



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,  
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TOWN CENTRE &  
EVENTS COMMITTEE

Wednesday, 27 November 2019

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council which will be held on **Monday 2<sup>nd</sup> December 2019** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm.

Mr. P. Hodson  
Town Clerk

Please note that the Town Centre & Events Committee meeting will be preceded by Public Question time in accordance with Standing Order 3.f, 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 14<sup>th</sup> October 2019 received at Full Council on Monday 18<sup>th</sup> November 2019. **(TCE/03/19)** **Copy previously circulated**
4. **Action List** **Appendix A**  
To receive action reports and updates
5. **Climate Change Action Plan**  
To receive and review the draft Action Plan and agree the proposed actions for this Committee. **TCE/112/19**
6. **Budget** **Appendix B**  
To receive the latest budget figures
7. **Precept and Business Plan** **TCE/113/19**  
To receive a written report from the Town Clerk



Twinned with Mouvaux, France



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

8. **Buckingham Heritage App**  
To receive a written report from the Communications Clerk **TCE/114/19**
9. **Online Ticket sales**  
To receive a written report from the Communications Clerk **TCE/115/19**
10. **Charter Fair Goldfish**  
To receive a written report from the Town Clerk **TCE/116/19**
11. **WW1 War Memorial Dedication**  
To receive a written report from the Events Coordinator **TCE/117/19**
12. **VE Day**  
To receive a verbal update from the Events Coordinator
13. **Forthcoming Events**
- |      |                   |                                |
|------|-------------------|--------------------------------|
| 13.1 | Christmas Parade  | 14 <sup>th</sup> December 2019 |
| 13.2 | Community Fair    | 14 <sup>th</sup> December 2019 |
| 13.3 | Pancake Race      | 22 <sup>nd</sup> February 2020 |
| 13.4 | Food Fair         | 29 <sup>th</sup> February 2020 |
| 13.5 | Good Endings Fair | 21 <sup>st</sup> March 2020    |
14. **Event Reviews**
- |      |  |                   |
|------|--|-------------------|
| 14.1 | Lace Hill Halloween Event – To receive a written report from the LHSCC Coordinator | <b>TCE/118/19</b> |
| 14.2 | Bonfire and Fireworks - To receive a written report from the Events Coordinator    | <b>TCE/119/19</b> |
| 14.3 | Remembrance Parade - To receive a written report from the Events Coordinator       | <b>TCE/120/19</b> |
| 14.4 | Xmas Lights Switch on - To receive a verbal report from the Events Coordinator     |                   |
15. **Forthcoming events at LHSCC** **TCE/121/19**  
To receive a written report from the LHSCC Coordinator
16. **Access**  
Members to report any access issues.
17. **Rural Market Towns Group**  
To receive a verbal update from the Town Clerk
18. **Tourist Information Centre Working Groups** **TCE/122/19**  
To receive a written report from the Deputy Town Clerk
19. **Tourist Information Centre** **Appendix C**  
To receive the latest visitor and accommodation statistics
20. **Twinning**  
To receive a verbal update from the Town Clerk
21. **News Releases**
22. **Chair's Items**
23. **Date of the next meeting:** Monday 10<sup>th</sup> February 2020

**To:**

Cllr. T. Bloomfield      Vice Chair  
Cllr. Mrs. M Gateley  
Cllr. D. Isham  
Cllr. Harvey  
Cllr. A. Mahi              Chair

Cllr. M. Cole              (Town Mayor)  
Cllr. L. O'Donoghue  
Cllr. Mrs. C. Strain-Clark  
Cllr. R. Stuchbury



Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	851/18; 61/19	Food Fair Feeder Pillar	Proposed by Cllr Stuchbury, seconded by Cllr. OD and unanimously AGREED for the Town Clerk to bring back a report on the costings of the feeder pillar outside of the Community Centre and consider funding from the Charter Fair budget or reserves. ACTION TOWN CLERK	Town Clerk	A vote was taken on Cllr. Mahi's proposal not to proceed with the installation of a feeder pillar but to revisit the idea within any feasibility study for extending the Council Chamber.	Ongoing
TC&E	858/18; 78/19	Tourist Information Centre		Town Clerk	Members <b>AGREED</b> for the Town Clerk to arrange an initial meeting for the Tourist Information Centre staff to detail their thoughts and idea forward before meeting with any Councillors	Agenda item 19. Meeting completed; 3 councillor workshops under way.
TC&E	69/19	Litter Picking Event	<b>AGREED</b> to host a community litter pick in Spring 2020 similar to Clean for the Queen or The Big Spring Clean. Cllr. O'Donoghue suggested writing to the Youth Centre to encourage involvement from Youth Leaders and DoE groups	Events Coordinator	Awaiting information from Keep Britain Tidy regarding their national campaign in March 2020.	Ongoing
TC&E	71/19	WW1 War Memorial Rededication	Proposed by Cllr. Harvey, seconded by Cllr. Stuchbury and unanimously <b>AGREED</b> for the Events Coordinator, Chair and	Events Coordinator	Meeting took place on the 14th October 2019. Feedback of December's TC&E meeting.	2nd December 2019 Agenda item 12
TC&E	72/19	Buckingham Calendar	Proposed by Cllr. Bloomfield and seconded by Cllr. Harvey to run a photography competition online and choose twelve winning photos which will be made into a calendar printed by Colour Calendars at a cost of £789 to be sold in the TIC at a cost of £5.50 each	Tourist Information Coordinator	In place; report on outcome to be provided in Feb 2020	10th Feb 2020
TC&E	257/19	VE Day Anniversary	Members AGREED report recommendations to work with Mr Weston for an event in the Cattle Pens on the 8th May 2020	Event Coordinator	Meeting to be arranged with Lionel Weston	2nd December 2019 Agenda item 13
TC&E	256	Buckingham in Bloom	To discuss whether to canvas public opinion on whether to host another Buckingham in Bloom	Events Coordinator	Feb agenda	10th Feb 2020

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
	252	Bard of Buckingham	<b>AGREED</b> that a small working group is established, including members of TC & E and local poets, to devise a promotional campaign and the details of the election event for a Bard of Buckingham and Junior Bard.	Events Coordinator	Event held and new Bard elected. Report on progress to be provided in June 2020	8th June 2020
TC&E	254.7/19	Good Endings	Members <b>AGREED</b> for the Events Coordinator to proposed a date for the Good Endings Fair 2020.	Events Coordinator	Date has been set as 21st March 2020 and Community Centre has been booked	Agenda item 14.5
TC&E	411/19	Car Parking Charges at Buckingham Hospital	<b>AGREED</b> for the Town Clerk to summarise the Councillors' concerns and invite Mr McFarlane and Ms Williams the Town Centre & Events Committee on the 10th February 2020.	Town Clerk		Feb-20
TC&E	415.3/19	Remembrance Parade	Cllr. Harvey sked if British Royal Legion had completed a full Risk Management Assessment for the event to take into account the numbers of people attending the event – particularly in such a restricted space.	Events Coordinator	Verbal update at December's meeting	Dec-20
TC&E	419/19	Evaluating Events	<b>AGREED</b> to create a webpage to collect feedback from Town Council events.	Administrator	Webpage is now live <a href="https://www.buckingham-tc.gov.uk/our-services/events/events-feedback/">https://www.buckingham-tc.gov.uk/our-services/events/events-feedback/</a>	Completed

**BUCKINGHAM TOWN COUNCIL****Town Centre & Events Committee****MONDAY 2<sup>nd</sup> December 2019**

Contact Officer: Committee Clerk

**Climate Change Draft for Discussion Action Plan****1. Recommendations**

- 1.1. That Members review the report and agree the proposed actions for this committee.
- 1.2. That Members highlight any suggested amendments to the Action Plan and consider how they can contribute to achieving this agenda.
- 1.3. Members to discuss the budgetary implications of any actions they wish to take forward in light of the proposed budget for 2020/21

**2. Background**

- 2.1. This draft action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Change Action Plan is an over-arching pledge that identifies the following priority areas of change (Agreed at Full Council on the 18<sup>th</sup> November 2019 (min 512/19))
  - Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat
  - Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles and equipment
  - Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water
  - Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials
  - Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts;
- 2.2. The Full Council of Buckingham Town Council have previously AGREED:

That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to do this by making the Town Council carbon neutral by 2030 and encouraging the town's population, organisation and businesses to work with us in that aim. (*min 509/19*)

and...

“... Buckingham Town Council to support the need for a Climate Change Action Plan for Buckingham Town, so that we take the first step towards taking some

concerted actions to reduce and move towards a Net Zero Carbon Footprint for the town. There are so many no-cost and low-cost options available that when combined with the funding available to community and other organisations we can start to play an increased role in combating climate change. (*min 209/19*)

DRAFT



## Buckingham Town Council Draft Climate Change Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.		
Action	Measure	Responsibility
Creation of a Climate Emergency webpage, Facebook page and hashtag to enable discussion, idea sharing and extend public awareness of the issues.	Number of visitors per year X per year	Resources Committee
Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information	Number of contacts made	Resources Committee
Encourage practical action by local people through proactive communication campaigns. Consider creation of an impartial local guide that provides information on accredited local energy assessors and renewable energy installers for solar panels, batteries, EV chargers and heat pumps etc.	Number of downloads/copies requested. X per year	TC&E and Environment Committee
Consultation on the Buckingham Neighbourhood Plan refresh will enable detailed consultation on the proposed changes.		Planning Committee
Encourage the formation of Local Climate Action Groups.	One formed	Resources Committee
Host a public meeting on the issue.	One per year	Resources Committee

**Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat**

<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>
Implement an Energy Audit of all Council buildings, operations and vehicles	Actions implemented	Resources Committee
Change BTC energy provider to renewable/ green tariffs	Moved to green tariffs by 2020/21	Environment Committee
Offset carbon emissions by planting more trees (whenever possible)	One tree planting project per year	Environment Committee
Investigate options for carbon offsetting Town Council event e.g. Bonfire & Fireworks	Publication of carbon Offsetting certification for each relevant event	Town Centre & Event Committee
Minimise the climate impact from development and encourage a low carbon economy through our planning system by: <ul style="list-style-type: none"> <li>• Encourage a sustainable pattern of development supported by a low carbon transport infrastructure</li> <li>• Promote sustainable design in buildings</li> </ul>	% of new builds in the parish to be low carbon properties	Planning Committee
	% of new builds in the parish to be low carbon properties	Planning Committee
Install renewable energy generation on Council owned buildings	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community Centre and the new cemetery building (once constructed).	Full Council and Resources Committee

**Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water**

<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>
Provide recycling facilities at all town Council Events.	One bin per event	TC&E Committee
Write to local supermarkets asking for a reverse plastic bottle vending machine in their car parks.	Contact with four large Supermarkets	Environment Committee
Work with and support litter picking initiatives around town including the increased promotion of River rinse.	One Town Council event per year in addition to the two river rinses	TC&E Committee
Investigate the installation of textile recycling banks at Lace Hill SCC car park.	One textile recycling bank	Environment Committee
Consider installing water butts for all new town council buildings and use the water for planters and hanging baskets	One per new build (owned by BTC)	Resources Committee
Fit water saving devices in all town council owned toilets	One per toilet	Environment Committee
Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee
Actions implemented to eliminate the use of single-use plastics within Council offices/buildings and continue to promote Plastic-free Buckingham	No purchases of single use plastics	Resources Committee
Implement waste education and promotional campaigns	Number of interactions through social media and with groups including schools	Resources Committee

Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee
Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Consideration of a procurement strategy	Resources Committee
Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee

**Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.**

<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>
Review of HGV restrictions in the town to ensure the largest number are implemented and enforced		Planning Committee
Explore more bike parking facilities around the town, including local schools and businesses.	5 more racks by 2021	Planning Committee
Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E 2019/20	Town Centre & Events Committee
Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life, resulting in full replacement with electric vehicles by 2030.	Replace each vehicle at the appropriate point in its lifecycle.	Environment Committee

Refurbish and promote the town's benches to assist walkers to take short rests. Advertise with signs 'pedestrian friendly town'	Replace each bench at the appropriate point in its lifecycle.	Environment Committee
Work with Buckinghamshire Council to extend/improve cycle/ walking network		Full Council
Work with Buckinghamshire Council on increasing EV charge points on public land		Full Council

**Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.**

<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>
Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee
Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee
Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee
Protect and enhance native species and habitats. Promoting and support opportunities for environmental enhancement and regeneration	One environmental campaign per year	Environment Committee
Support local food production including the provision of more allotments for people to grow their own food.	Number of allotment holders at the Tingewick Road Allotment site	Full Council
Seek adequate garden space or community spaces for growing food in all future development.	One community space per new development	Full Council an Planning Committee
Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All BTC events	Town Centre & Events Committee

Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects	To be considered within Greenspaces Strategy and Management Plan for Parks	Environment Committee
Each year allocate a section of land to be planted with wildflowers.	One per year	Environment Committee
Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.	Measure and publish plans and low carbon emission certification	Environment Committee
Research new grasses that can be planted to absorb and trap more carbon in their roots and sow them in public spaces and new developments.	Future agenda of Environment Committee 2019/20	Environment Committee
Work with the Tree Wardens, in promotion of the Tree Charter, to register key trees on the Woodland Trust's inventory of Ancient Trees and consider any new TPOs	10 new trees registered	Environment Committee
Look to legally protect the future of the riverside parks in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.	Future agenda of Environment Committee 2019/20	Planning Committee and Environment Committee
Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee

<b>INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES</b>				
<b>PAGE No</b>	<b>CODE</b>	<b>COST CENTRE</b>	<b>AMOUNT</b>	<b>EXPLANATION</b>
1	4094	301	-£198.00	Overspend due to no LAF 19/20 funding for basketball coaching (this was booked in Feb 2019 aware that no funding was being given)
1	4104	301	-£209.00	Overspend due to extra winter planters not budgeted for
1	4213	301	-£13.00	Overspend due to purchase of metal stakes required but not in original budget
1	4243	301	-£182.00	Purchase orders carried forward for removal of bollards not invoiced for 3 x years - not precepted for
2	4017	302	-£28.00	subscription cost increase not expected but subscription still required
3	9033	901	-£2,685.00	Income for 2018-2019 or 2019-2020 not received so will show as an overspend. Once income is received then it will be shown in the income section - N/Lcode 1070 901.

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2019

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>301 TOWN CENTRE &amp; EVENTS</b>								
1013 HANGING BASKETS	333	33	400	367			8.3%	
1028 LACE HILL EVENTS INCOME	320	429	1,000	571			42.9%	
1029 GOOD ENDINGS FAIR INCOME	1,452	0	1,000	1,000			0.0%	
1033 ICE RINK INCOME	5,939	0	8,000	8,000			0.0%	
1062 COMMUNITY FAIR - TABLE INCOME	230	80	200	120			40.0%	
1066 COMEDY NIGHT INCOME	0	0	3,000	3,000			0.0%	
1069 CHARTER FAIR INCOME	6,630	6,876	6,670	(206)			103.1%	
1086 FIREWORK DISPLAY INCOME	0	0	100	100			0.0%	
1087 CHRISTMAS LIGHT INCOME	0	25	100	75			25.0%	
<b>TOWN CENTRE &amp; EVENTS :- Income</b>	<b>14,904</b>	<b>7,443</b>	<b>20,470</b>	<b>13,027</b>			<b>36.4%</b>	<b>0</b>
3997 NI TC & E	3,005	1,855	5,446	3,591		3,591	34.1%	
3998 PENSION ERS TC & E	7,460	5,901	11,620	5,719		5,719	50.8%	
3999 WAGES & SALARIES TC & E	51,092	31,197	55,096	23,899		23,899	56.6%	
4042 EVENTS EQUIPMENT	0	621	1,000	379		379	62.1%	
4079 FAIR TRADE PROMOTION	151	175	400	225		225	43.8%	
4094 YOUTH PROJECT	2,414	3,198	3,000	(198)		(198)	106.6%	
4104 TOWN IN BLOOM	6,578	7,209	7,000	(209)		(209)	103.0%	
4107 PRIDE OF PLACE	193	113	250	137	61	76	69.6%	
4115 RIVER RINSE	186	165	400	235		235	41.3%	
4119 ICE RINK	7,740	0	8,000	8,000		8,000	0.0%	
4125 ENTERPRISE FAIR	31	0	0	0		0	0.0%	
4126 GOOD ENDINGS FAIR	1,105	0	1,000	1,000		1,000	0.0%	
4166 LACE HILL EVENTS	797	815	1,000	185		185	81.5%	
4201 CHRISTMAS LIGHTS	8,933	11,000	11,000	0		0	100.0%	
4202 FIREWORK DISPLAY	4,712	3,795	5,000	1,205		1,205	75.9%	
4203 COMMUNITY FAIR	511	0	400	400	221	179	55.3%	
4205 CHRISTMAS PARADE	2,580	0	3,900	3,900		3,900	0.0%	
4208 SPRING FAIR	90	128	530	402		402	24.1%	
4210 PANCAKE RACE	85	0	75	75		75	0.0%	
4211 BAND JAM	3,366	3,415	3,500	85		85	97.6%	
4212 CHRISTMAS LIGHT SWITCH ON	1,289	160	1,500	1,340	160	1,180	21.3%	
4213 DOG AWARENESS	189	263	495	232	245	(13)	102.6%	
4216 MAY DAY EVENT	0	0	50	50		50	0.0%	
4220 MUSIC IN THE MARKET	3,430	3,398	3,500	102		102	97.1%	
4230 SCOUT PARADE	18	0	50	50		50	0.0%	
4241 COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000	437	2,563	14.6%	
4243 CHARTER FAIR EXPENDITURE	609	273	7,345	7,072	7,254	(182)	102.5%	
4260 TWINNING	0	0	2,000	2,000		2,000	0.0%	
<b>TOWN CENTRE &amp; EVENTS :- Indirect Expenditure</b>	<b>106,562</b>	<b>73,681</b>	<b>136,557</b>	<b>62,876</b>	<b>8,378</b>	<b>54,498</b>	<b>60.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(91,658)</b>	<b>(66,238)</b>	<b>(116,087)</b>	<b>(49,849)</b>				



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>302 STREET MARKET</b>								
1005 STREET MARKET	13,683	9,614	14,000	4,386			68.7%	
1006 FLEA MARKET	4,038	3,008	5,000	1,992			60.2%	
STREET MARKET :- Income	<u>17,721</u>	<u>12,622</u>	<u>19,000</u>	<u>6,378</u>			<u>66.4%</u>	<u>0</u>
4017 SUBSCRIPTIONS	318	358	330	(28)		(28)	108.5%	
4225 RATES	2,193	2,087	3,000	913		913	69.6%	
4235 MARKET INFRASTRUCTURE & PROMOT	1,424	960	1,500	540		540	64.0%	
STREET MARKET :- Indirect Expenditure	<u>3,934</u>	<u>3,405</u>	<u>4,830</u>	<u>1,425</u>	<u>0</u>	<u>1,425</u>	<u>70.5%</u>	<u>0</u>
Net Income over Expenditure	<u>13,787</u>	<u>9,217</u>	<u>14,170</u>	<u>4,953</u>				
<b>303 SPECIAL EVENTS</b>								
1020 FOOD FAIR INCOME	705	25	500	475			5.0%	
1083 FRINGE INCOME	336	2,818	3,000	182			93.9%	
SPECIAL EVENTS :- Income	<u>1,041</u>	<u>2,843</u>	<u>3,500</u>	<u>657</u>			<u>81.2%</u>	<u>0</u>
4221 FRINGE	3,031	5,955	6,000	45		45	99.3%	
4242 FOOD FAIR	353	0	500	500		500	0.0%	
4244 REMEMBRANCE FLAGS	241	219	420	201		201	52.2%	
SPECIAL EVENTS :- Indirect Expenditure	<u>3,625</u>	<u>6,175</u>	<u>6,920</u>	<u>746</u>	<u>0</u>	<u>746</u>	<u>89.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,584)</u>	<u>(3,332)</u>	<u>(3,420)</u>	<u>(88)</u>				
<b>305 TOURIST INFORMATION CENTRE</b>								
1084 TIC INCOME	27,601	13,721	32,000	18,279			42.9%	
1088 HERITAGE APP INCOME	0	10,000	10,000	0			100.0%	
TOURIST INFORMATION CENTRE :- Income	<u>27,601</u>	<u>23,721</u>	<u>42,000</u>	<u>18,279</u>			<u>56.5%</u>	<u>0</u>
4253 TIC TICKETS AND PRODUCE	27,837	15,294	30,000	14,706		14,706	51.0%	
4255 HERITAGE APP EXPENDITURE	0	0	10,000	10,000		10,000	0.0%	
TOURIST INFORMATION CENTRE :- Indirect Expenditure	<u>27,837</u>	<u>15,294</u>	<u>40,000</u>	<u>24,706</u>	<u>0</u>	<u>24,706</u>	<u>38.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(237)</u>	<u>8,427</u>	<u>2,000</u>	<u>(6,427)</u>				
<b>306 ACCESSIBILITY</b>								
4254 ACCESS ABLE	0	3,400	3,400	0		0	100.0%	
ACCESSIBILITY :- Indirect Expenditure	<u>0</u>	<u>3,400</u>	<u>3,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,400)</u>	<u>(3,400)</u>	<u>0</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2019

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	61,267	46,628	84,970	38,342			54.9%	
Expenditure	141,958	101,954	191,707	89,754	8,378	81,376	57.6%	
Net Income over Expenditure	<u>(80,691)</u>	<u>(55,325)</u>	<u>(106,737)</u>	<u>(51,412)</u>				
Movement to/(from) Gen Reserve	<u>(80,691)</u>	<u>(55,325)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2019

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>901 EARMARKED RESERVES</b>								
9001 YOUTH COUNCIL	0	0	1,000	1,000		1,000	0.0%	
9002 CEMETERY DEVELOPMENT	0	0	20,000	20,000		20,000	0.0%	
9004 SOLAR PANEL LACE HILL	0	0	28,076	28,076		28,076	0.0%	
9006 SPEED WATCH	0	0	598	598		598	0.0%	
9012 CHRISTMAS LIGHTS	0	7,458	7,753	295		295	96.2%	
9015 CHARTER FAIRS	0	0	4,136	4,136		4,136	0.0%	
9025 PLAY AREA REPLACEMENT	0	0	27,121	27,121		27,121	0.0%	
9027 GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0%	
9029 CIRCULAR WALK MAINT	0	0	5,399	5,399		5,399	0.0%	
9030 TOURISM LEAFLETS	0	0	2,404	2,404		2,404	0.0%	
9033 ECONOMIC DEVELOPMENT GRP	20,077	5,225	2,540	(2,685)		(2,685)	205.7%	
9035 PARKS DEVELOPMENT	620	0	1,405	1,405		1,405	0.0%	
9036 ELECTION COSTS	0	0	3,188	3,188		3,188	0.0%	
9037 FAIR TRADE	0	400	400	0		0	100.0%	
9040 PARK RUN	0	0	89	89		89	0.0%	
9041 BONFIRE AND FIREWORK	0	200	200	0		0	100.0%	
9045 ACCESS FOR ALL	(300)	269	520	251		251	51.8%	
9046 PLANNING DISPLAY EQUIPMENT	0	4,613	5,242	629		629	88.0%	
9048 BAG FUND	0	788	2,071	1,283		1,283	38.0%	
<b>EARMARKED RESERVES :- Indirect Expenditure</b>	<b>20,397</b>	<b>18,954</b>	<b>112,368</b>	<b>93,414</b>	<b>0</b>	<b>93,414</b>	<b>16.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(20,397)</b>	<b>(18,954)</b>	<b>(112,368)</b>	<b>(93,414)</b>				
<b>Grand Totals:- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>20,397</b>	<b>18,954</b>	<b>112,368</b>	<b>93,414</b>	<b>0</b>	<b>93,414</b>	<b>16.9%</b>	
<b>Net Income over Expenditure</b>	<b>(20,397)</b>	<b>(18,954)</b>	<b>(112,368)</b>	<b>(93,414)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(20,397)</b>	<b>(18,954)</b>						



**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE AND EVENTS COMMITTEE**  
**MONDAY 2<sup>nd</sup> DECEMBER**

Contact Officer: Paul Hodson, Town Clerk

**Budget Proposal**

**1. Recommendations**

- 1.1. It is recommended that the Committee agree the proposed budget for 20/21 to be submitted to Full Council for consideration at the Precept Meeting on 13<sup>th</sup> January 2019.
- 1.2. It is recommended that the Committee agree the proposed forecast budget for 2021 to 2025 to be submitted to Full Council for consideration at the Precept Meeting on 13<sup>th</sup> January 2019.
- 1.3.

