

TCE/03/22

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on Monday 24<sup>th</sup> October 2022 at 7.00pm in the Council Chamber at Cornwalls Meadow, Buckingham

**Present:**

Cllr. F. Davies	Vice Chair
Cllr. S. Hetherington	
Cllr. Mrs. M Gateley	Town Mayor
Cllr. L. O'Donoghue	
Cllr. R. Stuchbury	Chair

**Also attending:**

Ms. C. Molyneux	Town Clerk
Mrs. L. Stubbs	Deputy Town Clerk
Mrs. A. Brubaker	Events Coordinator
Ms. P. Cahill	Committee Clerk

No members of the public attended and so there was no public session.

### 348/22 Apologies for absence

Members received apologies from Cllr Ahmed and Cllr. Mahi.

### 349/22 Declarations of interest

There were none.

### 350/22 Minutes

Members received the minutes of the Town Centre and Events Committee meeting held on 5<sup>th</sup> September 2022 and received at Full Council on 10<sup>th</sup> October 2022.

### 351/22 Action list

Members received action reports and updates.

Cllr. Gateley noted an error: Comedy Night venue deadline should be November 2022, not 2023.

### 352/22 Bonfire and fireworks

Members received and **AGREED** a written report from the Events Coordinator.

It will be a scaled down bonfire this year and the Events Coordinator asked if any Councillors would like to carry a torch (there are ten). This year there will also be entertainment, a bar and several food providers.

Cllr. O'Donoghue queried whether a conversation has taken place with Titanium Fireworks regarding 'bangerless' fireworks. The Town Clerk said that this had been discussed last year with Titanium and they did not have the technological capability to produce large fireworks without a bang. Cllr. Gateley reminded members that the Town Council provide this lovely, safe, free event in part to reduce the number of small garden firework events, which increase the noise and can also be dangerous.

**353/22 Remembrance Day**

353/22.1 Members received a written report from Events Coordinator.  
The Events Coordinator will send to Councillors, the Lord Lieutenant's Office, and Buckinghamshire Councillors not on the Town Council a map of where Councillors will stand and the Protocol. The Events Coordinator will request confirmation of attendance at the Parade or help with the road closure.

**ACTION EVENTS COORDINATOR**

353/22.2 Members noted the Remembrance Day Protocol.

**354/22 Christmas small business trail**

Members received and a written report from the Town Centre Manager.  
Recommendation: That members agree to support the business trail event and to agree the funding of the costume hire and prize money from the market entertainment budget.  
The Deputy Town Clerk explained that this is a good opportunity to promote small businesses.  
Cllr. Davies Proposed to accept the recommendation, Seconded by Cllr. O'Donoghue and unanimously **AGREED** by Members.

**355/22 Town centre street damage**

Members received and discussed the response from Buckingham Council Highways and Technical Services. Cllr. Stuchbury recognised that money is short but is concerned that there is no schedule of works.  
Cllr. O'Donoghue noted that some of the damage dated back to 2017 when the accessible tour took place.  
Cllr. Stuchbury Proposed a press release expressing disappointment regarding a lack of programme of works and concern regarding old repairs and the safety of the large population of elderly and vulnerable people living in the town. Cllr. O'Donoghue Seconded. Members unanimously **AGREED**.

**ACTION DEPUTY TOWN CLERK**

**356/22 Closure of BBC South Today programme**

Members received and discussed the response from BBC England.  
Cllr. O'Donoghue Proposed that we write back for further clarification on how news from Buckingham is going to be relayed: social media, Buckingham University, local media? A copy of the Director-General's digital first strategy will also be requested. Cllr. Davies Seconded. Members unanimously **AGREED**.

**ACTION TOWN CLERK**

**357/22 Buckingham Public Spaces Protection Order (PSPO)**

Members received a written report from the Deputy Town Clerk.  
Members asked if consultation had taken place prior to notices being put up in the town.  
The Town Clerk said that her predecessor was consulted. She informed Members that the bylaw was amended, and the signs are accurate in relation to the bylaw. The consultation is in progress, and we will await the outcome.

**358/22 Budget**

Members received and noted the latest budget figures.

**359/22 Budget 2023**

359/22.1 Members received a written report from the Town Clerk.

Recommendations:

It is recommended that members note this report in conjunction with the draft 2023 Budget. Members unanimously **AGREED**.

