



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Claire Molyneux

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 19 October 2022

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 24th October 2022 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:

<https://www.youtube.com/channel/UC89BUTwVpIAOEIdSlfcZC9Q/>

Claire Molyneux
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

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 Town Centre and Events Committee meeting held on 5th September 2022 and received at Full Council on 10th October 2022. [Copy previously circulated](#)

4. Action list

To receive action reports and updates.

[Appendix A](#)



Twinned with Mouvaux, France;



Neukirchen-Vluyn, Germany



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 can send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

5. Bonfire and fireworks

To receive a written report from the Events Coordinator.

[TCE/81/22](#)

6. Remembrance Day

6.1. To receive a written report from Events Coordinator.

6.2. To note the Remembrance Day protocol.

[TCE/82/22](#)
[Appendix B](#)

7. Christmas small business trail

To receive a written report from the Town Centre Manager.

[TCE/83/22](#)

8. Town centre street damage

To receive and discuss the response from Buckingham Council Highways & Technical Services.

[Appendix C](#)

9. Closure of BBC South Today programme

To receive and discuss the response from BBC England.

[Appendix D](#)

10. Buckingham Public Spaces Protection Order (PSPO)

To receive a written report from the Deputy Town Clerk.

[TCE/84/22](#)

11. Budget

To receive and note the latest budget figures.

[Appendix E](#)

12. Budget 2023

12.1. To receive a written report from the Town Clerk.

12.2. To review and discuss the draft 2023 budget.

[TCE/85/22](#)
[Appendix F](#)

13. Events Calendar

13.1. To receive a written report from the Deputy Town Clerk.

13.2 To review and discuss the Events Calendar 2023.

[TCE/86/22](#)
[Appendix G](#)

14. Partner organisation events

To receive a written report from the Deputy Town Clerk.

[TCE/87/22](#)

15. Updates from Representatives on Outside Bodies

To receive verbal updates from Councillors.

16. Youth Council

To receive a written report from the Deputy Town Clerk.

[TCE/88/22](#)

17. Forthcoming events

| Event | Date | Time | Location |
|------------------------------------|--|---------------|--|
| 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 th Nov | 14:00 – 16:00 | Royal Latin School |
| 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 |

18. Event reviews

To receive reports from relevant officers:

BandJam

Dog Show

River Rinses

Charter Fair – verbal update

[TCE/89/22](#)

[TCE/90/22](#)

[TCE/91/22](#)

19. Access**20. Climate Emergency Action Plan**

To receive and discuss updates to the Climate Emergency Action Plan.

[Appendix H](#)

21. News releases**22. Chair's items**

23. Date of the next meeting: Monday 12th December 2022

To committee members:

Cllr. R. Ahmed

Cllr. F. Davies

Cllr. Mrs. M Gateley Town Mayor

Cllr. S. Hetherington

Cllr. A. Mahi Vice Chair

Cllr. L. O'Donoghue

Cllr. A. Schaefer

Cllr. R. Stuchbury Chair

Cllr. R. Willett

| No: | Minute No. | Action | Action Required | Action Owner | Update | Deadline |
|-----|------------------------|---------------------------------|--|---------------------------------------|---|-----------|
| 1 | 884/19 | Youth Council | New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022. | Deputy Town Clerk | Options are being prepared for Councillors to discuss | On agenda |
| 2 | 868/20;1042/20 | Accessibility Workshop | Members AGREED to host an Access Awareness Day at the first possible opportunity. | Town Clerk | Discussed by ECDI, actions in progress | Ongoing |
| 3 | 869/20 | Culture & Arts Strategy | Members received a written report from the Town Clerk and unanimously AGREED for Council staff to provide a detailed plan for creating a culture and arts strategy. It was AGREED that a working group be set up, consisting of councillors and partners, at the appropriate time. | Town Clerk | Working group to be formed as part of the NP. To be discussed at an appropriate TC&E. | Ongoing |
| 5 | 150/21 | Multicultural Celebration Event | Members AGREED TO RECOMMEND the motion of action, and to refer the motion to the Diversity and Inclusion Working Group for their input and for a report to be brought back to a future meeting to consider any budget implications. | Diversity and Inclusion Working Group | The ECDI Group are considering options for events | Ongoing |
| 6 | 436/21; 508/21; 240/22 | Comedy Night Venue | AGREED for a written report to Committee in October reviewing all suitable venues in Buckingham, including an assessment of facilities, pros and cons and breakdown of costs. | Events Coordinator | Search for an alternative venue started. Report delayed as waiting on a response from venues. | Nov-23 |
| 7 | 814/21 | Access | Members voted unanimously to circulate the photographs of the damage in the town to the principal Cabinet Member, asking if they have a budget for these works and if they could be costed. A programme of works over a period of time should also be requested. ACTION TOWN CLERK | Town Clerk | Response received | On agenda |
| 9 | 244/22 | Closure of BBC South | Members agreed to write in strong terms to the BBC expressing concerns regarding the closure and to put out a press release to show that Buckingham Town Council is against the closure, highlighting the positive impact on local events advertised on the station. | Town Clerk/ Deputy Town Clerk | Response received. Press release issued. | Ongoing |
| 10 | 245/22 | Best Kept Village | Members agreed to encourage the owners of these areas to tidy them up. Cllr. Davies suggested writing to owners and putting out a general press release regarding the outcome of the competition and encouraging the entire community to come together to make the town shine. | Events Coordinator | To be actioned in Spring 2023 for best results | March |
| 11 | 247/22 | Art in the Market | It is recommended that Art in the Market be hosted a second time on Tuesday 25 th October (during the October schools' half-term) from 1pm to 5pm. It is recommended that the additional art materials are funded from One off events 303/4273. Cllr. O'Donoghue Proposed accepting the recommendations. Cllr. Willett Seconded. Members unanimously voted to AGREE the recommendations. | | Arranged for Tuesday 25th October, 1 - 4pm | Ongoing |
| 12 | 249/22 | Summer sessions - basketball | Basketball – It is recommended that the Town Council continues to fund the summer sessions as it is a popular event for children and young people in the town. It is recommended that next year the Council funds two extra sessions for the older group (13yrs upwards), on a second day of the week, in Chandos Park. This would cost an estimated £240 to be paid for from 901/9013 – EMR Youth Projects. Cllr. O'Donoghue Proposed accepting the recommendations. Cllr. Willett Seconded. Members unanimously voted to AGREE the recommendations. | | To be actioned in early 2023. Added to budget | Apr-23 |

| No: | Minute No. | Action | Action Required | Action Owner | Update | Deadline |
|-----|------------|-----------------------|--|---------------------------|-----------|-----------|
| 13 | 249/22 | PSPO byelaw - BandJam | The byelaw regarding alcohol in the town is relaxed for the event and written advice was received that notices could be temporarily covered. Concern was expressed by Cllr. Davies regarding this. The Interim Deputy Town Clerk will provide a report about the Buckingham Town Centre PSPO byelaw. | Interim Deputy Town Clerk | On agenda | On agenda |

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 24th October 2022**

Contact Officer: Amanda Brubaker, Events Coordinator

Bonfire & Fireworks 5th November 2022

1. Recommendation

1.1 It is recommended that the contents of this report are noted.

2. Background

The following was agreed at the Town Centre & Events Committee meeting on Monday 13th December 2021

557.3/21 *Bonfire and Fireworks*

It is recommended that Members agree to using Titanium Fireworks again in 2022 and that they are booked as soon as possible.

