



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 **Monday 13th July 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. **Apologies for Absence**
Members are asked to receive apologies from Councillors.
2. **Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.
3. **Minutes**
To receive the minutes of the Meeting held on Tuesday 26th May 2015 ratified at Full Council on 29th June 2015. (TCE/01/15) **Copy previously circulated**
4. **Action List** **Appendix A**
To receive action reports and updates
5. **Terms of reference**
5.1 To review and agree the terms of reference for the Fringe Committee **Appendix B**
5.2 To review and agree the terms of reference for the Christmas lights Committee **Appendix C**
6. **Markets**
To receive a verbal update from the Deputy Town Clerk
7. **Budget** **Appendix D**
To receive the latest budget figures
8. **(61/15) Venues**
To receive a verbal update from the Deputy Town Clerk
9. **Buckingham in Bloom**
To receive a verbal update from Cllr Bloomfield

Buckingham



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

Twinned with Mouvaux, France



10. Forthcoming Events

- 10.1 To receive a verbal update on Bandjam from the Events Co-Ordinator
 10.2 To note the following forthcoming events –
 Play Around the Parishes 30th July, 13th and 27th August – Chandos Park
 Bandjam 30th August
 River Rinse 13th September – location to be confirmed
 River Rinse 4th October – location to be confirmed
 Charter Fair 17th & 24th October

11. Event Reviews

- 11.1 To receive a written report on Fringe Week from the Events Co-ordinator **TCE/12/15**
 11.2 To receive a verbal update on the Dog Show from the Events Co-ordinator

12. Music In the Market

- To receive a breakdown of costs for 2013 – 2015 **Appendix E**

13. Youth Projects

- To receive a verbal update from Cllr O'Donoghue

14. Access

- Old Town Hall – to receive a verbal report from Cllr Strain-Clark following a meeting with Jean Rush, Manager, Villiers Hotel.

15. Commonwealth Flag

- To receive an email from NALC and decide whether to purchase and display a flag **Appendix F**

16. Ownership of Events

- To receive the updated list and agree any changes **Appendix G**

17. Remembrance Day Parade

- Members are requested to note a planned meeting date of 14th July with the new Chairman of the Royal British Legion, Robb Broomfield.

18. Gazebo Hire Agreement

- To remind Members of the terms of the agreement and enquiries for out of town loans **Appendix H**

19. Visitor Information Centre

- To receive the latest visitor and accommodation statistics **Appendix I**

20. Twinning

- To receive the Minutes of the Twinning Association meeting 6th May 2015 **Appendix J**

21. News Releases**22. Chairman's Items****23. Date of the next meeting: Tuesday 1st September 2015****To:**


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

Cllr. Ms. Newell
 Cllr. L. O'Donoghue
 Cllr. M. Smith - Chair
 Cllr. R. Stuchbury

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 – Draft copy received through. Confirmed a ISBN is not needed
Meeting 21/05/12			
Disabled Access to Public events		Incorporate relevant parts into Event Management plan Continue to look at access requirements for the less able	Ongoing Cllr Strain - Clark to assist with assessment of venues for disabled access Ongoing Cllr Strain-Clark
	02/02/15	Deputy Town Clerk to compile list of venues within the town including disabled access details.	Ongoing (Verbal Update on agenda)
Meeting 25/03/13			
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
Meeting 26/05/2015			
Old Town Hall Access Issues		Events Coordinator to organise a meeting between representatives of the Council and Villers Hotel to discuss issues	Meeting held on 2 July 2015

	<p>Buckingham Town Council</p> <p>Terms of Reference</p>	<p>Date Agreed: Minute Number: Prepared by: Chris Robson Version:</p>
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Name

1. The Committee shall be known as, and referred to as, the **FRINGE SUB-COMMITTEE**

Membership

2. Membership of the sub-committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the sub-committee may attend the meeting, but they may not vote on a decision.
3. The sub-committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

4. The sub-committee shall elect a Chairman at the first meeting after the Annual Town Council Meeting. The Chairman's period of office is for one year.
5. The Chairman if present shall Chair the sub-committee meeting.

