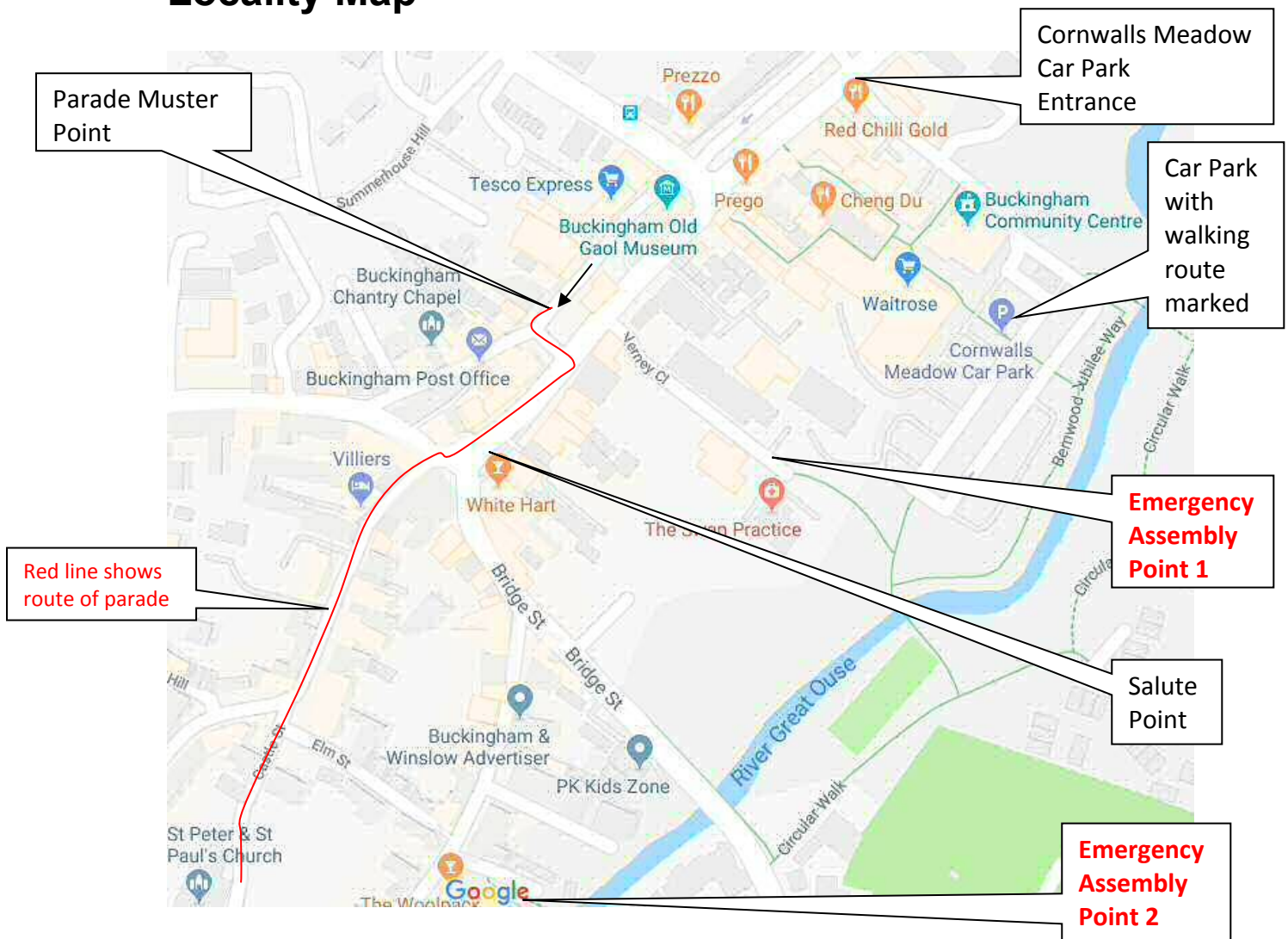
- 3.1. At the time of writing this report it is unclear what the situation will be regarding Covid. It is therefore recommended that the inauguration event be a small-scale outdoor meeting led by the Mayor.
- 3.2. All Councillors past and present will be invited (including Buckinghamshire Council).
- 3.3. A press release will be issued in the weeks before the event inviting people of Town to attend and asking them to respect the social distancing measures in place at the time.
- 3.4. The Mayor will lead the event. The Holocaust Memorial Day Trust have been contacted for advice on content.
- 3.5. The national event will take place online at 7pm. However, in order that it is light it is proposed that the Inauguration take place at 1100hrs.

Instructions for Buckingham and Winslow Scout District St Georges Day Parade 2022

The following instructions are provided to enable all leaders and young people to:-

- Know where and when they have to assemble.
- How they are to assemble.
- What they are to do during the parade.
- Location of Emergency Assembly Points

Locality Map



Any **Covid 19 Restrictions** must be enforced in line with guidance from Scout Association.

Parents and Leaders should be advised that cars should be parked in the Cornwalls Meadow Car Park before the street closure is in place at 13.15. Everyone will be directed to the assembly point by the safest route to allow free flow of traffic onto the site.

The parade will assemble in 1 rank facing Barclays Bank. As shown on the site plan.

The time given for assembly (13.15) is the time that everyone will be on Parade and ready to go. You should arrive in sufficient time to park, find your Group, section and fall in before this.

It takes time to assemble 300 people. If you and your sections do not ensure you are fell in at this time the parade will not start on time. This must be avoided as we have road closure in place at specific times. We need to step off at 13.30 to be in the church by 2:00pm.

Leaders are responsible for ensuring that their section are fell in, correctly dressed (shirts tucked in, buttons done up etc) and quiet. Standing correctly at ease. The order for falling in is shown later.

The Parade Master will call the parade to alert. The Union/St Georges Flag will fall in.

The Parade will depart from Market Square, Buckingham at 13:30 hours and process to The Parish Church, via Castle Street. The column will, (so far as is possible) be marshalled to the nearside except when turning right or passing obstructions. Town Council Staff will stop and/or regulate traffic, within the terms of an order from Buckinghamshire County Council, to avoid conflict between vehicles and those participating in the procession. The procession will enter the church grounds from Church Street

The standards will fall out, move to the head of the parade to form up at the entrance to the church. The parade will then move into the church and be seated by ushers.

When everyone is settled the standards will enter the church and be received. The standard bearers will then be seated.

During the last song/hymn the the standard bearers will recover their standards and form up in the aisle for the National Anthem. They will then leave the church and take their places for sections to form up behind them.

Leaders and young people will then leave the church and reform up behind colours.

The parade will then reform outside the Church in the order listed below. The Parade Master will call the parade to alert.

The parade then moves off and returns to Market Square. As the parade passes the White Hart Hotel **a salute will be taken to the right.**

Arriving back at start point the parade will halt as instructed in one rank.

The parade will right turn and stand at ease. Everyone should stand correctly at ease with leaders ensuring sections are quiet. There may then be a few words by the DC or visiting VIP.

The parade will be called to alert.

The parade will be dismissed. This means turn to the right, pause, salute, pause, hand down.

Sections then disperse under their leaders to the care of parents/carers.

Emergency Procedure

There are 2 emergency assembly points for this event. See locality map.

- 1. Verney Close**
- 2. Chandos Park**

In the event of an emergency you will be directed to the designated Assembly Points. Please account for your section and keep everyone together where possible until advised it is safe to relocate or disperse.

The order for falling in at Market Hill before the service is by section

District Standards (will fall in once parade is assembled)

Groups will form up in alphabetical order

Each Group to fall in the same order as below.

Beaver standard

Beavers

Cub standards

Cubs

Scout Standards

Scouts

Explorer Scout Standards

District Explorer Scouts

Network Scout Standard

Network Scouts

Active Support Unit Standard

Active Support Unit

County representatives

District Representatives

Leaders fall in with their section

The order for falling in after the service is by group and section

District Standards

Sections in order of Beavers – Cubs – Scouts – section Standard at the head of the section as before

Explorer Scouts

Network Scouts

Active Support Unit

County representatives

District Representatives

Leaders fall in with their group's section

There follows a summary of the commands that will be given during the parade. Leaders are asked to go through these with their sections and have a practice if they have time.

Whilst it is accepted that we do not practice 'Drill' or marching all young people will be expected to walk smartly and do their best to stay in ranks.

There will be a parade rehearsal for colour party on – Tuesday 19th April at 19.00-20.00 at Scout HQ Embleton Way. It is essential that standard bearers know what they are doing as this is key to the success of the parade. It will last for one hour.

The following commands will be given at the parade, please go through them with your section so they know what to do. I have left it as simple as possible.

Commands are given in blue. Actions in black

Once the parade is formed at Market Square, Buckingham Town Centre standing at ease.

“Parade – Parade Alert”

Parade comes to alert

“Standards make ready”

The District standards will fall in

“Parade – by the left quick march”

Parade moves off taking dressings from the left.

The parade will then march to the church.

As parade arrives at the church.

“Parade – halt”

Parade halts

Sections will move into the church when directed.

Standards move to left to enter church together to be received by the Rector.

After the service the parade will fall in, in the same order that the parade as directed. Standing at ease.

Once the parade is assembled prepare to move off.

“Parade – Parade Alert”

Parade comes to alert

“Standards make ready”

The District standards will fall in

“Parade – by the left quick march”

Parade moves off taking dressings from the left.

The parade will then proceed back to University Campus.

When adjacent to The White Hart Hotel a salute will be taken.