It is recommended that additional entertainment is explored such as fire eaters, fire jugglers and that they put on a performance before the firework display.

It is recommended that the bonfire is lit at 18:00, an hour before the fireworks next year, to encourage people to arrive earlier to visit the stalls, and to enable more people to enjoy the bonfire. Titanium have advised that an hour-old bonfire would not detract from the fireworks

2. Information

- 2.1. This year's Bonfire and Firework Display will take place in the paddock in Bourton Park on Saturday 5th November 2022 from 6 – 8pm.
- 2.2. Titanium Fireworks have been booked to provide the firework display which will take place at 7pm.
- 2.3. The Green Spaces Team will collect old pallets during the week leading up to the event and build the bonfire on the morning of the event. The size of the bonfire will be dependent on the wind conditions forecasted.
- 2.4. The bonfire will be lit at 6pm by the Green Spaces Team and Councillors before the firework display takes place.

- 2.5. Silverstone Brewery will provide a mobile bar. Food vendors confirmed are Tribal Chilli with their wood fire pizza, J & L Snacks providing hot dogs, burgers, hot drinks and fresh donuts. David Side will have sweets, candy floss and toffee apples.
- 2.6. The Air Cadets will help to marshal the event in the evening.
- 2.7. Fire extinguishers will be on loan from Abbot Fire
- 2.8. First Aid will be provided by ALR

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 24th October 2022**

Contact Officer: Amanda Brubaker, Events Coordinator

Remembrance Day Parade 13th November 2022

1. Recommendation

- 1.1 It is recommended that the contents of this report are noted.

2. Background

- 2.1. The Remembrance Day Parade is organised by the Royal British Legion with Buckingham Town Council providing the road closure.
- 2.2. The parade forms up on Market Hill outside M&CO AT 10am ready to march up to the War Memorial outside St Peter & St Paul Church at 10:35am led by the pipe band.
- 2.3. The service at the War Memorial is led by Rev Will Pearson-Gee.
- 2.4. After the service the parade marches back to Market Hill. The Mayor, Mace bearer and Town Clerk will stop at the dias opposite WH Smith where they will stand alongside the Deputy Lord Lieutenant who will take the salute.

2. Information

- 2.1. The Town Clerk, Deputy Town Clerk, Events Coordinator and Town Mayor met with representatives from the Royal British Legion and Rev Will Pearson-Gee to go over the plans for this year's parade.
- 2.2. Andy Cooper, Chairman of the Royal British Legion will send a formal invitation to the Mayor and Town Councillors to take part in the parade.
- 2.3. The Town Council's Protocol for the Remembrance Day Parade and Service was noted. A copy of the Protocol is attached.
- 2.4. The hire of a big screen was discussed. See below

2.5 A rolling road closure for the parade will be in place and the barriers will be manned by fully trained Town Council staff. Volunteers will assist with the closure.

3. Hire of Big Screen

3.1. 557.4/21 Remembrance Parade - Members received a written report from the Events Coordinator and **AGREED** to form a small committee of Members, later in 2022, to discuss arrangements for future deployment of the large screen at next year's Remembrance Parade. Members unanimously **AGREED** the following report recommendations:

- It is recommended that the Town Council continue to support the Royal British Legion in 2022 with the road closure that is required for the parade.
- It is recommended that Members agree to the hiring of a big screen again in 2022 if the British Legion wish to continue with this. (A budget of £1,000 has been included in the draft budget for 2022 pending this decision.)

3.2. The Royal British Legion have contributed to the hire of a large screen for the Remembrance Day Service.

3.3. The screen will arrive at 7am and be erected at right angles close to the notice board. The audience will be able to stand on the road area facing towards the war memorial and watch the service on the screen.



Buckingham Town Council

Protocol for Remembrance Day Parade and Service

Date Agreed: 19/05/14
Minute Number: 61/14
Prepared by: DTC
Version: 2.0

1. Background

1.1 The following protocol is intended to guide Councillors and Council Officers as to partaking in the Buckingham Remembrance Parade and Service, along with providing the procedure to be followed on the day.

1.2 The Remembrance Parade is under the administration and invitation of the Royal British Legion.

2. Protocol

2.1 The below protocol should be followed on the day of the Remembrance Parade and Service;

- The Parade is under the administration and invitation of The Royal British Legion.
- On the morning of the parade the Mayor, Mace Bearer and Town Clerk will robe at the Town Council Chamber.
- The Mayor, Councillors, Mace Bearer and Town Clerk should join the parade behind members of the RBL.
- The Mace Bearer will lead followed by the Mayor, the Town Clerk, then Councillors.
- The Town Clerk will carry the Town Council's wreath on behalf of the Mayor.
- Councillors should parade as a body behind the Mayor up to the Remembrance Service.
- Once at the War Memorial there follows the Service of Remembrance.
- The Parade Master will invite the Royal Representative to lay the first wreath and the Mayor to place the second wreath on the War Memorial, **unless** there is **no** Royal Representative present, in which case the Mayor should place the first wreath.
- After the wreath is laid a male Mayor should remove his hat and stand for a short time facing the war memorial before returning to his place. In the case of a female Mayor, she should not remove her hat but should stand for a short period with bowed head.

- Representatives of County and District Councils should then be invited to lay their wreaths.
- The RBL Branch President will escort the Royal Representative and the Branch Chairman will escort the Town Mayor and Mace Bearer to the dais. When there is no Royal Representative the Branch President escorts the Mayor and Mace Bearer while the Branch Chairman remains in Parade.
- If there is no Royal Representative present the Mayor will stand on the dais to accept the salute. If a Royal Representative is present the Mayor should stand alongside the dais to accept the salute.
- The Town Clerk and Councillors will remain as one body and join the parade immediately behind members of the RBL, who are proceeded by the band. The parade will take an agreed route returning to the town and past the Royal Representative, Mayor and Mace Bearer who will accept the salute.
- Once the Parade has finished the Mayor, Mace Bearer and Town Clerk will return to the Chamber for disrobing.

The above protocol was agreed by Buckingham Town Council's Town Centre and Events Committee on 19 May 2014. It was also agreed by a committee meeting of the Buckingham Branch of the Royal British Legion. It is hereby signed by representatives of both Buckingham Town Council and the Local Royal British Legion.


..... on behalf of Buckingham Town Council
Councillor Lisa O'Donoghue
Mayor of Buckingham
On 16 July 2014


..... on behalf of Buckingham Royal British Legion
Fred Bloomfield
Branch Chairman for Royal British Legion
On 16 July 2014

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

Contact Officer: Sam Hoareau Town Centre & Ext Facilities Manager

Christmas Buckingham Business Trail

1. Recommendations

1.1 That members agree to support the business trail event and to agree the funding the costume hire and prize money from the market entertainment budget.

2. Information

2.1 To encourage families to spend time in the Town Centre visiting local businesses, it is recommended that BTC organise a Christmas trail. It will be launched before the start of the Christmas Lights Switch-on at the Saturday Street Market. It is hoped that families will attend the launch in the market, walk the trail (hopefully spending money in local businesses), before visiting the stalls at the lights switch-on. The trail will then run through the Christmas period.