Conduct of the Meeting

6. All meetings of the Fringe sub-committee shall be convened in accordance with the Town Council's standing orders and current legislation.
7. All business undertaken at the Fringe sub-committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

8. The sub-committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - Town Council annual Fringe week events
 - Deciding on and organising special one-off events as part of the Fringe
 - Promoting of the Fringe week, including creation and distribution of the Fringe Week brochure

Further Information

9. The sub-committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.



Buckingham Town Council
Terms of Reference

Date Agreed:
Minute Number:
Prepared by: Chris Robson
Version:

Name

1. The Committee shall be known as, and referred to as, the **CHRISTMAS LIGHTS SUB-COMMITTEE**

Membership

2. Membership of the committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the sub-committee may attend the meeting, but they may not vote on a decision.
3. The sub-committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

5. The sub-committee shall elect a Chairman at the first meeting after the Annual Town Council Meeting. The Chairman's period of office is for one year.
6. The Chairman if present shall Chair the sub-committee meeting.

Conduct of the Meeting

7. All meetings of the Christmas Lights sub-committee shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Christmas Lights sub-committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

9. The sub-committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 Provision of town Christmas lights contract

Further Information

10. The sub-committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.

07/07/2015

Buckingham Town Council

09:47

Detailed Income & Expenditure by Budget Heading 30/06/2015

Page No 1

Month No : 3

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	NEW SIGNS	0	0	200	200	200	0.0 %	
4079	FAIR TRADE PROMOTION	106	38	432	394	394	8.8 %	
4094	YOUTH PROJECT	1,908	0	2,000	2,000	2,000	0.0 %	
4104	TOWN IN BLOOM	5,113	3,370	6,887	3,517	3,517	48.9 %	
4107	PRIDE OF PLACE	244	15	250	235	235	6.0 %	
4115	RIVER RINSE	136	0	400	400	400	0.0 %	
4201	CHRISTMAS LIGHTS	10,666	0	10,000	10,000	10,000	0.0 %	
4202	FIREWORK DISPLAY	3,621	28	4,000	3,972	3,972	0.7 %	
4203	COMMUNITY FAIR	333	0	500	500	500	0.0 %	
4205	CHRISTMAS PARADE	2,998	24	3,000	2,976	2,976	0.8 %	
4208	SPRING FAIR	0	0	500	500	500	0.0 %	
4209	TRAFFIC ORDERS FOR EVENTS	290	126	300	174	174	42.0 %	
4210	PANCAKE RACE	59	0	75	75	75	0.0 %	
4211	BAND JAM	3,128	59	3,150	3,091	3,091	1.9 %	
4212	CHRISTMAS LIGHT SWITCH ON	210	10	300	290	290	3.4 %	
4213	DOG AWARENESS	0	0	300	300	300	0.0 %	
4215	EVENTS PA SYSTEM	400	0	600	600	600	0.0 %	
4216	MAY DAY EVENT	42	43	50	7	7	85.6 %	
4220	MUSIC IN THE MARKET	3,639	3,549	3,700	151	151	95.9 %	
4228	ENTERTAINMENTS	300	0	1,070	1,070	1,070	0.0 %	
4241	COMEDY NIGHT EXPENDITURE	4,653	1,263	5,000	3,738	3,738	25.3 %	
4243	CHARTER FAIR EXPENDITURE	1,799	0	1,800	1,800	1,800	0.0 %	
	TOWN CENTRE & EVENTS :- Expenditure	39,646	8,524	44,514	35,990	0	35,990	19.1 %
1013	HANGING BASKETS	400	542	500	42		108.3 %	
1062	COMMUNITY FAIR - TABLE	250	0	300	-300		0.0 %	
1063	TRAFFIC ORDERS RECHARGED	98	114	150	-36		75.9 %	
1066	COMEDY NIGHT INCOME	3,077	520	4,000	-3,481		13.0 %	
1069	CHARTER FAIR INCOME	5,967	0	6,000	-6,000		0.0 %	
	TOWN CENTRE & EVENTS :- Income	9,792	1,175	10,950	-9,775		10.7 %	
	Net Expenditure over Income	29,853	7,349	33,564	26,215			
<u>302</u>	<u>STREET MARKET</u>							
4017	SUBSCRIPTIONS	318	0	330	330	330	0.0 %	
4225	RATES	3,627	870	4,000	3,130	3,130	21.8 %	
4226	SUPERVISORS	4,487	1,080	4,000	2,920	2,920	27.0 %	
4235	MARKET INFRASTRUCTURE &	5,044	336	2,500	2,164	2,164	13.4 %	
	STREET MARKET :- Expenditure	13,476	2,287	10,830	8,543	0	8,543	21.1 %

