



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
BUCKINGHAM. MK18 1RP

Telephone/Fax: (01280) 816 426

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Town Clerk: Mr. C. P. Wayman

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Tuesday 26th May 2015** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm.

Mr. C.P. Wayman
Town Clerk

Please note that the Town Centre & Events Committee meeting will be preceded by Public Question time in accordance with Standing Order 1.3, which will last for a maximum of 15 minutes

AGENDA

1. **Election of Chairman**
To elect a Chairman of the Committee for 2015 – 2016
2. **Election of Vice Chairman**
To elect a Vice-Chairman of the Committee for 2015 – 2016
3. **Apologies for Absence**
Members are asked to receive apologies.
4. **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.
5. **Minutes**
To receive the minutes of the Meeting held on Monday 23rd March 2015 ratified at Full Council on 11th May 2015. (TCE/07/14) **Copy previously circulated**
6. **Terms of Reference**
To discuss and agree the broad terms of reference for sub-committees; documents to be written by Town Clerk for next meeting.
6.1 Fringe Committee
6.2 Christmas Lights Committee
7. **Action List** **Appendix A**
To receive action reports and updates
8. **Venues** **Appendix B**
To receive the draft Buckingham venue list

Buckingham



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

Twinned with Mouvaux, France



9. **Budget**
To receive the latest budget figures **Appendix C**
10. **870/14 Christmas Parade Accounts TCE/07/14 (815.14)**
To receive email correspondence following a request for a complete balance sheet from the Christmas Parade Committee as requested by the Town Centre and Events Committee on 23 March 2015 and referred to the Resources Committee
Cllr Mordue commented that income was shown, in the total collected from street collections; the Parade Committee did not hold any assets and only held one current account. Cllr Mordue confirmed the balance of the account at £2724.34.
ACTION: CLLR MORDUE
Members discussed the presentation of figures and **AGREED** that although almost there, it would be useful to have brought forward and carried forward totals, and for the Parade Committee to settle the bill for the P/A system. Further information to be presented at the next TC&E committee meeting.
ACTION: TC&E AGENDA MAY 2015
Appendix D
11. **Christmas Lights Tenders**
To receive a written report from the Events Co-ordinator **TCE/02/15**
12. **Magna Carter Trail**
Verbal update from the Events Co-ordinator
13. **Christmas light switch on**
To receive and discuss a written report from the Events Co-ordinator **TCE/03/15**
14. **Advertising – Buckingham & Winslow Advertiser**
To receive a verbal report from the Events Co-ordinator
15. **Planters & Hanging Baskets**
To receive a verbal update from the Events Co-ordinator
16. **Forthcoming Events**
To receive a verbal report from the Events Co-ordinator - Dog Event
To receive a verbal update from the Events Co-ordinator Fringe Week
17. **Event Reviews**
17.1 To receive a written report from the Events Co-ordinator - Comedy night **TCE/04/15**
17.2 To receive an email about the Comedy night **Appendix E**
17.2 To receive a verbal report from the Events Co-ordinator – Music in the Market
18. **Youth Projects**
To receive a verbal update from Cllr O'Donoghue
19. **Access**
To receive a verbal report from Cllr Strain-Clark
20. **Best Kept Village**
To receive a verbal report from the Events Co-ordinator
21. **Ownership of Events** **Appendix F**
To receive the updated list and discuss changes
22. **Visitor Information Centre** **Appendix G**
To receive the latest visitor and accommodation statistics

23. Twinning
(820/14) To discuss the next Twinning Event in 2016 and agree any required actions.

24. News Releases

25. Chairman's Items

26. Date of the next meeting: Monday 13th June 2015

To:

Cllr. T. Bloomfield
Cllr. Mrs. G. Collins
Cllr. D. Isham
Cllr. A. Mahi - Chairman
Cllr. H. Mordue

Cllr. Ms. Newell
Cllr. L. O'Donoghue
Cllr. M. Smith
Cllr. C. Stain-Clark
Cllr. R. Stuchbury - Vice Chairman

Events - Action list

Appendix A

Subject	Action to be taken		Response/ Agenda no.
	Date	Action	
Memory Book	14/10/13	Prices and quantities to be agreed	Ongoing
Meeting 21/05/12			
Disabled Access to Public events		Incorporate relevant parts into Event Management plan	Ongoing Cllr Strain - Clark to assist with assessment of venues for disabled access
		Continue to look at access requirements for the less able	Ongoing Cllr Strain-Clark
	02/02/15	Deputy Town Clerk to compile list of venues within the town including disabled access details.	Draft Item - On Agenda
Meeting 25/03/13			
Magna Carta Walk	20/05/13	To obtain more information from Mr Hewitt regarding the Magna Carta Walk Agreed to support Event, Mayor, Town Crier to be involved. Arrange publicity	Mr Hewitt has confirmed approx. arrival time. Ongoing – On Agenda
Public Entertainment License		Find out if temporary license could be obtained as Council do not have a Performing Rights License	Ongoing – Deputy Town Clerk will update after rule changes