2.2 The Town Centre Manager will attend the Saturday Market to promote the trail with a children's festive character e.g., Elf or Olaf. Children will be able to have photos taken with the character while the TCM shares the information about the trail and Christmas Light Switch on festivities.

2.3 The trail will be made up of Christmas present items which represents something to do with that particular business, just to reinforce the product or service on offer while giving children something fun to do on their way around town.

2.4 The trail items will be positioned in windows and inside the shops to entice people through doors, engage with shop owners and visit all parts of town they may not usually explore.

2.5 There will be a free, printable map. Players will be able to note the present items on the map. If players find all the items and complete the trail, they can enter a prize draw by leaving their map at the Tourist Information Centre.

2.6 One trail map per family will be entered into a prize draw for a chance to win £20 to spend in a Buckingham shop or market stall of their choice. Full T&C's will be included on our website and trail map.

3. Budget

3.1 There is exactly £50 left in the 2022 Market Entertainment budget 302/4234. It is proposed we use this budget to fund the costume hire and prize.

3.2 The costume hire is expected to be £30 which leaves £20 for the trail prize.

3.3 Maps will be available to download via BTC's website and small batches will be printed in house, as and when, to avoid wastage. People will be able to pick them up in person from the Tourist Information Centre.



**Directorate for Communities
Highways & Technical Services**

Service Director: Kevin Goad
Buckinghamshire Council
The Gateway
Gatehouse Road
Aylesbury
HP19 8FF

www.buckinghamshire.gov.uk

Ms Claire Molyneux
Clerk to Buckingham Town Council
By email: townclerk@buckingham-tc.gov.uk

Ref: 65000851/RT/dw
15 September 2022

Dear Ms Molyneux

Buckingham town centre damage

Thank you for your letter dated 30th August and photographs regarding damage to the streets of Buckingham Town Centre, for which we have now investigated fully.

On Thursday the 29th September, the Asset team at Buckinghamshire Council who manage the surfacing budget and the Local Area Technician who manages the maintenance works will be meeting with the three Councillors from the Buckingham East ward to discuss future works in the area involving resurfacing roads over the course of the next four years. Please be assured the matters you have raised will all be discussed at that meeting and priorities will be made in respect of the budget allocated.

We should, however, add that Market Hill is currently on the four-year programme list mentioned above for extensive slab paving work in Buckingham Town centre during 2024. This work will be discussed at the meeting at the end of September with the Councillors and the Local Area Technician and we will be asking for this work to be a priority, which would include the defects mentioned.

We have also looked into the matters raised within the photographs that you forwarded:

- The steps - these do not sit within the highway extents but are the responsibility of Buckinghamshire Council's estates services asset management team. Details of the damage have been passed to the relevant, responsible team in order to attend and inspect and schedule repairs where required.
- The missing granite sett (page 5) and the kerb (page 10) are defects which we can prioritise for short term make-safe repairs and we have arranged for the area to be repaired.
- The remaining issues raised do not currently meet our criteria for immediate repair; however, please be assured we do inspect our Highway network with regular scheduled inspections to identify any defects that require repair, in line with our Highway Policy.

I hope the information above is helpful and clarifies the situation.

Yours sincerely

A handwritten signature in dark ink, appearing to be 'RT' or similar, written in a cursive style.

Rosie Tunnard
Highways Community Liaison Manager
Communities, Highways & Technical Services

cc: Councillor Howard Mordue
Councillor Ade Osibogun
Councillor Warren Whyte
Kit Gordon-Stuart



**Claire Molyneux,
Town Clerk
Buckingham Town Council,
Town Council Offices
Buckingham Centre, Verney Close
Buckingham
MK18 1JP**

Your ref: The Closure of BBC Oxford

Thursday, 6 October 2022

Dear Ms Molyneux,

I write in response to, and to thank you for, your letter dated 28th September 2022 addressed to BBC Director-General Tim Davie.

His office has kindly forwarded it to me and asked me to reply.

We always appreciate feedback, and I hope the following will reassure you.

We're really proud of our South Today programme from Oxford which has served viewers across the region so well and produced great journalism.

But the media landscape is moving quickly and we need to make some difficult choices as we adapt our services in line with the growing audience focus on digital services.

Despite the loss of the dedicated TV bulletin, we will continue to deliver outstanding digital journalism, television and radio for the area.

I'd like to reassure you of that.

The decision follows years of audience data, research and other metrics and matches the Director-General's digital first strategy.

We aim to create a network of live and on-demand services based in each of our locations across England.

Oxford will remain a base for newsgathering teams across all platforms - TV, radio and online - and there will be specialist teams delivering investigative journalism.



What's more, we will be reinventing our local bases as multi-media production centres for platforms such as BBC News, BBC Sport, BBC Sounds and BBC iPlayer.

I would like to reassure you that local issues will still receive the scrutiny they deserve and that editorial decisions will be made locally too - serving audiences, not just on TV and radio, but on the digital platforms to which they are increasingly turning.

Stories such as the ones you mention i.e. the closure of Buckingham's last bank and the positive mental health impacts of community art events like Buckingham's Art in the Market will continue to be covered.

It's my ambition that rather than you seeing this as a reduction in service, more stories from Buckingham and the surrounding area and beyond will in future reach a far greater audience.

Thank you once again for writing and I hope I've been able to reassure you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Horton', with a horizontal line underneath.

Jason Horton

Acting Director, BBC England

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 24th October 2022

Contact Officer: Louise Stubbs, Deputy Town Clerk

1. Recommendations

It is RECOMMENDED that members note this report

2. Designated Public Place Order (DPPO) 2004

2.1. In 2004 a DPPO was put in place for Buckingham.

3. Public Spaces Protection Order (PSPO) 2017

3.1. In 2017 this was changed to a Public Spaces Protection Order (PSPO) in line with newer regulations the Anti-Social Behaviour, Crime and Policing Act 2014 Section 59.

3.2. The 2017 PSPO states that: *“in the restricted area, any person who fails to comply with an authorised officer or police constable’s request (a) not to consume or (b) to surrender alcohol in their possession, commits an offence.”* This wording is also inline with the original DSPO.

4. Public Spaces Protection Order (PSPO) 2020

4.1. This PSPO was extended in 2020 for two years. The report about the consultation by Buckinghamshire Council prior to the extension is available here:
<https://buckinghamshire.moderngov.co.uk/documents/s13220/Report%20for%20Public%20Spaces%20Protection%20Orders%20within%20Buckinghamshire.pdf>

4.2. During this extension there was a slight amendment to the wording of the bye-law. This was unexpected, as the [consultation page for the 2020 extension](#) specifically references the 2017 wording, as quoted in 3.2.

4.3. The [2020 PSPO](#) states: *“The effect of the Order is to impose the following prohibitions at all times: a. In the restricted area any person who continues to carry out the following activities from which they are prohibited commits an offence: Consuming alcohol or being in possession of an open container of alcohol.”*

4.4. PSPOs related to consumption of alcohol are limited by [Anti-Social Behaviour, Crime and Policing Act 2014 s.63](#) which sets out what constitutes a breach of a PSPO related to consuming alcohol. These mean that, in practice, a person is only committing an offence in breach of the 2020 PSPO if when asked not to consume or to surrender alcohol in the possession by an authorised officer they refuse.