At first marker Section Leader will call **Eyes Right and salute.**

Members will turn eyes to the right and hold this position until second marker when leader calls **eyes front** all heads turn forward

Arriving back at start point the parade will halt as instructed in one rank.

The parade will right turn and stand at ease. Everyone should stand correctly at ease with leaders ensuring sections are quiet. There may then be a few words by the DC or visiting VIP.

“Parade – halt”

Parade halts

Parade face right

Parade turns to right.

Stand at ease.

Everyone should stand correctly at ease with leaders ensuring sections are quiet.

There may then be a few words by the DC or visiting VIP.

When permission has been given to dismiss

“Parade – parade alert”

Parade comes to alert

“Parade dismiss”

Parade turns to the right – pauses everyone salutes – pauses – hand down.
Section Leaders take over.

Time for tea and cakes in the Community Centre

Thank you taking time to read this and being aware of your role and responsibility during this event. Feed back after the event would be very welcome.

Rosemary.

BUCKINGHAM TOWN COUNCIL

EVENT MANAGEMENT PLAN

Buckingham, Winslow and District Scouts St Georges Day Parade

Sunday 24th April 2022

Author:

1.0 INTRODUCTION:

- Set up for this event 12.00 24th April 2022
- Event time 13.40 – 15.30 24th April 2022

- Nature and style of the event including crowd profile
Parade of Buckingham, Winslow and District Scouts (BWDS) from Market Hill, Buckingham Town Centre to the Parish Church of St Peter and St Paul for a service and then reverse route return parade to Market Hill. Salute to be taken outside The White Hart Hotel on return parade. Spectators will be parents, friends and relatives with local town folk. There will be a number of local dignitaries TBC who will be asked to take the salute on the return journey.
- Capacity and expected audience
100 Members aged 6 years to adult with the **Corunna band and bugles, Colour Party in compliance with the Scout Association POR.**

2.0 ORGANISATIONAL STRUCTURE:

- BWDS is formed from 12 Groups that meet across north Bucks. Buckingham, Winslow and District Scout District that sits in the Buckinghamshire Scout County, in accordance with the rules and policies of The Scout Association.

- The District Commissioner Outline: To manage and support the Scout District and its Leaders to ensure it runs effectively and that Scouting within the Group develops in accordance with the rules and policies of The Scout Association. Responsible to District Commissioner (or deputy if appropriate). Responsible for: All adults working in the Scout Group

3.0 EVENT CONTACT NAMES / NUMBERS:

- Steve Elliott District Commissioner [REDACTED]
- David Legge [REDACTED]
- Rosemary Frohock Deputy DC [REDACTED]
- Parish Church of St Peter and St Paul [REDACTED]
- **Buckingham Community Centre 01280**
- **Buckingham Town Council 01280**

4.0 SITE PLAN:

- Buckingham Town Centre
- Parish Church of St Peter and St Paul

Plan

- 13.15 Parade musters on site at Market Hill Buckingham. See Instructions for Order
- 13.00 Road closure in place confirmed
- 13.30 Parade moves off from Market Hill towards The Parish Church of St Peter and St Paul via Castle Street

Route see map attached. Appendix 1

- 13.45 Parade arrives at Parish Church.
- 13.50 Members, VIP's and public enter Church.
Colour party form up outside church.
- 13.55 Members, VIP's and public are seated
- 13.55 Colour Party enter, Colours received.
- 14.00 Service by Revd Will Pearson –Gee
- 14.45 Road closure in place
- 14.55 Colours returned to Colour party and escort
National Anthem
- 15.00 Colour party leave and form up outside.
Members form up behind colours in preparation for return to Market Hill
- 15.10 Parade moves off to return to Market Hill
Salute will be taken outside White Hart Hotel by the Lord Lieutenant of Buckinghamshire
- 15.30 Parade formally dismissed
- 15.30 Tea and Cakes to be served to all attendees in Buckingham Community Centre.

Thanks to everyone involved in making this event possible. We hope you will join us for tea and cake after the event.

5.0 HEALTH & SAFETY:

- The route has been walked and risks identified as per General Risk Assessments appendix 2

6.0 SECURITY AND STEWARDING POLICY:

- This section of the Plan will be overseen by the Town Council who have responsibility for Security and Stewarding

7.0 MEDICAL AND FIRST AID SERVICES:

- All Warranted Leaders are required to be trained in first Response Skills
- First Aid is available at both venues
- Activity First Aid kit will be available
- Local Emergency services will be aware of this event in compliance with the Scout Association POR

8.0 FIRE SAFETY:

- Fire egress plan will be advised by stewards at venue St Peter and St Paul.
- Scout Leaders are required to comply with POR re outdoor activities. This includes home contacts, pick up times places and an independent 'Home Contact'.

9.0 EMERGENCY PROCEDURES / EVACUATION:

- In the event of an incident during the parade the participants and public will be advised to make their way from Town Centre to Verney Close or from the Church to Chandos Park via the safest route and await rollcall before leaving the site.
- Scout Leaders are required to comply with POR regarding outdoor activities. This includes home contacts, pick up times places and an independent 'Home Contact identified'.
- In the event of extreme weather conditions the District Commissioner will contact all Group Scout Leaders who will contact their Leaders and Home Contacts and advise all participants are contacted and advised of any changes to plan.

10.0 TRAFFIC MANAGEMENT PLAN

- A full road closure will be in place for the duration of the parade
- Parents and Leaders will be advised to park in town centre public car parks. Prior to the event parents will be requested to walk to the muster point where possible.
- Stewarding will be managed by Buckingham Town Council

11.0 COMMUNICATIONS

- First Contact for this event Steve Elliott District Commissioner see 3.0
- Second contact Deputy District Commissioner Rosemary Frohock see 3.0
- Home Contact in compliance with the Scout Association POR
- Leaders will have mobile phones to contact their Home Contact following POR process

12.0 NOISE MANAGEMENT & CONTROL

- Not applicable

13.0 WELFARE & SANITATION

- Covid 19 precautions will be in place as required / advised in guidance from the Scout Association
- Fresh water is available at both sites

- Toilets will be available at Cornwells Meadow Car Park, Buckingham Community Centre and Parish Church of St Peter and St Paul
- It is not envisaged any waste will be created by this event therefore N/A

APPENDIX

Instructions for St Georges Day parade 2022 which sets out:-

1. Map of area with proposed road closure and parade route
2. Map of area showing planned parking
3. Map of area with confirmed starting point venue and emergency muster point /collection point

**Buckingham Town Council
Town Centre & Events Committee
Monday 13th December 2021**

Contact Officer: Deputy Town Clerk

Review of recommendations from the 2016 Market Health Check

1. Recommendations

- 1.1. It is recommended that members note the report.

2. Background

- 2.1. In early 2016 the Town Council commissioned a report by the National Association of British Markets. The report made a number of recommendations of which the following were agreed by this Committee. The actions in italics are directly quoted from the report.

3. Report Recommendations

- 3.1. *Buckingham market should remain in its current location on Market Hill and with the adjacent use of the Cattle Pens which gives the associated Flea market an aesthetically pleasing trading location.*
This is the current situation.
- 3.2. *It may also be possible to include a catering unit on the market with some seating. This could play an important role in improving customer dwell time and usage. It is important that any catering offer is of a good quality both in terms of appearance and offer.*
There are two high quality street food vendors attending the market (Feast on a Tuesday and Punjaban on a Saturday). They do not operate seating as they do not have the capacity to maintain it to Covid-compliant standards. Members of the public utilise the public benches instead.
- 3.3. *Buckingham Town Council needs to focus resources on improving the offer of the market and increasing the number of stalls on Market Hill working with existing traders and incentivising as required in the short term.*
Despite the impact of Covid 19 the market (weather permitting) is currently operating at capacity.
- 3.4. *One such area would be improving the appearance of 'anchor/gateway' stalls at access points to the market, including the access leading from the High street*

The most eye-catching stalls are placed at these locations.

- 3.5. *The communication channels between traders and market operator can always be improved. A strong open dialogue can only be of value in overcoming on site operational issues and ensuring traders promote the market and offer the service that is required. Its effectiveness can then be measured, perhaps through questionnaires, on-line surveys, through footfall or if possible trader information on the number of customers served.*

This is a standard NABMA recommendation. However, the Market Manager is highly visible to traders and there is a constant and respectful dialogue.

- 3.6. *It should continue to promote and use social media in promoting the market and in the recruitment of new traders and customers.*

The Markets now have a very successful social media presence. The Facebook page is well used and the Instagram account currently has nearly 7,000 followers. This is one of the main ways the market is promoted to new modern traders.

- 3.7. *Once the market has been re-established consideration should be given to the production of an annual business plan. This need not be a lengthy document but should identify aims and objectives for the market for the year and how any marketing activity is to be undertaken.*

This activity takes place as part of the Market Manager's appraisal where goals for the year are set. Work to promote the market is now also undertaken in conjunction with the Town Centre Manager.

- 3.8. *The appearance of the market can no doubt be improved. Closing down gaps can improve the market.*

The current gaps are there to aid social distancing and allow people to easily flow through the area.

- 3.9. *The current policy of allowing a bi-weekly licence should cease. If the trader's concerned wish to trade bi-weekly as casuals then this is fine, subject to space been available though they should not have the ability to maintain a trading space as would a regular licenced trader.*

This isn't currently an issue but will be added to the market rules review report ready for the start of the new financial year.