Buckingham Multi Agency Group
Buckingham Summer Youth Activities

Indoor Venue	Cost	Occupancy	Times	Disabled Access	Disabled Toilet	Comment	Contact
Buckingham Knowledge Centre							
Classroom (Next to Town Council Offices)	£20 Per Hour	Max 30	9:00 - 5:30	Automatic Entrance Door Lift Access to floor	Yes - Accessed via lift	Could be made bookable in evening	01296 387870 Adult Education
Mezzanine Room	Free	Max 40	9:00 - 5:30	Automatic Entrance Door Lift Access to floor	Yes - Accessed via lift	Visitors to be buzzed in	Buckingham Library 01280 813065
Royal Latin School							
Main Hall	£25 Per Hour	Max 270	18:00 - 20:45	Easily accessible	Female disabled toilet only	Bookable on weekends & holidays	Debbie Donoghue
Gym	£25 Per Hour	Unknown	18:00 - 20:45	Easily accessible		Bookable on weekends & holidays	Debbie Donoghue
Sports Hall	£20 Per Hour	Max 40	18:00 - 20:45	Easily accessible	Available at various points in the school - Not close to venue	Bookable on weekends & holidays	Debbie Donoghue
Confidence Room	£20 Per Hour	Max 60	18:00 - 20:45	Easily accessible		Bookable on weekends & holidays	Debbie Donoghue
Classrooms	£15 Per Hour	Max 30	18:00 - 20:45	Easily accessible for ground floor classrooms		Bookable on weekends & holidays	Debbie Donoghue
Lecture Theatre	£25 Per Hour	Max 186	18:00 - 20:45	Easily accessible	Yes - Easily Accessed	Bookable on weekends & holidays	Debbie Donoghue
The Buckingham School							
Jubilee Hall/Humanities Hall	£25 Per Hour (Sat £40/Sun £45)	Max 200	18:00 - 22:00	Ramp to main entrance of school	Yes - Accessed via Ramp	Not available Fridays - Available holidays	Joanne Wilson
Conference Facilities	£20 Per Hour (Sat £35/Sun £40)	Seats 16	18:00 - 22:00	Ramp to main entrance of school	Yes - Accessed via Ramp	Not available Fridays - Available holidays	Joanne Wilson
Main Hall	£20 Per Hour (£25 with seating)	Max 300	18:00 - 22:00	Ramp to main entrance of school		Not available Fridays - Available holidays	Joanne Wilson
Dance Studio	£25 Per Hour (Sat £40/Sun £45)	Max 25	18:00 - 22:00	Ramp to main entrance of school	Available at various points in the school - Not close to venue	Not available Fridays - Available holidays	Joanne Wilson
Queens Hall (Sports Hall)	£25 Per Hour (Sat £40/Sun £45)	Sport Dependant	18:00 - 22:00	Ramp to main entrance of school		Not available Fridays - Available holidays	Joanne Wilson
Drama Studio	£20 per Hour (Sat £35/Sun £40)	Max 25	18:00 - 22:00	Ramp to main entrance of school		Not available Fridays - Available holidays	Joanne Wilson
Classroom	£15 Per Hour (Sat £35/Sun £40)	Max 30	18:00 - 22:00	Available Classrooms on ground floor		Not available Fridays - Available holidays	Joanne Wilson
Sports Field	£25 Per Hour	Sport Dependant	18:00 - 22:00	Yes	No	Not available Fridays - Available holidays	Joanne Wilson
MUGA	£25 Per Hour (Sat £40/Sun £45)	Sport Dependant	18:00 - 22:00	Yes	No	Not available Fridays - Available holidays	Joanne Wilson
School Equipment	£5 per Session	NA	18:00 - 22:00	NA	NA	Not available Fridays - Available holidays	Joanne Wilson
Buckingham Community Centre							
Large Hall	£49 Per Hour	Max 452	09:00 - 23:00	Building based on one level with easy access for wheelchairs/scooters/prams	Yes - Easily Accessed	Discount of 10/20% negotiable	Terry Bloomfield
Small Hall	£33 Per Hour	Max 81	09:00 - 23:00			Discount of 10/20% negotiable	Terry Bloomfield
Both Halls	£65 Per Hour	Max 614	09:00 - 23:00			Discount of 10/20% negotiable	Terry Bloomfield
Buckingham University							
Radcliffe Centre (Lecture Theatre)	£80 Per Hour	Max 150	09:00-23:00	Easy access and disabled seating area	Yes - Easily Accessed	£200 Morning/Afternoon £400 per day	Gaynor Oliver
Ian Fairbank (Lecture Theatre)	£80 Per Hour	Max 186	09:00-23:00	Disabled Access Confirmed by Uni	Yes	£200 Morning/Afternoon £400 per day	Gaynor Oliver
Sunley (Lecture Theatre)	£40 Per Hour	Max 54	09:00-23:00	Disabled Access Confirmed by Uni	Yes	£150 Morning/Afternoon £300 per day	Gaynor Oliver
Buckingham Athletic Club							
Function Room (Tables & Seating)	£13.50 Per Hour	Max 100	9:00 - 23:00	Ramped entrance	Yes - Combined W/C	Monday to Thursday only (Inc Kitchen)	Tony Checkley
Function Room (Tables & Seating)	£100	Max 100	19:00 - 23:00			Fridays (Inc Kitchen)	Tony Checkley
Buckingham Old Guild							
Gallery	£21 Per Hour/£99 Per Day	Max 25	10:00-18:00			Charity - £5 Per Hour/£39 Per Day	Mike Smith
Whole Yard	£32 Per Hour/£59 Per Day	Max 50	10:00-16:00	Access via shop entrance	Yes - Combined W/C	Charity - £11 Per Hour/£55 Per Day	Mike Smith
Whole Yard (Evening)	£42 Per Hour (Catering Fee £21)	Max 50	16:00 - 23:00			Charity - £11 Per Hour	Mike Smith
Whole Yard (Evening Event Package)	£189	Max 49	16:00 - 23:00			Charity - £55	Mike Smith
Well Street Centre							
Dinning Room (Full Hire)	£40 Per Hour	Max 100	09:00 - 22:00	Fully Accessible	Yes - Multiple	Limited Parking Available	Caroline Pointer
Dinning Room (Half Hire)	£30 Per Hour	Max 50	09:00 - 22:00				Caroline Pointer
Training Kitchen	£25 Per Hour	Max 10	09:00 - 22:00				Caroline Pointer
Meeting Room	£20 Per Hour	Max 15	09:00 - 22:00				Caroline Pointer
Other Town Centre Locations							
Buckingham Town Council Chamber	£6 Per Hour (£3 Per Hour Charity)	Max 25	09:00 - 21:00	On One level, however narrow doors	No - Difficult access		Town Council
Awaiting Confirmation							
Salvation Army - Moreton Road	Free	Max 20	09:00 - 18:00	Easily accessible	Yes	Facility aimed at toddlers	Elizabeth Martin
Grenville Childrens Centre	£10 Per Hour	Max 60	09:00 - 22:00	Very accessible - Purpose designed	Yes - Several	Morning bookings only	Erk Unditz
Well Street Church							
Awaiting Confirmation							
Buckingham Rugby Club	£200 per evening (Council Discount)	Max 200	09:00 - 24:00	No disabled access - Use of service elevator only	Yes	Staff assistance needed for disabled access	lean Rush
Old Town Hall							

19/05/2015

Buckingham Town Council

10:17 Detailed Income & Expenditure by Budget Heading 30/04/2015

Page No 1

Month No : 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<u>TOWN CENTRE & EVENTS</u>								
<u>301</u>	<u>TOWN CENTRE & EVENTS</u>							
4078	0	0	200	200		200	0.0 %	
4079	106	0	432	432		432	0.0 %	
4094	1,908	0	2,000	2,000		2,000	0.0 %	
4104	5,113	0	6,887	6,887		6,887	0.0 %	
4107	244	15	250	235		235	6.0 %	
4115	136	0	400	400		400	0.0 %	
4201	10,666	0	10,000	10,000		10,000	0.0 %	
4202	3,621	0	4,000	4,000		4,000	0.0 %	
203	333	0	500	500		500	0.0 %	
4205	2,998	0	3,000	3,000		3,000	0.0 %	
4208	0	0	500	500		500	0.0 %	
4209	290	0	300	300		300	0.0 %	
4210	59	0	75	75		75	0.0 %	
4211	3,128	0	3,150	3,150		3,150	0.0 %	
4212	210	0	300	300		300	0.0 %	
4213	0	0	300	300		300	0.0 %	
4215	400	0	600	600		600	0.0 %	
4216	42	0	50	50		50	0.0 %	
4220	3,639	3,356	3,700	344		344	90.7 %	
4228	300	0	1,070	1,070		1,070	0.0 %	
4241	4,653	0	5,000	5,000		5,000	0.0 %	
4243	1,799	0	1,800	1,800		1,800	0.0 %	
	TOWN CENTRE & EVENTS :- Expenditure	39,646	3,371	44,514	41,143	0	41,143	7.6 %
1013	400	0	500	-500			0.0 %	
1062	250	0	300	-300			0.0 %	
1063	98	0	150	-150			0.0 %	
1066	3,077	0	4,000	-4,000			0.0 %	
1069	5,967	0	6,000	-6,000			0.0 %	
	TOWN CENTRE & EVENTS :- Income	9,792	0	10,950	-10,950			0.0 %
	Net Expenditure over Income	29,853	3,371	33,564	30,193			
<u>302</u>	<u>STREET MARKET</u>							
4017	318	0	330	330		330	0.0 %	
4225	3,627	0	4,000	4,000		4,000	0.0 %	
4226	4,487	0	4,000	4,000		4,000	0.0 %	
4235	5,044	0	2,500	2,500		2,500	0.0 %	
	STREET MARKET :- Expenditure	13,476	0	10,830	10,830	0	10,830	0.0 %