4.5. In 2022 new signage was put up by Buckinghamshire Council about the PSPO.



The signage is not clear, as it states that consuming alcohol is prohibited, which is not reflective of the 2014 Act or the wording of the 2020 PSPO.

5. 2022 PSPO Consultation

5.1. In July 2022 there was a Buckinghamshire Council consultation on the extension of the order for another three years. The Town Clerk responded to this consultation on behalf of the Town Council. This response is clear that the Council wants the PSPO to return to the original wording agreed in 2017: *“in the restricted area, any person who fails to comply with an authorised officer or police constable’s request (a) not to consume or (b) to surrender alcohol in their possession, commits an offence.”*

5.2. The result of this consultation will be passed to members once received.

17/10/2022

Buckingham Town Council

Appendix E

15:03

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <u>TOWN CENTRE & EVENTS</u> | | | | | | | |
| 301 <u>Town Centre & Events</u> | | | | | | | |
| 1013 Hanging baskets | 133 | 0 | 431 | 431 | | | 0.0% |
| 1028 Lace Hill events income | 513 | 277 | 1,077 | 800 | | | 25.7% |
| 1062 Community Fair table income | 120 | 0 | 215 | 215 | | | 0.0% |
| 1066 Comedy night income | 0 | 0 | 3,233 | 3,233 | | | 0.0% |
| 1069 Charter fairs income | 7,013 | 7,233 | 7,189 | (44) | | | 100.6% |
| 1091 Events Sponsorship Income | 0 | 110 | 0 | (110) | | | 0.0% |
| Town Centre & Events :- Income | 7,780 | 7,619 | 12,145 | 4,526 | | | 62.7% |
| 3997 NI TC&E | 3,267 | 1,560 | 5,400 | 3,840 | | 3,840 | 28.9% |
| 3998 Pensions ERS TC&E | 13,327 | 8,022 | 13,696 | 5,674 | | 5,674 | 58.6% |
| 3999 Salaries TC&E | 51,702 | 28,849 | 74,340 | 45,491 | | 45,491 | 38.8% |
| 4042 Events equipment | 308 | 115 | 1,000 | 885 | | 885 | 11.5% |
| 4079 Fair Trade Promotion | 100 | 0 | 0 | 0 | | 0 | 0.0% |
| 4094 Youth project | 3,055 | 3,030 | 3,152 | 122 | | 122 | 96.1% |
| 4104 Town in Bloom | 11,195 | 4,823 | 10,000 | 5,177 | | 5,177 | 48.2% |
| 4107 Pride of Place | 0 | 47 | 270 | 223 | | 223 | 17.4% |
| 4115 River rinse | 396 | 0 | 431 | 431 | 360 | 71 | 83.5% |
| 4166 Lace Hill events | 321 | 1,513 | 2,541 | 1,028 | 250 | 778 | 69.4% |
| 4201 Christmas lights | 12,087 | 3,761 | 11,856 | 8,095 | 1,950 | 6,145 | 48.2% |
| 4202 Firework display | 5,238 | 195 | 5,800 | 5,605 | 3,588 | 2,018 | 65.2% |
| 4203 Community fair | 221 | 0 | 431 | 431 | | 431 | 0.0% |
| 4205 Christmas parade | 3,924 | 40 | 4,098 | 4,058 | | 4,058 | 1.0% |
| 4207 Remembrance parade | 0 | 1,018 | 1,000 | (18) | | (18) | 101.8% |
| 4208 Spring Fair | 0 | 297 | 526 | 229 | | 229 | 56.5% |
| 4210 Pancake Race | 63 | 0 | 84 | 84 | | 84 | 0.0% |
| 4211 Band Jam | 3,511 | 3,772 | 4,023 | 251 | 259 | (7) | 100.2% |
| 4212 Christmas lights switch on | 2,314 | 1,308 | 2,627 | 1,319 | 1,010 | 309 | 88.2% |
| 4213 Dog show | 469 | 222 | 620 | 398 | 88 | 310 | 50.0% |
| 4216 May Day event | 0 | 0 | 53 | 53 | | 53 | 0.0% |
| 4220 Music in the Market | 3,753 | 4,080 | 4,403 | 323 | 330 | (7) | 100.2% |
| 4230 Scout Parade | 0 | 0 | 53 | 53 | | 53 | 0.0% |
| 4241 Comedy Night expenditure | 0 | 0 | 3,233 | 3,233 | | 3,233 | 0.0% |
| 4243 Charter Fairs | 3,794 | 930 | 4,375 | 3,445 | 3,350 | 95 | 97.8% |
| 4260 Twinning | 2,008 | 0 | 2,101 | 2,101 | | 2,101 | 0.0% |
| Town Centre & Events :- Indirect Expenditure | 121,055 | 63,582 | 156,113 | 92,531 | 11,184 | 81,347 | 47.9% |
| Net Income over Expenditure | (113,275) | (55,963) | (143,968) | (88,005) | | | |

Continued over page

17/10/2022

Buckingham Town Council

Appendix E

15:03

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Tota | Committed Expenditure | Funds Available | % Spent |
|--|---------------------|------------------------|-----------------------|-------------------------|--------------------------|--------------------|--------------|
| 302 Street markets | | | | | | | |
| 1005 Street markets | 21,378 | 10,939 | 16,000 | 5,061 | | | 68.4% |
| 1006 Flea market | 4,890 | 3,388 | 3,623 | 235 | | | 93.5% |
| Street markets :- Income | 26,268 | 14,327 | 19,623 | 5,296 | | | 73.0% |
| 4017 Subscriptions | 369 | 384 | 473 | 89 | | 89 | 81.2% |
| 4225 Rates | 2,121 | 2,121 | 2,700 | 579 | | 579 | 78.5% |
| 4234 Market Entertainment | 0 | 900 | 950 | 50 | | 50 | 94.7% |
| 4235 Market infrastructure & Promot | 1,236 | 902 | 1,576 | 674 | | 674 | 57.2% |
| Street markets :- Indirect Expenditure | 3,726 | 4,306 | 5,699 | 1,393 | 0 | 1,393 | 75.6% |
| Net Income over Expenditure | 22,542 | 10,021 | 13,924 | 3,903 | | | |
| 303 Special events | | | | | | | |
| 1020 Food fair income | 630 | 0 | 539 | 539 | | | 0.0% |
| 1083 Fringe income | 2,109 | 25 | 2,109 | 2,084 | | | 1.2% |
| 1090 Theatre Production | 0 | 2,488 | 4,200 | 1,713 | | | 59.2% |
| Special events :- Income | 2,739 | 2,513 | 6,848 | 4,336 | | | 36.7% |
| 4221 Fringe | 5,115 | 4,562 | 6,600 | 2,038 | | 2,038 | 69.1% |
| 4222 Theatre Production | 0 | 3,923 | 4,200 | 278 | | 278 | 93.4% |
| 4242 Food fair | 316 | 0 | 539 | 539 | | 539 | 0.0% |
| 4244 Flags | 618 | 346 | 830 | 484 | | 484 | 41.7% |
| 4273 One-off events | 294 | 0 | 1,035 | 1,035 | | 1,035 | 0.0% |
| 4278 Celebrate Buckingham Day | 1,650 | 1,757 | 1,800 | 43 | | 43 | 97.6% |
| Special events :- Indirect Expenditure | 7,992 | 10,588 | 15,004 | 4,416 | 0 | 4,416 | 70.6% |
| Net Income over Expenditure | (5,253) | (8,076) | (8,156) | (80) | | | |
| 305 Tourist Information Centre | | | | | | | |
| 1084 TIC income | 12,588 | 5,767 | 10,885 | 5,118 | | | 53.0% |
| Tourist Information Centre :- Income | 12,588 | 5,767 | 10,885 | 5,118 | | | 53.0% |
| 4253 TIC tickets & produce | 12,979 | 5,832 | 9,185 | 3,353 | | 3,353 | 63.5% |
| 4255 Heritage app expenditure | 2,145 | 0 | 776 | 776 | | 776 | 0.0% |
| 4274 Tourism website | 252 | 160 | 1,035 | 875 | | 875 | 15.5% |
| Tourist Information Centre :- Indirect Expenditure | 15,376 | 5,992 | 10,996 | 5,004 | 0 | 5,004 | 54.5% |
| Net Income over Expenditure | (2,788) | (225) | (111) | 114 | | | |

