



BUCKINGHAM TOWN COUNCIL

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

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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 7th December 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 Monday 19th October 2015 ratified at Full Council on 23rd November 2015. (TCE/05/15) **Copy previously circulated**
4. **Shop Buckingham**
To receive a verbal report from Elliot Wallis
5. **Action List** **Appendix A**
To receive action reports and updates
6. **Precept** **TCE/33/15**
To receive a written report from the Deputy Town Clerk
7. **Budget** **Appendix B**
To receive the latest budget figures
8. **Market**
To receive and discuss a request for traders to stand on the Market on 23rd December
9. **Forthcoming Events**
To be noted for information:
Comedy night 31st January
Pancake race 16th February
Food Fair 27th February



Twinned with Mouvaux, France

10. **Charter Fair**
 - 10.1 To scrutinise the accounts
 - 10.2 To discuss Livestock & weaponry as prizes at future Charter Fairs
11. **Event Reviews**

To receive written reports from the Events Co-Ordinator as follows:

 - 11.1 Best Dressed Guy/Pumpkin Carving Competition **TCE/30/15**
 - 11.2 Bonfire & Fireworks **TCE/31/15**
 - 11.3 Christmas lights switch on **TCE/32/15**
 - 11.4 Remembrance Parade – to receive a verbal report from the Events Co-Ordinator
12. **Clean for the Queen** **Appendix C**

To receive a communication and discuss the Town Council's involvement
13. **Christmas Parade**

To receive a verbal update from Cllr Mordue
14. **Winter Baskets**

To discuss the feasibility of providing and maintaining baskets
15. **Youth Council**

To receive a verbal update from Cllr O'Donoghue on the Youth Council and Teenage Market
16. **Community Fair**

To receive a verbal update from the Events Coordinator
17. **Access**

To receive a verbal report from Cllr Strain-Clark
18. **Play Around the Parishes** **Appendix D**

To receive a letter for 2016 events
19. **Ownership of Events** **Appendix E**

To receive the updated list and make any changes
20. **Visitor Information Centre** **Appendix F**

To receive the latest visitor and accommodation statistics
21. **Correspondence**
 - 21.1 To receive an email of thanks regarding the firework display **Appendix G**
 - 21.2 To receive a letter from the Ladies Circle **Appendix H**

22. News Releases

23. Chairman's Items

24. Date of the next meeting: Monday 8th February 2015 at 7pm

To:

Cllr. Ms. J. Bates
Cllr. T. Bloomfield Vice Chair
Cllr. Mrs. G. Collins
Cllr. D. Isham
Cllr. A. Mahi Mayor
Cllr. H. Mordue

Cllr. Ms. Newell
Cllr. L. O'Donoghue
Cllr. M. Smith Chairman
Cllr. Mrs. C. Strain-Clark
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.
	30/09/15		Meeting with Black Dog Design to put together final book
			Completion of book due by October meeting.
			Memory book went to the printers
			Complete distribution to contributors under way
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.	Ongoing
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 – Events Coordinator to look into following Deputy Town Clerk departure. Report for January meeting
Meeting 01/09/15			
Venue list	09/10/15	Emailed Bourton Meadow and Lace Hill Administrator for venue details and pricelist	On-going – Awaiting further details from Venues for updates.
Market Video		Agreed to the filming to go ahead	Filming was done on Saturday 3 rd October Complete
Outside Toilet for Music Events		To look into the provision of outside toilet for Music In The Market and Bandjam 2016	On going

Meeting 19/10/15			
Western Ave parking		To contact residents of Western Ave regarding parking issues during Charter Fair	Letter sent to all residents of Western Ave asking them to complete a survey on survey monkey - ongoing
Teenage Market			Due to be discussed at the Youth Council meeting on 5 th December

TCE/33/15

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
Monday 7th December 2015**

Agenda item no: 6

Committee Chairman: Cllr Mike Smith

Contact Officer: Dean Jones

Proposed changes to TC&E Precept budget 2016/17

The information attached highlights the rationale and proposed changes to the T,C & Budget. Further detail can be found in Agenda item 7.

Cost Centre	Account Code	Budget title	2015/16 Actual Budget	Actual Year to date	Variance annual total	Proposal 16/17	Rationale/ Notes	Proposed amendments
301	4078	New Signs	£200	£282.00	-£82.00	£500.00	Road Closure Signs. Rename to road closures and increase to £500	Rename to Road closure equipment and increase to £500 (to remove & replace 1021, 9039)
301	4079	Fair Trade Promotion	£432	£379.00	£53.00	£400.00	Bags, Leaflets, Hire of Gaol, two event March September. Reduce to £400	Reduce to £400
301	4094	Youth Project	£2,000	£1,410.00	£590.00	£2,000.00	Currently used for Play around the Parishes £470 x 3 - The cost is increasing to £710 for 5hrs or £430 for 3 hrs. We have the option to do more 3hrs or less 5hrs. Maintain at £2000 to cover the cost of increases. Rename to Play around the Parishes. And rollover balance into next years earmarked future events	Rename to Play around the Parishes?