Continued on Page No 2

Month No : 1

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1005	STREET MARKET	19,045	1,363	21,000	-19,637			6.5 %
1006	FLEA MARKET	4,264	462	5,000	-4,538			9.2 %
1007	CONTINENTAL MARKET	288	0	600	-600			0.0 %
	STREET MARKET :- Income	23,597	1,825	26,600	-24,775			6.9 %
	Net Expenditure over Income	-10,122	-1,825	-15,770	-13,945			
<u>303</u>	<u>SPECIAL EVENTS</u>							
4242	FOOD FAIR	379	0	1,200	1,200		1,200	0.0 %
4260	TWINNING	854	0	2,000	2,000		2,000	0.0 %
	SPECIAL EVENTS :- Expenditure	1,233	0	3,200	3,200	0	3,200	0.0 %
1020	FOOD FAIR INCOME	425	0	450	-450			0.0 %
	SPECIAL EVENTS :- Income	425	0	450	-450			0.0 %
	Net Expenditure over Income	808	0	2,750	2,750			
<u>305</u>	<u>PUBLIC CONVENIENCES</u>							
4054	INSTALLATION NEW TOILETS	0	0	121,000	121,000		121,000	0.0 %
	PUBLIC CONVENIENCES :- Expenditure	0	0	121,000	121,000	0	121,000	0.0 %
1080	NHB GRANT TOILETS	0	0	121,000	-121,000			0.0 %
	PUBLIC CONVENIENCES :- Income	0	0	121,000	-121,000			0.0 %
	Net Expenditure over Income	0	0	0	0			
	TOWN CENTRE & EVENTS :- Expenditure	54,354	3,371	179,544	176,173	0	176,173	1.9 %
	Income	33,815	1,825	159,000	-157,175			1.1 %
	Net Expenditure over Income	20,539	1,546	20,544	18,998			

Month No : 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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PARTNERSHIPS

505	<u>AYLESBURY VALE SHORTFALL</u>						
4219	BUCKINGHAM FRINGE	8,727	21	12,000	11,979	11,979	0.2 %
5001	TIC GRANT	25,000	0	26,000	26,000	26,000	0.0 %
5003	VALE OF AYLESBURY PLAN	2,500	0	0	0	0	0.0 %
	AYLESBURY VALE SHORTFALL :- Expenditure	36,227	21	38,000	37,979	0	0.1 %
1065	BUCKINGHAM FRINGE INCOME	3,763	0	8,000	-8,000		0.0 %
1068	COUNCIL TAX TOP UP GRANT	27,192	0	0	0		0.0 %
	AYLESBURY VALE SHORTFALL :- Income	30,955	0	8,000	-8,000		0.0 %
	Net Expenditure over Income	5,272	21	30,000	29,979		
	PARTNERSHIPS :- Expenditure	36,227	21	38,000	37,979	0	0.1 %
	Income	30,955	0	8,000	-8,000		0.0 %
	Net Expenditure over Income	5,272	21	30,000	29,979		

Month No : 1

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>EARMARKED RESERVES</u>								
901	<u>EARMARKED RESERVES</u>							
9006	NAG	78	0	1,598	1,598		1,598	0.0 %
9009	CAPITAL RESERVE	0	0	110,000	110,000		110,000	0.0 %
9011	WAR MEMORIAL	750	0	931	931		931	0.0 %
9012	CHRISTMAS LIGHTS	0	0	4,369	4,369		4,369	0.0 %
9013	YOUTH PROJECTS	0	0	3,270	3,270		3,270	0.0 %
9015	CHARTER FAIRS	0	0	11,140	11,140		11,140	0.0 %
9018	REPAIR OF FOOTPATHS	28,035	0	5,931	5,931	2,965	2,966	50.0 %
9019	MEMORIAL TESTING	2,663	0	2,874	2,874		2,874	0.0 %
925	PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9026	TRIM TRAIL	4,810	0	0	0		0	0.0 %
9027	GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029	CIRCULAR WALK MAINT	8,894	0	5,247	5,247		5,247	0.0 %
9030	TOURISM LEAFLETS	524	0	3,402	3,402		3,402	0.0 %
9031	YOUTH MUSIC EVENT	0	0	1,200	1,200		1,200	0.0 %
9032	BUCK NEIGHBOURHOOD DEV	10,242	0	18,601	18,601		18,601	0.0 %
9033	DESTINATION BUCKINGHAM	4,631	0	4,815	4,815		4,815	0.0 %
9034	RIVER AND POND MAINTENANCE	0	0	5,000	5,000		5,000	0.0 %
9035	PARKS DEVELOPMENT	14,315	0	32,129	32,129	11,355	20,774	35.3 %
9036	ELECTION COSTS	0	0	6,000	6,000		6,000	0.0 %
9037	JUBILEE BOOK	0	0	1,600	1,600		1,600	0.0 %
9038	NEW VEHICLE	0	0	10,000	10,000		10,000	0.0 %
9039	BARRIERS FOR EVENTS	0	0	3,168	3,168		3,168	0.0 %
9040	PARK RUN	-250	0	0	0		0	0.0 %
9041	MVAS	-1,177	0	0	0		0	0.0 %
9042	HOSTING OF TWINNING EVENT	0	0	2,000	2,000		2,000	0.0 %
9043	NEW BAGS AND LEAFLETS	0	0	1,532	1,532		1,532	0.0 %
9044	COMEDY NIGHT	0	0	2,057	2,057		2,057	0.0 %
	EARMARKED RESERVES :- Expenditure	73,515	0	254,211	254,211	14,320	239,891	5.6 %
1070	DESTINATION BUCKINGHAM	10,000	0	0	0			0.0 %
	EARMARKED RESERVES :- Income	10,000	0	0	0			
	Net Expenditure over Income	63,515	0	254,211	254,211			
<hr/>								
	EARMARKED RESERVES :- Expenditure	73,515	0	254,211	254,211	14,320	239,891	5.6 %
	Income	10,000	0	0	0			0.0 %
	Net Expenditure over Income	63,515	0	254,211	254,211			

Buckingham Christmas Parade Balance sheet 2014

Income

Opening balance 28th Oct 2014
 Aldi
 Waitrose street collection 29 Nov
 M & Co collection 29th Nov/Dec
 Bucking Town Council
 Waitrose Community Matters

2121.99
 91.49
 97.29
 27.86
 2975
 347

Outgoings

Stamps
 Andy Uniform
 Jeff Travel
 Milton Keynes Pipe Band
 The Oxford Caledonian Pipe band
 The Shires RBL Youth Band
 Brackley and district Band
 The Earl of Northampton
 Black Diamonds Majorettes
 Christmas Parade Signs
 Cash prizes
 Rosettes
 Circus unlimited Mr J Mount
 Phillips Print Patrick
 Stottex Ltd Buckets
 High Viz Vests
 Ted for uniforms
 Seahawks
 PA system BTC
 Frame Art Display
 Photographer
 Swan 138.95 + 72.21

5.35 Paid
 18 Paid
 185 Paid
 360 Paid
 350 Paid
 250 Paid
 350 Paid
 90 Paid
 80 Paid
 £82 Paid
 445 Paid
 106.44 Paid
 200 Paid
 18.84 Paid
 24.85 Paid
 189.6 paid
 77 Paid
 6 Paid
 80 Paid
 100 paid
 211.16 Paid
 3229.24
 2431.39

Closing balance

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
TUESDAY 26th MAY 2015.**

Agenda item no.: 11

Contact Officer: Amanda Brubaker

Christmas Lights in Buckingham

The three year contract for hire of the Christmas lights came to an end last year and we have gone out to tender for another three years.