It is recommended that Members agree to merge the Scout Parade, Pancake Race and May Day budgets into a single – Small Events budget. Members unanimously **AGREED**.

It is recommended that Members agree to merge the two Accessibility Cost budget lines. Members unanimously **AGREED**.

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It is recommended that Members agree to merge the two Accessibility Cost budget lines. Members unanimously **AGREED**.

359/22.2 Members reviewed and discussed the draft 2023 budget.

The Town Clerk explained that inflation has had a reduced impact due to many payments having been made at the beginning of the year and the predicted overspend is only £4,530.

Predicted income and expenditure is based on what the Town Clerk estimates we will spend in the next financial year, taking into account unpredictable inflation rate. She has spoken to suppliers/partners and asked about potential increases. Reasonings for costings are on the spreadsheet. Where it has been possible to reduce costs without affecting service this has been done.

Cllr. Gateley commented that the country is facing a cost-of-living crisis and we should show that we are not being profligate with our precept despite it being a small percentage of council tax.

Member unanimously **AGREED** the draft (attached to these minutes as Appendix A).

Further revisions will be brought to every Town Centre and Events meeting before Precept.

The Town Clerk left the meeting at 8pm

**359/22 Events Calendar**

359/22.1 Members received a written report from the Deputy Town Clerk.

It is recommended that members agree the proposed events calendar for 2023/2024. Members unanimously **AGREED**.

359/22.2 Members reviewed and discussed the Events Calendar 2023.

Cllr. O'Donoghue queried why there was no date for the next skate park event. The Deputy Town Clerk said that providers at the last event expressed

concerns regarding the condition of the park. Consultation will need to take place with Buckinghamshire Council prior to planning the event. Cllr. O'Donoghue proposed that we write to Buckinghamshire Council requesting their safety report based on concerns that have been flagged over the years. Cllr. Davies Seconded. Members unanimously **AGREED**.

**ACTION ESTATES ADMINISTRATOR**

**360/22 Partner organisation events**

Members received a written report from the Deputy Town Clerk. It is recommended that Memorandums of Understanding are drawn up between Music in the Market, BandJam and the Christmas Parade organisers before the 2023 events take place. Members unanimously **AGREED**.

**361/22 Updates from Representatives on Outside Bodies**

There were no updates.

**362/22 Youth Council**

Members received a written report from the Deputy Town Clerk. It is recommended that the Town Council work with Buckingham and Villages Community Board on a joint project to deliver a Youth Council as part of the Community Board's Youth Café project. The Deputy Town Clerk explained that there will be a consultation survey with the young people in the town. Members unanimously **AGREED**.

**363/22 Forthcoming events**

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Charter Fair 1 & 2	Saturday 15th Oct Saturday 22nd Oct	13:00 – 23:00	Town Centre
Art in the Market: Autumn event	Tuesday 25th Oct	13:00 – 16:00	Town Centre
Halloween Disco	Friday 28th Oct	18:00 – 21:00	Lace Hill Sports & Community Centre
Local Democracy Event	Friday 4 <sup>th</sup> Nov	14:00 – 16:00	Royal Latin School
<i>The date of this year's event was moved as the original date gave too short notice; next year's event date has been moved to prevent a clash with the Charter Fair. The theme of the event is the environment. When responses are received a decision will be made regarding groups/people to invite: The Railway Walk Society, The Canal Society, and the Estates Manager.</i>			
Bonfire and Fireworks	Saturday 5th Nov	18:00 – 20:00	Bourton Park Paddock
Remembrance Day	Sunday 13th Nov	10:30 – 12:00	Town Centre
Winter Fair	Sunday 20th Nov	14:30 – 16:00	Lace Hill Sports & Community Centre
Christmas Lights Switch On	Saturday 26th Nov	18:00 – 20:30	Town Centre
Christmas Parade	Saturday 10th Dec	10:30 – 12:00	Town Centre
Community Fair	Saturday 10th Dec	11:45 – 14:30	Buckingham Community Centre

### **364/22 Event reviews**

Members received reports from relevant officers:

BandJam

It is recommended that the Town Council continues to support Bandjam as it is enjoyed by families both young and old and brings people into the town from outside of Buckingham to enjoy the free event. They are also using the pubs, and shops such as Tesco Express which is open during the event therefore bringing income into the town.