Continued on Page No 2

Month No : 3

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	4,382	21,000	-16,618			20.9 %
1006	FLEA MARKET	4,264	1,351	5,000	-3,649			27.0 %
1007	CONTINENTAL MARKET	288	0	600	-600			0.0 %
	STREET MARKET :- Income	23,597	5,733	26,600	-20,867			21.6 %
	Net Expenditure over Income	-10,122	-3,446	-15,770	-12,324			
<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	10,811	179,544	168,733	0	168,733	6.0 %
	Income	33,815	6,908	159,000	-152,092			4.3 %
	Net Expenditure over Income	20,539	3,903	20,544	16,641			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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PARTNERSHIPS505 AYLESBURY VALE SHORTFALL

4219	BUCKINGHAM FRINGE	8,727	6,231	12,000	5,769	5,769	51.9 %
5001	TIC GRANT	25,000	26,000	26,000	0	0	100.0 %
5003	VALE OF AYLESBURY PLAN	2,500	0	0	0	0	0.0 %

AYLESBURY VALE SHORTFALL :- Expenditure		36,227	32,231	38,000	5,769	0	5,769	84.8 %
1065	BUCKINGHAM FRINGE INCOME	3,763	950	8,000	-7,050			11.9 %
1068	COUNCIL TAX TOP UP GRANT	27,192	18,130	0	18,130			0.0 %
AYLESBURY VALE SHORTFALL :- Income		30,955	19,080	8,000	11,080			238.5 %

Net Expenditure over Income	5,272	13,151	30,000	16,849			
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PARTNERSHIPS :- Expenditure	36,227	32,231	38,000	5,769	0	5,769	84.8 %
Income	30,955	19,080	8,000	11,080			238.5 %
Net Expenditure over Income	5,272	13,151	30,000	16,849			

	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	372	11,140	10,768	10,768	3.3 %	
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 %	
9025	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	1,761	4,815	3,054	3,054	36.6 %	
9034	RIVER AND POND MAINTENANCE	0	0	5,000	5,000	5,000	0.0 %	
9035	PARKS DEVELOPMENT	14,315	11,355	32,129	20,774	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	15,180	28,995	13,815	13,815	52.4 %	
9039	BARRIERS FOR EVENTS	0	0	3,168	3,168	560	2,608	17.7 %
9040	PARK RUN	-250	98	250	152	152	39.2 %	
9041	MVAS	-1,177	84	1,177	1,093	2,571	-1,478	225.5 %
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	28,850	274,633	245,783	6,096	239,686	12.7 %
1070	DESTINATION BUCKINGHAM	10,000	0	0	0			0.0 %
	EARMARKED RESERVES :- Income	10,000	0	0	0			
	Net Expenditure over Income	63,515	28,850	274,633	245,783			
	EARMARKED RESERVES :- Expenditure	73,515	28,850	274,633	245,783	6,096	239,686	12.7 %
	Income	10,000	0	0	0			0.0 %
	Net Expenditure over Income	63,515	28,850	274,633	245,783			

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 13th July 2015**

Agenda item no: 11.1

Committee Chairman: Cllr Mike Smith

Contact Officer: Amanda Brubaker

BUCKINGHAM FRINGE WEEK 2015

General information

This year's Buckingham Fringe Week ran from Saturday 13th June to Saturday 20th June.

The week got off to a rainy start but The Syndicate New Orleans Jazz Band played on dodging the heavy showers the best that they could.

The Roald Dahl Festival Workshop

This was a free childrens workshop that was held in the Old Gaol from 10:30am until 2:30pm. As spaces were very limited (20), we asked that families sign up in advance to take part. The artist had requested no drop ins.

The workshop was arranged by AVDC Communities and was in conjunction with the Roald Dahl Festival to be held on 4th July in Aylesbury. The theme is *The Twits*.

Participants were to work with a professional artist to create a banner unique to Buckingham and then carry it in the parade on 4th July.

Unfortunately, turn out for this event was very poor. Only 2 people had signed up in advance. The Events Co-ordinator and Eloise Medland, Administration Assistant worked on the project with the 2 people who had signed up to create the flies which live in Mr Twits beard. A couple of drop in's did help, but were limited on the time they could spend.

The workshop continued until 3:30pm and then we had to clean up leaving some of the artwork unfinished. This will be finished off in our own time.

The event had been well advertised on facebook, twitter, posters sent to the schools, etc.

Comedy Night – Shappi Khorsandi

Another enjoyable Comedy Night was held on Sunday 14th June in The Old Town Hall.

Shappi Khorsandi provided her own support so she did 30 mins then there was a break and then she did an hour.