The Christmas lights will be placed in the same positions as before in the town centre. Installation and storage will be carried out by Sparkx Electrical and this would be an extra cost for which we have budgeted for on top of the hire of new lights.

At the end of the 3 year contract there would be an option to renew the contract and hire new lights which would keep the display current and fresh as trends change.

A comprehensive quotation with illustrations from the companies we invited to tender has been attached to the agenda and a brief description follows.

Company One

Snowflake Sail 2.3m high x 0.6m wide

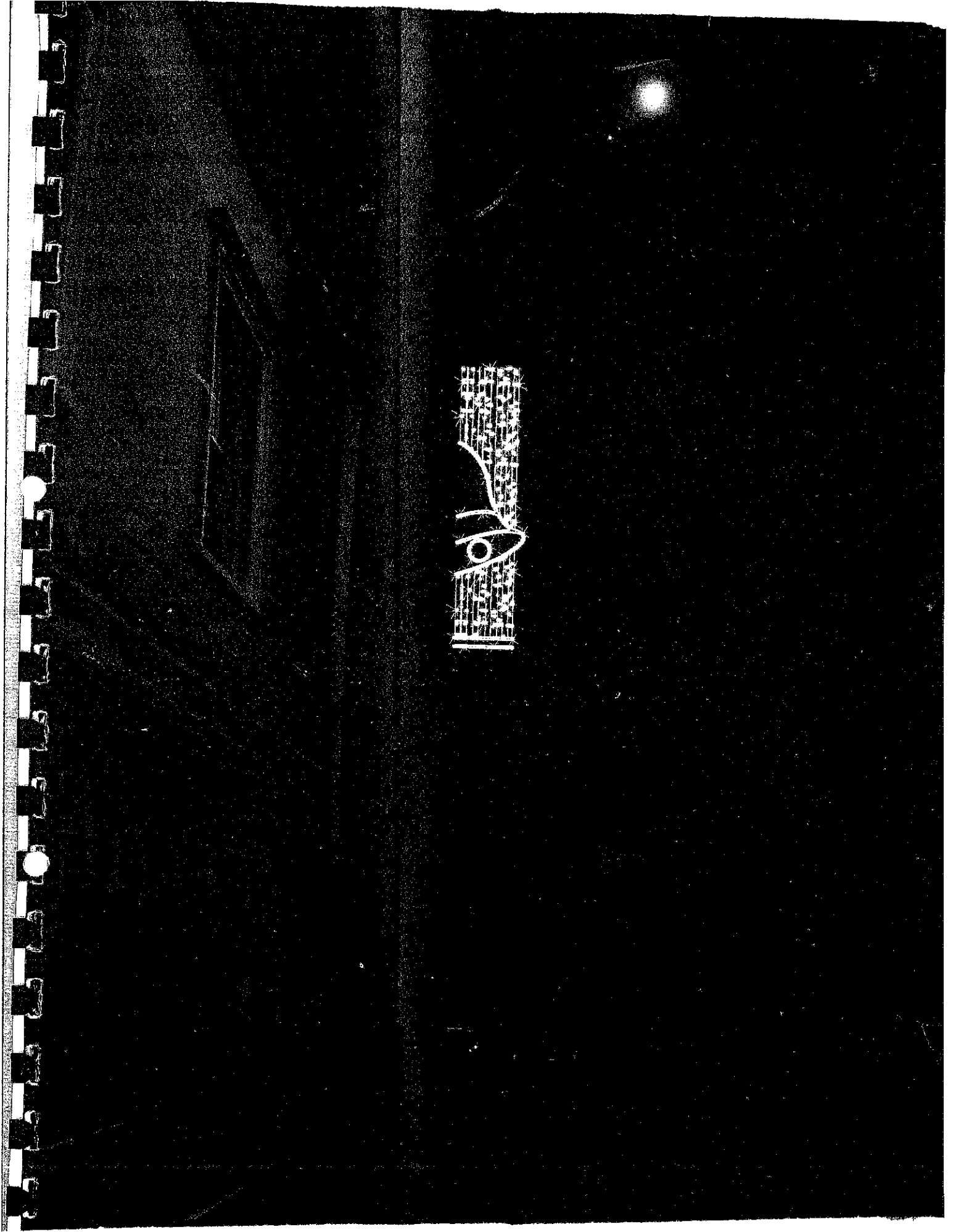
Unit price £135.00 x 10 £1,350.00

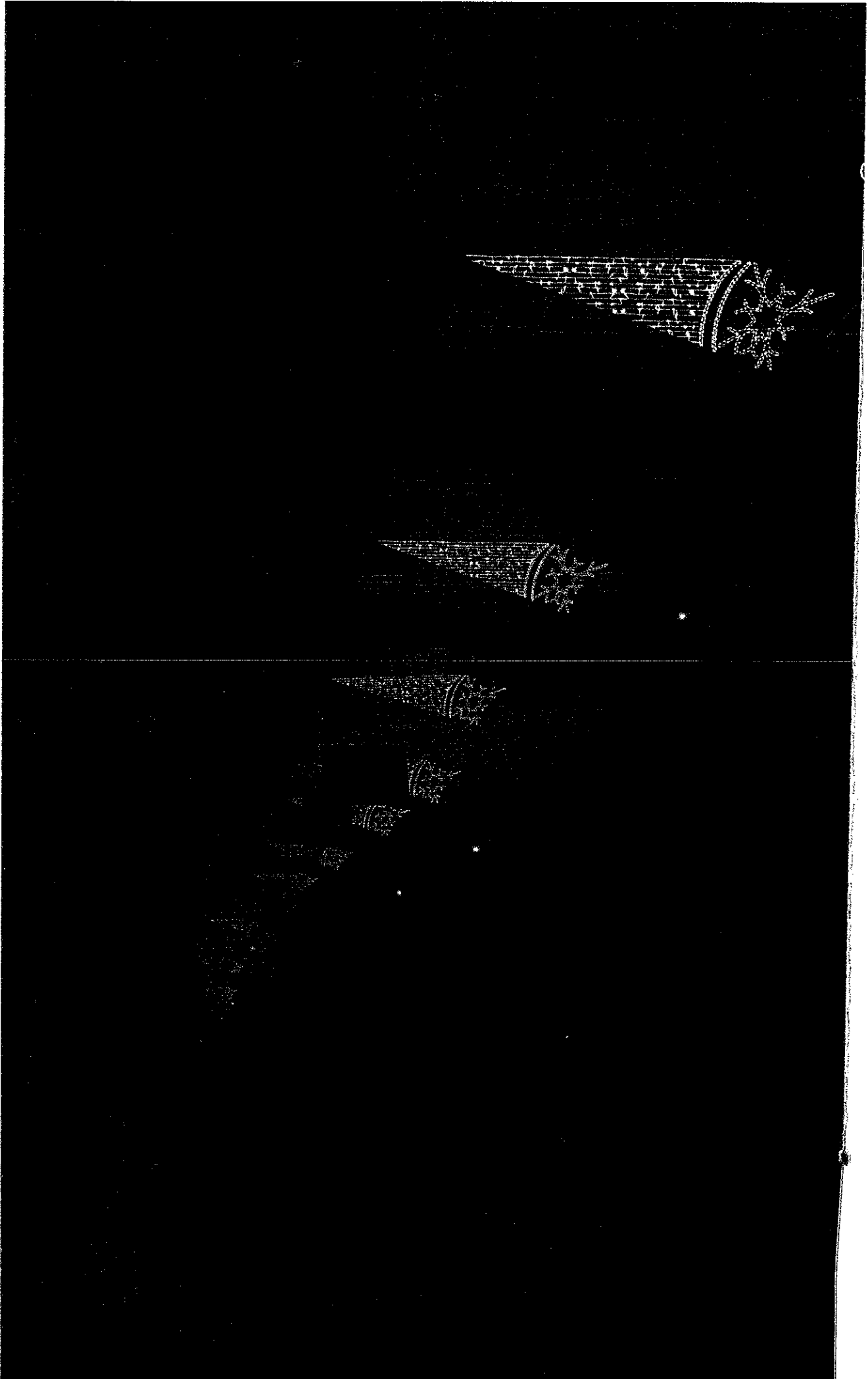
Christmas Bell 2.0m high x 0.6m high

Unit price £140.00 x 10 £1,400.00