The Events Coordinator informed members that there is an error in the report: Cllr. Stuchbury opened the event.

Members unanimously **AGREED**.

Dog Show

Members noted the report.

Due to the shelf life of the dog food already purchased before the event, it is recommended that it be donated to Jedidah, the food bank on Castle Street.

Members unanimously **AGREED**.

River Rinses

It is recommended that the first of next year's River Rinses starts at the weir in Bourton park and finishes at the cricket club and the second rinse starts at the cricket club and finishes at the Athletic Club.

Members discussed the role of the volunteers in the river, and that in places work is slow as the volunteers scour the river bed for waste. The river rinse stopped when it reached a section with a fallen tree. The Deputy Town Clerk informed Members that regular updates have been received from the Environment Agency, who is responsible for enforcing the removal of trees by landowners. The Environment Agency are actively pursuing the removal of these trees.

Members unanimously **AGREED**.

Charter Fair – verbal update

Cllr. Stuchbury noted the professionalism of the workers and thanked the Officers involved.

### **365/22 Access**

See minute 355 above.

Members **AGREED** to write to the Chair of the Access Group Committee to ask if the group is still meeting/propose to meet. The Deputy Town Clerk has a similar action from the Equality, Community Diversity, and Inclusion Working Group so this will be included.

**ACTION DEPUTY TOWN CLERK**

### **366/22 Climate Emergency Action Plan**

Members received and discussed updates to the Climate Emergency Action Plan.

### **367/22 News releases**

Town centre street damage.

**368/22 Chair's items**

No items.

**369/22 Date of the next meeting:** Monday 12<sup>th</sup> December 2022

Meeting closed at 9:02pm

Signed ..... Date .....