301	4212	Christmas Light switch on	£300	£10.00	£675.00	£650.00	£400 for lighting, pa and staging (£200 of which is coming from PA & Lighting budget which Martin Try would usually provide), £75 for glee £200 for Winslow Concert Band and £200 road closure. Increase to £650 in light of staging, lighting and gazebo costs from Richard Watsons Talesin	Increase to £600 in light of staging for Richard Watson & include £75 for Glee & £200 for Winslow Concert Band
301	4136	Firework Display	£4,000	£3,060.00	£940.00	£4,000.00	£2000 Paboom £200 for Sealed knot, Paragon lighting, generators, Black bin bags, misc. Rollover £940 to Future events. Maintain at £4000	Maintain and include PA cost
301	4220	Music in the Market	£3,700	£3,549.00	£151.00	£3,500.00	Road closure £200 Reduce budget to £3500	Reduce to £3500
301	4211	Band Jam	£3,150	£2,787.00	£363.00	£3,500.00	Road closure £58.62 then acoustic club have the rest. Rollover £363.00 and increase to £3500	Increase to £3500

301	4228	Entertainments	£1,070	£1,070.00	£0.00	£1,070.00	£1,070.00	£1070 market entertainment May-September	Maintain and rename to 'market entertainment'
301	4241	Comedy Night Exp	£5,000	£1,463.00	£3,537.00	£3,000.00	£3,000.00	There is an under-spend but this doesn't include fees for January's comedy night. Rollover balance and reduce to £3000	Reduce to £3000
301	4215	PA for Events	£600	£0.00	£600.00	£250.00	£250.00	In future Martin will only be providing PA to bonfire and fireworks. This year Richard Watson's invoice will be paid from this account. Next year it will come from Christmas Lights switch-on	Transfer accounts to appropriate budget heads
301	4213	Dog Awareness	£300	£144.00	£156.00	£300.00	£300.00	Porta-loos and rosettes just in case. Rollover balance to Future events. Maintain at £300 change budget name to Dog show	Change name to Dog Show & Maintain at £300
301	4208	Spring Fair	£500	£0.00	£500.00	£500.00	£500.00	Advertising/ banners. Maintain at £500	Maintain £500
Income									

301	1013	Hanging Baskets	-£500	-£542.00	£42.00	-£600.00	Increase budget to £600	Increase budget to £600
301	1021	Barriers and Signs	£0					(See 4078 above)
301	1063	Road Closure Income	-£150	-£114.00	£36.00	-£150.00	Rename to Buckingham University road closure	Rename Buckingham University Graduation
301	1066	Comedy Night Income	-£4,000	-£520.00	£3,481.00	-£3,000.00	Expecting an income from Comedy night in January. May need to consider reducing the budgeted income to £2000 given the downward trend this year	Reduce to £3000 income to mirror expenditure
301	1069	Charter Fair Income	-£6,000	-£6,146.00	-£146.00	-£6,330.38	Increase by 3% in line with inflation	Increase income to £6330 rollover 2015 balance after expenditure to Charter Fair fund 9015
		TOTAL	£31,764	£18,968.49	£19,921.51	£30,751.62		
		Markets						
302	4017	Subscriptions	£330					
302	4225	Rates	£4,000					
302	4226	Supervisors	£4,000					
302	4235	Market Infrastructure and Promotion	£2,500					
302	1005	Street Market	-£21,000					
302	1006	Flea Market	-£5,000					
302	1007	Continental Market	-£600					

		TOTAL	-£15,770						
		Special							
303	4260	Twinning	£2,000						
304	4237	Youth Council Budget	£900						Maintain
304	4238	Youth Council Admin	£100						Maintain
303	4240	Jubilee Memory Book	£0						remove
901	9031	Youth Music Event	£1,200						Maintain
		Desitnation							
901	9033	Buckingham	£4,815	1817	2998				Maintain
901	9037	Jubilee Memory Book	£1,600	1358	242				Remove
901	9039	Barriers for Events	£1,100						Remove
	9013	Youth Projects	3270	0	3270				Change name to Future Events
901	9015	Charter Fairs	11140	3307	7833				Rename to Town Centre Improvements keep 80% and move 20% into Future Events
901	9031	Youth Music Event	1200	0	1200				Change name to Youth Council music event
901	9032	Bucki Neighbourhood Dev	18601	922	17679				Change to 0
901	9043	New bags and leaflets	1532	0	1532				Move to T,C & E so that its part of the ongoing T,C & E Budget?

901	9044	Comedy Night	2057	0	2057	2057	This is the income less expenditure from the previous year.	Move into proposed future events?
505	4219	Buckingham Fringe	£12,000	8219	3781	12000	Comedy night and Oxford fiddle group along with other arts events yet to be agreed	Move this from Partnerships into T, C & E
304	4237	Youth Council Budget	£900	0	900	900	To carry out normal Council activities	Maintain
304	4238	Youth Council Admin	£100	0	100	100		Maintain
303	4240	Jubilee Memory Book	£0	0	0	0		Remove
303	4264	Bus Transportation	£0	0	0	0		
303	4242	Food Fair	£1,200	0	1200	1200		Move to T, C & E
303	1020	Food Fair Income	-£450	0	-450	-500		
304	4251	Skate Board Competition	£0	0	0	0		Maintain at '0'
505	4219	Buckingham Fringe	£12,000	8219	3781	12000		Move to T, C & E form Earmarked reserves
505	1065	Buckingham Fringe Income	-£8,000	-2460	5540	-8000		