Total Cost £2,750.00

Hire charge x 3 years £2,750.00 per annum





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Company Two

Stars & Crosses 2m high x 0.7m wide with animated blue minibulbs

Unit Price	£295.00 x 10	£2,950.00
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Crosses & Minibulbs 2.25m high x 0.8m wide animated blue minibulbs

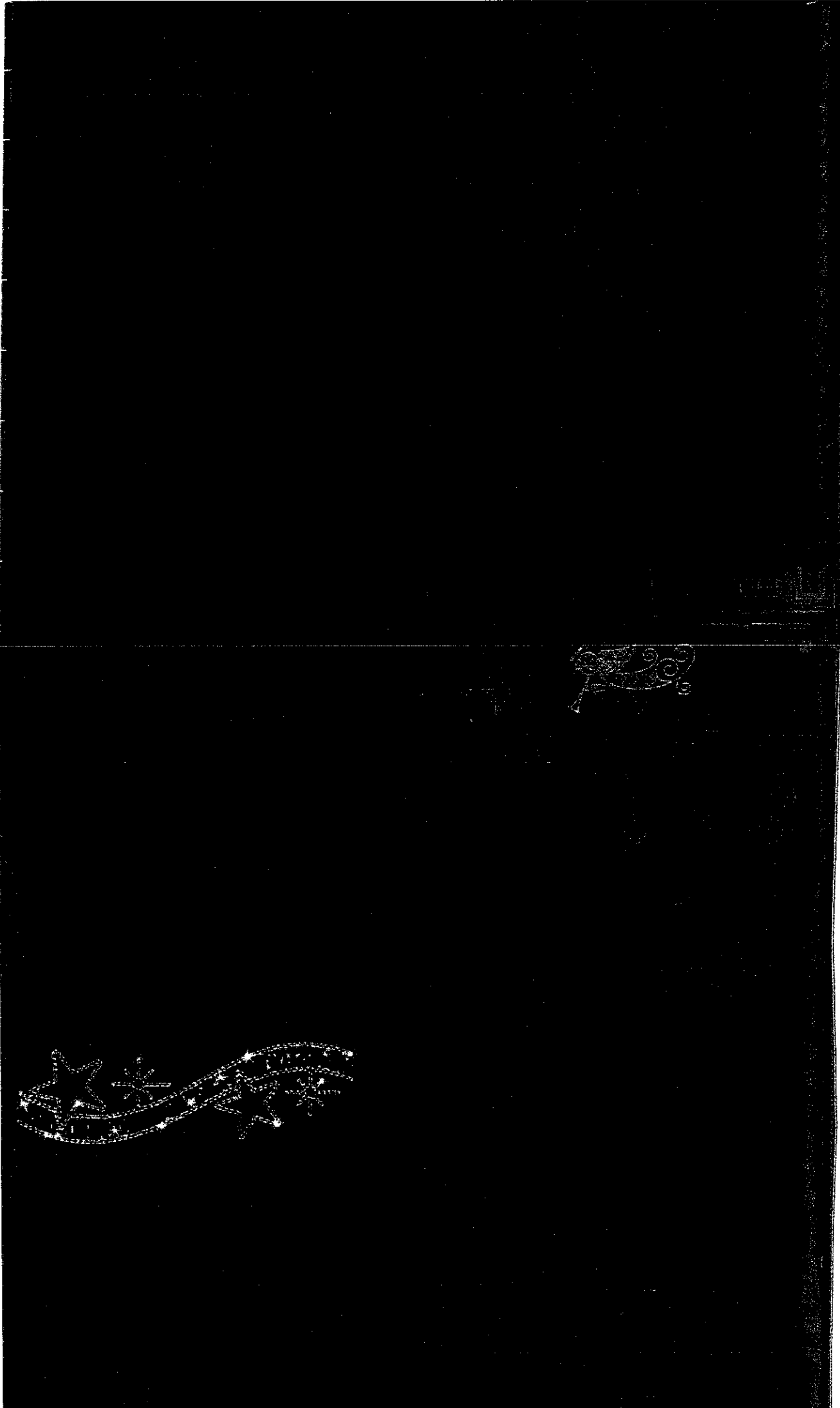
Unit Price	£395.00 x 11	£4,345.00
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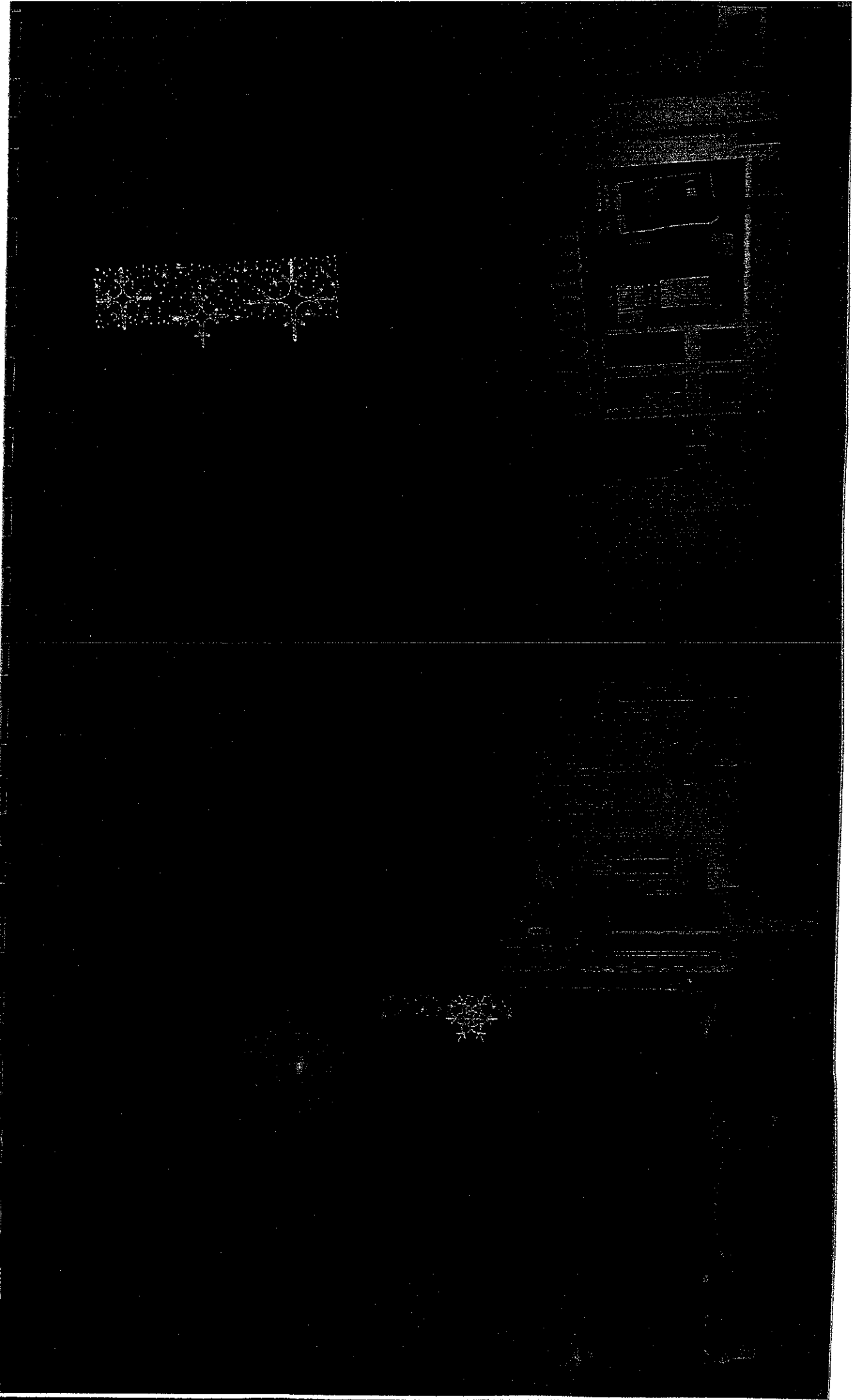
Total Cost		£7,295.00
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3 Year Hire service per year		£2,432.00 per annum
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The total cost for this Company includes brackets and fixings which we do not require.