Continued over page

17/10/2022

Buckingham Town Council

Appendix E

15:03

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------|--------------|
| <u>306 Accessibility</u> | | | | | | | |
| 4254 Accessibility Costs | 0 | 0 | 2,070 | 2,070 | | 2,070 | 0.0% |
| 4266 Accessibility Costs | 0 | 0 | 531 | 531 | | 531 | 0.0% |
| Accessibility :- Indirect Expenditure | <u>0</u> | <u>0</u> | <u>2,601</u> | <u>2,601</u> | <u>0</u> | <u>2,601</u> | <u>0.0%</u> |
| Net Expenditure | <u>0</u> | <u>0</u> | <u>(2,601)</u> | <u>(2,601)</u> | | | |
| TOWN CENTRE & EVENTS :- Income | 49,375 | 30,226 | 49,501 | 19,275 | | | 61.1% |
| Expenditure | 148,149 | 84,469 | 190,413 | 105,944 | 11,184 | 94,760 | 50.2% |
| Grand Totals:- Income | 49,375 | 30,226 | 49,501 | 19,275 | | | 61.1% |
| Expenditure | 148,149 | 84,469 | 190,413 | 105,944 | 11,184 | 94,760 | 50.2% |
| Net Income over Expenditure | <u>(98,774)</u> | <u>(54,243)</u> | <u>(140,912)</u> | <u>(86,669)</u> | | | |
| Movement to/(from) Gen Reserve | <u>(98,774)</u> | <u>(54,243)</u> | | | | | |

17/10/2022

Buckingham Town Council

Appendix E

14:58

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|-------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| <u>EARMARKED RESERVES</u> | | | | | | | |
| 901 Ear-marked reserves | | | | | | | |
| 9001 Youth Council | 0 | 0 | 2,015 | 2,015 | | 2,015 | 0.0% |
| 9002 Cemetery development | 71,073 | 44,371 | 56,460 | 12,089 | | 12,089 | 78.6% |
| 9003 Legal Costs | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% |
| 9004 Solar panels at Lace Hill | 22,047 | 0 | 6,379 | 6,379 | | 6,379 | 0.0% |
| 9005 Website | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% |
| 9006 Speedwatch | 0 | 0 | 598 | 598 | | 598 | 0.0% |
| 9010 Flood relief fund | 0 | 0 | 826 | 826 | | 826 | 0.0% |
| 9011 War memorial | 0 | 0 | 500 | 500 | | 500 | 0.0% |
| 9012 Christmas lights | 0 | 1,370 | 2,279 | 909 | 180 | 729 | 68.0% |
| 9013 Youth projects | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% |
| 9015 Charter fairs | 0 | 330 | 5,471 | 5,141 | | 5,141 | 6.0% |
| 9025 Play area replacement | (15,752) | 10,264 | 64,379 | 54,115 | 5,067 | 49,048 | 23.8% |
| 9027 Green Buckingham | 0 | 0 | 226 | 226 | 29 | 197 | 12.8% |
| 9029 Circular Walk | 0 | 0 | 5,399 | 5,399 | | 5,399 | 0.0% |
| 9030 Tourism leaflets | 0 | 0 | 2,404 | 2,404 | | 2,404 | 0.0% |
| 9035 Parks Development | 0 | 12,137 | 21,405 | 9,268 | 2,230 | 7,038 | 67.1% |
| 9036 Election costs | 5,594 | 0 | 0 | 0 | | 0 | 0.0% |
| 9040 Park run | 0 | 0 | 89 | 89 | | 89 | 0.0% |
| 9045 Access for All | 0 | 0 | 251 | 251 | | 251 | 0.0% |
| 9048 Buckingham Action Group | 1,302 | 0 | 0 | 0 | | 0 | 0.0% |
| 9049 Neighbourhood Plan | 0 | 0 | 22,000 | 22,000 | | 22,000 | 0.0% |
| 9050 Bridge Repairs | 20,509 | 23,723 | 40,450 | 16,727 | 17,227 | (500) | 101.2% |
| 9051 Office development / furniture | 5,828 | 4,476 | 6,172 | 1,696 | | 1,696 | 72.5% |
| 9052 Depot equipment | 0 | 0 | 15,000 | 15,000 | | 15,000 | 0.0% |
| 9053 AEDs | 0 | 0 | 555 | 555 | | 555 | 0.0% |
| 9054 Lace Hil repairs & Maintenance | 0 | 0 | 25,000 | 25,000 | | 25,000 | 0.0% |
| 9055 River rinse | 0 | 0 | 250 | 250 | | 250 | 0.0% |
| 9057 Cemetery Lodge repairs | 0 | 4,820 | 10,000 | 5,180 | | 5,180 | 48.2% |
| 9058 Bowls Club Pavillion repairs | 0 | 7,230 | 8,000 | 770 | | 770 | 90.4% |
| 9059 Making good / boundary repairs | 0 | 0 | 45,000 | 45,000 | | 45,000 | 0.0% |
| 9060 River Wardens | 1,575 | 0 | 0 | 0 | | 0 | 0.0% |
| 9061 Covid bounce back events | 7,574 | 0 | 906 | 906 | | 906 | 0.0% |
| 9062 Grants | 0 | 0 | 2,280 | 2,280 | | 2,280 | 0.0% |
| 9063 Twinning | 1,639 | 0 | 361 | 361 | | 361 | 0.0% |
| 9064 Holocaust memorial | 1,000 | 0 | 0 | 0 | | 0 | 0.0% |
| 9065 Purchase cemetery & allotment | 0 | 0 | 87,000 | 87,000 | | 87,000 | 0.0% |
| 9066 Swan Sculpture Project | (1,474) | 6,872 | 1,474 | (5,398) | | (5,398) | 466.2% |
| 9067 Training | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% |
| 9068 Insurance | 0 | 2,195 | 2,937 | 742 | | 742 | 74.7% |