- 3.10. *Consideration should be given to re-enforcing the brand as part of a marketing review and on improving promotion and public relations through as many cost neutral processes as possible.*

The Markets have a distinct brand which is reinforced through social and conventional media by the Market Manager with the support of the Town Council's Communications Officer and the Town Centre Manager.

- 3.11. *Another noted marketing tool in use in the town particularly on the roads and footways leading to a market was the use of vertical lamp column*

banners. Engagement would be needed with both the controlling engineering team and planners to see if such banners could be placed on lighting columns to further promote the market specifically.

The markets are the feature of one of the four new lamppost banner designs that are currently on order.

- 3.12. *Work should continue in reviewing and updating all the market's systems and procedures with particular emphasis toward a market policy and new licence terms.*

This was completed, however the situation has evolved and the market terms are due for review. Proposed new terms will be brought to this committee ready for the start of the new financial year.

- 3.13. *No traders should be allowed to stand if they do not carry sufficient public liability insurance with the current preferred amount of cover been £10,000,000. This should be checked regularly by the markets management and at least twice per year.*

This is the case for the Street Market however members did not want to place discourage small traders from attending the Flea Market by adding complications. Therefore, the Flea Market traders are covered by the Town council insurance.

- 3.14. *The Town Council's own public liability insurance should be checked to ensure it is indemnified against actions or negligence that can be attributed to the market if not directly to a trader.*

Completed and needs to be considered when the Town Council retenders for a new insurance contract.

- 3.15. *It is worthwhile establishing an annual visit by trading standards and environmental health officials with such visits been documented. Any trading standards involvement can be added to by the market joining the 'Real Deal' anti-counterfeit initiative which has no major cost implication but can again be a positive promotional activity and one to use on general awareness literature or web sites.*

During the Covid crisis EHO have preferred to visit unannounced. The market does not currently have an arrangement with trading standards or have any involvement with the Real Deal campaign. However, there is little evidence that counterfeit goods are being sold on the market. No complaints have been made and there is a risk that by being involved with this campaign the public may be led to believe there is a problem.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE**

MONDAY 13th December 2021

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

Halloween Disco

1. Recommendations

1.1. It is recommended that Members agree to holding a similar event next year.

2. Background

2.1. A family Halloween disco event took place at the Lace Hill Sports & Community Centre (LHSCC) on Friday 29th October 2021 from 6 pm – 9 pm. Due to the nature of the event whereby people were expected to stay for the whole duration, it was ticketed to adhere to capacity and fire regulations.

2.2. Tickets sold out in less than one week, they were available to purchase from the LHSCC and the Tourist Information Centre.

2.3. There were no tricks just treats for event-goers who enjoyed a full light display and DJ entertainment including lots of children's party games, a fancy dress competition, a craft room and a bar. Buckingham United FC volunteered to run the bar and they did very well.

2.4. A temporary event notice (TEN) was in place. Staff wore masks. Windows and doors were left open for ventilation and additional hand sanitiser was provided.

3. Budget

3.1. Tickets were sold at £6 per child, there was no charge for adults. In total 63 tickets were sold.

3.2. Event cost:

TEN	£21
DJ	£220
CRAFTS	£30
TOTAL	£271

3.3. Event Income:

Tickets	£302 after VAT
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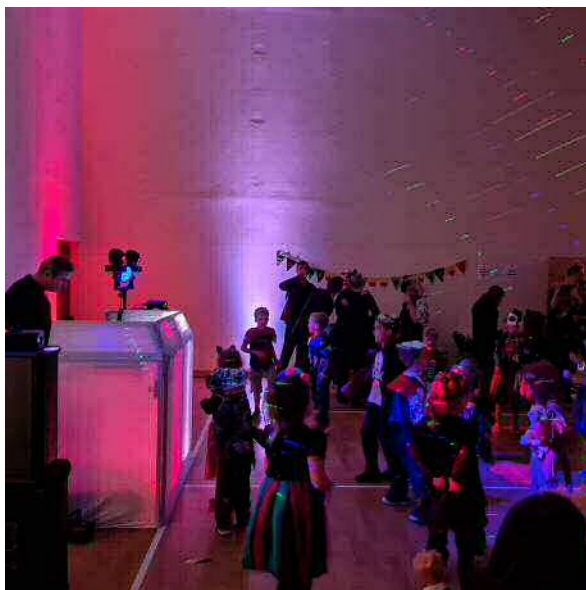
3.4. Three staff worked the event; the deputy town clerk, the LHSCC coordinator and the assistant.

4. Environmental Impact

- 4.1. Recycling bins were delivered the day of the event which was perfect timing.
- 4.2. Children had fun making lanterns out of used plastic bottles, we must have reused over 50 plastic bottles.

5. Evaluation

- 5.1. The event was a great success; it was within budget and we could have sold lots more tickets if the facilities allowed.
- 5.2. Feedback on the night was very positive.
- 5.3. The football club is very happy to support more events and contribute to the future cost of the temporary event notice.



BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 13TH DECEMBER 2021

Contact Officer: Amanda Brubaker, Events Coordinator

Bonfire & Fireworks 2021

1. Recommendations

- 1.1. It is recommended that Members agree to using Titanium Fireworks again in 2022 and that they are booked as soon as possible.
- 1.2. It is recommended that additional entertainment is explored such as fire eaters, fire jugglers and that they put on a performance before the firework display.
- 1.3. It is recommended that the bonfire is lit at 18:00, an hour before the fireworks next year, to encourage people to arrive earlier to visit the stalls, and to enable more people to enjoy the bonfire. Titanium have advised that an hour-old bonfire would not detract from the fireworks.

2. Background

- 2.1. This year's Bonfire & Firework display took place in Bourton Park on Saturday 6th November.
- 2.2. The 10-minute display was provided by Titanium Fireworks who have provided the display for the last few years.
- 2.3. The Sealed Knot were unable to provide a display this year, as they were not able to get enough of their members together to take part.
- 2.4. After the fireworks, a torchlight parade was led by Mayor Cllr Margaret Gateley and Cllrs to light the bonfire. The torches had been soaked in paraffin overnight by Cllr Mahi. Some people left immediately after the fireworks, and more left as soon as the bonfire was lit.
- 2.5. The Green Spaces Team were busy all week building the bonfire using pallets that were been donated by local companies H G Timber and ORN International.
- 2.6. The 1563 Air Cadets helped to marshal the event in the evening.
- 2.7. This year Pegasus Mobile Bar attended the event and provided mulled wine and other beverages. The mulled wine provided very popular and sold out quickly.
- 2.8. The Civil Aviation Authority (CAA) were notified that the event was going to be taking place.
- 2.9. Fire extinguishers were loaned free of charge from Abbot Fire.
- 2.10. J & L Snacks were on hand selling hotdogs, burgers and hot drinks and David Side sold candy floss and sweets.
- 2.11. The Buckingham Table had glow sticks for sale.
- 2.12. Try US provided the PA and commentary for the evening.
- 2.13. The Events Co-ordinator, Deputy Town Clerk and Town Clerk arrived at 16:45 and checked that the stall holders were set up and that all was ok with them. They also checked on Titanium Fireworks and Try US.

2.14. J & L Snacks had spotlights on the top of their trailer, so they pointed them in the direction of the entrance to the paddock, so that people could see where they were walking as it was dark.

Staff working at the event

Paul Hodson
 Claire Molyneux
 Amanda Brubaker
 Ian Saunders
 Craig Calder
 Jerry Plunkett

Cllrs Volunteering at The Event

Andy Mahi
 Robin Stuchbury
 Sue Hetherington
 Margaret Gateley
 Ade Osibogun

3. Budget

301/4202

£5,027

Firework Display	£4,100
ALR First Aid	£180
Cllr Martin Try – PA	£250
Hire of Generators & leads Paraffin	£330
Total Cost	£4,860
Income Received	N/A This is a free event

4. Environmental Impact

4.1. Titanium Fireworks have an Environmental Consideration Policy which states that they are committed to a long-term policy of Carbon Offsetting their footprint annually through an accredited approved worldwide scheme. In their policy they reference the following:

- Eliminating the use of plastic in fireworks
- Eliminating the use of single use plastic in supply chain
- Recycling of materials
- Waste recycling
- Transport

- Debris left after firing
- Noise
- Pollution
- Carbon Offsetting
- Case Study into the Carbon Emissions Produced by Firework Displays

Comments from Members of the public

I just wanted to email to thank the Town Council for the excellent firework display held in Bourton Park last Saturday.

The event was well organised and we felt safe from both the firework and Covid perspectives.

Please pass on my thanks to the Town Council for funding such an excellent event.

Me and my partner was there with our 9-month old son for him to see fireworks for the first time and it was great!!

We really enjoyed it and it was very well organised and I loved the no sparklers as people always get burnt and I don't like them especially in crowds

Maybe more food vans next time the line was very long.

Tim and I have just watched the fireworks from our house, where we have a grandstand view and Tim is not well enough to attend. I just wanted to tell you that it was the best ever and I would like to congratulate you and your team on a wonderful display

4 - Very Good

Please tell us more about your experience of the event.

I love that there is such a great display which is free it makes me feel a sense of community

Are there any improvements that could be made?

I did find the weird intro music a bit odd

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 13TH DECEMBER 2021

Contact Officer: Amanda Brubaker, Events Co-ordinator

Remembrance Parade 2021

1. Recommendations

- 1.1. It is recommended that the Town Council continue to support the Royal British Legion in 2022 with the road closure that is required for the parade.
- 1.2. It is recommended that Members agree to the hiring of a big screen again in 2022 if the British Legion wish to continue with this. (A budget of £1,000 has been included in the draft budget for 2022 pending this decision.)