135 people attended the event and this was made up of regular attendees to the comedy nights as well as quite a lot of people that had not attended one of our comedy nights before.

Some people were overheard saying that they had been to see Shappi when she was here in 2011 for the fringe week.

The event was well advertised on Twitter as Shappi tweeted the event to her followers and other people were then re-tweeting the post so it was reaching a very wide area.

Ed Grimsdale's Ghost Walk

As always this event was sold out (25 tickets) and people enjoyed a walk around Buckingham.

Participants met outside the Old Gaol and the walk ended in the Old Churchyard by the University.

The Oxford Fiddle Group

Back by popular demand the Oxford Fiddle Group performed in the Radcliffe Centre as this location is preferred by them because of the acoustics.

Wine and juice was provided by the Oxford Fiddle Group and was run on a donation basis by The Deputy Town Clerk and Cllr Mahi. The Oxford Fiddle Group raised approx. £60.

Cream Teas and Music at Villiers Hotel

Once again this proved to be a very successful event with positive feedback from Jean Rush, Manager of Villiers Hotel. (see attached e-mail from Jean Rush)

The music was provided by The Keith Templeman Quartet who sat outside in the Courtyard at Villiers Hotel.

Youth Project

Every year the Buckingham School and the Royal Latin School come together and put on a joint arts and drama project. This year's theme was based around *Dreams*.

The event was hosted this year by the Buckingham School. The event was attended by some of the parents as well as the Events Co-ordinator, Cllr O'Donoghue and Cllr Stuchbury.

Karaoke

At the request of Cllr Harvey a karaoke night was arranged.

The Events Co-ordinator approached the New Inn to see if the event could be held there on the night of Thursday 18th June. Landlord Dave Whiting agreed to host the event and said that as it was also Buckingham Ladies Day Charity Race Day we could advertise both events together. The Ladies Race Day is held on the same day as Ladies Day at Royal Ascot.

Dave recommended a local DJ who also did karaoke but when I approached him about the event he was not sure as to whether he wanted to do it or not.

After searching on the internet I found a professional DJ in Aylesbury who also did Karaoke. He was more than happy to do the event for us.

The event was a success and very good comments were received regarding the DJ and the event itself.

Fiery Flamenco

Tomas Jimenez and Maria Jose Garcia were welcomed back to The Radcliffe Centre with their varied recital of solo flamenco guitar compositions and duets with castanets. They had last appeared during the fringe week in 2011.

With Tomas and Maria was Laura Monroy, a Mexican lady who dazzled the audience with her flamenco dancing.

Wine and juice were served by The Deputy Town Clerk and Cllrs, Newell and Mahi and as it was a donation basis £67.02 was raised for the Mayor's charities.

And The Beat Goes On

A few months ago Buckingham Town Council was approached by Colin Saunders, well known for organising Bandjam with Sean Allen about putting on a family friendly music event in memory of a young drummer Tom Dewhurst who tragically died through an accident a couple of years ago. He said all they needed was a venue and a date hopefully during the fringe week and he would arrange the rest.

As the Community Centre was already booked for the fringe it was agreed that the event was held in there and that it become part of the fringe week.

Colin worked really hard putting the event together and arranged a drum off competition amongst young drummers. Only three drummers took part. The whole

evening was a big success and a local band The Swarmi's reformed just for the night. Amongst the other bands taking part were The Cantells and a young band called Lake Accacia who were brilliant.

Pegasus Catering provided the bar and had the food van outside.

The event was free to the public and the age group varied from 0 yrs to people in their 60's. The event was a great success and Colin thanked Buckingham Town Council for all their support and said that you can always rely on the Town Council.

All events were well attended and some members of public attended more than one event. One couple thanked the Events Co-ordinator for the fringe week and said that the events were good value for money.

Amanda Brubaker

From: Jean Rush <jean@villiershotels.com>
Sent: 19 June 2015 13:27
To: 'Amanda Brubaker'
Subject: Re: Fringe Cream Teas

Hi Amanda,

Sorry I did not manage to come back to you sooner with numbers of covers for Tuesday's Cream Teas; I confirm that we sold a total of 35 Cream Tea's, plus there were 28 guests who enjoyed the music too that came and had lunch in the Restaurant/Bar or came with Afternoon Tea Vouchers for the Champagne Afternoon Tea that we have had on offer with Amazon, so 63 guests in total through the doors between 13:00hrs and 16:00hrs. I did not count the 6 ladies that I mentioned to you arrived as the quartet were playing their very last tune, but they had originally come along for the music thinking it went on until 18:00hrs. Poor Keith Templeman and his musicians they would have had very sore fingers playing for another 2 hrs!!