30/11/2015

Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 30/11/2015

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Month No : 8

Committee Report

TOWN CENTRE & EVENTS

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
301	<u>TOWN CENTRE & EVENTS</u>							
4078	NEW SIGNS	0	282	200	-82		-82	141.0 %
4079	FAIR TRADE PROMOTION	0	379	432	53		53	87.6 %
4094	YOUTH PROJECT	0	0	2,000	2,000		2,000	0.0 %
4104	TOWN IN BLOOM	2,040	5,529	6,887	1,358		1,358	80.3 %
4107	PRIDE OF PLACE	0	267	250	-17		-17	106.8 %
4115	RIVER RINSE	160	320	400	80		80	80.0 %
4201	CHRISTMAS LIGHTS	3,247	3,247	10,000	6,753		6,753	32.5 %
4202	FIREWORK DISPLAY	149	3,209	4,000	791		791	80.2 %
4203	COMMUNITY FAIR	0	0	500	500		500	0.0 %
4205	CHRISTMAS PARADE	0	24	3,000	2,976		2,976	0.8 %
4208	SPRING FAIR	0	0	500	500		500	0.0 %
4209	TRAFFIC ORDERS FOR EVENTS	0	126	300	174		174	42.0 %
4210	PANCAKE RACE	0	0	75	75		75	0.0 %
4211	BAND JAM	0	2,787	3,150	363		363	88.5 %
4212	CHRISTMAS LIGHT SWITCH ON	0	10	300	290		290	3.4 %
4213	DOG AWARENESS	0	144	300	156		156	48.1 %
4215	EVENTS PA SYSTEM	0	0	600	600		600	0.0 %
4216	MAY DAY EVENT	0	43	50	7		7	85.6 %
4220	MUSIC IN THE MARKET	0	3,549	3,700	151		151	95.9 %
4228	ENTERTAINMENTS	0	1,070	1,070	0		0	100.0 %
4241	COMEDY NIGHT EXPENDITURE	0	1,463	5,000	3,538		3,538	29.3 %
4243	CHARTER FAIR EXPENDITURE	61	61	1,800	1,739		1,739	3.4 %
	TOWN CENTRE & EVENTS :- Expenditure	5,657	22,510	44,514	22,004	0	22,004	50.6 %
1013	HANGING BASKETS	0	542	500	42			108.3 %
1062	COMMUNITY FAIR - TABLE	0	20	300	-280			6.7 %
1063	TRAFFIC ORDERS RECHARGED	0	114	150	-36			75.9 %
1066	COMEDY NIGHT INCOME	0	520	4,000	-3,481			13.0 %
1069	CHARTER FAIR INCOME	0	6,146	6,000	146			102.4 %
	TOWN CENTRE & EVENTS :- Income	0	7,341	10,950	-3,609			67.0 %
	Net Expenditure over Income	5,657	15,169	33,564	18,395			
302	<u>STREET MARKET</u>							
4017	SUBSCRIPTIONS	0	0	330	330		330	0.0 %
4202	FIREWORK DISPLAY	80	80	0	-80		-80	0.0 %
4225	RATES	0	2,720	4,000	1,280		1,280	68.0 %
4226	SUPERVISORS	325	3,096	4,000	904		904	77.4 %

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4235	MARKET INFRASTRUCTURE &	505	1,672	2,500	829		829	66.9 %
	STREET MARKET :- Expenditure	910	7,568	10,830	3,262	0	3,262	69.9 %
1005	STREET MARKET	815	10,492	21,000	-10,508			50.0 %
1006	FLEA MARKET	322	3,591	5,000	-1,409			71.8 %
1007	CONTINENTAL MARKET	0	0	600	-600			0.0 %
	STREET MARKET :- Income	1,137	14,083	26,600	-12,517			52.9 %
	Net Expenditure over Income	-227	-6,515	-15,770	-9,255			
303	<u>SPECIAL EVENTS</u>							
4242	FOOD FAIR	0	0	1,200	1,200		1,200	0.0 %
4260	TWINNING	0	0	2,000	2,000		2,000	0.0 %
	SPECIAL EVENTS :- Expenditure	0	0	3,200	3,200	0	3,200	0.0 %
1020	FOOD FAIR INCOME	0	0	450	-450			0.0 %
	SPECIAL EVENTS :- Income	0	0	450	-450			0.0 %
	Net Expenditure over Income	0	0	2,750	2,750			
305	<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	6,568	30,078	179,544	149,466	0	149,466	16.8 %
	Income	1,137	21,424	159,000	-137,576			13.5 %
	Net Expenditure over Income	5,431	8,654	20,544	11,890			

	Actual Current Mth	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	300	8,519	12,000	3,481	3,481	71.0 %
5001	TIC GRANT	0	26,000	26,000	0	0	100.0 %

AYLESBURY VALE SHORTFALL :- Expenditure		300	34,519	38,000	3,481	0	3,481	90.8 %
1065	BUCKINGHAM FRINGE INCOME	0	2,460	8,000	-5,540			30.8 %
1068	COUNCIL TAX TOP UP GRANT	0	18,130	0	18,130			0.0 %
AYLESBURY VALE SHORTFALL :- Income		0	20,590	8,000	12,590			257.4 %