2. Background

- 2.1. The parade is organised by the Royal British Legion. Buckingham Town Council is responsible for putting on the road closure and manning the barriers, as well as the civic party taking part in the parade
- 2.2. A county wide road closure is in place for this event and Buckingham is covered under it from 7:30am to 12:15pm. This is a rolling road closure.
- 2.3. In the days leading up to the parade, the Green Spaces Team cleaned the War Memorial and tidied up in the area surrounding it.
- 2.4. The Royal British Legion placed large poppies on the lampposts in the town centre.
- 2.5. On the day of the parade, the Green Spaces Team started at 7am. They got the signage and barriers in place ready for the road closure and then went up to the War Memorial and cleared the leaves from around it using a leaf blower.
- 2.6. The Events Co-ordinator and Deputy Town Clerk arrived at 8am to check for cars that had been left overnight at the War Memorial and in the Bull Ring and Market Hill where the parade was to form up at 10am. The area around the War Memorial was clear of vehicles so there was no need to report any vehicles causing an obstruction.
- 2.7. A briefing was held for all marshals at 9:45am and they were given their hi-vis vests and instructions with where they would be marshalling
- 2.8. The road closure went on at 10:15am to give enough time for the parade route to be clear of moving vehicles
- 2.9. The parade set off for the War Memorial and Church at 10:30am for the Service. The parade was followed by quite a large crowd of people.
- 2.10. The road closure is usually taken off once the parade safely reaches the Church. This year lot of members of public were unable to get inside the

church gates, so the closure was left on for the junction of School Lane/
Nelson Street and Nelson Street/Castle Street.

2.11. Mayor, Cllr Margaret Gateley laid a wreath on behalf of the town.

2.12. The Town Clerk, Mace Bearer stood alongside the dais with the Mayor. The salute was taken by the Deputy Lord lieutenant.

3. Hire of a Big Screen

3.1 462/21 Remembrance Sunday Screen

TC&E Committee minute 433.2/21

It is recommended that the Committee recommend to Interim Council that up to £2,000 be taken from the contingencies budget (132 4500) to hire a large mobile screen to show the Remembrance Sunday Service on the Church Green for those who are unable to see the event around the Memorial. NB: Updated costs for hire of a large screen £1,687

3.2. Members discussed options towards funding the hire of a large screen.

Cllr. Harvey proposed paying the full sum, ensuring a sign bearing the Town Council's logo was attached to the screen and that use of the screen was evaluated for future events. The Town Clerk explained that a new version of the logo, with hands underneath and the text 'supported by the Town Council' that could be utilised at the event.

Cllr. Stuchbury reminded Members that all events were evaluated by the Town Centre & Events Committee.

It was clarified that the Army Cadets had been invited to steward the relevant attendees to the Church Green.

Proposed by Cllr. Davies and seconded by Cllr. Stuchbury for the Town Council to fund the entire cost (£1,687) of hiring the screen to be taken from contingences budget (132 4500)

In favour: 10

Against: 1

Abstains: 2

Motion Carried

3.3. In the event, the Buckingham branch of the Royal British Legion used £1,000 from the legacy of local supporter Peggy Dale and Buckingham Town Council provided the remaining £687 to fund a large screen at the Remembrance Parade this year.

3.4. The Parade is extremely popular, and the addition of a live feed of the event projected to the screen allowed residents to spread out and watch proceedings from a position further away from the War Memorial if they would like to.

Cllrs working at the event

Cllr Andy Mahi

Staff working at the event

Amanda Brubaker, Events Co-ordinator
Claire Molyneux, Deputy Town Clerk
Craig Calder, Green Spaces Team
Ian Saunders, Green Spaces Supervisor
Jerry Plunkett, Green Spaces Team
Jodie Baughan, Finance Officer
Katharine McElligott, Planning Clerk
Lee Phillips, Estates Manager
Louise Stubbs, Administrator
Bethanie Dowden, Business & Administration
Nina Stockill, Committee Clerk
Paul Hodson, Town Clerk

Comments from Chairman of the Royal British Legion, Buckingham Branch

Thanks so much to you and your team for all the work and organisation which underpinned Remembrance Sunday. Very large crowds, dry weather, great organisation and , as always, a moving service conducted by Will.

Thank you on behalf of all at RBL

Andy

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 13th December 2021

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

Winter Fair Review

1. Recommendations

1.1. It is recommended that members agree to support a similar event next year.

2. Background

2.1. The Winter Fair at Lace Hill Sports & Community Centre (LHSCC) took place on Sunday 21st November 2 - 4.30 pm. As usual, £1 entrance per adult was charged to help cover the event cost. Stalls cost was £6.

2.2. Around 250 people attended including 115 adults.

2.3. The hall was busy with sixteen small local businesses selling a wide range of goodies from homemade jams, cakes, jewellery, bath salts, bespoke Christmassy gifts, books, resin crafts and more. There were some regular stallholders as well as some new faces, many from the local area. The majority of them did quite well considering it is a short event and would be happy to attend future events at the centre.

2.4. The committee room offered lots of free activities for children to enjoy including card making, clay crafts, and gingerbread decorating. Families also had fun completing a game together 'Where in the world is Santa' whereby photos of notable places around the world featuring Santa were hidden and they had to find them and also guess the country or place correctly.

2.5. The youth club Project Street Life had a free stall and helped to support the event by organising a refreshments stall. Stallholders were encouraged to donate a raffle prize on the day which was gifted to the youth club who ran the raffle and kept the funds raised which helped to cover their expenses. They raised £50.

2.6. A free stall was given to the Friends of Lace Hill Academy. They organised a bottle tombola which was a great success and they raised £130 to go towards new playground equipment.

2.7. A complaint was received from a guest who could not park in a blue badge space due to one of our stallholders who was parked in it. They used it to unload and never moved their vehicle afterwards. This is unfortunate but as soon as this was brought to our attention the issue was resolved.

3. Budget

3.1. The event cost:

Crafts	£20
Gingerbread decorating	£11.15

3.2. Event income:

Stalls & Entry fees	£198.31 after VAT
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3.3. Three staff members worked the event, the deputy town clerk, the LHSCC coordinator and the assistant.

4. Environmental Impact

4.1. The paper tea and coffee cups used to provide refreshments were put in the recycle bins provided.

4.2. The craft activities were made of paper, clay and food.

5. Evaluation

5.1. Usually we have some live entertainment and a children's character meet and greet which encourages a few more people to attend. This is something we would definitely reintroduce at next year's event.

5.2. Consider holding the event a little earlier in November because the festive season gets very busy from the end of November onwards with many higher profile events.

5.3. In the future secure more volunteers to help run and support the event who could help manage the door and take entry income which would free up a member of staff to oversee the running of the event.



BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 13th December 2021

Contact Officers: Amanda Brubaker, Events Coordinator, Sam Hoareau, Town Centre Manager

1. Recommendations

- 1.1. It is recommended that members note this report.

2. Background

- 2.1. This year's Christmas Light Switch On was scheduled to take place on Saturday 27th November in the town centre from 4pm – 8pm. Following a review of the event held in 2019, substantially more attractions had been planned, and the stage programme was to have been much shorter. A Christmas market with family entertainment had been planned and was to take place in the cattle pens before the main switch on.
- 2.2. The Christmas market would have started from 4pm and included a giant snow globe for the public to enjoy and take festive photos, ten stall holders, a juvenile swing ride, three food and drink vans, and live performances from a recorder ensemble and Buckingham Stagecoach.
- 2.3. The main event would have kicked off at 6.15pm with live music from the Winslow Concert Band. The lights were to be switched on by the Mayor, Cllr Margaret Gateley with the help of the Mayor's Chaplain, Rev Tim Edworthy who had both planned speeches. Sami Set, the Bard of Buckingham was also due to join them on stage and had written a poem as well as local musician Suzy Smith who was to lead the carol singing.
- 2.4. Local company Strawberry Fieldz were booked to provide a stage, sound and lighting for Market Square and additional lighting at the Cattles Pens.
- 2.5. Local company ALR were to provide First Aid.

3. Information

- 3.1 The Deputy Town Clerk, Events Coordinator and the Town Clerk started monitoring the weather a couple of days before, as a storm had been forecast for Saturday and wind gusts of up to 40mph.

- 3.1. Saturday morning there were snow showers and the wind was bitterly cold. At lunch time the Town Clerk, Deputy Town Clerk, and Chair of the Town Centre & Events Committee made the decision to cancel the event as the winds were picking up.
- 3.2. It was deemed that due to the weather deteriorating that the event could not be held safely and should be cancelled. A lot of other local events and attractions had also cancelled their events or closed due to the storm.
- 3.3. Specifically, the lighting rig that was booked could not have been safely installed, and the planned speakers would have had to be reduced, and only put at ground level. Sound levels have previously been a problem with the event, so this would likely have meant that the sound would have been insufficient for most attendees. The Flea Market had been cancelled earlier in the day, and Christmas Market stalls could not have been safely put out.
- 3.4. The Council put a notice out on social media to let members of the public know that the event had been cancelled. Most comments from everyone involved and the public were positive and supportive.
- 3.5. The Events Coordinator and Town Centre Manager called those that were to be taking part in the event to let them know that it had been cancelled.
- 3.6. An e-mail was sent to all Cllrs letting them know of the decision.
- 3.7. All those taking part in the event and Cllrs, had been notified by 2:45pm.
- 3.8. It was agreed by the Town Clerk and Chair of the TC&E Committee, that a member of the Green Spaces Team would go round and switch the Christmas Lights on at 5:30pm, Councillors Stuchbury and Davies were present in the town centre to let people who had not seen the cancellation notices that the event was not going ahead.