## Appendix A

Budget Code	Cost Centre	Name	Description	Budgeted Expenditure 2022	Predicted Expenditure 2022	Budgeted Income 2022	Predicted income 2022	Recommended budgeted expenditure 2023	Recommended budgeted income 2023	Reason
301	1013	Hanging Baskets income				£431	£431		£456	Agreement in place
301	1028	Lace Hill events income				£1,077	£800		£847	Partners have less to spend, low chance of raising stall fees inline with inflation
301	1029	Good ending fair							£0	Event no longer planned to take place
301	1062	Community Fair income				£215	£215		£230	Estimated rise in line with inflation
301	1066	Comedy Night income				£3,233	£0		£2,000	Reduced as smaller event planned
301	1069	Charter Fairs income				£7,189	£7,189		£7,613	Linked to 3-year RPI. Final figure TBC.
301	1091	Events sponsorship income				£0	£110		£50	Aim to secure Pancake Race sponsor
		Events stalls income							£800	Sale of pitch fees at Bonfire & Fireworks and Christmas Lights Switch On
301	3997	NI TC&E		£5,400	£5,940			£6,290		Estimate only, subject to national pay negotiations and Government budget
301	3998	Pensions ERS TC&E		£13,696	£15,066			£15,954		Estimate only, subject to national pay negotiations.
301	3999	Salaries TC&E		£74,340	£81,774			£86,599		Estimate only, subject to national pay negotiations
301	4042	Events equipment		£1,000	£1,000			£1,000		No requirement to increase this budget
301	4094	Youth Projects	Play around the parishes and basketball	£3,152	£3,150			£3,485		Quoted increase higher than inflation plus two additional basketball sessions
301	4104	Town in Bloom	Planters, hanging baskets, Buckingham in Bloom contest	£10,000	£8,500			£9,000		Previously underspent and still in contract for main costs, reducing price rise.
301	4107	Pride of Place	Buckingham in bloom contest	£270	£47			£60		Actual spend plus inflationary increase
301	4115	River Rinses	x 2	£431	£360			£450		Skip hire - large percentage increase as effected by fuel and waste management costs
		Small events						£200		Merged budget lines for Pancake Races, May Day and Scout Parade
301	4166	Lace Hill events	Easter, Summer Fun Day, Halloween and Winter events	£2,541	£2,540			£1,500		Reduced as there will not be an additional Jubilee Event this year.
301	4201	Christmas Lights	Installation, hire, replacements, feeder pillar repairs	£11,856	£11,856			£12,800		High levels of expected price rises
301	4202	Fireworks display		£5,800	£6,000			£6,600		High levels of expected price rises after consulting with provider
301	4203	Community Fair		£431	£431			£490		Based on quoted price rises
301	4205	Christmas Parade		£4,098	£4,098			£4,610		Estimated RPI increase
301	4207	Remembrance Parade	Contribution towards screen hire	£1,000	£1,000			£1,150		Screen hire cost likely to rise due to contractor fuel costs
301	4208	Spring Fair		£526	£257			£300		Based on previous expenditure
301	4210	Pancake Race		£84	£84			£0		Merged budget line with small events
301	4211	BandJam		£4,023	£4,023			£4,462		Estimated RPI increase. Payment towards Music in the Market and BandJam equalised
301	4212	Christmas Lights Switch On		£2,627	£2,627			£3,000		High levels of expected price rises eg stage
301	4213	Dog Show		£620	£300			£700		Last years event cancelled so expenditure unusually low. High levels of expected price rises
		Dog Show income							£125	Addition of income line for Dog Show
301	4216	May Day		£53	£0			£0		Merged budget line with small events
301	4220	Music in the Market		£4,403	£4,403			£4,462		Estimated RPI increase. Payment towards Music in the Market and BandJam equalised
301	4230	Scout Parade		£53	£0			£0		Merged budget line with small events
301	4241	Comedy Night expenditure		£3,233	£0			£2,000		Reduced as smaller event planned
301	4243	Charter Fairs		£4,375	£4,375			£5,500		High level of expected price rises for highways services
301	4260	Twinning		£2,101	£60			£65		No events planned this year
302	1005	Street Markets				£16,000	£16,000		£16,944	Estimated RPI increase
302	1006	Flea Markets				£3,623	£3,623		£3,837	Estimated RPI increase
302	4017	Subscriptions		£473	£473			£501		Estimated RPI increase
302	4225	Rates		£2,700	£2,700			£2,900		Estimated RPI increase
302	4234	Market entertainment		£950	£950			£950		Held at this years budget
302	4235	Market infrastructure and promotion		£1,576	£1,576			£1,250		Likely reduced expenditure as few items should need replacing this year
303	1020	Food Fair income				£539	£539		£571	Estimated RPI increase
303	1083	Fringe income				£2,109	£25		£200	Fiddle group income + sponsorship
303	1090	Theatre Production	theatre income			£4,200	£2,488		£0	Event no longer planned to take place
303	4221	Fringe		£6,600	£4,562			£4,850		Reduce expenditure as moved skate park and comedy event to different budget line
303	4222	Theatre Production	theatre expenses	£4,200	£3,923			£0		Event no longer planned to take place
303	4242	Food fair		£539	£539			£600		Increase based on known hire increases
303	4244	Flags		£830	£830			£600		Likely reduced expenditure as few flags should need replacing this year
303	4273	One-off events		£1,035	£1,035			£1,100		Can be used to boost Coronation event if required.
303	4278	Celebrate Buckingham Day		£1,800	£1,757			£1,900		Buckingham Celebrates the Coronation. Details TBC.
		Skate Park income							£500	To be used if new skate park built, potential match funding
		Skate Park expenditure							£0	To be used if new skate park built
304	4237	Youth Council budget		£1,551	£0			£0		Use of £2015 ear marked reserve 901/9001 instead of raising more tax
304	4238	youth council admin		£103	£103			£110		For running costs
305	1084	TIC income				£10,885	£10,885		£11,500	Estimated RPI based increase
305	4253	TIC tickets and produce		£9,185	£9,185			£9,500		Less than RPI based on current stock levels.
305	4255	heritage app expenditure		£776	£776			£750		Reduced based on actual expenditure
305	4274	Tourism website		£1,035	£500			£530		Reduced based on actual expenditure
306	4254	Accessibility costs		£2,070	£2,070			£2,070		Held for this year, there is a £2513 ear marked reserve 901/9074 if required
306	4266	Accessibility costs		£531	£531			£0		Merged budget code into above budget line
TOTALS				£192,067	£189,401	£49,501	£42,305	£198,787	£45,673	
				Effective Budget 2022	£142,566			effective budget 2023	£153,114	
				Effective actual spend 2022	£147,096			BUDGET increase	£6,018	
				<b>ACTUAL OVERSPEND</b>	<b>-£4,530</b>			Percentage increase	4.09%	