Net Expenditure over Income	300	13,929	30,000	16,071
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PARTNERSHIPS :- Expenditure	300	34,519	38,000	3,481	0	3,481	90.8 %
Income	0	20,590	8,000	12,590			257.4 %
Net Expenditure over Income	300	13,929	30,000	16,071			

		Actual Current Mth	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	0	45	1,598	1,553		1,553	2.8 %
9009	CAPITAL RESERVE	0	0	110,000	110,000		110,000	0.0 %
9011	WAR MEMORIAL	0	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	38	3,345	11,140	7,795		7,795	30.0 %
9018	REPAIR OF FOOTPATHS	0	2,965	5,931	2,966		2,966	50.0 %
9019	MEMORIAL TESTING	0	0	2,874	2,874		2,874	0.0 %
9025	PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9027	GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029	CIRCULAR WALK MAINT	0	0	5,247	5,247		5,247	0.0 %
9030	TOURISM LEAFLETS	0	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	166	1,088	18,601	17,513		17,513	5.9 %
9033	DESTINATION BUCKINGHAM	0	1,817	4,815	2,998		2,998	37.7 %
9034	RIVER AND POND MAINTENANCE	0	0	5,000	5,000		5,000	0.0 %
9035	PARKS DEVELOPMENT	0	11,355	32,129	20,774		20,774	35.3 %
9036	ELECTION COSTS	0	2,812	6,000	3,188		3,188	46.9 %
9037	JUBILEE BOOK	0	1,358	1,600	242		242	84.9 %
9038	NEW VEHICLE	0	15,180	28,995	13,815		13,815	52.4 %
9039	BARRIERS FOR EVENTS	0	560	3,168	2,608		2,608	17.7 %
9040	PARK RUN	0	98	250	152		152	39.2 %
9041	MVAS	0	1,818	1,177	-641		-641	154.5 %
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	204	42,442	274,633	232,191	0	232,191	15.5 %
1070	DESTINATION BUCKINGHAM	0	0	10,000	-10,000			0.0 %
	EARMARKED RESERVES :- Income	0	0	10,000	-10,000			0.0 %
	Net Expenditure over Income	204	42,442	264,633	222,191			
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	EARMARKED RESERVES :- Expenditure	204	42,442	274,633	232,191	0	232,191	15.5 %
	Income	0	0	10,000	-10,000			0.0 %
	Net Expenditure over Income	204	42,442	264,633	222,191			

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 7th DECEMBER 2015**

Agenda item no: 11.1

Committee Chairman: Cllr Mike Smith

Contact Officer: Amanda Brubaker

Best Dressed Guy & Best Carved Pumpkin Competition

General information

Best Dressed Guy Competition

The Best Dressed Guy competition was held on Saturday 31st October outside the Old Gaol. The competition was judged by Mayor Cllr Andy Mahi and first prize went to the Group entry 3rd Buckingham Cubs, which unfortunately was the only entry.

The guy was transferred to the bonfire in Bourton Park, ready for the bonfire and firework display that evening.

Best Carved Pumpkin Competition

This year we decided to hold a best carved pumpkin competition as Halloween fell on a Saturday with prizes being awarded to under 16's and over 16's.

A total of 8 pumpkins were entered. 1 in the over 16 category and 7 in the under - 16's.

As we had only had one entry for the Best Dressed Guy competition the Mayor decided to make over the prize for the individual guy entry to second place in the pumpkin competition. The over 16 prize went to Steve Mitchell and the winner of the under 16's was Nathan Thomas with second place going to Nicola Bray.

Recommendation

As the entries for the Best Dressed Guy competition have fallen over the last few years it is felt that we should not hold this competition in 2016 but still ask members of the public to make a guy and to take it to the bonfire on the morning of the event when the bonfire is being built.

Due to the number of entries for the Pumpkin carving competition I suggest that in 2016 we hold a Best Carved Pumpkin and best Halloween costume competition. The prize money that we use for the Best Dressed Guy competition could be used for this event instead.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 7th DECEMBER 2015**

Agenda item no: 11.2

Committee Chairman: Cllr Mike Smith

Contact Officer: Amanda Brubaker

BONFIRE & FIREWORKS DISPLAY

General information

This year's bonfire and firework display was held on Saturday 31st October. The public were out raged, as this coincided with Halloween. The event was a hot topic on the facebook page 'Buckingham – What Matters To You' and even made front page of the Buckingham & Winslow Advertiser.

Despite the negative comments there was a large attendance at the event and several members of the public arrived in Halloween costumes.

The Green Spaces Team spent most of the week leading up to the event collecting the pallets for the bonfire and making the area safe. Rain that week hindered their work, but as usual everything was in place for the Saturday morning so that the cadets, the Green Spaces team and Cllrs could build the bonfire.

The firework display was the best that we had seen in several years and as always the bonfire went up very well. Comments were found on facebook saying how wonderful the display had been and congratulating The Town Council.