Thank you once again for your support of Villiers, we really do appreciate you hosting events with us.

With kind regards

Jean

Jean Rush
General Manager
Villiers Hotel
3 Castle Street
Buckingham
MK18 1BS
Tel: 01280 822444
Email: jean.rush@villiershotels.com

*VILLIERS HOTEL are Proud to Announce we are the
WINNERS OF- MK HOTEL OF THE YEAR UNDER 50 Bedrooms 2015
Thank you for all who supported us – Jean Rush*



<http://www.mkfla.co.uk/hotel-of-the-year>

Amanda Brubaker

From: Tom Bell-Richards <chadmills@msn.com>
Sent: 17 June 2015 09:31
To: 'Amanda Brubaker'
Cc: 'Jed Mugford'
Subject: RE: OFG Concert

Hi Amanda,

Many thanks to you and Chris and to Mr Mahi for making us feel so welcome and looking after everything so well last night.

We've really enjoyed every time that we've played at Buckingham, and the Radcliffe centre is a great venue to play in.

We had a great time and hope the audience enjoyed it too.

Hope the rest of the Festival and Fringe goes really well.

All the best,
Tom

7
no

Amanda + "Fringe" Team.

Thank you once again to
all of you for an excellent
week of entertainment.

We look forward to next year!

Annie & Mike
12 Poplars Rd,

Amanda Brubaker

From: Susanne <[redacted]>
Sent: 27 May 2015 16:49
To: Amanda Brubaker
Cc: Fraser ([redacted]); Udo Dölz
Subject: Re: Music in the Market
Attachments: BACAccountsMITM.xlsx.pdf; Untitled attachment 00010.htm; MIM2013costing.docx; Untitled attachment 00013.htm

Hi Amanda

Since 2014 we've held accounts on spread sheet, and I have included the summary of these below. I have also pulled together figures for 2013 from paper accounts handed over to me. These are in the separately attached word document.

Since 2014 Taliesin have taken on cost of crew to set up and manage stage within their service - hence their increase from year 2013 to 2014. (This was paid for separately in 2013).

You'll also see there was a surplus of £131 in 2013, which is being gradually used up with our small losses in subsequent years

regards
Susanne

Music in the Market 2013

<u>Details</u>	<u>Credit</u>	<u>Debit</u>
Cheque from Council	3637.58	
Taliesin MusiCraft		750.00
Stage set-up crew		200.00
Stage manager and helper		100.00
Purchase extra gazebo		87.99
Marketing (incl quality re-usable road signs)		217.00
Public Liability		68.50
Town Council for stewards		135.00
BAC stewards hi-viz jackets		23.34
First Aid – Critical Care		180.00
Artists *		1690.00
Crew refreshments		41.30
Sun cream for audience!		<u>13.00</u>
		3506.13
Surplus carried forward	£131.45	

* - Artists - 14 acts inc 3 headline bands,31 artists, 3 comperes

MIM 2014	Credit	Debit	Balance
MIM cheque from Council	3578.32		3578.32
Photocopying/ Laminating of posters at Library		21.00	3557.32
Cable Ties from Leedhams		4.80	3552.52
12xA4 laminated posters from Phillips		22.60	3529.92
Taliesin MusicCraft		1300.00	2229.92
Artists on day		1840.00	389.92
Critical Care Medical Services		180.00	209.92
Crew Refreshments on day		26.60	183.32
Date change/Ties/stakes for poster (Udo)		13.00	170.32
Bottled water		2.99	167.33
SIA Stewards re-fund to council (1.6.14)		180.00	-12.67

MIM 2015			
MIM cheque from Council	3355.72		3355.72
Cable ties for large posters		4.79	3350.93
cable ties Browns 5th May		5.57	3345.36
Laminated posters Phillips Stationers - 5th May		74.42	3270.94
48 bottles water		7.96	3262.98
Taliesin MusicCraft		1300	1962.98
Critical Care Medical Services		200	1762.98
Artists (15 acts inc 3 headline bands, 30 artists, 3 comperes)		1745	17.98
Crew Refreshments		33.87	-15.89

Amanda Brubaker

From: Town Clerk <townclerk@buckingham-tc.gov.uk>
Sent: 22 June 2015 09:25
To: committeeclerk@buckingham-tc.gov.uk; events@buckingham-tc.gov.uk
Cc: deputytownclerk@buckingham-tc.gov.uk
Subject: FW: Letter from NALC chairman on The Commonwealth Flag Day