The 3 year hire service per year does not include the brackets and fixings and would be the actual cost.





Company Three

Baguette Magique 2m high x 0.95 L

Unit Price	£139.99 x 10	£1,399.99
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Ligne Blue 2m high x 0.70m L

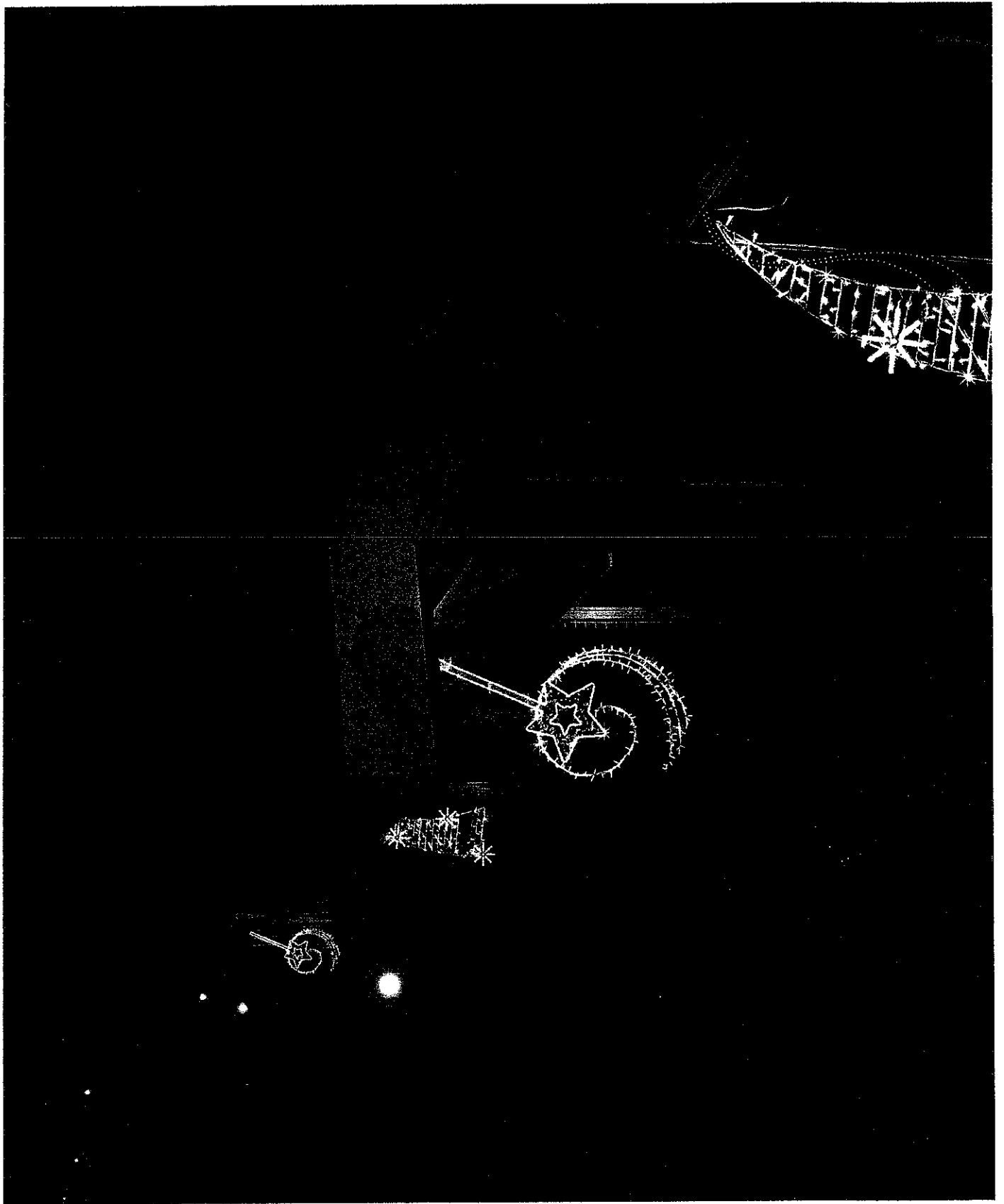
Unit Price	£140.00 x 10	£1,400.00
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Total Cost		£2,800.00
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3 year hire service per year		£2,800.00 per annum
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Officer Recommendation:

I recommend that we go with Company 2 as the cost over the 3 year contract is £900 cheaper than last year's cost and the lights will fit in nicely with the current icicle lights.



**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
TUESDAY 26th May 2015**

Agenda item no. 11

Contact Officer: Amanda Brubaker

Christmas Light Switch On 28th November 2015

Background

Last year's Christmas Light Switch On was a great success and it is estimated approx. 500 people were in attendance. Following various conversations and viewing the attached picture, taken from the Old Gaol, it was decided to review the event to see how best to continue it's success and enhance the experience for the audience.