**2. Background**

- 2.1. The Resources Committee agreed on 23<sup>rd</sup> September 2019, *“for the Council to plan to adopt a five-year budget and five-year business plan for 2020 -26, and that this be initially developed by each of the four committees reviewing the aspects relevant to their remit”*.  
**(359/19)**
- 2.2. The Town Centre & Events Committee discussed a draft budget for 2020/21 and the following four years at its meeting on 14<sup>th</sup> October 2019.

**3. Budget Highlights**

- 3.1. A five-year budget has been proposed, to enable long-term planning. However, it is expected that this will change each year, dependent on spend against the budget in previous years, and in light of changes to service demands, Council policies and priorities and the wider economic context.
- 3.2. The budget is currently being prepared assuming RPI of 2.6%, in line with the rise reported in September 2019. For this reason, the draft budget is being prepared with a forecast precept rise to Council Tax payers of 2.6%.
- 3.3. The Council delivers the events programme primarily through the role of the Events Coordinator, with the support of a range of staff during the year. It is not proposed to change this arrangement.
- 3.4. During the autumn the Council held three workshops to review the role of the TIC. The costs of the proposed changes to staffing and the proposed creation of a new tourism website to replace Buckingham.info have been included in the budget provided.
- 3.5. An additional £2,500 has been added to 4104 Town In Bloom. It is proposed to add this increase, but for no expenditure to take place until the committee has agreed proposals for the installation and maintenance of features to include permanent flower beds around the town.

3.6. A further additional £750 has been added to 4104 Town In Bloom to allow for a “flower and produce” event.

3.7. A new budget code, 4273, has been added, with a budget of £1,000, for one-off events. It is likely that this would be for events to mark VE Day in 2020. The use of a general description will provide the Committee with flexibility in future years.

3.8. The Council produced a sponsorship guide early in 2019. It is proposed to continue to seek increased sponsorship for the events programme, but not to assume any income until or unless firm agreements are made with potential sponsors.

#### 4. The net increases proposed for this budget are :

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
<b>Total Budget Expenditure :</b>	191,707	187,718	190,547	196,765	201,026	207,515
<b>Income :</b>	84,970	68,353	69,099	71,990	72,727	75,812
<b>Net Expenditure</b>	<b>106,737</b>	<b>119,365</b>	<b>122,035</b>	<b>124,775</b>	<b>128,299</b>	<b>131,703</b>
<b>% Increase</b>		11.83%	2.24%	2.25%	2.82%	2.65%

4.1. Whilst this committee’s budget is proposed to increase in 2020/21, this will be balanced against other budgets in the overall proposal to be submitted to Full Council.

4.2. The proposed annual budget and five year budgets are given below.

## Annual Budget - By Centre

Note: TC and E Proposed Budget for 2020/21

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<b>301</b>	<b><u>TOWN CENTRE &amp; EVENTS</u></b>											
1013	HANGING BASKETS	400	333	0	0	400	0	400	633	410	0	0
1028	LACE HILL EVENTS INCOME	1,000	320	0	0	1,000	0	1,000	429	1,026	0	0
1029	GOOD ENDINGS FAIR INCOME	1,000	1,452	0	0	1,000	0	1,000	0	1,000	0	0
1031	ENTERPRISE FAIR INCOME	500	0	0	0	0	0	0	0	0	0	0
1033	ICE RINK INCOME	8,600	5,939	0	0	8,000	0	8,000	0	0	0	0
1062	COMMUNITY FAIR - TABLE INCOME	300	230	0	0	200	0	200	80	205	0	0
1066	COMEDY NIGHT INCOME	3,000	0	0	0	3,000	0	3,000	0	3,078	0	0
1069	CHARTER FAIR INCOME	6,400	6,630	0	0	6,670	0	6,670	6,876	6,843	0	0
1086	FIREWORK DISPLAY INCOME	0	0	0	0	100	0	100	0	100	0	0
1087	CHRISTMAS LIGHT INCOME	0	0	0	0	100	0	100	25	100	0	0
	Total Income	21,200	14,904	0	0	20,470	0	20,470	8,043	12,762	0	0
3997	NI TC & E	3,900	3,005	0	0	5,446	0	5,446	1,855	5,960	0	0
3998	PENSION ERS TC & E	13,200	7,460	0	0	11,620	0	11,620	5,901	12,608	0	0
3999	WAGES & SALARIES TC & E	55,600	51,092	0	0	55,096	0	55,096	31,197	60,567	0	0
4042	EVENTS EQUIPMENT	0	0	0	0	1,000	0	1,000	621	560	0	0
4079	FAIR TRADE PROMOTION	400	151	0	0	400	0	400	175	410	0	0
4094	YOUTH PROJECT	3,000	2,414	0	0	3,000	0	3,000	3,198	3,000	0	0
4104	TOWN IN BLOOM	6,300	6,578	0	0	7,000	0	7,000	7,209	10,750	0	0
4107	PRIDE OF PLACE	250	193	0	0	250	0	250	113	257	0	0
4115	RIVER RINSE	400	186	0	0	400	0	400	165	410	0	0
4119	ICE RINK	8,600	7,740	0	0	8,000	0	8,000	0	0	0	0
4125	ENTERPRISE FAIR	500	31	0	0	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre

Note: TC and E Proposed Budget for 2020/21

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4126	GOOD ENDINGS FAIR	1,000	1,105	0	0	1,000	0	1,000	0	1,000	0	0
4166	LACE HILL EVENTS	1,000	797	0	0	1,000	0	1,000	815	1,026	0	0
4201	CHRISTMAS LIGHTS	9,000	8,933	0	0	11,000	0	11,000	11,000	11,286	0	0
4202	FIREWORK DISPLAY	4,500	4,712	0	0	5,000	0	5,000	3,795	5,130	0	0
4203	COMMUNITY FAIR	785	511	0	0	400	0	400	0	410	0	0
4205	CHRISTMAS PARADE	3,000	2,580	0	0	3,900	0	3,900	0	3,900	0	0
4208	SPRING FAIR	500	90	30	0	500	0	530	128	500	0	0
4210	PANCAKE RACE	75	85	0	0	75	0	75	0	80	0	0
4211	BAND JAM	3,500	3,366	0	0	3,500	0	3,500	3,415	3,591	0	0
4212	CHRISTMAS LIGHT SWITCH ON	1,300	1,289	0	0	1,500	0	1,500	160	2,500	0	0
4213	DOG AWARENESS	300	189	95	0	400	0	495	263	495	0	0
4216	MAY DAY EVENT	50	0	0	0	50	0	50	0	50	0	0
4220	MUSIC IN THE MARKET	3,500	3,430	0	0	3,500	0	3,500	3,398	3,591	0	0
4230	SCOUT PARADE	50	18	0	0	50	0	50	0	50	0	0
4241	COMEDY NIGHT EXPENDITURE	3,000	0	0	0	3,000	0	3,000	0	3,078	0	0
4243	CHARTER FAIR EXPENDITURE	4,445	609	4,795	0	2,550	0	7,345	273	3,000	0	0
4260	TWINNING	0	0	0	0	2,000	0	2,000	0	2,000	0	0
	Overhead Expenditure	128,155	106,562	4,920	0	131,637	0	136,557	73,681	136,209	0	0
	Movement to/(from) Gen Reserve	(106,955)	(91,658)			(111,167)		(116,087)	(65,638)	(123,447)		
<b>302</b>	<b><u>STREET MARKET</u></b>											
1005	STREET MARKET	14,000	13,683	0	0	14,000	0	14,000	9,614	14,500	0	0
1006	FLEA MARKET	5,500	4,038	0	0	5,000	0	5,000	3,008	4,500	0	0
	Total Income	19,500	17,721	0	0	19,000	0	19,000	12,622	19,000	0	0

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## Annual Budget - By Centre

Note: TC and E Proposed Budget for 2020/21

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4017 SUBSCRIPTIONS	330	318	0	0	330	0	330	358	450	0	0
4225 RATES	4,000	2,193	0	0	3,000	0	3,000	2,087	3,078	0	0
4235 MARKET INFRASTRUCTURE & PROMOT	1,950	1,424	0	0	1,500	0	1,500	960	1,500	0	0
Overhead Expenditure	6,280	3,934	0	0	4,830	0	4,830	3,405	5,028	0	0
Movement to/(from) Gen Reserve	13,220	13,787			14,170		14,170	9,217	13,972		
<b>303 SPECIAL EVENTS</b>											
1020 FOOD FAIR INCOME	400	705	0	0	500	0	500	25	513	0	0
1034 FESTIVAL OF HEALTH	2,500	0	0	0	0	0	0	0	0	0	0
1083 FRINGE INCOME	3,000	336	0	0	3,000	0	3,000	2,818	3,078	0	0
Total Income	5,900	1,041	0	0	3,500	0	3,500	2,843	3,591	0	0
4075 FESTIVAL OF HEALTH	2,500	0	0	0	0	0	0	0	0	0	0
4221 FRINGE	6,000	3,031	0	0	6,000	0	6,000	5,955	6,000	0	0
4242 FOOD FAIR	500	353	0	0	500	0	500	0	513	0	0
4244 REMEMBRANCE FLAGS	420	241	0	0	420	0	420	219	600	0	0
4273 ONE OFF EVENTS	0	0	0	0	0	0	0	0	1,000	0	0
Overhead Expenditure	9,420	3,625	0	0	6,920	0	6,920	6,175	8,113	0	0
Movement to/(from) Gen Reserve	(3,520)	(2,584)			(3,420)		(3,420)	(3,332)	(4,522)		
<b>304 BUCKINGHAM TOWN YOUTH COUNCIL</b>											
4237 YOUTH COUNCIL BUDGET	900	0	0	0	0	0	0	0	1,000	0	0
4238 YOUTH COUNCIL ADMIN	100	0	0	0	0	0	0	0	100	0	0

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## Annual Budget - By Centre

Note: TC and E Proposed Budget for 2020/21

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	1,000	0	0	0	0	0	0	0	1,100	0	0
Movement to/(from) Gen Reserve	(1,000)	0			0		0	0	(1,100)		
<b>305</b> <u>TOURIST INFORMATION CENTRE</u>											
1084 TIC INCOME	400	27,601	0	0	32,000	0	32,000	13,721	33,000	0	0
1088 HERITAGE APP INCOME	0	0	0	0	10,000	0	10,000	10,000	0	0	0
Total Income	400	27,601	0	0	42,000	0	42,000	23,721	33,000	0	0
4253 TIC TICKETS AND PRODUCE	1,500	27,837	0	0	30,000	0	30,000	15,294	30,780	0	0
4255 HERITAGE APP EXPENDITURE	0	0	0	0	10,000	0	10,000	0	0	0	0
4274 TOURISM WEBSITE	0	0	0	0	0	0	0	0	2,500	0	0
Overhead Expenditure	1,500	27,837	0	0	40,000	0	40,000	15,294	33,280	0	0
Movement to/(from) Gen Reserve	(1,100)	(237)			2,000		2,000	8,427	(280)		
<b>306</b> <u>ACCESSIBILITY</u>											
4254 ACCESS ABLE	0	0	0	0	3,400	0	3,400	3,400	3,488	0	0
4266 ACCESSIBILITY COSTS	0	0	0	0	0	0	0	0	500	0	0
Overhead Expenditure	0	0	0	0	3,400	0	3,400	3,400	3,988	0	0
Movement to/(from) Gen Reserve	0	0			(3,400)		(3,400)	(3,400)	(3,988)		
Total Budget Income	47,000	61,267	0	0	84,970	0	84,970	47,228	68,353	0	0
Expenditure	146,355	141,958	4,920	0	186,787	0	191,707	101,954	187,718	0	0
Movement to/(from) Gen Reserve	(99,355)	(80,691)			(101,817)		(106,737)	(54,726)	(119,365)		