Events agenda please

Christopher Wayman MILCM
 Town Clerk
 Buckingham Town Council
 01280 816426

Email: office@buckingham-tc.gov.uk
 Web Site www.buckingham-tc.gov.uk

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 **** End of Disclaimer ****

From: Ken Browse - NALC [mailto:ken.browse@nalc.gov.uk]
Sent: 19 June 2015 16:37
To: Ken Browse - NALC
Subject: Letter from NALC chairman on The Commonwealth Flag Day

To: National Council Representatives
To: County Associations
To: Direct Access Councils

Dear Colleagues,

Fly a Flag for the Commonwealth – 14 March 2016

9 March this year marked Commonwealth Day 2015. Over 750 Commonwealth flags were raised together at 10am that morning by local authorities (including 191 town councils) and a small number of others, throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and the Commonwealth, with His Excellency Kamallesh Sharma, Commonwealth secretary-general, raising the final flag outside the Great West Door of Westminster Abbey, London, before attending the annual Commonwealth Observance there that day.

This was the largest, single, raising of the Commonwealth flag in the history of the Commonwealth, which bodes well for the future, especially as this event is to become an annual occasion growing in size and stature over the next few years, involving the countries and

communities of all the other 52 Commonwealth countries on Commonwealth Day each year, (which always falls on the second Monday in March).

I have pleasure therefore, in asking all local (parish and town) councils, to download the 2016 Guide To Taking Part from the [Fly a Flag](#) website, and would like to encourage your participation in this unique, annual occasion, that will bring the communities and countries of the Commonwealth together in a common celebration of this great family of nations, its diverse cultures and communities.

Please go to page 5 of the guide to enable you to see how you can take part, and where to obtain your 90' x 54' Commonwealth flag for the 14 March 2016. (Once used, the flag can be stored away in readiness for Commonwealth Day 2017 and beyond, so please look upon the purchase of the Commonwealth flag as an investment for the future).

Your flag could either be raised by your mayor, chairman of the council, or you may wish to invite a young person from a local school to raise it on your behalf, especially as the youth of the Commonwealth are the future of the Commonwealth.

It is important that those taking part, should complete the online registration form found at [Fly a Flag](#) by no later than the 29 January 2016 to ensure your involvement is registered to enable the public and media alike, to attend your flag raising ceremony on the morning of the 14 March 2016. (Those that have taken part previously do not have to re-register their involvement unless the town or parish clerk has changed).

Yours sincerely,

Cllr Ken Browse
NALC chairman



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EVENTS 2015

	Event	Lead Clir	Deputy
July			
Tuesday 7th	Buckingham In Bloom Competition	Terry Bloomfield	
Sun 12th	Dog Event	Lisa O'Donoghue	Terry Bloomfield
August			
Sun 30th	Bandjam	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	Charter Fair	Robin Stuchbury	Andy Mahi
TBC	Local Democracy Week	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



BUCKINGHAM TOWN COUNCIL

AGREEMENT FOR LOAN OF TOWN COUNCIL GAZEBO

- 1 This Agreement is between Buckingham Town Council (the Council) and the undersigned (the Borrower) and is not transferable.
- 2 The Council undertakes to provide the Gazebo as described below free of charge to non profit organisations, with a donation welcome from profit organisations.
- 3 The Borrower shall agree to collect, erect, disassemble and return the Gazebo, the Borrower undertakes to ensure that the fabric is clean and dry, that the frame is properly dissembled, and that the collection and delivery times are strictly adhered to.
- 4 The Borrower shall agree to collect the Gazebo from the Council Chamber during Council hours, 9:30am to 4:30pm. Where use of the Gazebo is required over a weekend, the Borrower shall agree to collect the Gazebo between 9:30am and 2:30pm on a Friday and return the Gazebo between 9:30am and 4:30pm on a Monday.
- 5 The Borrower further undertakes that:
 - (a) a deposit cheque for £100 (made payable to "Buckingham Town Council") shall be handed to the Council prior to collection, but this will returned unbanked at the conclusion of the hire period unless the Deposit is deemed forfeited in part or in total to reflect any damage and/or losses incurred during that hire period;
 - (b) all due care shall be taken to preserve the condition of the Gazebo, and not under any circumstances to permit smoking inside the Gazebo (regardless of whether or not all four sides are erected) nor any open flame to be lit within its footprint;
 - (c) all components and accessories shall be returned in complete and good condition.