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17/10/2022

Buckingham Town Council

Appendix E

14:58

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| 9069 Computer Equipment | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 9070 Rates | 0 | 0 | 1,706 | 1,706 | | 1,706 | 0.0% |
| 9071 Community Service | 0 | 0 | 2,769 | 2,769 | | 2,769 | 0.0% |
| 9072 One Off Events | 0 | 632 | 1,000 | 368 | | 368 | 63.2% |
| 9073 Tourism Events | 0 | 0 | 700 | 700 | | 700 | 0.0% |
| 9074 Accessibility | 0 | 0 | 2,513 | 2,513 | | 2,513 | 0.0% |
| 9075 Recruitment | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 9076 Ukraine Fund | 0 | (863) | 0 | 863 | | 863 | 0.0% |
| Ear-marked reserves :- Indirect Expenditure | 120,914 | 117,558 | 457,754 | 340,196 | 24,733 | 315,463 | 31.1% |
| Net Expenditure | (120,914) | (117,558) | (457,754) | (340,196) | | | |
| EARMARKED RESERVES :- Income | 0 | 0 | 0 | 0 | | | 0.0% |
| Expenditure | 120,914 | 117,558 | 457,754 | 340,196 | 24,733 | 315,463 | 31.1% |
| Grand Totals:- Income | 0 | 0 | 0 | 0 | | | 0.0% |
| Expenditure | 120,914 | 117,558 | 457,754 | 340,196 | 24,733 | 315,463 | 31.1% |
| Net Income over Expenditure | (120,914) | (117,558) | (457,754) | (340,196) | | | |
| Movement to/(from) Gen Reserve | (120,914) | (117,558) | | | | | |

| COST CENTRE | CODE | AMOUNT | EXPLANATION |
|-------------|------|------------|---|
| 1091 | 301 | £110.00 | New income code created for event sponsorship. Current £110.00 for Dog Show |
| 4207 | 301 | -£18.00 | Road Closure cost added to event |
| 4211 | 301 | -£7.00 | Biffa Purchase order, cost slightly higher than budgeted for |
| 4220 | 301 | -£7.00 | Biffa Purchase order, cost slightly higher than budgeted for |
| | | | |
| | | | |
| 9066 | 901 | -£5,398.00 | Money due in from Community Board to cover this once installation completed |

Please note that the EMR report is just highlighted to show which EMR belongs to The TC & E Committee and not to show an overspend in budget

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 24th October 2022**

Contact Officer: Claire Molyneux, Town Clerk

1. Recommendations

- 1.1. It is recommended that members note this report in conjunction with the draft 2023 Budget.
- 1.2. It is recommended that Members agree to merge the Scout Parade, Pancake Race and May Day budgets into a single – Small Events budget.
- 1.3. It is recommended that Members agree to merge the two Accessibility Cost budget lines.

2. Background

- 2.1. This budget is to run from 1st April 2023 until 31st March 2024, so the end point is nearly 18 months away. During volatile times when inflation is very variable it is hard to predict so far into the future. Therefore, this draft budget has been reviewed in individual detail rather than just using a general percentage increase. For example, where an event is reliant on a contractor, we have asked them for their anticipated rises. It should be noted that not all have been able to respond and those that did are not making contractual commitments.
- 2.2. If a budget line is heavily reliant on external services or fuel we have added a greater percentage as we anticipate these costs rising higher than others.
- 2.3. Many of this year's events have been booked and paid for early in the year. This has meant that some of the effect of the recent steep inflation has been avoided although the current prediction is for a £4,530 overspend across the entire TCE budget.
- 2.4. The current budget was set with an RPI of around 3.5% anticipated. However current estimates are that this financial year will end with an RPI of around 9.8% (these are currently changing daily as Central Government make budgetary changes). This difference has been considered where appropriate.
- 2.5. At time of writing the estimate for the next budget year is an RPI of 5.9% however some forecasts are suggesting this may be reduced following the new Chancellor, Jeremy Hunt's announcements this week.

3. Budget line changes

- 3.1. It is recommended that the budgets for the Scout Parade, Pancake Race and May Day, which are all under £100 are merged into a single Small Events Budget. This will allow for greater flexibility across these smaller events and reduce the number of budget lines.

| 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 unusally 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 shouds 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 | | | | | | £500 | £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 actual spend 2022 | | | | £147,096 | | | effective budget 2023 | £153,114 | | |
| ACTUAL OVERSPEND | | | | £-4,530 | | | BUDGET increase | £6,018 | | |
| | | | | | | | Percentage increase | 4.09% | | |

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 24th October 2022**

Contact Officer: Louise Stubbs, Deputy Town Clerk

Events Calendar 2023

1. Recommendations

1.1. It is **RECOMMENDED** that members agree the proposed events calendar for 2023/2024.

2. Events Calendar 2023 - 2024

2.1. The events calendar is a provisional document, and changes may be made.

2.2. Exact details of the Coronation are still to be released however it is proposed to combine the Celebrate Buckingham event into a Buckingham Celebrates the Coronation event. The date may change once the timings are known.