In January we were approached by a member of the public, Mr Lionel Weston, who had attended the event and was impressed. However, Mr Weston found that from where he was standing he could not hear or see the speakers or choir. This was echoed in other comments given to officers. Mr Weston, who has experience running community events, offered suggestions that he felt would help improve the event for the audience, including an elevated stage and the repositioning of speakers.

Cllr. M Smith (lead Councillor for the event) the Deputy Town Clerk and Events Coordinator met with Lionel Western and Richard Watkins, who does the sound, stage and lighting for the Comedy Nights and Music in the Market to discuss the event and suggested changes.

Suggested New Format

Currently event participants gather round the front door of the Old Gaol and the children's choir by the Christmas tree. The Winslow concert band is seated on the cobbles in the parking bay.

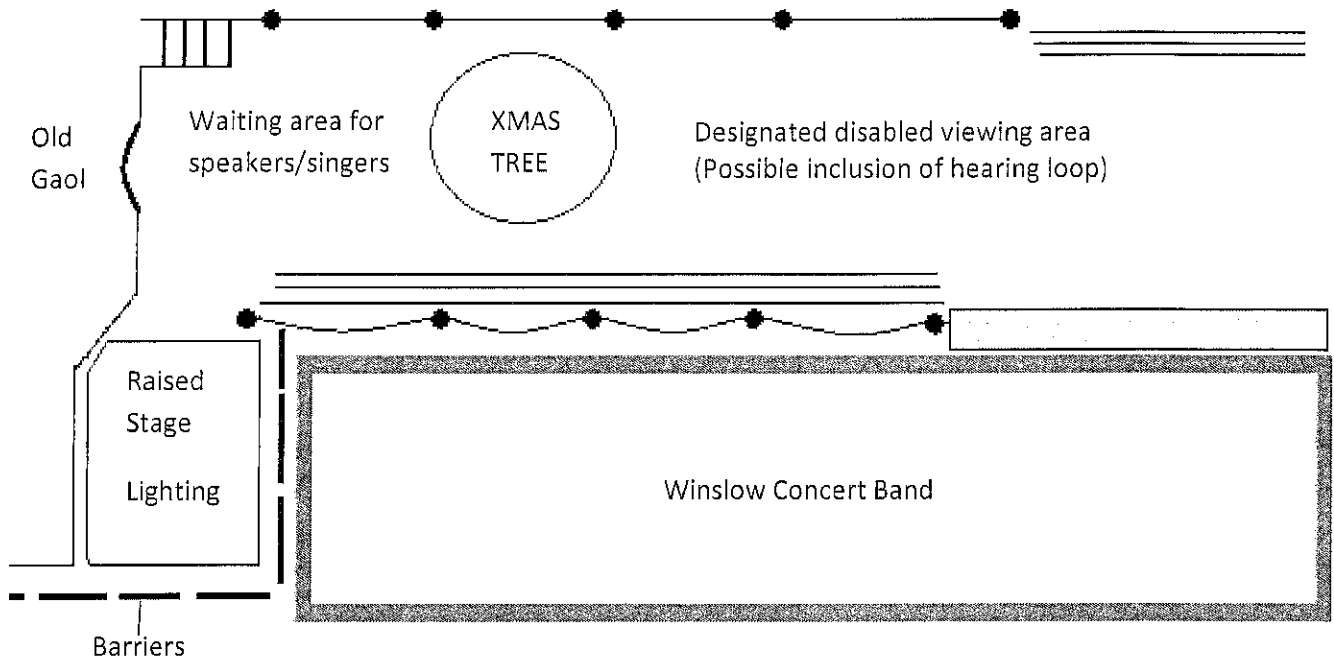
It is suggested that a 16 inch raised stage be erected on the pavement area to the left of the front door of the Old Goal facing up towards the pet shop. **Please see the below plan.** This would help provide a visible focus point for the audience in a position which can be seen by a greater number of people.

The choir and those doing the readings will be on stage only when it is their turn and would stand at the side of the stage by the Old Gaol doors when not required on stage.

The Winslow Concert Band would remain in the same place as previous years.

A disabled persons viewing area could then be cordoned off by the Christmas tree, this area can also include a hearing loop which can be advertised to the audience.

New Format Plan



Current Event Costs

Xmas Light Switch On Budget	£300
Events PA Budget (Xmas Switch on portion)	£200
Total Budget for Event	£500
Cost of Hiring Winslow Concert Band	-£200
Cost of PA System (Separate Events PA Budget Code)	-£200
Total Cost of Event	£400

Costs for New Format

Mr Watkins has put together a quote for stage, lighting and sound and this is attached. A hearing loop has also been included in the quote which we do not have to go with.

Provision	Details	Cost (£)
Provision of Sound System	Radio mic for speeches/guest celebrity 3off special choir mics for main stage area Connection for keyboard/electric piano Connection for iPod/CD player 2off speakers by Old Gaol Repeater speaker on upper service road by Bartlett's All necessary audio cabling	£150

	<i>Experienced sound engineer and assistant</i>	
Provision of Hearing Loop	Temporary hearing loop installation in disabled persons' area by Christmas tree Hearing loop amplifier Hearing loop field strength meter/listener Connection to main PA	£25 <i>(Trial price applicable for this event only)</i>
Provision of Raised Stage	16' x 12' heavy duty raised stage (approximately 16" high) Adjustable stage legs to accommodate sloping ground levels Provision of guardrails for rear of stage plus kickboards for front and side of stage Single step at Old Gaol end	£150
Provision of Stage Lighting	2off lighting towers 2off lighting bars 2off LED flood lights (non switchable)	£25
Provision of Electric Cabling	Mains power run in Ceeform cabling resistant to IP44 RCD protection at commencement of cabling run(s)	Free (included in above prices)
Total Price		£350
Discounted Price		£315
We are mindful of the need to contain budget spend and we are prepared to offer a package price (no VAT to be added) for the provision of all 5 items listed above.		
Additional information		
a) We hold Public Liability Insurance in the sum of £5m		
b) All of our mains powered electrical equipment is subject to regular PAT testing for electrical safety. Certificates are available for inspection, on request.		
Including the cost of the Winslow Concert Band the event cost would total		£515

Recommendation

Based on the volume of people that attended the event last year I recommend that we go ahead with Mr Watkins quote for stage, lighting and sound.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
Tuesday 26th May 2015**

Agenda item no.

Contact Officer: Amanda Brubaker

Comedy Night Sunday 17th May 2015

The acts for the Comedy night entertained a smaller than usual audience with lots of humour and magic. The comedian asked who was a regular and if there were any new people there and I was pleased to see that we had attracted not only some of our regulars but some newcomers as well. It was also noted that some of the audience members were younger than the normal age group we get.

The MC for the evening did a wonderful job and had everyone laughing when he talked about the antics of his three year old daughter and later on about his trip to the Doctors.

Two new comics Jack Campbell and Tom Lucy who is only 18 years old went down very well with the audience.

The main act Comedian and Magician Pete Firman entertained the audience with some magic as well as comedy and involved a member of the audience assisting him with a rope trick and another member of the audience handing over a £20 note on which he was asked to write his name. The magician burnt the note, but somehow it ended up in the magician's wallet intact in a sealed envelope.