NAME OF BORROWER			
ADDRESS			
TELEPHONE NUMBER			
TYPE OF ORGANISATION		DEPOSIT RECEIVED	
LOCATION			
DATE(S)	FROM:	TO:	
TIMES	FROM:	TO:	
GAZEBO DESCRIPTION	SIZE:	COLOUR:	
I HEREBY ACCEPT THE ABOVE CONDITIONS (BORROWER'S SIGNATURE)		DATE	

TIC Daily Enquires 15/16

Buckingham MONTHLY VISITOR & ACCOMMODATION STATISTICS 2015-16

Month	Personal		Postal		Telephone		Fax		Email		Local bookings				Incoming BABA				Outgoing BABA			
	Walk-in visitors	Walk-in overseas visitors	Letters received	Postal received	Calls received	Telephone bookings	Faxes received	Telephone received	Emails received	Total enquiries	Local bookings	Bed nights booked	Total People booked	Value of local bookings	Incoming BABA Bookings	Incoming BABA Bed nights	Incoming BABA People booked	Incoming BABA value	Outgoing BABA Bookings	Outgoing BABA Bed nights	Outgoing BABA people booked	Outgoing BABA value
April	2,727	78	0	0	106	0	0	0	2	2,913	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
May	3,017	93	1	112	0	0	0	0	7	3,230	2	4	4	140.00	0	0	0	0.00	0	0	0	0.00
June	2,101	121	0	123	0	0	0	0	2	2,347	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
July	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
August	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
September	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
October	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
November	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
December	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
January	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
February	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
March	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00
Total	7,845	292	1	341	0	2	0	0	11	8,490	0	4	4	140.00	0	0	0	0.00	0	0	0	0.00

DATE	MUSEUM				TOURIST INFORMATION CENTRE			
	Adults	Children	Families Tickets*	Number	UK Local	Wider UK	Overseas	TOTAL
2014 TOTALS	2635	320	145	580	14,616	15,010	1,207	30,833
2015								
Jan **	115	41	8	32	1,265	1,065	42	2,372
Feb	174	62	14	56	1,063	976	67	2,106
Mar	150	92	10	40	1,358	1,173	62	2,593
Apr	252	78	18	72	1,514	1,213	78	2,805
May	279	15	18	72	1,483	1,533	93	3,109
Jun	212	12	4	16	1,013	1,088	121	2,222
Jul								0
Aug								0
Sep								0
Oct								0
Nov								0
Dec								0
TOTALS	1182	300	72	288	7,696	7,048	463	15,207

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

** Museum closed for 11 days for new lights installation

BUCKINGHAM ASSOCIATION
Minutes of meeting, Wednesday 6 May 2015

Present: Stéphanie Scrase (Chairman), Cllr Paul Hiron, Sue Watkins, Cllr Howard Mordue, and Jane Mordue.