4. Budget

- 4.1. As expected, the cancellation of the event does mean that we have incurred a financial loss but it should always be safety first. The snow globe and stage were paid prior to the event. The band and first aid were due to be paid after the event.

5. Evaluation

- 5.1 The lights switch on event is a significant event in our calendar and lots of residents look forward to attending. It brings families together at a special time of year and to cancel the whole event is a shame. Given the information available at the time, the right decision was made on this occasion. The

Town Council holds over 20 outdoor events each year; inevitably some will need to be cancelled due to poor weather.

5.2A lot of staff time was spent planning an improved event for this year; it is hoped that much of that work will go towards a similar event next year.

**Buckingham Town Council
Climate Emergency Action Plan Update
December 2021**

Members are reminded that the Climate Emergency Action Plan is owned by Full Council and reviewed on an annual basis every March. Each Committee reviews Actions it is responsible for at every meeting and the Environment Committee receive a full copy of the Action Plan at every meeting.

Significant updates are marked in red.

At Full Council on the 15th July 2019 Members AGREED:

“That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to make the Town Council carbon neutral by 2030 and encouraging the town’s population, organisation and businesses to work with us in that aim.”

Buckingham Town Council Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
3.	Encourage practical action by local people through proactive communication campaigns.	Number of visitors per year to webpage	TC&E and Environment Committee	The Climate Emergency Webpage is the 2 nd most popular page on our website. Environmental social media campaigns are planned during the

				office's regular content planning meetings. The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action.
5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	To be created following first public meeting on March 24 th 2022.
6.	Host a public meeting on the issue.	One per year	Climate Champions	To be incorporated in to the Annual Town Meeting on the 24 th March 2022.
Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat				
	Action	Measure	Responsibility	Updates
10.	Investigate options for carbon offsetting Town Council event e.g. Bonfire & Fireworks	Publication of carbon offsetting certification for each relevant event	Town Centre & Event Committee	To be investigated as part of the Eco audit – October 2021
Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water				

	Action	Measure	Responsibility	Update
13.	Provide recycling facilities at all Town Council Events and within Town Council owned buildings.	One mixed recycling bin per event	TC&E /Environment	Recycling bins are now being provided at all Town Council events. In particular, noting the success of recycling Biffa bins at Music in the Market & Bandjam. Recycling in all BTC offices (including Lace Hill Centre's public areas) now implemented.
14.	Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events.	One Town Council event per year in addition to the two annual river rinses.	TC&E Committee	During October 2020 the Town Council launched a ' Rubbish Campaign ' to encourage residents to conduct individual litter picks, which was covered by national local council press. A new initiative #QuickLitterPick launched in Bourton Park to allow the public access to litter picking equipment, similar to the 2-minute beach clean. Second Quick Litter Pick station agreed for Chandos Park
Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric				

vehicles.				
	Action	Measure	Responsibility	Updates
22.	Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E	Town Centre & Events Committee	An electric bike company is invited to the Spring Green fair in April 2022.
Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
33.	Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the town Council's Sustainable Procurement Strategy

Name: Amanda Brubaker	Role: Events Coordinator
Parish / Organisation: Buckingham Town Council	
Contact No: 01280 816426	Email: events@bukckingham-tc.gov.uk

Please tick as appropriate:

- We are very interested in the programme and would like to book ____ session(s).
- We are not interested in the programme and will not be booking any sessions.

If you would like to book one or more Play Around the Parishes sessions, please indicate below suitable dates and times and which type of session you would like to book.

For a 2 hour session, please specify if you would prefer a morning or afternoon session

Please return this form to playaroundtheparishes.av@buckinghamshire.gov.uk by 30 November 2021 to get 2021 prices. Bookings made after 30 November 2021 will be charged the 2022 prices.

Summer Holiday's 25 July to 26 August 2022	2 Hours £381 £370 if booked by 30 Nov 21 Please specify AM or PM	2 Hours with Sports £475 £460 if booked by 30 Nov 21 Please specify AM or PM	Family Fun Day 5 Hours including sports £834 £810 if booked by 30 Nov 21
Monday 25 July			
Tuesday 26 July			X
Wednesday 27 July			
Thursday 28 July			
Friday 29 July			
Monday 1 August			
Tuesday 2 August			2 Hour AM session only
Wednesday 3 August	No Session - Play in the Park – Vale Park, Aylesbury - 11am to 4pm		
Thursday 4 August			2 Hour PM session only
Friday 5 August			
Monday 8 August			
Tuesday 9 August			
Wednesday 10 August			
Thursday 11 August			
Friday 12 August			
Monday 15 August			
Tuesday 16 August			
Wednesday 17 August			X
Thursday 18 August			
Friday 19 August			
Monday 22 August			X
Tuesday 23 August			
Wednesday 24 August			
Thursday 25 August			
Friday 26 August (AM only)			2 Hour AM session only

Prices are excluding VAT, which will be added when invoicing.

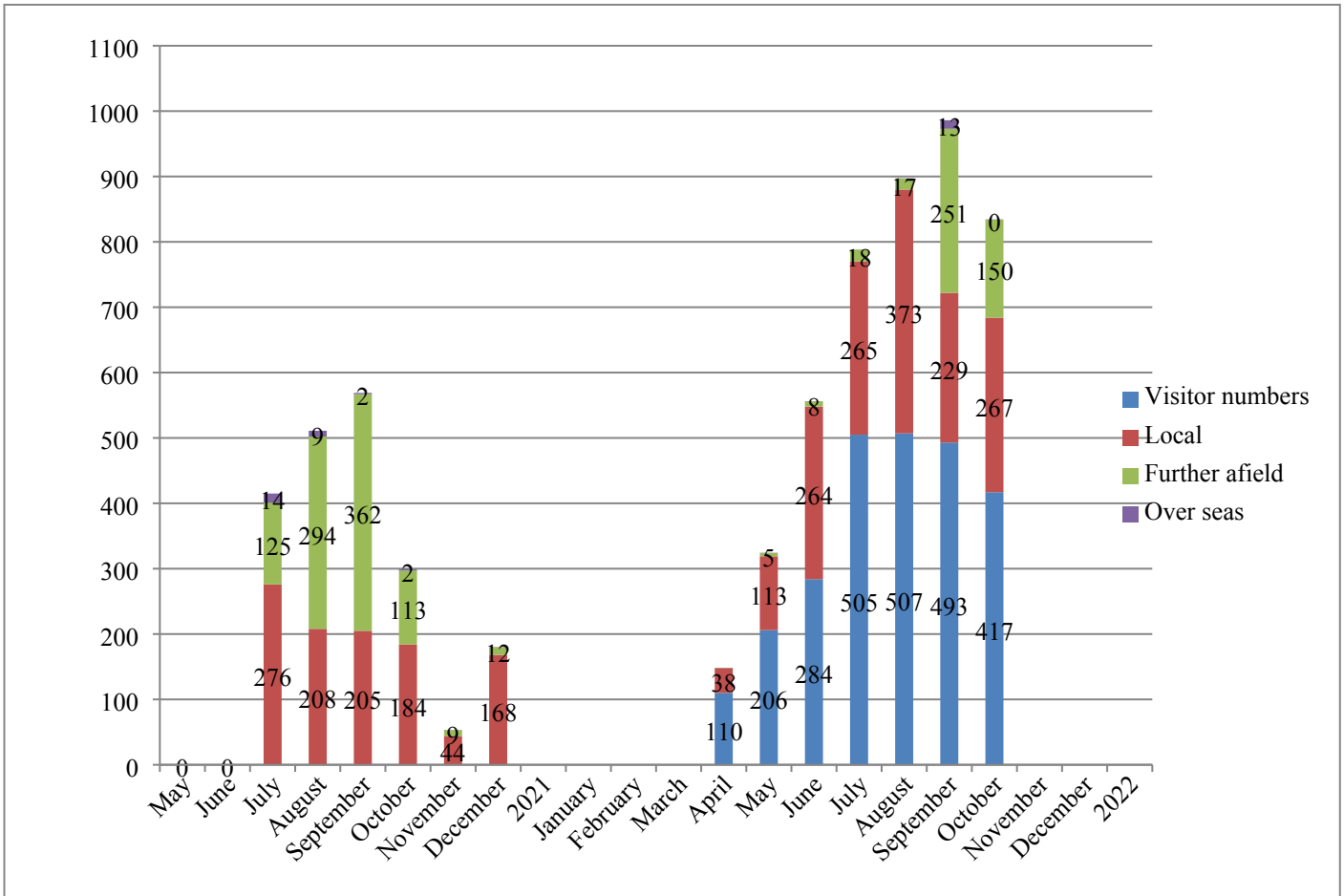
By completing this form, you agree to the terms and conditions which can be found overleaf.