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

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
<b>301 TOWN CENTRE &amp; EVENTS</b>						
3997 NI TC & E	5,446	5,960	6,139	6,323	6,513	6,708
3998 PENSION ERS TC & E	11,620	12,608	12,987	13,376	13,778	14,191
3999 WAGES & SALARIES TC & E	55,096	60,567	62,384	64,256	66,183	68,169
4042 EVENTS EQUIPMENT	1,000	560	575	590	605	621
4079 FAIR TRADE PROMOTION	400	410	421	432	443	455
4094 YOUTH PROJECT	3,000	3,000	3,000	3,000	3,000	3,000
4104 TOWN IN BLOOM	7,000	10,750	11,316	11,316	11,610	11,912
4107 PRIDE OF PLACE	250	257	264	271	278	285
4115 RIVER RINSE	400	410	421	432	443	455
4119 ICE RINK	8,000	0	0	0	0	0
4126 GOOD ENDINGS FAIR	1,000	1,000	0	1,000	0	1,000
4166 LACE HILL EVENTS	1,000	1,026	1,053	1,080	1,108	1,137
4201 CHRISTMAS LIGHTS	11,000	11,286	11,880	11,880	12,189	12,506
4202 FIREWORK DISPLAY	5,000	5,130	5,263	5,400	5,540	5,684
4203 COMMUNITY FAIR	400	410	421	432	443	455
4205 CHRISTMAS PARADE	3,900	3,900	4,001	4,105	4,212	4,322
4208 SPRING FAIR	530	500	513	600	616	632
4210 PANCAKE RACE	75	80	80	100	100	100
4211 BAND JAM	3,500	3,591	3,684	3,780	3,878	3,979
4212 CHRISTMAS LIGHT SWITCH	1,500	2,500	2,565	2,632	2,700	2,842
4213 DOG AWARENESS	495	495	605	621	637	654
4216 MAY DAY EVENT	50	50	50	55	55	60
4220 MUSIC IN THE MARKET	3,500	3,591	3,684	3,780	3,878	3,979
4230 SCOUT PARADE	50	50	50	50	50	50
4241 COMEDY NIGHT	3,000	3,078	3,158	3,240	3,324	3,410
4243 CHARTER FAIR	7,345	3,000	3,000	3,000	3,000	3,000
4260 TWINNING	2,000	2,000	2,052	2,105	2,160	2,216
Total Overhead Expenditure	136,557	136,209	139,566	143,856	146,743	151,822
1013 HANGING BASKETS	400	410	421	432	443	455
1028 LACE HILL EVENTS INCOME	1,000	1,026	1,053	1,080	1,108	1,137
1029 GOOD ENDINGS FAIR	1,000	1,000	0	1,100	0	1,200
1033 ICE RINK INCOME	8,000	0	0	0	0	0
1062 COMMUNITY FAIR - TABLE	200	205	210	215	221	227
1066 COMEDY NIGHT INCOME	3,000	3,078	3,158	3,240	3,324	3,410
1069 CHARTER FAIR INCOME	6,670	6,843	7,021	7,204	7,391	7,583
1086 FIREWORK DISPLAY INCOME	100	100	100	100	100	100
1087 CHRISTMAS LIGHT INCOME	100	100	100	100	100	100
Total Income	20,470	12,762	12,063	13,471	12,687	14,212
<b>TOWN CENTRE &amp; EVENTS - Net Expenditure</b>	<b>116,087</b>	<b>123,447</b>	<b>127,503</b>	<b>130,385</b>	<b>134,056</b>	<b>137,610</b>
<b>302 STREET MARKET</b>						
4017 SUBSCRIPTIONS	330	450	462	474	486	499
4225 RATES	3,000	3,078	3,158	3,240	3,324	3,410
4235 MARKET INFRASTRUCTURE	1,500	1,500	1,539	1,579	1,620	1,662
Total Overhead Expenditure	4,830	5,028	5,159	5,293	5,430	5,571

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

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
1005 STREET MARKET	14,000	14,500	14,877	15,264	15,661	16,068
1006 FLEA MARKET	5,000	4,500	4,617	4,737	4,860	4,986
Total Income	19,000	19,000	19,494	20,001	20,521	21,054
STREET MARKET - Net Expenditure	-14,170	-13,972	-14,335	-14,708	-15,091	-15,483
<b>303 SPECIAL EVENTS</b>						
4221 FRINGE	6,000	6,000	6,156	6,316	6,480	6,648
4242 FOOD FAIR	500	513	526	540	554	568
4244 REMEMBRANCE FLAGS	420	600	400	410	421	432
4273 ONE OFF EVENTS	0	1,000	1,026	1,053	1,080	1,108
Total Overhead Expenditure	6,920	8,113	8,108	8,319	8,535	8,756
1020 FOOD FAIR INCOME	500	513	526	540	554	568
1083 FRINGE INCOME	3,000	3,078	3,158	3,240	3,324	3,410
Total Income	3,500	3,591	3,684	3,780	3,878	3,978
SPECIAL EVENTS - Net Expenditure	3,420	4,522	4,424	4,539	4,657	4,778
<b>304 BUCKINGHAM TOWN YOUTH COUNCIL</b>						
4237 YOUTH COUNCIL BUDGET	0	1,000	1,026	1,053	1,080	1,108
4238 YOUTH COUNCIL ADMIN	0	100	103	106	109	112
Total Overhead Expenditure	0	1,100	1,129	1,159	1,189	1,220
BUCKINGHAM TOWN YOUTH COUNCIL - Net Expenditure	0	1,100	1,129	1,159	1,189	1,220
<b>305 TOURIST INFORMATION CENTRE</b>						
4253 TIC TICKETS AND PRODUCE	30,000	30,780	31,580	32,401	33,243	34,107
4255 HERITAGE APP	10,000	0	0	0	0	0
4274 TOURISM WEBSITE	0	2,500	1,500	1,539	1,579	1,620
Total Overhead Expenditure	40,000	33,280	33,080	33,940	34,822	35,727
1084 TIC INCOME	32,000	33,000	33,858	34,738	35,641	36,568
1088 HERITAGE APP INCOME	10,000	0	0	0	0	0
Total Income	42,000	33,000	33,858	34,738	35,641	36,568
TOURIST INFORMATION CENTRE - Net Expenditure	-2,000	280	-778	-798	-819	-841
<b>306 ACCESSIBILITY</b>						
4254 ACCESS ABLE	3,400	3,488	3,579	3,672	3,767	3,865
4266 ACCESSIBILITY COSTS	0	500	513	526	540	554
Total Overhead Expenditure	3,400	3,988	4,092	4,198	4,307	4,419
ACCESSIBILITY - Net Expenditure	3,400	3,988	4,092	4,198	4,307	4,419

## Forward Budget Detail - By Centre

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

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	<u>Current Year Budget</u>	<u>Next Year Budget</u>	<u>Year 2 Budget</u>	<u>Year 3 Budget</u>	<u>Year 4 Budget</u>	<u>Year 5 Budget</u>
Total Budget Expenditure :	191,707	187,718	191,134	196,765	201,026	207,515
Income :	84,970	68,353	69,099	71,990	72,727	75,812
Net Expenditure	<u>106,737</u>	<u>119,365</u>	<u>122,035</u>	<u>124,775</u>	<u>128,299</u>	<u>131,703</u>



**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 2<sup>nd</sup> December 2019**

**Heritage App: Buxplore**

Contact Officer: Mrs L. Stubbs, Communications Clerk

**1. Recommendations**

1.1. It is recommended that any members who wish to volunteer at the Heritage App Launch speak to the Communications Clerk.

**2. Background**

2.1. Buckingham Town Council has been awarded £10,000 funding from the National Lottery Heritage Fund (NLHF) for a community heritage app. This app was developed through the Economic Development Working Group as an alternative to Blue Plaques, a non-permanent fun, flexible way to discover more about the history of the town and encourage residents and visitors to learn more. The project plan and budget submitted with the application included a proposal for a launch event.

2.2. The app is intended to be launched on Saturday 15th February 2020. A small event is planned to take place for the launch. The budget for this event is fully funded by the National Lottery Heritage Fund and will come from budget code 305/4255 Heritage app expenditure.

2.3. The event will be organised by the Communications Clerk in liaison with the Events Coordinator.

**3. Information**

3.1. The full grant of £10,000 was awarded. The grant conditions are that the Council will:

- Develop an app to showcase Buckingham's community heritage, including young people in the app's production and local residents in development of its content.
- Deliver community events to promote the app.
- Ensure funding from National Lottery players is acknowledged in marketing and all project materials. (note: all press releases must be approved by NLHF)

**4. The App**

4.1. Opening the app will allow users to see their location on a map as well as geotagged heritage sites around the town, selected by theme. As users of the

app travel to each location they will gain access to old photographs, video or new content dressed in historic style, as well as text and audio description giving more information. There will be an integrated gamified option, allowing more competitive users to collect rewards, compete on a leader board and gain online shareable content for visiting more historic sites in Buckingham. The app will include different thematic routes which can be followed around the town.

**The app will be named** Buxplore: Explore Buckingham’s Heritage.

4.2. The project has to be officially started within three months of receiving the funding. The project lasts for one year but the digital content created has to remain live for 5 years. The end of project evaluation has to be completed by 31<sup>st</sup> December 2020. The evaluation will assess how the project’s impact has:

- A wider range of people will be involved in heritage
- Heritage will be identified and better explained
- People will have developed skills
- People will have learnt about heritage, leading to change in ideas and actions
- The local area will be a better place to live, work or visit

## 5. Budget Considerations

5.1. The full £10,000 has been received. The budget has been broken down as follows:

<b>Cost Heading</b>	<b>Description</b>	<b>Cost</b>
<b>Event costs</b>	Community heritage sharing events, launch event	£1,500
<b>Digital outputs</b>	App development, geotagging, review content, testing, hosting of app and adding additional content. Also graphic design for gamified content.	£5,900
<b>Expenses for staff</b>	food and drink at events	£100
<b>Expenses for volunteers</b>	food and drink at events	£100
<b>Publicity and promotion</b>	Online marketing, prizes and banners	£1,000
<b>Evaluation</b>	online surveys and evaluation	£400
<b>Contingency</b>	Contingency	£1,000
		<b>£10,000</b>

5.2. Any underspent funds must be returned to the National Lottery Heritage Fund.



## 6. Next Steps

6.1. A project plan is currently being drafted. Next steps include:

- Setting up a small group of people who can research and find pictures and video for each location.
- Working with the app developer to design the programme of work, including for the schools volunteer groups who will help make the app.
- Recruit a graphic designer to create logos and banners.
- Work with the app developer to finalise features of the app.
- Start planning for the launch event
- Start building the web presence for the app including a webpage and social media
- Host the launch event
- Plan and deliver additional route(s) to be released in July.
- Evaluation work for an end of project report.

## 7. Launch Event

7.1. The event will take place outside the Old Gaol on a Saturday market day, starting at 10am and running until at least 3pm. The choice of a market day means there will be a road closure already in place on Market Hill and this allows for additional pedestrians to overflow into the market area without causing any risk of traffic incidents in Market Square/Market Hill area.

7.2. The event will take place on the paved area in front of the Old Gaol. (The Old Gaol may be asked whether the courtyard could be used). There will be 3 or 4 small tables and a gazebo. These tables are primarily to advertise the app. They will include:

- A memory sharing craft activity – involving using luggage tags and ripped up fabric to decorate the railings with colourful memories of Buckingham submitted by attendees
- A celebration cake and tea/coffee.
- A face painter or glitter tattoos.
- If possible, we will also have a musician playing traditional music.

7.3. The formal launch by the Mayor will take place at 11:00.

7.4. National Lottery Heritage Fund banners will also be prominently added to the railings around the area.

7.5. The National Lottery Heritage Fund, and the volunteers and partners involved in the project including the students and teachers from The Buckingham School and the Royal Latin, the Mayor, the Town Crier, Bard of Buckingham, Civic Officials and the local press will be invited to the opening of the app. If it is clear many more people intend to attend than originally anticipated, the Markets Manager will be asked to move the market traders towards BINNS end of Market Hill, allowing additional space for the event.

7.6. During the event the app will go 'live' and attendees will be encouraged to try out the app and share their experience on social media.

7.7. The cost of the event is estimated to be:

<b>Item</b>	<b>Cost</b>
Cake	£350
Face painter	£200
Craft materials including luggage tags	£50
Musician	£250

TOTAL = £850

7.8. This leaves £650 for a second, smaller launch event in late July, to announce additional content and to promote the app before the summer holidays.

## **8. Project Team**

8.1. A Project Team has been set up, consisting of Louise Stubbs, Alison Bone, Pam Gowan, from the Library, Mike Smith, Roger Edwards and Ed Grimsdale.