1. **Apologies for absence:** Cllr Ruth Newell, Cllr Christine Strain-Clark, Cllr Terry Bloomfield
2. **Minutes of the meeting held Wednesday 4 March 2015** were agreed and signed.
3. **Matters arising** - none
4. **Young people**
 - 4.1 **Visit by Collège in Mouvaux to Royal Latin School and Akeley Wood, Tues 19 May 2015**
(Linda Emary/Nora Amirat)
Stéphanie reported on her meeting with Nora and the Head of the Collège. 52 youngsters were expected and a packed programme had been arranged for them. They would meet with students from The Royal Latin School and Akeley Wood. Lunch would be in Chandos Park or if wet in the Church. Stéphanie to supply maps and the new Mayor to be asked to meet them. As short notice, Howard kindly offered to 'sub'. **Action: Stéphanie, Jane, Howard**
 - 4.1 **BTA Prize for Most Improved in a Modern Foreign Language, The Royal Latin School**
The Treasurer noted that he had paid the £20 to RLS (to be re-couped from BTA). Stéphanie confirmed that she had received an invitation from the School to present the prize. **Action: Howard, Stéphanie**
5. **News**
 - 5.1 **Mouvaux twinning association**
Stéphanie reported that the new association had been established and that Annie Millecamps had been elected its first chairman. The committee asked for their very best wishes to be sent to the new organisation. Secretary to draft a letter for Chairman. **Action: Jane, Stéphanie**
6. **Events**
 - 6.1 **Review**
 - 6.1.1 **Salon des Artistes 10-19 April 2015**
Stéphanie reported that this had been a great success. Two Buckingham artists had sent 3 pictures each and had sold 1 each. She had taken the paintings and the remaining ones would come back on the 19th with the school party. The cash would be repatriated too.
 - 6.2 **Future Events**
 - 6.2.1 **Small group visit from Neukirchen Vluyn 14-17 May**
Sue Watkins reported that one family (Pflugrad) was coming and she had arranged accommodation for the parents ; their son was staying with the family he had previously stayed with during the recent exchange. It was agreed that Stéphanie would kindly invite them for tea on the Friday afternoon, together with Sue Watkins, Jane and Howard Mordue. **Action: Stéphanie, Sue**
 - 6.2.2 **Bastille Day Boules competition, Buckingham, Tuesday 14 July 2015**
Initial preparations had been made, Howard reporting that AVDC had agreed to the event and providing sand. Stéphanie would now be able to attend and organise the BBQ. Jane reported that Berni and Helene would be there too (staying here, en route to a family wedding).
Sue to kindly organise bales as usual. **Action: Sue**
Stéphanie reported that a boules competition for children would be organised by (another) Stéphanie Lepelletier late afternoon. **Action: Stéphanie(s)**
Ron Gleeson had previously kindly agreed to act as MC for the main event and Stéphanie would liaise with him. Scorers would be needed too. **Action: Stéphanie, Ron Gleeson**
Jane would circulate the action list that Valerie used to use, for updating. Publicity should be sought through the Advertiser – Jane to ask Ruth. **Action: Jane, Ruth**
The Town Council would be asked if we can use their PA system. **Action: Howard**
 - 6.2.3 **Party for BTA members – summer 2015 (date tbc)** Still under discussion how best to 'reward' members.

- 6.2.4 **'Castles and Gardens of the Rhine'** Fri 11 to Sun 13 September 2015
Several members expressed an interest and others would be canvassed. **Action: Sue**
- 6.2.5 **Harvest Festival in Neukirchen**, 19,20 September – no Buckingham representation at this event.
- 6.2.6 **Inter Twin Town Tennis Tournament**, Neukirchen-vluyn September 2015
Sue had been in contact with Buckingham Tennis Club but there were no takers for this event this year.
- 6.2.7 **Vluyn's St Martins Market** 7,8 November 2015
Interest was expressed in attending this market and members would be canvassed. It would be like an early Christmas market and should be great fun. Sue agreed to find out what's required. **Action: Sue**
- 6.2.8 **AGM and film** 24 November 2015
Stéphanie to book Sunley Lecture Theatre at the University. **Action: Stéphanie**
- 6.2.9 **Mouvoux Christmas market** 4-6 December 2015
Stéphanie reported that the date for this might be changed to a week earlier due to local elections.
- 6.2.10 **Buckingham Christmas Parade and Community Fair** Saturday 12 December 2015 – noted date.
- 6.2.11 **Lions Club Neukirchen Vluyn**
Howard reported that he had been asked by Franjo Terhart whether an informal link between the Lions Club in NV and any Lions in Buckingham, who are actually members of the Winslow Lions Club, was possible. Howard had followed this up and an informal link was indeed being explored, probably revolving around beer! Winslow holds an important Beer Festival annually, organised by the Lions. Accommodation would most likely be in hotels.
- 6.2.12 **Rotary in Mouvoux**
Jane reported that she had spoken to the Rotary Club in Mouvoux and a link between them and Buckingham might also be explored. **Action: Jane**
- 6.2.13 **Cycling**
Stephanie reported that Bernard Boudry was interested in organising a cycling event between Mouvoux and Buckingham. A new cycling club had recently been started in Buckingham so it was thought this was a good idea to follow up. **Action: Stephanie, Annie Millecamps**
- 7. Finance Report**
Howard reported that there is currently £3257.87 in the account and that we broke even on the Coffee and Croissants event.
- 8. Membership report**
Terry had reported that memberships were still coming in. Stéphanie to liaise with Terry re updated membership list. **Action: Stéphanie, Terry**
- 9. Communications**
Newsletter: Stéphanie would liaise with Ron Gleeson about the next newsletter which would be helpful in advertising future events. **Action: Stéphanie, Ron Gleeson**
Club Voice: Jane would ask Ruth Newell to prepare a piece for the newspaper advertising the Boules Competition and future events. **Action: Jane, Ruth**
Website: Geoffrey Shaw continued to keep the website up to date.
- 10. Any Other Business**
- 11. Date of next meeting** Wednesday 1 July 2015 at 7.30 p.m.