Terms and Conditions

- Bookings must be made using this booking form. This can be emailed to playaroundtheparishes.av@buckinghamshire.gov.uk or posted to Play Around the Parishes, Communities Team, Buckinghamshire Council, The Gateway, Gatehouse Way, Aylesbury, HP19 8FF. Phone bookings cannot be accepted.
- Bookings are allocated on a first come first served basis however, occasionally it is necessary to rearrange a date to fit everybody in; this will not be done without your agreement.
- Confirmed dates will be advised by **Friday 25 February 2022** at the latest. Spaces left after this date will again be allocated on a first come first served basis. You may be charged for amendments made after this date.
- We will send you an invoice for payment prior to the event (in the 2022/23 financial year). You can request to receive this earlier if you so choose. Payment will be due prior to the event following the conditions of the invoice.
- VAT of 20% will be added to all bookings
- Publicising your event(s) is your responsibility as a parish council; however, we will create a PDF poster for you to help with this. These will be emailed to you by **17 June**. If you require this in a different format, such as JPEG, please let us know.
If you required printed copies, a maximum of 8 can be arranged - there will be an extra charge of **£20** to produce and post these.
- A pre-event questionnaire will be sent once your booking is confirmed. This must be completed and returned to us by **Friday 27 May** so that we have time to produce posters for the event. If your information is received after this time, we cannot guarantee to get your poster ready by **17 June**.
- Please be aware, it is difficult for us to accommodate specific activity requirements. Please contact us as soon as possible if you have any of these requirements and we will do our best to help.
- We recommend you have an indoor and outdoor option for your day.
- Access to the venue must be available at least 30 minutes prior to the start of each session.
- We are unable to provide refunds should you decide to cancel due to weather. Additionally, some of our activities cannot be used in inclement weather. If you do not have an indoor space and the weather is not suitable to work in for the health and safety of our staff and participants, we will have to cancel the session. No refunds will be given for cancellations due to inclement weather or circumstances beyond Buckinghamshire Council's control.
- Booking cancellations before **Friday 17 June 2022** will be refunded 50% of the booking fee. Cancellations after this time will receive no refund.
- Government guidelines regarding COVID-19 will be followed at all times. If any major changes to sessions will need to happen, parishes will be informed with as much notice as possible.

If you have any further comments, questions or specific requirements, please let us know.

Email playaroundtheparishes.av@buckinghamshire.gov.uk or call Becky on 01296 585599



**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 13TH DECEMBER 2021**

Contact Officer: Paul Hodson, Town Clerk

Twinning Event

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 2022/2023 for Full Council to consider at the Precept meeting in January 2022.

2. Background

2.1. A total of £4,000 is available to fund the event. This consists of £2,000 from 201 4260 "Twinning" and £2,000 from the ear-marked reserve 901 9063 "Twinning". The Community Centre has been booked from 9am to 4pm on Saturday 19th March 2022. The Centre can seat an absolute maximum of 120 people. It is proposed to seek quotes from caterers and appoint the best value provider for 120 people. It is proposed to allocate 40 places to Town Councillors, their partners and staff, with the remaining 80 places to be allocated by the Twinning Association, to members of the Twinning Association along with friends from Mouveaux and Neukirchen-Vluyn.

2.2. It is proposed that the preferred caterer is agreed by the Town Clerk in liaison with the Chair of the Committee.

2.3. The final programme for the event will be discussed and agreed by the Committee at its next meeting on 21st February 2022.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 13th December 2021

Contact Officer: Paul Hodson, Town Clerk

Twinning Signs

1. Recommendations

- 1.1. That members agree to fund the purchase and installation of seven replacement Welcome to Buckingham signs at a cost of £4,500 from budget 301 4104 Buckingham in Bloom.

2. Background

- 2.1 The Town Council will complete the second stage of the formal twinning with the German town of Neukirchen-Vluyn when a delegation visits the town in March 2022. This will also involve a delegation from Mouveaux, to mark the 20th anniversary of Buckingham's formal twinning with that town. A detailed report is provided separately. It is proposed to amend signage relating to the town's twinning arrangement with Mouveaux to include Neukirchen-Vluyn.

3. Fingerposts

- 3.1 An additional finger for the direction sign outside of the Community Centre has been ordered from the Contingencies Budget 132 4500 at a cost of £326. The new yellow finger will point to Neukirchen-Vluyn.



4. Welcome to Buckingham Signs

4.1 The current Welcome to Buckingham signs were funded by the Town Centre and Events Committee following the town's formal twinning with Mouveaux in 2003. Buckinghamshire Council have provided an indicative cost of £4,500 for the supply and installation of seven signs, to replace the current ones.

4.2 The costing is based on the following assumptions:

4.2.1 It covers the replacement of the existing 'Welcome to BUCKINGHAM' nameplates with the new design at the following seven sites:

- a) A413 London Road – south of Needlepin Way junction
<https://www.google.co.uk/maps/@51.9867723,-0.9767718,3a,26.3y,149.31h,89.23t/data=!3m7!1e1!3m5!1sd2ezUeuu857DwLJFpU4d2g!2e0!5s20180701T000000!7i16384!8i8192>
- b) A421 – westbound approach to Buckingham Ring Road ...
<https://www.google.co.uk/maps/@51.9921059,-0.9668938,3a,75y,248.96h,95.74t/data=!3m6!1e1!3m4!1syzs69NlysWuEA36i3zjlOw!2e0!7i16384!8i8192>
- c) A422 Stratford Road – westbound approach to Buckingham Ring Road ...
<https://www.google.co.uk/maps/@52.003133,-0.9695391,3a,37.5y,212.91h,85.31t/data=!3m6!1e1!3m4!1sSlrN4m97MABWZhwJ3EEfaQ!2e0!7i16384!8i8192>
- d) A413 Moreton Road – south of Avenue Road junction ...
<https://www.google.co.uk/maps/@52.0109847,-0.977732,3a,75y,190.35h,82.89t/data=!3m6!1e1!3m4!1sq3Wm--pouXZptSELOMlfEw!2e0!7i16384!8i8192>
- e) A422 Brackley Road – west of West End Farm ...
<https://www.google.co.uk/maps/@52.0023838,-1.0001108,3a,37.5y,70.64h,83.95t/data=!3m7!1e1!3m5!1svzvYhVnVSoIX-ZxUpCBX0g!2e0!5s20180701T000000!7i16384!8i8192>
- f) A421 Tingewick Road – between Radclive Road and Tingewick Road roundabouts ...
<https://www.google.co.uk/maps/@51.9951551,-1.0111077,3a,37.5y,58.92h,80.34t/data=!3m7!1e1!3m5!1skk4-8MmvBDDW-uqald79Vw!2e0!5s20180701T000000!7i16384!8i8192>
- g) Gawcott Road – approximately 300 metres south of A421 ...
https://www.google.co.uk/maps/@51.9896546,-0.9989035,3a,75y,56.11h,90.8t/data=!3m6!1e1!3m4!1sqz3IP2TyrmM9_ZIWTfU9ZQ!2e0!7i16384!8i8192

4.2.2 That the existing posts can be re-used without the need to replace or extend them

4.2.3 That the works can be carried out in 2 days using temporary traffic management control measures (such as 'stop' and 'go' boards etc. as required) to protect the workforce.

4.2.4 That it does not include the old 'Welcome to historic BUCKINGHAM' nameplate on Stowe Avenue which will be left 'as is' ...

<https://www.google.co.uk/maps/@52.0021832,-0.9942484,3a,26.1y,121.84h,85.28t/data=!3m7!1e1!3m5!1s3gKgMMvnRaU4dKmN6NsjNw!2e0!5s20180701T000000!7i13312!8i6656> . If the Town Council wanted this to be replaced as well, this would incur additional charges

I think Neukirchen Vluyn should be hyphenated

7 off



saved in Corel draw/AGFA ANAPURNA/MOZ/98701

Scale 1:11



Dimensions (mm):

Width: 1730, Height: 1400

x-Heights: 100

Area: 2.19 m²

Colours:

 white on dark green, yellow RtNo
 white on brown

Scheme:

Client: RINGWAY JACOBS (BUCKS)

Sign Ref.: S1

Works Order: 98701 Signplot drawings 2021

Material: CLASS RA2

Substrate: TRAFFIC ACM C/W CHANNELS

Rear of sign:

Resistance to horizontal loads

Fixings:

Wind Action:

Temporary deflection bending:

Points load:

Permanent deflection:

Partial action factor:

Visibility characteristics

Daylight chromaticity:

Coefficient of reflection:

Mean illuminance:

Uniformity of illuminance:

Durability

Resistance to corrosion:

Resistance to penetration of dust & water:

Drawn By: MJM

11-11-21

Nuneaton
SIGNS Limited


VAT Reg No: 355 381 251
Company No. 07207123 Registered England & Wales

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4094	301	-£10.00	Basketball coaching - slight increase in cost, not precepted for
1	4243	301	-£1,066.00	Bollard removal not invoiced in previous year still on as a committedd item as we are awaiting an invoice, plus this years bollard removal / £535.28 is road closure not invoiced as yet
2	4278	301	-£289.00	overspend