## **9. Content development**

9.1. To date five meetings have been held with students from the Royal Latin and Buckingham Secondary Schools to carry out market research identifying content and routes, and to work with them on their contributions. The project team has also provided a good amount of content.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 2<sup>nd</sup> December 2019**

**Use of Online Tickets**

Contact Officer: Louise Stubbs, Communications Clerk

**1. Recommendations**

- 1.1. It is recommended that the Town Council trials selling sell tickets online, starting with the Comedy Night which is taking place on 1<sup>st</sup> February 2020. Tickets will go on sale before Christmas.
- 1.2. It is recommended that if the first trial is successful, tickets are sold online for the Fringe events and any other appropriate events.
- 1.3. It is recommended that tickets are still sold through the Tourist Information Centre and when appropriate on the door, for those people that do not wish to purchase tickets on line or decide at the last minute to attend an event.

**2. Background**

2.1. On the 18<sup>th</sup> November 2019 Full Council AGREED the following

510/19      Online Ticket Sales  
Members received a written report from the Administrator and **AGREED** to the following recommendations:

- It is recommended that members AGREE to develop an online sales and ticket sales platform for the Town Council website using Stripe online payment platform, as a cost of approximately £440 which is to be paid for from the Website Provision and Operation Budget 4041/102
- It is recommended the Town Centre and Events Committee are invited to discuss and agree the use of online ticket sales for appropriate events.

- 2.2. In 2018 tickets for the ice skating rink were sold on line. This allowed people living further afield or who could not get into town between 1000-1600hrs to purchase tickets. Around 1,000 tickets were sold, many in the evening. It would not have been possible to sell that quantity using traditional methods. It also enabled people who saw the promotion online and on social media to click straight through to a purchase, while they were motivated to buy tickets.
- 2.3. During this year's Fringe only 186 out of 250 tickets were sold for the comedy night. The event had been heavily advertised and featured a household name. Feedback suggested that people had found it hard to purchase tickets and were reluctant to just turn up on the night as they presumed they would not be able to get in. Allowing on-line booking will

increase ticket sales which will prevent events from underselling and running at a loss. It will also allow a wider range of people to participate in Council events as many working families struggle to get into the Town Centre during TIC opening hours.

### **3. Comedy Night**

3.1. A Comedy night is being planned for 1<sup>st</sup> February 2020. The event will be held in the Royal Latin School, with a capacity of 250. It is proposed to charge £12.50 for tickets. Online sales would cost £0.20 and 1.4% of the cost of each sale. For an individual ticket, this would be an additional cost of £0.195. It is proposed to add this cost to online sales. This approach will ensure that in future all costs of online sales are met by purchasers, rather than using up events budgets.

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS COMMITTEE**  
**MONDAY 2<sup>nd</sup> December 2019**

Contact Officer: Paul Hodson, Town Clerk

**Goldfish as Prizes at the Charter Fair**

**1. Recommendations**

1.1. It is recommended that the Town Council maintains the current policy of allowing goldfish to be offered as prizes at the Charter Fair provided there is continued strict adherence to section 11 of The Animal Welfare Act 2006.

**2. Background**

2.1. On the 7<sup>th</sup> December 2015 TC&E discussed and AGREED that:

TC&E 7<sup>th</sup> December 2015

604.2 To discuss livestock & weaponry as prizes at future Charter Fairs Members discussed the provision of gold fish as prizes at the fair, and **AGREED** that Marshal Nichols had demonstrated, and continued to commit to, the relevant safeguarding provisions in place to protect the welfare of livestock.

Members also **AGREED** to that no air weapons or soft-air weapons should be supplied as prizes. **ACTION: EVENTS COORDINATOR**

**3. Alleged Incident**

3.1. On the 30<sup>th</sup> October the following correspondence was sent to Councillors Mills and Cole. It was then forwarded to the Town Clerk.

*"I was made aware of several incidents at the recent charter fair in Buckingham, 19/10/19, where goldfish were offered as prizes. These were given to under 16 year olds and several of them were killed soon after being given out, including fish dumped on the ground to asphyxiate and swapped from plastic bag to soft drinks bottles. I believe that attempts to outlaw the giving of animals as 'prizes' were overturned by the fair owners. the law however does prevent giving of animals to under 16's.*

*It is clear that this rule has been ignored. It is clear that goldfish have no significance to the fair owners apart from fulfilling the element of prize giving. This is clear breach of the law. It is clear that gifting animals as prizes encourages a mentality that they have no value and can be treated as entertainment. In Buckingham several were killed soon after being received. I would like to know what your thoughts are regarding this lack of humanity in Buckingham please?*

*Personally I wish that a condition of future fairs in this town is to withhold licensing until assurances are given by the fair owners that no animals are offered as a reward. E.g. Animal prizes are outlawed in this town. The obvious cruelty allowed does not encourage responsible behaviour of growing teenagers. As a responsible town, surely we should be monitoring activity which allows cruel behaviour to take place? Please advise as to your thoughts.”*

#### **4. The Town Clerk’s Investigation**

- 4.1. The Town Clerk has completed an investigation and has established the following facts.
- 4.2. This report was not directly witnessed by the correspondent. He became aware of a post on Facebook where a parent reported what she had been told by her teenage daughter.
- 4.3. The poster was requested to contact the Town Clerk with details of exactly when and where this happened and the contact details of any witnesses but no contact was made and no witnesses have been identified.
- 4.4. Trading standards were contacted and they had not received any reports.
- 4.5. Both Staff and Councillors attended the event in the evening in a personal capacity and none of them have reported witnessing any cruelty or anyone under the age of 16 (without a parent) being offered a fish as a prize.
- 4.6. There are to our knowledge no other reports on Facebook or other social media. There have been no reports to the council, to the head showman, to AVDC, the police or the RSPCA.
- 4.7. There were no reports of any dead fish being found by any members of the public or during the clean-up.

#### **5. Legal Considerations**

- 5.1. Under the Gambling Act 2005, Section 292 provides that travelling fairs are able to offer equal chance prize gaming without a permit (or licence), provided that the facilities for gambling are an ancillary amusement at the fair.

The Animal Welfare Act 2006, Section 11 provides that essentially it is illegal for someone under the age of 16 to win an animal as a prize unless accompanied by a guardian/parent over the age of 16 who consents to their child winning the prize.”

- 5.2. The Current Agreement with the Head Showman specifies that:

- Fish are only sold or given to over 16s, or children in the care of an adult.
- People should only have fish if they have the knowledge and equipment necessary to look after them. (This is why the fair also provides fish tanks).
- People who win fish are encouraged to leave them with the stall until they are ready to go home, to avoid fish being carried around unnecessarily.

5.3. It is proposed to continue to allow fish to be offered as prizes, in light of the lack of evidence of any breach of the law or agreement with the Head Showman.





**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 2<sup>nd</sup> DECEMBER 2019**

Contact Officer: Amanda Brubaker

**1. Recommendations**

- 1.1. It is recommended by the Events Co-ordinator that we go with the recommendation from Rev Will Pearson-Gee and Andy Cooper Chairman of the Royal British Legion and do not proceed with the re-dedication.

**2. Background**

**421/18 Motion – Cllr. Harvey**

The Buckingham War Memorial was unveiled and dedicated on 20 May 1920 (<https://www.iwm.org.uk/memorials/item/memorial/7965>). This Town Council resolves to invite the Lord Lieutenant, the Bishop of Oxford and other suitable dignitaries (as soon as possible) to a re-dedication of the Memorial on 20 May 2020, exactly one hundred years after it was first established. And to precept for the year beginning April 2020 to pay for a community lunch on that day for the descendants of those named on the memorial from WW1.

Cllr. Harvey spoke to the above motion, explaining that he had already discussed the event proposal with the Bishop of Oxford, High Sheriff and Lord Lieutenant. Cllr. Isham seconded Cllr. Harvey's motion. Cllr. Harvey suggested working in partnership with the Royal Legion to organise an event.

A vote was taken and the results were:

In favour: 6

Against: 1

Abstentions: 1

**Motion carried**

- 2.1 The Deputy Town Clerk, Events Co-ordinator, Chairman of TC&E and Vice Chairman of TC&E met with Rev Will Pearson-Gee of the Peter & St Paul

Church and Andy Cooper, Chairman of The Royal British Legion to discuss the proposal to re-dedicate the War Memorial in May 2020.

- 2.3 Rev Will Pearson-Gee said that The Bishop of Oxford would not be attending and that it had been passed onto the Bishop of Buckingham.
- 2.4 Rev Will Pearson-Gee had not heard of this sort of thing taking place before and both he and Andy Cooper had concerns that it would detract from events that were already planned for next year.
- 2.5 Andy Cooper, Chairman of The Royal British Legion said that if the memorial was going to be re-dedicated you would have to invite families that are related to the fallen of both the First World War and the Second World War.
- 2.6 Nina Stockill, Committee Clerk had tried to make contact with descendants of those from the First World War that were named on the War Memorial and only 6 families had come forward.
- 2.7 Rev Will Pearson-Gee said that he would be willing to feature the anniversary of the war memorial in his sermons during that period.
- 2.8 The Town Council will be commemorating the anniversary of VE during the month of May and will make sure that the anniversary of the war memorial is featured. In addition, the Town council has been given permission to digitise a map created by the RBL which shows where those on the memorial lived in the town. It is also proposed that the CSG be recommended to feature the anniversary of the memorial in the Spring edition of BTM.
- 2.8 Andy Cooper and Rev Will Pearson-Gee are reluctant to support this event and without it the event is not viable. It was therefore agreed that we should not proceed with it any further.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE**

**MONDAY 2<sup>ND</sup> DECEMBER 2019**

Contact Officer: Sam Hoareau, Lace Hill Co-ordinator

**Lace Hill Halloween Event**

**1. Recommendations**

1.1. It is recommended that committee agree to support a similar event in 2020.

**2. Background**

2.1. TC&E committee agreed to support a Halloween event at Lace Hill Sports & Community Centre (LHSCC) on Monday 3<sup>rd</sup> December 2018. The LHSCC coordinator organised a Halloween event that took place on Thursday 31<sup>st</sup> October 2019. The event started at 10 AM and finished at 12 noon.

2.2. The Halloween event was aimed at families with young children. Children enjoyed a morning of messy play fun with Halloween themed jelly, gloop, playdough, coloured spaghetti, crafts, biscuit decorating and pumpkin bowling - just to name a few. There was also a mini disco at the end. Adults were treated to complimentary teas and coffees.

2.3. Being an event where everyone would be expected to stay for the full two hours and due to the capacity of the hall it was a ticket only event. Tickets cost £4 per child over the age of one and adults were free of charge. Tickets sold out within two weeks. During the event there were 71 people in the hall which left plenty of space for tables, crafts and dancing at the disco.

2.4. All received feedback was very positive and all those attending enjoyed themselves.

**3. Information**

3.1. Three first aiders were present at the event.

3.2. An event plan along with specific risk assessments were in place and adhered too, including the new BTC photography policy.

3.3. No incidents or accidents occurred. No complaints were made.

3.4. Event Costs:

### Event Expenditure

	<b>FORECAST</b>	<b>ACTUAL</b>
<b>Crafts, snacks, treats and ingredients</b>	<b>£65</b>	<b>£72.46</b>
<b>DJ</b>	<b>£50</b>	<b>£50</b>
<b>TOTAL</b>	<b>£115</b>	<b>£122.46</b>

### Event Income:

	<b>FORECAST</b>	<b>ACTUAL</b>
<b>Ticket Sales</b>	<b>£112</b>	<b>£118.40</b>

### 3.6. Staff working at the event:

Sam Hoareau, LHSCC Coordinator

Gina Smith, LHSCC Assistant

Claire Molyneux, Deputy Town Clerk

Amanda Brubaker, Events Coordinator

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 2<sup>nd</sup> DECEMBER 2019**

Contact Officer: Amanda Brubaker, Events Co-Ordinator

**BONFIRE & FIREWORK DISPLAY**

**1. Recommendations**

- 1.1. It is recommended that the Bonfire & Firework Display takes place on Saturday 31<sup>st</sup> October. Even though this will be Halloween, when we held the event on the 31<sup>st</sup> October previously, it did not affect the number of people coming out to the display.