The Sealed Knot were unable to attend this year due to other commitments but there were enough cadets, Cllrs and outdoor operatives to carry the torches to light the bonfire.

Lesley Try and the 2nd Buckingham Guides sold hotdogs and bacon rolls and raised over £400. The Buckingham Table were there with the glowsticks and there was a stall with sweets. New this year was a noodle bar that also did donuts.

The next morning The Buckingham Table, Cllr Andy Mahi and ? cleaned up the area where the bonfire and fireworks had taken place.

Next year the 5th November does actually fall on a Saturday.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 7th December 2015**

Agenda item no. 11.3

Contact Officer: Amanda Brubaker

Christmas Light Switch On 28th November 2015

Heavy rain through most of the afternoon did not stop Buckingham's Christmas Light Switch On going ahead.

This year we had decided that the layout of the event would be different. Richard Watkins who provides the staging, lighting and PA for the comedy nights and Music In The Market was drafted in to provide staging, lighting and PA for the Light Switch On. Despite the weather Richard had everything set up ready to go. After a meeting with Richard the morning before the event we decided to implement a wet weather plan and have gazebos on standby for the Winslow Concert Band.

A holding area was put in place between the Christmas tree and the door of the Old Gaol for those who were taking part in the event. This kept members of the public and those not taking part in the event away from the stage.

A disabled area was erected the other side of the Christmas tree. This allowed anyone in a wheelchair to use this area so that they could see what was happening on the stage. This area was only used by one person, Cllr O'Donoghue who was in her mobility scooter. The other people who entered the area were able bodied. If there had been more disabled people in the area then the only able bodied people allowed in there would have been their carers.

The event kicked off with a welcome from Rev Will Pearson Gee and after a carol The Buckingham Glee Club entertained the audience with a couple of Christmas songs. A short drama production by Will Pearson- Gee was followed by the countdown for the lights. Mayor, Andy Mahi was assisted by the Mayoress Leah Mahi and the MK Dons mascots, Donnie & Mooie to switch the 'magic' switch.

Also in attendance at the event was Santa in his newly built house and Buckingham Fire Service who handed out leaflets regarding fire safety at Christmas.

Christmas Lights

This year saw new festive motifs. They are a different design from previous years and twinkle.

A request from the trustees of the Almshouses opposite Bartletts tea shop for icicle lights helped to add to the festive look of the town.

Attached is a copy of the e-mail from Sparkz Electrical with the cost for the additional lights on the Almshouses, replacement of some faulty lights and replacement of two faulty timers.

Recommendation

The new layout for the event worked well and after making a few adjustments I recommend that we continue with this set up next year.



CLEAN FOR THE QUEEN

22 October 2015

Dear Chris Williams

We'd love to have the support of your Local Authority in the biggest ever clean-up of the country, which will be taking place in March 2016.

In the run up to The Queen's 90th birthday on 21 April 2016, we aim to inspire a million people to take action and enjoy a few hours together litter-picking to make the places where we live more beautiful. For Her and for us all, we want to attack the blight of litter and reclaim our beautiful countryside, our fabulous cities, our world class parks, our wonderful beaches and waterways.

All of the litter charities across the country have come together in support of this campaign together with a growing range of companies, land managers and associations.

There will be 'Clean for The Queen' litter blitzes throughout the UK in January, February and March, and the most monumental of all litter clear-ups from **Friday 4 to Sunday 6 March 2016**.

We'd love to have your support in making this event truly spectacular. We will shortly be sending through a downloadable resource pack for your teams to use. It'd be great if they could encourage as many local community groups as possible to sign up to organise a clean-up through the 'Clean for The Queen' website. Furthermore, it would be fantastic if your Authority could stage its own local clean-up to allow individuals to come together and clean up a local grot spot.

Lots more will be announced over the coming weeks and months, as we build up a head of steam.

But it'd be great if you could respond to the address below indicating your willingness to engage in the campaign – and we'll be back in touch shortly with more details.

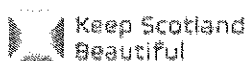
Join us! Let's Clean for The Queen.

Allison Ogden-Newton
Chief Executive
Keep Britain Tidy

Adrian Evans LVO
Campaign Director
Clean for The Queen

www.cleanforthequeen.co.uk

adrian@cleanforthequeen.co.uk



Clean for The Queen was launched in association with Country Life magazine and is supported in part by the Garfield Weston Foundation

Communities Team

Please ask for: Rebecca Henson
Direct Line: 01296 5855188 or 07843 311857
Switchboard: 01296 585858
Text Relay: prefix telephone number with 18001
Email: playaroundtheparishes@aylesburyvaledc.gov.uk
Our Ref: Play Around the Parishes
Your Ref:



26 November 2015

Dear Parish Representative,

Holiday Activities Programmes – Book a session for your Parish in 2016

We are writing to invite you to book a *Play Around the Parishes* activity session for your area during the school holidays in 2016. These events were well received in the Easter and Summer holidays of 2015 and it is our intention to start booking sessions for Easter & Summer 2016 as soon as possible.

Why book a *Play Around the Parishes* session?

Aylesbury Vale District Council works in partnership with Parishes to provide a wide range of play activities for 1-11 year olds on green spaces or (if wet) inside village halls, pavilions and community centres. The session offers crafts, toys, giant games, face painting, a bouncy castle, sports equipment and much more.