2.3. The next Skate Park event date will not be finalised until the new skate park is built.

| Proposed 2023 Events | | | | | |
|---|---|-------|--|-------------------------------------|---|
| Date | Day | Time | Name | Location | |
| 2/4/23 | Sunday | 10:00 | Easter Event | Lace Hill SSC | |
| 23/4/23 | Sunday | 10:00 | Spring Green Fair | Cattle Pens | |
| TBC | TBC | TBC | Scout Parade | Town Centre | |
| 2/5/23 | Tuesday | 11:00 | May Day | Church Green | |
| 06/05/2023 Coronation Day event details TBC | 06/05/2023 Coronation Day event details TBC | TBC | Buckingham Celebrates the Coronation Day | Bourton Park | |
| 7/5/23 | Sunday | TBC | Civic Service | St Peter and St Paul's Church | *Please note: civic event under remit of Resources committee |
| 28/5/23 | Sunday | 14:00 | Music in the Market | Town Centre | |
| w/c 05/06/2023 | w/c 05/06/2023 | 19:00 | Mayor Making | Community Centre | *Please note: civic event under remit of Resources committee |
| 24/7/23 | Saturday | | Launch of Swan Trail | Outside Chamber | |
| 14/7/23 | Friday | | <i>Bastille Day Boules</i> | <i>Cattle Pens</i> | To note date |
| 22/07/2023 - 30/7/23 Buckingham Fringe Week | | | | | |
| 23/7/23 | Sunday | 11:00 | Family Fun Day | Lace Hill pitches | |
| 24/7/23 | Monday | 10:00 | Play around the Parishes (first in Fringe week than 2x more in August) | Chandos Park | |
| 24/7/23 | Monday | 11:00 | Basketball (first in Fringe week then 6 x more in August) | Chandos Park, Bourton Park | |
| TBC | TBC | TBC | Youth Theatre workshop | TBC | |
| 25/7/23 | Tuesday | 19:00 | The Oxford Fiddle Group | Radcliffe Centre | |
| 26/7/23 | Wednesday | 19:00 | The Woolpack Pub Quiz | The Woolpack | |
| 27/7/23 | Thursday | 11:00 | Art in the Market | Cattle Pens | |
| TBC | TBC | TBC | Buckingham in Bloom Judging | Around Buckingham | |
| TBC | TBC | TBC | Comedy Night | TBC | |
| 30/7/23 | Sunday | TBC | Alec's Angels Monopoly Trail | Around Buckingham | |
| TBC | TBC | TBC | Skate Park event | Skate Park | |
| TBC | TBC | TBC | Play around the Parishes (2x in August) | Chandos Park | |
| TBC | TBC | TBC | Basketball (6 x in August) | Chandos Park/Bourton Park | |
| 27/8/23 | Sunday | TBC | Bandjam | Bull Ring | |
| 9/9/23 | Saturday | 10:30 | Dog Show | Bourton Park | |
| 17/9/23 | Sunday | 10:00 | River Rinse 1 | TBC | |
| 1/10/23 | Sunday | 10:00 | River Rinse 2 | TBC | |
| w/c 09/10/2023 | w/c 09/10/2023 | 11:00 | Local Democracy Week event | The Buckingham School | |
| 13/10/23 | Friday | 09:00 | Charter Fair arrives | Town Centre | |
| 14/10/23 | Saturday | 13:00 | Charter Fair checks and opening | Town Centre | |
| 20/10/23 | Friday | 09:00 | Charter Fair arrives | Town Centre | |
| 21/10/23 | Saturday | 11:00 | Charter Fair checks | Town Centre | |
| 27/10/23 | Friday | 18:00 | Lace Hill Halloween event | Lace Hill Centre | |
| 4/11/23 | Saturday | 18:00 | Bonfire and fireworks | Bourton Park | |
| 12/11/23 | Sunday | 10:30 | Remembrance Parade | Town Centre | |
| 19/11/23 | Sunday | 11:00 | Winter Fair | Lace Hill | |
| 23/11/23 | Thursday | 18:00 | Christmas Light Switch On | Town Centre | |
| 2/12/23 | Saturday | TBC | Small Business Saturday | Town Centre | |
| TBC | weekday | | Winter Tree Planting | | *Please note: tree planting events under remit of Environment |
| 9/12/23 | Saturday | 10:30 | Christmas Parade | Town Centre | |
| 9/12/23 | Saturday | 12:00 | Community Fair | Community Centre | |
| Proposed 2024 events | | | | | |
| Date | Day | Time | Name | Location | |
| 27/1/24 | Saturday | 11:00 | Holocaust Memorial | Bourton Park | |
| 13/2/24 | Tuesday | 11:00 | Pancake Race | St Peter and St Paul's Church Green | |
| 24/2/24 | Saturday | 10:00 | Food Fair | Community Centre | |
| 21/3/24 | Thursday | 19:00 | Annual Town Meeting | Community Centre | *Please note: civic event under remit of Resources committee |
| 24/3/24 | Sunday | 10:00 | Easter Event | Lace Hill SSC | |

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 24th October 2022

Contact Officer: Louise Stubbs, Deputy Town Clerk

1. Recommendations

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.

2. Background

2.1. There are three events hosted by partner organisations that the Council gives significant financial and organisation support to. These are: Music in the Market, BandJam and the Christmas Parade.

2.2. The Council has recently begun regularising its arrangements with all partner organisations, including insuring that clear contracts, or memos of understanding, are in place between these organisations and the Council.

3. Memorandum of Understanding

3.1. A Memorandum of Understanding is a simple document that states what:

3.1.1. The Council's obligations are to the partner organisation. For example, how much money it will put towards the event, and how annual increases will be calculated.

3.1.2. The partner organisations obligations are to the Town Council. For example, that it will keep clear financial records of how money is spent and show these to the Council if asked.

3.1.3. Ways in which the Council will support the organisation. For example, with advice if legislation changes that will impact the event, or an offer to provide free advertising space.

3.1.4. Ways in which the partner organisation will support the Council. For example ensuring that they have named volunteers on hand during the event to deal with any issues that arise.

3.1.5. How the arrangement can be broken by either party, and for what reasons that might happen.

3.2. Both parties have input into the document and can ask for changes before it is signed and agreed.

3.3. The document should be reviewed every three years, or sooner if there is a significant change to the arrangement.

4. Environmental Impact

4.1. The Memorandum of Understanding will contain provisions about the use of environmentally friendly options where possible.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 24th October 2022

Contact Officer: Louise Stubbs, Deputy Town Clerk

Youth Council

1. Recommendations

- 1.1. It is **RECOMMENDED** that the Town Council work with Buckingham & Villages Community Board on a joint project to deliver a Youth Council as part of the Community Board's Youth Café project.

2. Background

- 2.1. The Town Council has been researching options for the renewal of the Buckingham Youth Council.
- 2.2. Both the Buckingham School and the Royal Latin School have expressed interest in the project. Third party youth groups in the area have been approached and asked if they would be interested in running the project and declined.
- 2.3. Buckingham & Villages Community Board are concurrently working with a Youth Participation Coordinator from the Family Support Service at Buckinghamshire Council on a project to develop a Youth Café in Buckingham. This might be within one of the existing youth venues in Buckingham, or at a new location, dependent on the outcome of a youth survey.
- 2.4. The proposed youth survey has been developed by the Youth Participation Coordinator and is a detailed approach to ensuring a wide variety of views are collected.

3. Joint Project

- 3.1. The Deputy Town Clerk and Officers at Buckinghamshire Council have discussed the benefits of joining the two projects so that both existed within the same framework.
- 3.2. Initially, this would mean joint branding on the youth survey and the addition of questions from the Town Council about the structure of a youth café to the youth survey.
- 3.3. The Youth Café could also then be used as a location for meetings of the Youth Council. This is a good option as one of the difficulties in recruiting membership to Youth Councils can be low turnout or Youth Councillors dropping out after a

few months. Hosting the meetings in a venue that they have helped design and are comfortable in will help with Youth Councillor retention.

3.4. As the two Councils would be working together on the project this would reduce the amount of Officer time that was required to run the project. It would also mean we can enable access to relevant Councillors from both Buckingham Town Council and Buckinghamshire Council, depending on which issues they would like to raise, giving the Youth Councillors better access to their local representatives.

3.5. A final benefit is that it will reduce any confusion from young people and the local schools and youth groups over two similar projects running at the same time.

4. Proposed Youth Council Timeline of activities

4.1. A timeline for the establishment of the new Youth Council will be drafted once the results of the youth survey are known.

5. Budget

5.1. Working with Buckinghamshire Council will reduce the cost of the project as it will significantly reduce officer working time and as we can use the Youth Café venue. The Youth Café is being funded by Buckinghamshire Council

5.2. Working with the Community Board on this a jointly run project also gives the attendees greater access to funding for any project they might wish to run – through both the Town Council, the Community Board and external grant awarding bodies.

5.3. A full budget for the Town Council elements of this project will be drafted once the results of the youth survey are known.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 24th October 2022**

Contact Officer: Amanda Brubaker, Events Coordinator

Bandjam Sunday 28th August 2022

1. Recommendation

1.1 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.