**2. Background**

- 2.1. This year's Bonfire & Firework display was scheduled to be held on Saturday 2<sup>nd</sup> November in the paddock in Bourton Park.
- 2.2. Titanium Fireworks were booked for the display and the Lord Robartes Regiment of Foote were to do a demonstration.
- 2.3. The Air Cadets were booked to help finish off the building of the bonfire and to help marshal the crowd during the evening.
- 2.4. The CAA were notified that the event was going to be happening on the 2<sup>nd</sup> November
- 2.5. Fire extinguishers were loaned from Abbot Fire
- 2.6. Food vendors booked for the evening were Supreme Sausages, Scone Quest and J & L Snacks. David Side with his candy floss and sweets and the Buckingham Table with their glow sticks.
- 2.7. Try US (Cllr Martin Try) was booked to provide the PA for the event.
- 2.8. ALR Training were booked to provide First Aid if needed
- 2.9. The Green Spaces Team spent much of the week collecting pallets from H G Timber and Lagan Homes to build the bonfire
- 2.10. Cllr Mahi soaked the torches that were to be used light the bonfire in paraffin

**3. Postponement**

- 3.1. As it had been raining quite heavy for most of the week, the Events Co-ordinator, Estates Manager and Deputy Town Clerk kept a close eye on the weather forecast.
- 3.2. The morning of the event saw heavy rain. The ground was very muddy, and it was decided that it would not be safe to build the bonfire. A

decision was made by the Chairman of The Town Centre & Events Committee, Events Co-Ordinator and Deputy Town Clerk to cancel the event. The decision was made before 9am to avoid incurring additional charges which would have kicked in after that time.

- 3.3. All those taking part in the event such as Titanium Fireworks, were notified by 10am that the event was to be cancelled and that a decision would be made on Monday as to whether the event would be re-scheduled. Everyone that was contacted thought that we had made the right decision.
- 3.4. An announcement was made on social media stating that the event was being cancelled due to the ground being water logged.
- 3.5. Lots of messages were received via social media wanting to know if the event was going to be re-scheduled.

#### **4. Revised Date**

- 4.1. Monday 4<sup>th</sup> November a meeting was held by the Events Co-Ordinator, Town clerk and Deputy Town Clerk and it was decided to go ahead with the event on Saturday 9<sup>th</sup> November event though the Remembrance Day Parade would be taking place the following day and everyone would be working for that as well.
- 4.2. Calls were made to those who were due to take part the week before to inform them that the event was to go ahead on the Saturday. Only the Lord Robartes Regiment of Foote, and Scone Quest were unable to attend.
- 4.3. Announcements were made on Social media that the event had been re-scheduled and a press release was issued.
- 4.4. Again the weather was monitored very carefully.
- 4.5. The CAA were notified of the revised date

#### **5. Saturday 9th November –**

- 5.1. The Green Spaces Team started at 3pm and made sure that the Bonfire was Ok as it had been left all week and Cllr Mahi checked that there were no hedgehogs hiding inside.
- 5.2. The Events Co-ordinator, Deputy Town Clerk and Town Clerk arrived at 4:30pm and checked that the stall holders were set up and that all was ok with them. They also checked on Titanium Fireworks and Martin Try.
- 5.3. As the paddock was extremely wet and muddy especially in the entrance Martin Try set his PA system up on the path alongside the paddock.
- 5.4. The Air Cadets were on hand to help with marshalling the crowd and helped to carry the torches to light the bonfire.
- 5.5. J & L Snacks had spotlights on the top of their trailer, so they pointed them in the direction of the entrance to the paddock, so that people could see where they were walking as it was so muddy.

5.6. It had been raining all day and so the crowd that evening was smaller than it usually is. It is estimated that there were 500-600 instead of the usual 1,000 – 2,000 in previous years.

### **5.7. Next Year**

5.8. Next year the 5<sup>th</sup> November falls on a Thursday. Therefore, the Bonfire & Firework display can take place on either Saturday 31<sup>st</sup> October (Halloween) or on Saturday 7<sup>th</sup> November, which would be the day before the Remembrance Day Parade.

5.9. If the event was to be held on Saturday 7<sup>th</sup> November, the Green Spaces Team, Events Co-ordinator and Deputy Town Clerk would be working all weekend. The Green Spaces Team would be working during the morning finishing building the bonfire and then again in the evening. They would then be out again at 7am on the Sunday morning preparing for the Remembrance Day Parade.

5.10. It is therefore proposed that the Bonfire & Firework Display takes place on Saturday 31<sup>st</sup> October. Even though this will be Halloween, when we held the event on the 31<sup>st</sup> October previously, it did not affect the number of people coming out to the display.

## **6. Staff working at the event**

Paul Hodson  
Claire Molyneux  
Amanda Brubaker  
Ian Saunders  
Craig Calder

### **Cllrs Volunteering At The Event**

Andy Mahi  
Jon Harvey  
Robin Stuchbury  
Anthony Ralph (took photos)

Below are comments that were made by member of the public

- Well done Buckingham Town Council. That was an excellent display - well done to all. Buckingham should be proud of such a great free display.
- 

Glad it went ahead as its usually such good display- shame I missed it x

- 
- I have many videos up close as I was marshalling with the atc message me
- 
- Fantastic display as usual - thank you Buckingham Town Council xx

### Great display and bonfire tonight! Thanks

Dear Staff, Councillors and volunteer participants

None of us were feeling were feeling on top form - tired and coldy after a tough week. We had to make a bit of an effort to turn out this evening for the fireworks display.

Thing is - it never disappoints does it? Good atmosphere and a great display. Thank you.



**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY**

**Remembrance Parade**

Contact Officer: Amanda Brubaker, Events Co-ordinator

**1. Recommendations**

- 1.1. It is recommended that Buckingham Town Council continue to support the Royal British Legion with the road closure for the Remembrance Parade in 2021.
- 1.2. It is recommended that discussions are held with the British Legion and church to consider any changes that might be needed to future arrangements to take account of the growing numbers of attendees.

**2. Background**

- 2.1. The parade is organised by the Royal British Legion. Buckingham Town Council is responsible for putting on the road closure and manning the barriers, as well as the civic party taking part in the parade.
- 2.2. A county wide road closure is in place for this event and Buckingham is covered under it from 7:30am to 12:15pm. This is a rolling road closure.
- 2.3. Thursday and Friday before the parade, the green paces team together with the Community Service workers did a general tidy up around the War Memorial. This included pressure washing the war memorial.
- 2.4. Union flags were placed along Market Hill and, Market Square and Castle Street.
- 2.5. The Royal British Legion placed large poppies on the lampposts in the town centre.
- 2.6. On the day of the parade, the Green Spaces Team started at 7am. They got the signage and barriers in place ready for the road closure and then went up to the War Memorial and cleared the leaves from around it using a leaf blower.
- 2.7. The Events Co-ordinator and Deputy Town Clerk arrived at 8am to check for cars that had been left overnight at the War Memorial and in the Bull Ring and market Hill where the parade was to form up at 10am. The area around the War Memorial was clear of vehicles so there was no need to report any vehicles causing an obstruction.
- 2.8. The Events Co-ordinator kept an eye on the cars parked along Market Hill and closed the Bull Ring and Market Hill to all traffic at 9am. This was so that the area would be free of vehicles for when the groups taking part in the parade started to form up. The cars that were in the area belonged to customers of Costa and were gone before 10am.

- 2.9. A briefing was held for all marshals at 9:45am and they were given their hi-vis vests and instructions with where they would be marshalling.
- 2.10. The road closure went on at 10:15am to give enough time for the parade route to be clear of moving vehicles
- 2.11. The parade set off for the War Memorial and Church at 10:30am for the Service. The parade was followed by quite a large crowd of people.
- 2.12. The road closure is usually taken off once the parade safely reaches the Church. This year lot of members of public were unable to get inside the church gates, so the closure was left on for the junction of School Lane/ Nelson Street and Nelson Street/Castle Street.
- 2.13. It was decided later on that the road closure should go back on for the rest of the parade route for safety reasons, as there were a lot of pedestrians making their way back from the service early as they could not get in the gate.
- 2.14. The Mayor Cllr Mark Cole laid a wreath on behalf of the Town Council.
- 2.15. The Town Clerk, Mace Bearer and Mayoress stood alongside the dais with the Mayor. The salute was taken by the Deputy Lord lieutenant.
- 2.16. After the parade had returned to Market Hill and dispersed, the Events Co-ordinator, Deputy Town Clerk and Finance Officer went to the War Memorial to secure the wreaths so that they did not blow away.
- 2.17. There were three members of the public who volunteered their time to help with the marshalling of the road closure. These individuals have helped regularly in recent years with either marshalling of the Remembrance Parade or the Christmas Parade.

### **Cllrs working at the event**

Terry Bloomfield  
Cllr Andy Mahi  
Cllr Mike Smith

### **Staff working at the event**

Amanda Brubaker, Events Co-ordinator  
Craig Calder, Green Spaces Team  
Ian Saunders, Green Spaces Supervisor  
Jodie Baughan, Finance Officer  
Katharine McElligott, Planning Clerk

Lee Phillips, Estates Manager  
Louise Stubbs, Administrator  
Paul Hodson, Town Clerk  
Robin Taylor-Durr, Green Spaces Team

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE EVENTS COMMITTEE  
MONDAY 2<sup>ND</sup> DECEMBER 2019**

**Proposed schedule of events at Lace Hill Sports & Community Centre**

Contact Officer: Sam Hoareau, Lace Hill Co-ordinator

### 1. Recommendations

1.1. It is recommended that the committee agrees the proposed schedule of events for Lace Hill Sports & Community Centre (LHSSC) in 2020.

### 2. Background

2.1. The LHSCC Coordinator organises annual events to be held at LHSCC. At the beginning of each financial year, an events schedule is sent to TC&E for agreement.

2.2. Proposed events and dates schedule:

Event	Date	Notes
Spring Sale (indoor table top sale)	March 1 <sup>st</sup> 2020	This is a new addition, and has been requested by local residents.
Easter Activity	April 5 <sup>th</sup> 2020	Previously held two similar events.
Family Fun Day	July 19 <sup>th</sup> 2020	Previously held three similar events.
Halloween Activity	October 31 <sup>st</sup> 2020	Previously held two similar events.
Christmas Fair	November 29 <sup>th</sup> 2020	Previously held one similar event and one is due to take place on Sunday 1 <sup>st</sup> December 2019.

### 3. Information

3.1. There may be other opportunities for events that may arise following discussions / requests from the community; and if this is the case approval

for these will be sought from TC&E. Dates for all events will be coordinated with the existing BTC Events schedule, and the LHSCC Coordinator will liaise with the Events Coordinator regarding use of consistent paperwork / managements plans / shared knowledge and experience.

- 3.2. The LHSSC has an event budget of £1,000 which was allocated in FY 2019/20. The budget also includes a forecast income of £1,00 from the events. The same has been included in the precept for next year. Most of LHSCC events are organised with the intention of breaking even.
- 3.3. staffing for these events will be predominantly managed by the LHSCC Coordinator and Assistant, with the Deputy Town Clerk, and supported by volunteers.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 2<sup>nd</sup> December 2019**

**TIC Review Report**

Contact Officer: Claire Molyneux, Deputy Town Clerk.

**1. Recommendations**

- 1.1. It is recommended that the committee AGREE the TIC objectives as set by the TIC Review Task and Finish Group
- 1.2. It is recommended that the committee AGREE the benchmarks recommended by the TIC Review Task and Finish Group
- 1.3. It is recommended that the committee AGREE the recommendations of the TIC review Task and Finish Group

**2. Background**

- 2.1. The TIC Review Task and Finish Group has met three times since the summer. At the final meeting the group finalised their objectives, benchmarks and recommendations. Please see the appendix for a PowerPoint summary of the process.

**3. Objectives**

- 3.1. The Group recommends the following be four objectives be set for the TIC:
  1. Promote the town to visitors and residents.
  2. Enhance the visitor experience and increase the time they stay.
  3. Entice people to Buckingham.
  4. Work with relevant partners in the achievement of the above.

**4. Benchmarks**

- 4.1. The Group recommends the following benchmarks be set from which TIC performance can be measured and monitored. These benchmarks are specific and measurable, and data will be available against them each year.
  - TIC visitor numbers split into three types:
    - Local
    - Further afield
    - Overseas

- Success of merchandise sales
- An Annual Customer Satisfaction Questionnaire (three questions)
- Social media visitor stats
- Website visitor stats
- Number of local events supported by selling tickets
- Number of local event tickets sold
- Number of the three main leaflets given out in the TIC & downloaded from the website which are:
  - Visitors' guide
  - Hidden Treasures
  - Town Walk

## 5. Value

## 6. Recommendations

### 6.1. **Amend Hours: Open on Sundays from Easter until the end of August (subject to agreement with the Old Gaol trust).**

The Group believed that it was important for the TIC to be open on a Sunday when there are many weekend visitors still in the town. At the moment the town centre is very quiet on a Sunday and very little trade takes place. Opening the TIC would help the town feel more lively and can be used as means of encouraging business and attractions to also consider opening on a Sunday.