	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	133	416	283			32.0%
1028 LACE HILL EVENTS INCOME	338	1,041	703			32.5%
1062 COMMUNITY FAIR - TABLE INCOME	40	208	168			19.2%
1066 COMEDY NIGHT INCOME	0	3,124	3,124			0.0%
1069 CHARTER FAIR INCOME	7,013	6,946	(67)			101.0%
TOWN CENTRE & EVENTS :- Income	<u>7,525</u>	<u>11,735</u>	<u>4,210</u>			<u>64.1%</u>
3997 NI TC & E	2,433	5,234	2,801		2,801	46.5%
3998 PENSION ERS TC & E	8,724	13,412	4,688		4,688	65.0%
3999 WAGES & SALARIES TC & E	39,097	71,826	32,729		32,729	54.4%
4042 EVENTS EQUIPMENT	0	568	568	308	260	54.2%
4079 FAIR TRADE PROMOTION	10	416	406		406	2.4%
4094 YOUTH PROJECT	2,430	3,045	615	625	(10)	100.3%
4104 TOWN IN BLOOM	8,369	11,195	2,826		2,826	74.8%
4107 PRIDE OF PLACE	0	261	261		261	0.0%
4115 RIVER RINSE	180	416	236	180	56	86.5%
4166 LACE HILL EVENTS	267	1,041	774	21	753	27.6%
4201 CHRISTMAS LIGHTS	10,901	11,455	554		554	95.2%
4202 FIREWORK DISPLAY	4,230	5,840	1,610		1,610	72.4%
4203 COMMUNITY FAIR	221	416	195	35	160	61.5%
4205 CHRISTMAS PARADE	3,374	3,959	585	550	35	99.1%
4210 PANCAKE RACE	0	81	81		81	0.0%
4211 BAND JAM	3,511	3,645	134	84	50	98.6%
4212 CHRISTMAS LIGHT SWITCH ON	2,174	4,138	1,964	494	1,470	64.5%
4213 DOG SHOW	469	502	33		33	93.4%
4216 MAY DAY EVENT	0	51	51		51	0.0%
4220 MUSIC IN THE MARKET	3,753	4,153	400	84	316	92.4%
4230 SCOUT PARADE	0	51	51		51	0.0%
4241 COMEDY NIGHT EXPENDITURE	0	3,124	3,124		3,124	0.0%
4243 CHARTER FAIR EXPENDITURE	3,200	5,503	2,303	3,369	(1,066)	119.4%
4260 TWINNING	0	2,030	2,030	332	1,698	16.3%
TOWN CENTRE & EVENTS :- Indirect Expenditure	<u>93,343</u>	<u>152,362</u>	<u>59,019</u>	<u>6,082</u>	<u>52,937</u>	<u>65.3%</u>
Net Income over Expenditure	<u>(85,818)</u>	<u>(140,627)</u>	<u>(54,809)</u>			
<u>302 STREET MARKET</u>						
1005 STREET MARKET	14,899	14,718	(181)			101.2%
1006 FLEA MARKET	3,715	3,500	(215)			106.1%
STREET MARKET :- Income	<u>18,614</u>	<u>18,218</u>	<u>(396)</u>			<u>102.2%</u>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4017 SUBSCRIPTIONS	369	457	88		88	80.7%
4225 RATES	2,121	3,124	1,003		1,003	67.9%
4235 MARKET INFRASTRUCTURE & PROMOT	1,236	1,523	287		287	81.1%
STREET MARKET :- Indirect Expenditure	<u>3,726</u>	<u>5,104</u>	<u>1,378</u>	<u>0</u>	<u>1,378</u>	<u>73.0%</u>
Net Income over Expenditure	<u>14,888</u>	<u>13,114</u>	<u>(1,774)</u>			
<u>303 SPECIAL EVENTS</u>						
1020 FOOD FAIR INCOME	0	521	521			0.0%
1083 FRINGE INCOME	2,109	3,124	1,015			67.5%
SPECIAL EVENTS :- Income	<u>2,109</u>	<u>3,645</u>	<u>1,536</u>			<u>57.9%</u>
4221 FRINGE	5,040	6,425	1,385		1,385	78.4%
4242 FOOD FAIR	0	521	521	370	151	70.9%
4244 FLAGS	433	609	176		176	71.1%
4273 ONE OFF EVENTS	0	1,000	1,000		1,000	0.0%
4277 WAR MEMORIAL CENTENARY	0	500	500		500	0.0%
4278 CELEBRATE BUCKINGHAM DAY	1,539	1,250	(289)		(289)	123.1%
SPECIAL EVENTS :- Indirect Expenditure	<u>7,011</u>	<u>10,305</u>	<u>3,294</u>	<u>370</u>	<u>2,924</u>	<u>71.6%</u>
Net Income over Expenditure	<u>(4,902)</u>	<u>(6,660)</u>	<u>(1,758)</u>			
<u>305 TOURIST INFORMATION CENTRE</u>						
1084 TIC INCOME	5,053	33,995	28,942			14.9%
TOURIST INFORMATION CENTRE :- Income	<u>5,053</u>	<u>33,995</u>	<u>28,942</u>			<u>14.9%</u>
4253 TIC TICKETS AND PRODUCE	6,022	31,240	25,218		25,218	19.3%
4255 HERITAGE APP EXPENDITURE	2,145	2,922	777	39	738	74.7%
4274 TOURISM WEBSITE	0	1,000	1,000		1,000	0.0%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	<u>8,167</u>	<u>35,162</u>	<u>26,995</u>	<u>39</u>	<u>26,956</u>	<u>23.3%</u>
Net Income over Expenditure	<u>(3,114)</u>	<u>(1,167)</u>	<u>1,947</u>			
<u>306 ACCESSIBILITY</u>						
4254 ACCESS ABLE	0	2,000	2,000		2,000	0.0%
4266 ACCESSIBILITY COSTS	0	513	513		513	0.0%
ACCESSIBILITY :- Indirect Expenditure	<u>0</u>	<u>2,513</u>	<u>2,513</u>	<u>0</u>	<u>2,513</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(2,513)</u>	<u>(2,513)</u>			
TOWN CENTRE & EVENTS :- Income	33,301	67,593	34,292			49.3%
Expenditure	112,247	205,446	93,199	6,490	86,709	57.8%
Movement to/(from) Gen Reserve	<u>(78,946)</u>					

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	33,301	67,593	34,292			49.3%
Expenditure	112,247	205,446	93,199	6,490	86,709	57.8%
Net Income over Expenditure	<u>(78,946)</u>	<u>(137,853)</u>	<u>(58,907)</u>			
Movement to/(from) Gen Reserve	<u>(78,946)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>EARMARKED RESERVES</u>						
<u>901 EARMARKED RESERVES</u>						
9001 YOUTH COUNCIL	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	97,886	97,886		97,886	0.0%
9004 SOLAR PANEL LACE HILL	22,047	28,076	6,029		6,029	78.5%
9006 SPEED WATCH	0	598	598		598	0.0%
9010 FLOOD RELIEF FUND	0	826	826		826	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	45,121	45,121		45,121	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	5,594	5,594		5,594	0.0%
9040 PARK RUN	0	89	89		89	0.0%
9045 ACCESS FOR ALL	0	251	251		251	0.0%
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	20,509	60,959	40,450	40,450	(0)	100.0%
9051 OFFICE DEVELOPMENT / FURNITURE	2,507	12,000	9,493	2,546	6,947	42.1%
9052 DEPOT EQUIPMENT PURCHASE	0	15,000	15,000		15,000	0.0%
9053 AEDs	0	420	420		420	0.0%
9054 LACE HILL REPAIRS & MAINTENANC	0	25,000	25,000		25,000	0.0%
9055 RIVER RINSE	0	250	250		250	0.0%
9057 CEMETERY LODGE REPAIRS	0	10,000	10,000		10,000	0.0%
9058 BOWLS CLUB PAVILLION REPAIRS	0	8,000	8,000		8,000	0.0%
9059 MAKING GOOD/BOUNDARY REPAIRS B	0	45,000	45,000		45,000	0.0%
9060 RIVER WARDENS	0	1,575	1,575		1,575	0.0%
9061 COVID BOUNCE BACK EVENTS	8,197	8,680	483		483	94.4%
9062 GRANTS	0	280	280		280	0.0%
9063 TWINNING	0	2,000	2,000		2,000	0.0%
9064 HOLOCAUST MEMORIAL	0	1,000	1,000		1,000	0.0%
9065 PURCHASE CEMETERY & ALLOTMENT	1,600	87,000	85,400		85,400	1.8%
EARMARKED RESERVES :- Indirect Expenditure	54,861	491,773	436,912	42,996	393,916	19.9%
Net Expenditure	(54,861)	(491,773)	(436,912)			
EARMARKED RESERVES :- Income	0	0	0			0.0%
Expenditure	54,861	491,773	436,912	42,996	393,916	19.9%
Movement to/(from) Gen Reserve	(54,861)					

Detailed Income & Expenditure by Budget Heading 30/11/2021

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	0	0	0			0.0%
Expenditure	54,861	491,773	436,912	42,996	393,916	19.9%
Net Income over Expenditure	<u>(54,861)</u>	<u>(491,773)</u>	<u>(436,912)</u>			
Movement to/(from) Gen Reserve	<u>(54,861)</u>					

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 13TH DECEMBER 2021**

Contact Officer: Paul Hodson, Town Clerk

Draft Budget 2022-2028

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 2022/2023 for Full Council to consider at the Precept meeting in January 2022.

2. Background

- 2.1. Each year committees are provided with a draft five-year budget to consider before making a recommendation to Full Council. Full Council then considers the recommendations from each committee during the Precept meeting in January, where Full Council sets both the budget for the coming financial year and the five-year budget. In setting the budget for the coming year, Full Council agrees the precept – the amount which the Town Council will raise through Council Tax. Committees are not asked to agree the general level of RPI increase or the salary increase, as these are matters for Full Council. The impact on Council Tax payers will also depend on the Council Tax base for the year.
- 2.2. for the 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 2021.
- 2.3. For information, the draft budget has been prepared assuming RPI of 3.5%, and allowing for a salary increase of 3.5%. If Full Council were to decide on different rates, the figures would be adjusted accordingly.