After receiving feedback from parish representatives and participant surveys, we have decided to offer 3 hour sessions. These sessions can be delivered either with or without sports. Since making this decision we have spoken again to some of the parish representatives and their feedback has been positive. 2 hour sessions and 5 hour Fun Days are still available.

There is the option to extend the session to include more specialist sports activities which may include obstacle relays, rounders, kwik cricket, football, giant badminton, as well as other traditional fun activities.

It's a great way to provide fantastic family activities for your local residents. It's hassle free for your Parish, as AVDC do all the organisation for you.

- All staff are fully trained to work with children and young people and have enhanced DBS (formerly CRB) checks
- Every event will have a qualified first aider on site
- All events have Public Liability Insurance of £5,000,000 and have a full risk assessment
- The event will be publicised on the AVDC website and other local websites
- Site specific posters are provided to the Parish representative for display in the local area

All of the sessions will be led by AVDC staff, however, parents and guardians are expected to be present and ideally get involved with all of the fun.

How much do sessions cost?

In the past, we have been able to deliver the *Play Around the Parishes* programme for a small fee, across Aylesbury Vale with great success. We want to continue to deliver this highly popular programme but due to ongoing financial pressure, we need to reduce AVDC's substantial subsidy. Therefore we have increased the cost of sessions for 2016 and there may be further increases in future years. If you are interested to know the breakdown of how much it costs for the sessions to be provided please let me know and I will send you a copy of the cost breakdown.

If you would like to participate in the project, and allow children, young people and families in your Parish to benefit from this successful activity, please note it will be a partnership between AVDC and your Parish, so it does require a level of commitment from your Parish Council Members.

Pricing structure:

	Staff	2 Hour Event	3 Hour Event	5 Hour Fun Day
Play Around the Parishes	3	£310	£335	N/A
Play Around the Parishes plus Sports	5	£390	£430	N/A
Family Fun Day	8	N/A	N/A	£710

We suggest that if parishes feel the need to offset some of the cost of the event, a small charge could be made to those families attending or a donation requested. In the summer of 2015 we asked those who attended sessions on the feedback survey if they would be prepared to pay, 91.6% of those who responded said they would still come if a small charge was made. There is also the option for the Parish to provide a refreshment stand or another service that families may pay for.

Session structure:

The 2 hour sessions run either 10am to 12pm or 2pm to 4pm, and the 5 hour Fun Days run from 10am to 3pm. We suggest that the new 3 hour sessions run from 10am to 1pm or 11am to 2pm.

How to book a session:

We hope that you will take this opportunity to get involved with the *Play Around the Parishes* programme. If you are not in a position to organise these events for your village please pass on the information to an individual or group, such as your local church, village hall committee or school PTA, who may be interested in co-ordinating one of these events.

To book a session, simply complete the enclosed response form. I would be grateful if this could be returned to me before **1 February 2016**, so that I can try to accommodate all the requests.

If you would like to book sessions during the Easter holidays then it would be our suggestion that you have a hall available as an optional indoor venue as we have found that it is often still a little cold during this holiday for children to be outside.

I have also included the 2015 report for this project.

If you have any further questions about the project please do not hesitate to contact me.

Yours sincerely



Rebecca Henson
Play Manager

Play Around the Parishes Response Form

Name:	Role:
Parish / Organisation:	
Contact No:	Email:

Please tick as appropriate:

- ☐ We are very interested in the programme and would like to book one or more session
- ☐ 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.

Please return this form to playaroundtheparishes@aylesburyvaldc.gov.uk before **Monday 1 February 2016**.

Easter Holiday 28 th March to 8 th April 2016	2 Hours AM £310	2 Hours PM £310	2 Hours with Sports AM £390	2 Hours with Sports PM £390	3 Hours £335	3 Hours with Sports £430	Family Fun Day 5 Hours including sports £710
Monday 28 th March	BANK HOLIDAY						
Tuesday 29 th March							
Wednesday 30 th March							
Thursday 31 st March							
Friday 1 st April							
Monday 4 th April							
Tuesday 5 th April							
Wednesday 6 th April							
Thursday 7 th April							
Friday 8 th April							
Summer Holiday 25 th July to 26 th August 2016	2 Hours AM £310	2 Hours PM £310	2 Hours with Sports AM £390	2 Hours with Sports PM £390	3 Hours £335	3 Hours with Sports £430	Family Fun Day 5 Hours including sports £710
Monday 25 th July							
Tuesday 25 th July							
Wednesday 27 th July							
Thursday 28 th July							
Friday 29 th July							
Monday 1 st August							
Tuesday 2 nd August	PLAY IN THE PARK - VALE PARK AYLESBURY - 11am to 4pm						
Wednesday 3 rd August							
Thursday 4 th August							
Friday 5 th August							
Monday 8 th August							
Tuesday 9 th August							
Wednesday 10 th August							
Thursday 11 th August							
Friday 12 th August							
Monday 15 th August							
Tuesday 16 th August							
Wednesday 17 th August							
Thursday 18 th August							
Friday 19 th August							
Monday 22 nd August							
Tuesday 23 rd August							
Wednesday 24 th August							
Thursday 25 th August							
Friday 26 th August							

If you have any further comments or specific requirements, please write them overleaf.