Costs – Staffing cost for an extra 6.5 hours will be a maximum of £64.61 (This cost is based on the highest paid TIC assistant and includes all staffing costs).  
Utility costs would need to be negotiated with the Old Gaol Trust but are likely to be fairly low as the room is small and there would be relatively little need for heating between Easter and the end of August. This cost has been included in the draft budget.

### 6.2. **Increase the TIC Supervisor's hours from 32.5 to 37 to enable increased partnership working and development of additional services.**

The TIC Supervisor currently arranges networking meetings between attraction and has been attempting to develop itineraries and greater cooperation between attractions and hotels. This work is currently limited as many of their hours are spent on the day to day work of the TIC. An increase of hours will enable much more of this work to be done. The extra time will also be used to manage the improved website and to develop engaging content for both traditional and social media including the walking and cycle routes recommended below.

Costs - This would cost approximately £3,300 for the next financial year. This cost has also been included in the draft budget.

### 6.3. Offer Additional Services Including:

- Bart Bus bookings.
- Develop safe walking and Cycling routes and present the information in clear and engaging ways.
- Sell tickets for local attractions.
- Work with partners to develop and sell itineraries and ticket bundles.

### 6.4. New amalgamated website

The group identified that the current Buckingham.Info website needs urgent work, which would cost more than a new site. The Working Group concluded that a new TIC website be developed to showcase the town and advertise what is on offer. The EDWG has made the same recommendation:

#### **505/19 TIC Website (min 340.2/19)**

Members received a report (EDWG/94/19) from the TIC and **AGREED** that there was a need for a single website to promote the town, both to residents (including those in the surrounding area) as well as visitors from further. Members also **AGREED** for the Town Council to prepare a report providing detailed options for content and partners to work with to create a new one stop website for anyone interested in the town.

### 6.5. Benchmarks set and reviewed annually.

The benchmarks recommended above should be used to gage the performance of both the TIC and the tourism strategy of the town. They should be reviewed annually to ensure they are still relevant and appropriate.

### 6.6. Accessibility Recommendations

The TIC Supervisor completed an accessibility audit which was presented to the Group who debated the findings. They made the following recommendations:

- Train staff to develop the confidence and knowledge to engage with customers with accessibility needs (including dementia friends).
- Continually remove unnecessary stock and other clutter.
- Review lighting to identify options for improving visibility of hazards for the visually impaired.
- Make sure that the door is kept open where possible.
- Proactively open the door for customers needing assistance.
- Check that signs are designed according to best practice guidelines.

- Ensure the toilet is checked before leaving each day to ensure no-one is in there.





## TIC Review; Workshop 1 17 September 2019

### Process

#### *Meeting 1*

- How we got here
- Review of Objectives
- Benchmarking; other TICs
- Feedback from TIC staff, venues and library

#### *Meeting 2*

- How well the service is meeting the objectives
- Review of Finances
- Options for change
- Additional services that could be offered

#### *Meeting 3*

- Review of Quality
- Review of Accessibility
- Review Objectives
- Agreeing Recommendations



## How we got here

- ▶ AVDC Cut funding in 2010
- ▶ Tourism South East then funded by the Town Council
- ▶ Costs rose
- ▶ TC took on rather than pay out more funds
- ▶ Opened early in 2018
- ▶ Little handover



## What we did

- ▶ Took on new staff
- ▶ TUPEd 2-3 staff
- ▶ Agreed partnership with the Old Gaol



# Objectives

- ▶ To be agreed



## Verbal Feedback from other TICs

Witney

Burford

Abingdon

Thame









Feedback  
from TIC  
Staff



Partner  
Feedback





## TIC Review; Workshop 2 15 October 2019



### Review of first session

#### Objectives were agreed.

- ▶ 1. Promote the town to visitors and residents.
- ▶ 2. Enhance the visitor experience and increase the time they stay.
- ▶ 3. Entice people here.
- ▶ 4. Work with relevant partners.



## Review of 2018/19 expenditure against forecast

Spending	2017/18	Actual	Budget	
	(Tourism SE)	2018/19	2019/20	2020/21
Tourist Information Centre		£27,837	£30,000	£33,400
TIC Staff		£23,989	£28,122	£29,121
<b>Total</b>	<b>£27,000</b>	<b>£51,826</b>	<b>£58,122</b>	<b>£62,521</b>
Income		Actual	Budget	
		2018/19	2019/20	2020/21
Tourist Information Centre		£27,601	£32,000	£33,000
<b>Actual cost</b>	<b>£27,000</b>	<b>£24,225</b>	<b>£26,122</b>	<b>£29,521</b>



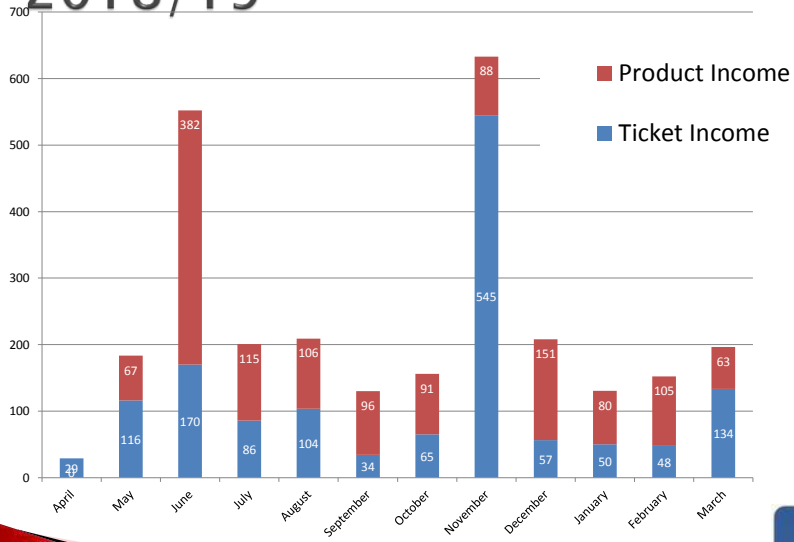
## Summary of Sales

2018/19	April	May	June	July	August	September	October	November	December	January	February	March
Ticket Sales	746	1,769	3,462	2,220	1,279	761	1,022	2,281	2,502	2,193	712	1,426
Ticket Income	29	116	170	86	104	34	65	545	57	50	48	134
Product Sales	44	237	408	162	183	254	324	222	369	124	298	142
Product Income	0	67	382	115	106	96	91	88	151	80	105	63
<b>Total Income</b>	<b>29</b>	<b>183</b>	<b>552</b>	<b>201</b>	<b>209</b>	<b>130</b>	<b>156</b>	<b>633</b>	<b>208</b>	<b>129</b>	<b>152</b>	<b>196</b>
2019/20	April	May	June	July	August	September	October	November	December	January	February	March
Ticket Sales	1,281	3,013	3,617	3,661	1,826	546						
Ticket Income	68	1,242	1,016	1,117	181	56						
Product Sales	214	161	167	192	214	166						
Product Income	152	63	67	132	136	118						
<b>Total Income</b>	<b>220</b>	<b>1,305</b>	<b>1,083</b>	<b>1,249</b>	<b>317</b>	<b>174</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

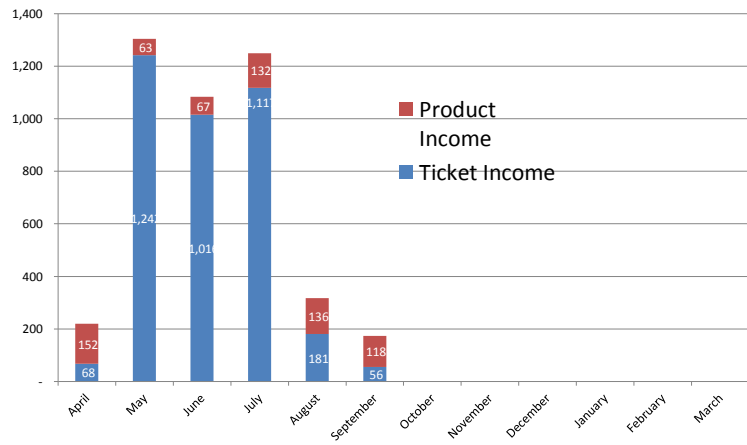




# 2018/19



# 2019/20



## 2018 / 19 Tickets

Ticket	Total PDQ	Validation NE	Total	Commission	Total	BTC Income
3rd buckingham Scouts	£0	£0	£0	0%	£0	£0
Bacab t v g	£60	£0	£160	5%	£144	£14
Barbra Edmondson tribute	£255	£30	£510	5%	£485	£24
Battle proms. JLS Productions	£0	£0	£0	10%	£0	£0
Bucks county show	£471	£0	£1,026	10%	£923	£92
Cantlos	£125	£20	£298	10%	£268	£19
Choral soc. St Matthews passion	£480	£0	£750	5%	£675	£75
Choral Society	£435	£0	£825	5%	£752	£67
Filmplace	£981	£278	£3,077	50p per ticket	£2,875	£220
Heart and Music	£102	£0	£162	5%	£162	£0
Ice Skating	£360	£0	£436	0%	£436	£426
Literary festival	£960	£640	£1,910	5%	£1,815	£58
Mozart Classics	£0	£360	£0	5%	£0	£0
National express	£1,855	£446	£2,856	varies	£2,607	£112
Oxford Fiddle Group	£90	£0	£294	0%	£294	£0
Scouts Charity Auction	£0	£0	£15	0%	£15	£0
Summer music Festival	£630	£190	£1,110	5%	£1,055	£51
Tennis	£177	£52	£443	0%	£443	£0
Theatre tokens	£500	£0	£550	10%	£523	£26
Tingstock	£0	£30	£0	10%	£0	£0
TULL100	£310	£0	£665	10%	£625	£38
Voyages. Equinox saxophone	£32	£0	£32	10%	£30	£0
Winter warmer	£210	£0	£255	5%	£242	£12



## 2018/2019 Supplier

Supplier	Total PDQ	Cheque	Total	Commission	Total to pay	BTC Income
Bright	£79	£0	£124	Various	£93	£27
Carol Tye	£37	£0	£1,460	25%	£1,213	£532
Just trade	£21	£0	£512	0%	£455	£168
Honey	£254	£0	£6,050	0%	£2,400	£488
Maps	£76	£0	£346	0%	£346	£37
Men in Sheds	£50	£0	£467	0%	£440	£25
Jill Stanton-Huxton	£68	£34	£110	25%	£110	£0
Suzanne. Rent 25%	£150	£0	£446	25%	£403	£43
Dee carver. Rent 25%	£1,899	£446	£5,258	25%	£4,947	£172
bluebell bay. Rent 25%	£390	£0	£1,970	25%	£1,689	£175
WdWrks. Rent 20	£0	£0	£2,514	25%	£713	£63
TubSuds. Rent 25%	£0	£30	£0	25%	£0	£0
Cathy read. Rent 25%	£47	£0	£128	25%	£100	£60
Pantomime	£0	£0	£7	0%	£5	£2
<b>TOTAL</b>	<b>£3,071</b>	<b>£510</b>	<b>£19,392</b>	<b>2</b>	<b>£12,914</b>	<b>£1,791</b>



## Opportunities for Improvements

Opening  
hours / days  
/ seasonal  
adjustments

- Sunday opening
- Longer summer hours
- Shorter winter hours



## Opportunities for Improvements

Additional  
services  
that could  
be offered

- Bart bus bookings
- Heritage tours of the town
- More walks and cycle route information
- Tickets for local attractions
- Itineraries and group bundle tickets for attractions and events.



## Opportunities for Improvements

Support  
with  
ancestry  
/links  
with local  
history

- Could we provide a wider service for people researching their ancestry in the town?



## Opportunities for Improvements

Alternative  
merchandise

- Keep local handmade products
- Focus on one crafter a month
- Core stock of items such as magnets, teddies and other Buckingham branded things.
- Items with swans on
- For example, I have been asked for things with swans on a lot, we also get asked for magnets etc. a lot. The Old Gaol shop's stock is Old Gaol branded and not for the wider area.



## Opportunities for Improvements

### Overhaul of online information

- A current, up to date website with all the accommodation and information on the area



## Opportunities for Improvements

### Review of data collection

- Increase of overseas visitors.
- Not recorded
- We do not track the amount of Visitors that are coming to Buckingham but not coming to the TIC.