Speaking to the comedians at the end of the night and explaining that the audience numbers were lower than normal, they said that it was a great audience and that it did not matter what the size was.

An announcement was made informing everyone that Shappi Khorsandi was going to be here on 14th June and a poster was displayed on the bar. Two tickets for Shappi were sold after that.

Three weeks ago I was informed by The Old Gaol that The Woolpack was hosting a Comedy night two days before ours. I spoke to the landlord and he said that he did not know we were holding one. Apparently an agent had approached them and asked if they could host a comedy night. From what I understand this is going to be a monthly thing.

The Woolpack has assured me that their Comedy Night in June will not affect the Fringe Week.

Recommendation

Based on the information from the Woolpack I have spoken to the agent that we get our Comedians from and he said not to worry as a lot of places do this when a Comedy Night is successful in the town. He googled The Woolpack to see what Comedians they were getting and he said that they were not people he would send us.

I recommend that after the Shappi Khorsandi Comedy Night on Sunday 14th June that we review the ticket sales but continue with the event until the end of this financial year and then review the situation again to see if we should continue into the next financial year.

Amanda Brubaker

From: Richard Watkin
Sent: 18 May 2015 22:57
To: Amanda Brubaker
Subject: Comedy Night 17th May
Attachments: Buckingham Comedy Night 2015016.doc

Hi there Amanda

Good to see you and the rest of the Council team at last night's Comedy Show.

Curiously, I thought last night's show went pretty well.

All four comics really engaged with the audience. I particularly liked the way Rob Rouse handled the size of the audience issue and got people laughing from the off. Remember they will all be used to playing small clubs.

All the material was good, even the stuff from the youngster, and not too ridden with swear words.

Nice to see something different with Paul Firman doing some magic tied in with the comedic theme.

And good to see the doorman Mark coming on stage and taking it all in very good heart!

Also good to see a new profile of audience, particularly younger and also several groups of females only. Interesting that, bearing in mind you had local competition on Friday night, catering for the same audience make up.

So a potential seedcorn market for future nights?

Yet our older/regular supporters seemed to be missing for once?

I overheard one of the women (from the aforementioned all women group) say it was "a really good night and just a shame there weren't a few more people here".

Linda also heard comments such as "brilliant", "fab evening", "all of them were really good", "great show" as she cleared the stage.

And nice to see the room filling from the front rows for a change!

So all in all a number of good factors in play last night, and perhaps just a blip on the audience numbers - let's see what Shappi delivers for you next month.

Our invoice is attached.

See you on Sunday for Music in the Market.

All the very best

Richard & Linda

EVENTS 2015

Event	Lead Cllr	Deputy
June		
Sat 13th Fringe Week - Roald Dahl Festival Workshop	Andy Mahi	Robin Stuchbury
Sun 14th Fringe Week - Comedy Night	Andy Mahi	Robin Stuchbury
Mon 15th Fringe Week		
Tues 16th Fringe Week - Oxford Fiddle Group	Andy Mahi	Robin Stuchbury
Weds 17th Fringe Week - Youth Project	Lisa O'Donoghue	Andy Mahi
Thurs 18th Fringe Week - Karaoke night	Andy Mahi	Jon Harvey/Robin Stuchbury
Fri 19th Fringe Week - Fiery Flamenco	Andy Mahi	
Sat 20th Fringe Week - Buckingham Chic Day/Colin Saunders Music Night	Robin Stuchbury (Music Night)	
July		
Sun 12th Dog Event		
TBC	Terry Bloomfield	
August		
Sun 30th Bandlam	Robin Stuchbury	Andy Mahi/Terry Bloomfield
September		
Sun 13th River Rinse		
October		
Sun 4th River Rinse	Terry Bloomfield	
Fri 16th Charter Fair	Robin Stuchbury	Andy Mahi
Fri 23rd Local Democracy Week	Robin Stuchbury	Andy Mahi
TBC	Lisa O'Donoghue	
Sat 31st Best Dressed Guy Competition		
Sat 31st Bonfire & Fireworks	Andy Mahi	
November		
Sat 28th Christmas Light Switch On	Mike Smith	
December		
Sat 12th Christmas Parade	Howard Mordue	
Sat 12th Community Fair	Rob Lehmann	Terry Bloomfield

Please note that we will not be putting on events every day of the Fringe week, as other organisations like to get involved.

TIC Daily Enquiries 14/15

Buckingham MONTHLY VISITOR & ACCOMMODATION STATISTICS 2014-15

Buckinghamham	Personal		Postal Letters received	Telephone		Fax	Email	Total number of enquiries	Local bookings		Incoming BABA		Outgoing BABA					
	Walk-in visitors	Walk-in overseas visitors		Calls received	Faxes received				Enquiries received	Local bookings	Telephone bookings	Incoming BABA Bookings	Incoming BABA Bed nights	Incoming BABA People booked	Incoming BABA value	Value of local bookings & BABA In	Outgoing BABA Bookings	Outgoing BABA Bed nights booked
April	2,446	93	0	103	0	2	2,644	0	0	0	0	0	0	0	0	0	0	0
May	2,890	112	0	121	0	9	3,132	1	2	0	0	0	0	0	0	0	0	0
June	2,370	128	0	151	0	5	2,654	1	4	2	2	0	0	0	0	0	0	0
July	2,726	232	0	128	0	2	3,088	0	0	0	0	0	0	0	0	0	0	0
August	2,896	221	0	111	0	7	3,235	0	0	0	0	0	0	0	0	0	0	0
September	2,843	147	1	129	0	3	3,123	2	0	4	4	0	0	0	0	0	0	0
October	2,673	64	0	125	0	0	2,862	0	0	0	0	0	0	0	0	0	0	0
November	2,096	42	0	96	0	2	2,236	0	0	0	0	0	0	0	0	0	0	0
December	1,776	38	0	81	0	2	1,897	1	4	2	2	0	0	0	0	0	0	0
January	2,325	42	2	123	0	4	2,496	0	0	0	0	0	0	0	0	0	0	0
February	2,029	67	0	91	0	4	2,191	0	0	2	2	0	0	0	0	0	0	0
March	2,521	62	0	114	0	2	2,699	1	0	1	1	0	0	0	0	0	0	0
Total	29,593	1,248	3	1,373	0	40	32,257	6	16	11	670.00	0	0	0	0	0	0	0.00

DATE	Adults	Children	Families		TOTAL	TOURIST INFORMATION CENTRE				
			Tickets*	Number		UK Local	Wider UK	Overseas	TOTAL	
2014	2635	320	145	580	3535	14,616	15,010	1,207	30,833	
Jan **	115	41	8	32	188	1,265	1,065	42	2,372	
Feb	174	62	14	56	292	1,063	976	67	2,106	
Mar	150	92	10	40	282	1,358	1,173	62	2,593	
Apr					0				0	
May					0				0	
Jun					0				0	
Jul					0				0	
Aug					0				0	
Sep					0				0	
Oct					0				0	
Nov					0				0	
Dec					0				0	
TOTALS	439	195	32	128	762	3,686	3,214	171	7,071	

* Family tickets are for up to five people (2 adults and up to 3 children)

** Museum closed for 11 days for new lights installation