Further Comments / Requirements:

Communities Team Event Feedback Play Around The Parishes Summer 2015



Play Around The Parish sessions took place in Summer 2015 in villages across the Vale.

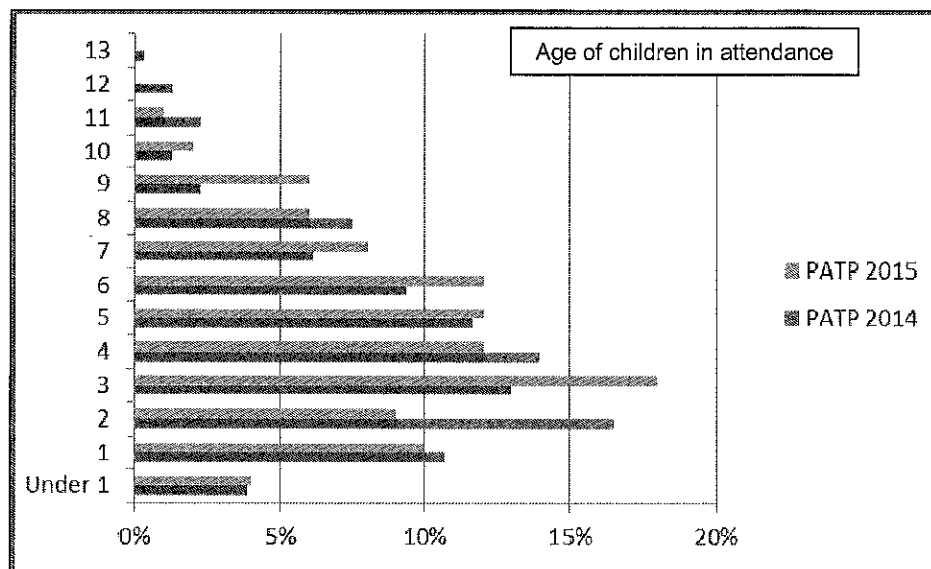
31 different parishes provided 54 half day and 4 full day sessions for 3178 children, a total of 132 hours of family fun.

We had a 1.1% increase in the number of children attending this year over 2014.

Parishes contributed to the cost of bringing Play Around The Parishes to their village.

AVDC have been working with Sure Start Children's Centres, Bucks Play Association and parish representatives for five years to provide open access play sessions during the Easter and Summer school holidays. These sessions are held at various locations across Aylesbury Vale and are accessible for all residents in the local area. The project encourages families to play together using equipment not found at home, helps to form friendships and teach children new skills and develop self esteem.

- **91.6%** of those who responded said they would still come if a small charge was made in the future. This is an increase on 2014 when only 88% said they would come if there was a charge.
- **65.1%** of visitors live in the Parish where the session was held
- **60.0%** of children asked rated the session as "Excellent". **36.2%** rated it as "Good" and **3.8%** rated it as "OK"
- **80.9%** of parents/guardians who filled out the Play Around The Parishes survey said the session they attended was "Very Good".
- **76.7%** of children in attendance were 6 or under



- Most respondents heard about the event through word of mouth (29.0%), posters (22.1%), via Bucks Family Information Service (20.6%) or had previously attended a session (17.6%). 16.0% said the AVDC website, 13.0% said social media, 9.2% said parish newsletters, 4.6% said other method, 2.3% said Mix 96 and 0.8% said other website.
- The most popular activities with the children were:
 - Bouncy Castle (84.6%)
 - Face Painting (46.2%)
 - Giant Construction (45.4%)
 - Arts and Crafts (36.2%)
 - Soft Play (33.1%)
 - Giant Games (30.8%)

EVENTS 2015/16

Event		Lead Cllr	Deputy
December			
Sat 12th	Christmas Parade	Geraldine Collins	Howard Mordue
Sat 12th	Community Fair	Terry Bloomfield	Christine Strain-Clark
2016			
February			
Tues 16th	Pancake Race (This will not be on Shrove Tuesday but during half term)	Terry Bloomfield	Mike Smith
Sat 27th	Food Fair	Jenny Bates	Terry Bloomfield
March			
April			
Sun 17th	Spring Fair	Ruth Newell	Jenny Bates
May			
Tues 3rd	May Pole Dancing	Ruth Newell	Paul Hiron
Sun 29th	Music In The Market	Robin Stuchbury	Andy Mahi/Terry Bloomfield
June			
Sat 11th	Fringe Week - Street Party	Jenny Bates	
Sun 12th	Fringe week - Queens 90th Birthday street party		
Mon 13th	Fringe Week		
Tues 14th	Fringe Week		
Wed 15th	Fringe Week		
Thurs 16th	Fringe Week		
Fri 17th	Fringe Week		
Sat 18th	Fringe Week		
July			
	Dog Show		
August			
Sun 27th	Band Jam		

September						
	River Rinse					
October						
	River Rinse					
Fri 14th	Charter Fair					
Fri 21st	Charter Fair					
November						
Sat 5th	Bonfire & Fireworks					
Sat 26th	Christmas Light Switch On					
December						
Sat 10th	Christmas Parade					