## Opportunities for Improvements

### Increased use of social media

- More use of Instagram to engage people from out of the area.
- Contact local attractions for photos.
- Our Twitter is good.
- Our Facebook requires some work
- Could blog on the website and link to social media





TIC Review; Workshop 3  
12<sup>th</sup> November 2019



Review of first and second session

**Objectives were agreed.**

- ▶ 1. Promote the town to visitors and residents
- ▶ 2. Enhance the visitor experience and increase the time they stay
- ▶ 3. Entice people to Buckingham
- ▶ 4. Work with relevant partners in the achievement of the above



## Proposed benchmarks

- ▶ Visitor numbers:
  - Local
  - Further afield
  - Overseas
- ▶ Success of merchandise sales
- ▶ Annual Customer Satisfaction Questionnaire (three questions)
- ▶ Social media stats
- ▶ Website stats
- ▶ No of local events supported by selling tickets
- ▶ No of local event tickets sold
- ▶ Number of main three leaflets given out in the TIC & downloaded:
  - Visitors' guide
  - Hidden Treasures
  - Town Walk



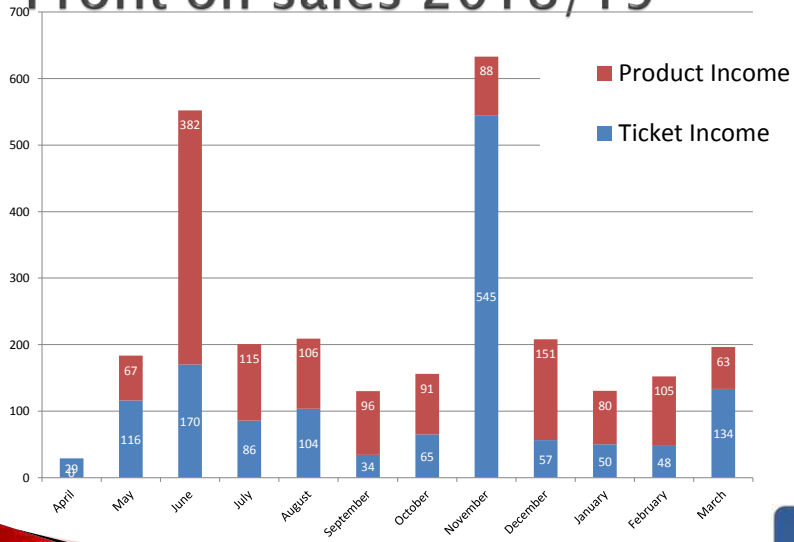
## Review of quality; what we know now

- ▶ Annual profit on sales
- ▶ Visitor numbers:
  - Local
  - Further afield
- ▶ Social media stats
- ▶ No of community events supported by selling tickets
- ▶ No of community tickets sold

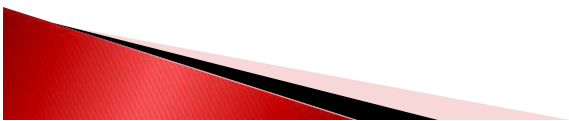
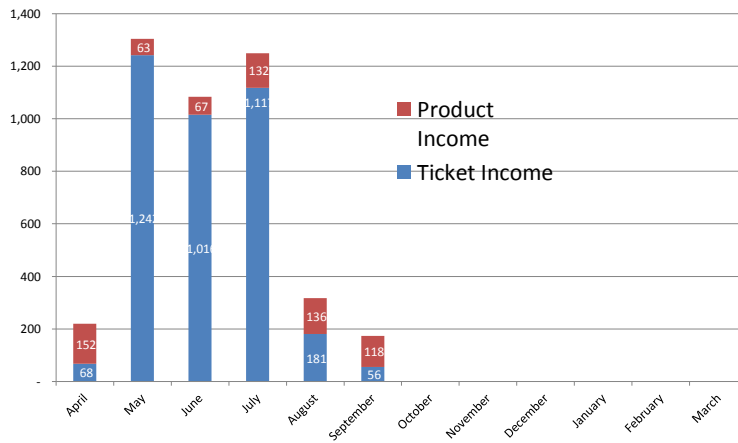


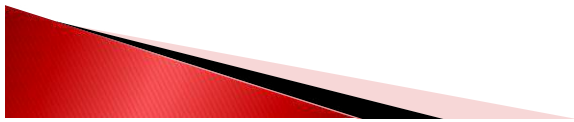
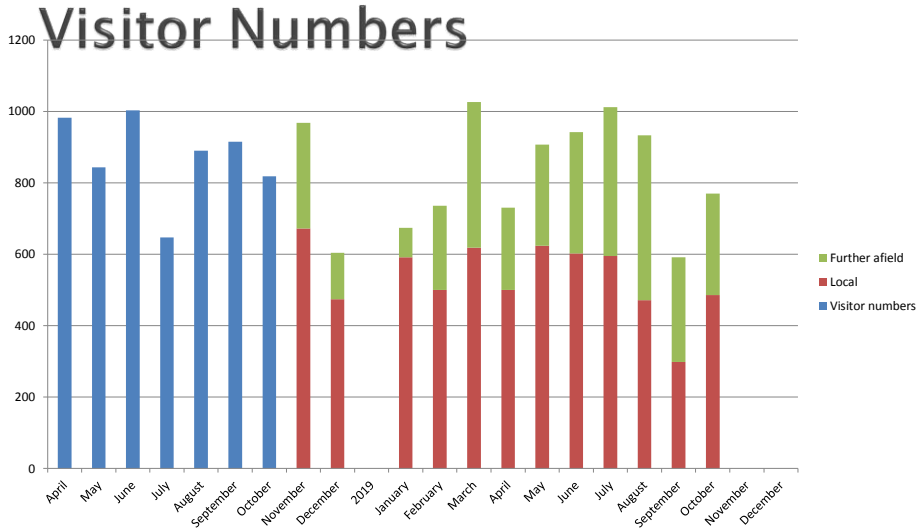


## Profit on sales 2018/19



## Profit on sales 2019/20





## Local Events supported by ticket sales from Jan 2019

- ▶ Noah's Cape – 10
- ▶ Tingestock – 3
- ▶ Summer Festival – 178
- ▶ Winter Warmer – 17
- ▶ Buckingham Pantomime – 466
- ▶ Bacab (still for sale) – 7
- ▶ Bucks County Show – 83
- ▶ Fringe Festival – 337
- ▶ Literary Festival – 149
- ▶ Choral Society
- ▶ Summer Party – 10
- ▶ Mikado – 113
- ▶ St Matthew's Passion – 78
- ▶ Giacomo Rossini – 28
- ▶ Verdi Requiem (still for sale)
- ▶ Film Place – 500

Number of ticket sales since January 2019 – 1992 (an average of 5 a day).



## Accessibility Recommendations

- Train staff to develop the confidence and knowledge to engage with customers with accessibility needs (including dementia friends)
- Continually remove unnecessary stock and other clutter
- Review lighting to identify options for improving visibility of hazards for the visually impaired
- Make sure that the door is kept open where possible
- Proactively open the door for customers needing assistance
- Check that signs are designed according to best practice guidelines
- Ensure toilet is checked before leaving each day to ensure no-one is in there.



## Recommendations

- ▶ Amend hours:
  - Discussed early closing in the winter but decided not to recommend
  - Open on Sundays from Easter to the end of August (subject to agreement with the Old Gaol Trust)
  - Increase TIC supervisor's hours from 32.5 to 37 to enable increased partnership working and development of additional services
- ▶ Offer additional services, including:
  - Bart bus bookings
  - More walks and cycle route information
  - Sell tickets for local attractions
  - Itineraries and bundle tickets for attractions and events
- ▶ New amalgamated website
- ▶ Benchmarks set and annually reviewed
- ▶ Accessibility recommendations



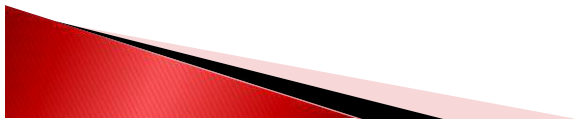
## Next Steps

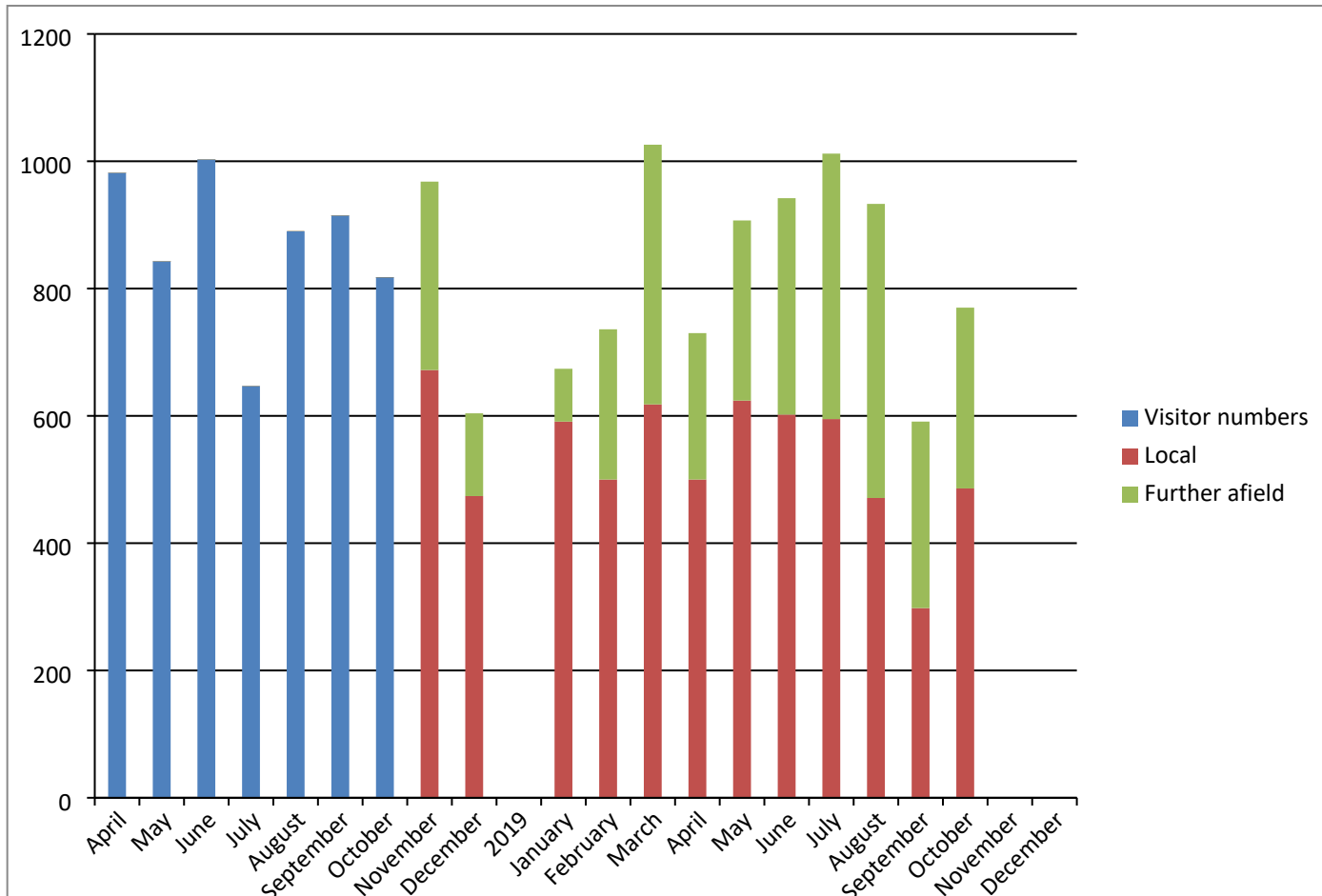
Recommendations considered by TC & E

Recommendations implemented

Annual report to TC & E

EDWG updated





New chart begun April 2018 with change of ownership

## Tourist Information Centre Visitor Statistics

## Appendix C

968 November – 672 locals. 296 FA

604 December - 474 locals. 130 FA

674 January 591 Locals. 83 FA

736 February 500 locals. 236 FA

626+400 March 418 locals. 208 FA +400

730 April 500 locals. 230 FA

907 May 624 locals. 283 FA

947 June 602 locals. 340 FA

1012 July 595 locals. 417 FA

933 August 471 locals. 462 FA

761 September 498 locals. 293 FA

770 October 486 locals. 284 FA