3. Key Changes

3.1. The following significant changes have been made to the draft budget, to meet changes already agreed by the committee (435/21):

Centre	Code	Item	2021 2022	2022 2023	Explanation
301	4220	Music In The Market	4,153	4,403	To cover increased cost of security
301	4166	Lace Hill Events	1,041	2,541	To include entertainment and facilities for "Picnic on the Pitch"
301	4211	Bandjam	3,645	4,345	To cover increased cost of security
303	1083	Fringe Week Income	-3,124	-1,624	Revised to a more realistic figure
	TBA	Remembrance Parade		1,000	To fund outdoor screen (Reduced to more realistic cost)

It is proposed to also make the following changes:

Centre	Code	Item	2021 2022	2022 2023	Explanation
301	4243	Charter Fair	3,045	4,000	To cover increased cost of removing and replacing highway fixtures
302	1005	Street Market Income	14,718	16,000	Increased income forecast
302	TBA	Market Entertainment		950	To enable 2-3 Saturday entertainments during the summer.

4. Ear-Marked Reserves

4.1. The Committee has already agreed to recommend that any underspend in the following codes by the year end is transferred to relevant ear-marked reserves (**435/21**):

Centre	Code	Item
301	4601	Christmas lights
303	4273	One off events
303	4277	War Memorial
304	4237	Youth Council budget
305	4274	Tourism Website

4.2. It is proposed to add the following budget to this list:

Centre	Code	Item
301	4212	Christmas Light Switch On
306	4254	Access Information

5. Summary of Draft Budget

	2020 / 2021		2021/22		2022/23	2023/24	2024/25	2025/26	2026/27
	Budget	Actual	Budget	Forecast					
Income	68,153	19,082	67,593	40,808	45,301	47,887	48,528	51,227	52,985
Expenditure	201,571	104,343	199,081	155,423	187,712	195,782	202,100	210,673	218,514
Total	133,418	85,261	131,488	114,615	142,411	147,895	153,572	159,447	165,528

6. Draft Budget

		2020 2021		2021/22		2022/23	2023/24	2024/25	2025/26	2026/27
		Budget	Actual	Budget	Forecast	Next Year	Year 2	Year 3	Year 4	Year 5
301	Town Centre & Events									
1,013	Hanging Baskets	410	0	416	133	431	446	461	477	494
1,028	Lace Hill Events Income	1,026	0	1,041	400	1,077	1,115	1,154	1,195	1,236
1,029	Good Endings Fair	1,000	-48	0	0	0	1,000	0	1,000	1,001
1,062	Community Fair - Table	205	0	208	208	215	223	231	239	247
1,066	Comedy Night Income	3,078	0	3,124	3,124	3,233	3,347	3,464	3,585	3,710
1,069	Charter Fair Income	6,843	0	6,946	7,013	7,189	7,441	7,701	7,971	8,250
	Total Income	12,562	-48	11,735	10,878	12,146	13,571	13,011	14,466	14,938
3,997	NI TC & E	5,960	3,680	5,234	4,747	5,400	5,589	5,785	5,987	6,197
3,998	Pension Ers TC & E	12,608	13,093	13,412	13,824	13,696	14,175	14,671	15,185	15,716
3,999	Wages & Salaries TC & E	60,567	57,648	71,826	67,000	74,340	76,942	79,635	82,422	85,307
4,042	Events Equipment	560	0	568	568	1,000	1,035	1,071	1,109	1,148
4,079	Fair Trade Promotion	410	0	416	416					

		2020 2021		2021/22		2022/23	2023/24	2024/25	2025/26	2026/27
		Budget	Actual	Budget	Forecast	Next Year	Year 2	Year 3	Year 4	Year 5
4,094	Youth Project	3,000	3,000	3,045	3,055	3,152	3,262	3,376	3,494	3,617
4,104	Town In Bloom	10,750	3,815	10,911	5,000	10,000	10,350	10,712	11,087	11,475
4,107	Pride Of Place	257	0	261	201	270	280	289	300	310
4,115	River Rinse	165	165	416	0	431	446	461	477	494
4,126	Good Endings Fair	1,000	-71	0	0	0	1,000	0	1,000	1,001
4,166	Lace Hill Events	1,026	0	1,041	400	2,541	2,630	2,722	2,817	2,916
4,201	Christmas Lights	11,286	10,355	11,455	11,000	11,856	12,271	12,700	13,145	13,605
4,202	Firework Display	5,130	64	5,207	4,400	5,800	6,003	6,213	6,431	6,656
4,203	Community Fair	410	0	416	416	431	446	461	477	494
4,205	Christmas Parade	3,900	0	3,959	3,959	4,098	4,241	4,389	4,543	4,702
4,208	Spring Fair	500	0	508	508	526	544	563	583	603
4,210	Pancake Race	80	0	81	81	84	87	90	93	96
4,211	Band Jam	3,591	0	3,645	3,555	4,345	4,747	5,163	5,594	6,040
4,212	Christmas Light Switch	2,500	0	2,538	1,500	2,627	2,719	2,814	2,912	3,014
4,213	Dog Show	495	475	502	469	520	538	557	576	596
4,216	May Day Event	50	0	51	0	53	55	57	59	61
4,220	Music In The Market	3,591	0	3,645	3,245	4,403	4,807	5,225	5,658	6,106
4,230	Scout Parade	50	0	51	51	53	55	57	59	61
4,241	Comedy Night	3,078	0	3,124	3,124	3,233	3,347	3,464	3,585	3,710
4,243	Charter Fair	10,254	0	3,045	6,673	4,000	4,140	4,285	4,435	4,590
TBA	Remembrance Parade					1,000	1,035	1,071	1,109	1,148
4,260	Twinning	2,000	0	2,030	2,030	2,101	2,175	2,251	2,329	2,411
	Total Expenditure	143,218	92,224	147,387	136,222	155,957	162,916	168,083	175,466	182,073
302	Street Market									
1,005	Street Market	14,500	15,181	14,718	16,500	16,000	16,560	17,140	17,739	18,360

		2020 2021		2021/22		2022/23	2023/24	2024/25	2025/26	2026/27
		Budget	Actual	Budget	Forecast	Next Year	Year 2	Year 3	Year 4	Year 5
1,006	Flea Market	4,500	2,183	3,500	3,800	3,623	3,749	3,881	4,016	4,157
	Total Income	19,000	17,364	18,218	20,300	19,623	20,309	21,020	21,756	22,517
4,017	Subscriptions	450	358	457	457	473	490	507	524	543
4,225	Rates	3,078	2,121	3,124	2,121	2,700	2,795	2,892	2,994	3,098
						950	983	1,018	1,053	1,090
4,235	Market Infrastructure	1,500	985	1,523	1,500	1,576	1,631	1,689	1,748	1,809
	Total Expenditure	5,028	3,464	5,104	4,078	5,699	5,899	6,105	6,319	6,540
303	Special Events									
1,020	Food Fair Income	513	0	521	521	539	558	578	598	619
1,083	Fringe Income	3,078	0	3,124	2,109	2,109	2,183	2,259	2,338	2,420
	Total Income	3,591	0	3,645	2,630	2,648	2,741	2,837	2,936	3,039
4,221	Fringe	6,000	899	6,090	5,040	6,600	6,831	7,070	7,318	7,574
4,242	Food Fair	513	362	521	521	539	558	578	598	619
4,244	Flags	600	0	609	609	830	859	889	921	953
4,273	One Off Events	1,500	698	1,000	0	1,035	1,071	1,109	1,148	1,188
4,277	War Memorial Centenary	0	0	500	0	0	0	0	0	1
4,278	Celebrate Buckingham	0	0	1,250	1,539	1,800	1,863	1,928	1,996	2,066
	Total Expenditure	8,613	1,959	9,970	7,709	10,805	11,183	11,574	11,979	12,399
304	Buckingham Town Youth Council									
4,237	Youth Council Budget	1,000	0	1,015	0	1,551	1,605	1,661	1,720	1,780
4,238	Youth Council Admin	100	0	102	0	103	107	110	114	118
	Total Expenditure	1,100	0	1,117	0	1,654	1,712	1,772	1,834	1,898

		2020 2021		2021/22		2022/23	2023/24	2024/25	2025/26	2026/27
		Budget	Actual	Budget	Forecast	Next Year	Year 2	Year 3	Year 4	Year 5
305	Tourist Information Centre									
1,084	Tic Income	33,000	1,766	33,995	7,000	10,885	11,266	11,660	12,068	12,491
	Total Income	33,000	1,766	33,995	7,000	10,885	11,266	11,660	12,068	12,491
4,253	TIC Tickets And Produce	30,780	2,548	31,240	7,100	9,185	9,506	9,839	10,184	10,540
4,255	Heritage App	6,344	4,134	750	12	776	803	832	861	891
4,274	Tourism Website	2,500	14	1,000	302	1,035	1,071	1,109	1,148	1,188
	Total Expenditure	39,624	6,696	32,990	7,414	10,996	11,381	11,779	12,192	12,618
306	Accessibility									
4,254	Access Information	3,488	0	2,000	0	2,070	2,142	2,217	2,295	2,375
4,266	Accessibility Costs	500	0	513	0	531	550	569	589	609
	Total Expenditure	3,988	0	2,513	0	2,601	2,692	2,786	2,884	2,985