Buckingham MONTHLY VISITOR & ACCOMMODATION STATISTICS 2015-16

Buckingham MONTHLY VISITOR & ACCOMMODATION STATISTICS 2015-16									Local bookings				App
Buckingham	Personal	Personal	Postal	Telephone	Fax	Email	Total		Local	Telephone	Bed	Total	
	Walk-in visitors	Walk-in overseas visitors	Letters received	Calls received	Faxes received	Emails received	number of enquiries		bookings	e bookings	nights booked	People booked	
April	2,727	78	0	106	0	2	2,913	0	0	0	0	0	
May	3,017	93	1	112	0	7	3,230	0	2	0	4	4	
June	2,101	121	0	123	0	2	2,347	0	0	0	0	0	
July	2,632	157	0	155	0	1	2,945	0	1	0	2	2	
August	3,434	230	0	114	0	4	3,782	0	1	0	2	2	
September	2,293	185	1	112	0	0	2,591	0	1	0	0	1	
October	3,303	104	0	121	0	7	3,535	0	0	0	0	0	
November	0	0	0	0	0	0	0	0	0	0	0	0	
December	0	0	0	0	0	0	0	0	0	0	0	0	
January	0	0	0	0	0	0	0	0	0	0	0	0	
February	0	0	0	0	0	0	0	0	0	0	0	0	
March	0	0	0	0	0	0	0	0	0	0	0	0	
Total	19,507	968	2	843	0	23	21,343	0	5	0	8		

		Incoming BABA							Outgoing BABA			
Value of local 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	Outgoing BABA people booked	Outgoing BABA value
0.00	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00
140.00	0	0	0	0	0.00	0	140.00	0	0	0	0	0.00
0.00	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00
70.00	0	0	0	0	0.00	0	70.00	0	0	0	0	0.00
60.00	0	0	0	0	0.00	0	60.00	0	0	0	0	0.00
35.00	0	0	0	0	0.00	0	35.00	0	0	0	0	0.00
0.00	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00
0.00	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00
0.00	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00
0.00	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00
0.00	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00
0.00	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00
305.00	0	0	0	0	0.00	0	305.00	0	0	0	0	0.00

DATE	MUSEUM					TOURIST INFORMATION CENTRE			
	Adults	Children	Families		TOTAL	UK Local	Wider UK	Overseas	TOTAL
			Tickets*	Number					
2014 TOTALS	2635	320	145	580	3535	14,616	15,010	1,207	30,833
2015									
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	252	78	18	72	402	1,514	1,213	78	2,805
May	279	15	18	72	366	1,483	1,533	93	3,109
Jun	212	12	4	16	240	1,013	1,088	121	2,222
Jul	299	38	21	84	421	1,014	1,619	157	2,790
Aug	402	90	49	196	688	1,475	1,959	230	3,664
Sep	290	25	9	36	351	1,105	1,282	185	2,572
Oct	214	20	14	56	290	1,971	1,320	104	3,395
Nov					0				0
Dec					0				0
TOTALS	2387	473	165	660	3520	13,261	13,228	1,139	27,628

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

** Museum closed for 11 days for new lights installation

Amanda Brubaker

From: Office@buckingham-tc.gov.uk
Sent: 02 November 2015 11:24
To: Amanda Brubaker
Subject: FW: Fireworks thanks

From: Louise Graham [mailto:Louise.Graham@buckingham-tc.gov.uk]
Sent: 01 November 2015 09:18
To: office@buckingham-tc.gov.uk
Subject: Fireworks thanks

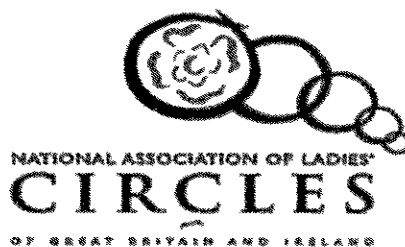
Hello

I just wanted to say thank you to the town council for organising the fire works.

We've attended every year since moving to Buckingham in 2006 and it's such a great display, my family really appreciate it.

Thank you

Louise



*Jaisalmer
7 Potters Glen
Padbury
Bucks
MK18 2BX*

Amanda Brubaker
Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
Bucks
MK18 1JP

12 November 2015

Dear Amanda

Re: Buckingham 10K

Buckingham Ladies' Circle held a very successful 10K race last month and I'd be grateful if you would please pass on our thanks to the Town Council. Obviously without their permission the event would not go ahead! Thank you also for your help with the administration.

This year we raised a profit of £2,600 of which we are very proud as it is the largest amount in the history of the 10K. The money raised will be split between Buckingham Young Carers and the 3rd Buckingham Scout Troop as well as donations to National Trust, for use of Stowe gardens, and the Old Gaol, which was our administrative headquarters this year.

We have received many complimentary comments about the race and are sorry that this is our last year of hosting the event. Unfortunately due to falling membership we don't have the (wo)man power to organize the event however we are handing over the reins to Jane Simons, event director of the Buckingham Parkrun.

Thank you for your support over the years.

Kind regards
Yours sincerely

Elspeth (sent by email)

Elspeth Parkhouse
Buckingham Ladies' Circle