2. Background

- 1.1. Bandjam is organised by Lee Maloney (Bandjam) and sponsored by Buckingham Town Council.
- 1.2. A number of bands perform on a purpose built stage from 1pm until 10pm in the Bull Ring in the town centre.
- 1.3. The event is free to the public and can draw in over 1,000 people throughout the day. The audience is made up of residents and people coming in from the surrounding towns and villages.
- 1.4. Letters were delivered to The Kings Head, Buckingham Inn and the White Hart a month before the event asking them to serve drinks in re-useable plastic glasses. This is something that has been done for several years and the pubs always comply to the request.
- 1.5. A month before the event a letter was sent to Tesco Express asking them to remove glass bottles from their shelves during the duration of the event. This is something that has been done for several years.

3. Information

- 2.1. This year's Bandjam was opened by the Town Mayor, Cllr Margaret Gateley and the Town Crier.

2.2. The playlist read as follows

- 60's Jukebox (opening band)
- Krissy Matthews
- Steve Winch & The Inceptions
- Brothers Homebrew
- Bom Notes
- Identity Crisis
- Reformers
- Big Head
- Twisted Echo
- Liquid Stone (Headline Band)

2.3. First Aid was provided by ALR Training and Complete Security provided the security for the evening.

2.4. The Security team gave radios to the Kings Head and the Buckingham Inn. That way they could inform the team of any potential problems that might be heading towards the main crowd.

2.5. Street Food vendors operating at the event were

- Go Greek
- Marks Ices

4. Cost for the event

Budget 301/4211

£4,023

| | |
|---------------------------|------------------|
| 2 x First Responders | £285.00 |
| Road closure | £78.75 |
| 5 x Security Guards | £560.00 |
| 5 x Biffa Bins | £258.50 |
| Amount awarded to Bandjam | £2,840.75 |
| Total Cost | £4,023.00 |

5. Environmental Impact

- 5.1. Most of the audience lived in Buckingham and were able to walk to the event
- 5.2. Go Greek used their own generator to power the grills that they were using for cooking
- 5.3. Marks Ices, the ice cream van uses a generator to run the ice cream machine and freezer.
- 5.4. Bins were located throughout the event for people's rubbish and a couple of the bins were marked glass only

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 24th October 2022**

Contact Officer: Amanda Brubaker, Events Coordinator

Dog Show Sunday 11th September 2022

1. Recommendation

- 1.1 It is recommended that this report is noted.
- 1.2 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.

2. Information

- 2.1. This year's Dog Show was due to be held on Sunday 11th September in the paddock in Bourton Park from 11am until 2pm
- 2.2. Due to the Queen passing away a few days before the event as a mark of respect the Dog Show was cancelled. The Town Council does not have the capacity to fit another show in before December, and the Green Spaces Team feel that in the Spring the paddock will be too muddy to hold a good event.
- 2.3. All stall holders and judges were notified and all were very understanding
- 2.4. Some of the prizes were purchased out of the event budget, and these will be carried over to the event in 2023.

3. Sponsorship

- 3.1. Kimberly Cox Dog Training and Woofs and Washes have been long time sponsors of the event.
- 3.2. Kimberly Cox and Woofs and Washes were approached to see if they would be interested in paying a one of sum towards purchasing the banners, with the agreement that their logo would be prominently included in the design and that they would continue to sponsor the event through their usual arrangements of judging and supplying the rosettes and some prizes for the next three years.

3.3. Two re-usable pvc banners were purchased for advertising the event. They show the name of the sponsors and details of where and when the event was to be held.

3.4. As the event was cancelled, the Sponsorship which is to cover three dog shows, will now cover 2023 - 2025

4. Cost for the event

Budget 301/4213

£620

| | |
|--------------------------|----------------|
| 2 x PVC reusable banners | £87.90 |
| Dog Food and toys | £121.89 |
| ALR First Aid | £100.00 |
| Total Cost | £309.79 |

| | |
|---------------------------|-------------|
| Sponsorship Income | £110 |
|---------------------------|-------------|

Dog Food and toys were purchased by Cllr O'Donoghue and the funds of £121.89 have been refunded to her.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 24th October 2022**

Contact Officer: Amanda Brubaker, Events Coordinator

River Rinse 2022

1. Recommendation

- 1.1 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.

2. Information

- 2.1. The first of this year's river rinses took place on Sunday 25th September. The weather was bright and sunny and made for an enjoyable morning.
- 2.2. Organised by Buckingham Town Council and with the help of volunteers from the Stowe Sub Aqua Group who went into the river and Councillors and members of the public who litter picked along the river, met at the University car park by Tanlaw Mill and worked upstream from the University to Fishersfield.
- 2.3. Two members of the Green Spaces Team followed along with the quad and trailer and any debris found was loaded into the trailer and then transferred to the skip.
- 2.4. Among the finds were pipes, traffic cone and an old tv.
- 2.5. The second rinse took place on Sunday 9th October and went from the bypass bridge in Bourton Park.
- 2.6. Members of Stowe Sub Aqua Group, Councillors and volunteers met in Bourton Park car park and litter picked along the river bank.
- 2.7. The hope was to get upstream as far as the cricket club, but due to the dense reeds and vegetation both in and overhanging the river the rinse ended just past the weir at Bourton Mill.
- 2.8. Pulled from this stretch of the river was a large tyre, child's scooter and part of a tree trunk.
- 2.9. Two skips were hired for the event. With permission from the Universities Estates Operation Manager the first skip was located in the car park of the University building Prebend House on Hunter Street. The second skip was

located on the grass verge opposite the path into Bourton Park close to Jarman Close.

3. Cost for the event

Budget 301/4115

£431

| | | |
|-------------------|--|---------|
| Hire of 2 x skips | | £360.00 |
| Total | | £360.00 |
| | | |

4. Environmental Impact

- 4.1. Due to the location of the rinses most people drove to the event
- 4.2. Attached are the environmental policies from Smith Skip Hire.

Buckingham Town Council's Climate Emergency Action Plan

| Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts. | | | | |
|---|--|--|--------------------------------|--|
| | Action | Measure | Responsibility | Update |
| 3. | Encourage practical action by local people through proactive communication campaigns. | Number of visitors per year to webpage | TC&E and Environment Committee | <p>Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives</p> <p>The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action. It is suggested that the office contract local schools and ask what additional information/input they would like from the Town Council.</p> <p>As a way of generating further engagement, competitions and awards for innovative approaches to tackle the climate emergency should be promoted by the council.</p> |
| 5. | Encourage the formation of Local Climate Action Groups. | One formed | Climate Champions | Due to lack of interest, it is suggested this action is revisited in 2023. |
| 6. | Host a public meeting on the issue. | One per year | Climate Champions | It is suggested that the Town Council host an information stall on climate change at every public event in Buckingham, as deemed appropriate. Feedback from each event is to be reviewed in line with the objectives of the Climate Emergency Action Plan's objectives |



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

| | Action | Measure | Responsibility | Updates |
|-----|--|--|-------------------------------|---|
| 10. | Investigate the environmental impact of Town Council events | Publication of Environmental Impact Assessment for each relevant event | Town Centre & Event Committee | Introduced an Environmental Impact Assessment for Town Council led events with over 250 participants/attendees, as part of the existing Events Management Plan. |

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

| | Action | Measure | Responsibility | Update |
|-----|---|---|-------------------|--|
| 13. | Provide recycling facilities at all Town Council Events and within Town Council owned buildings. | One mixed recycling bin per event | TC&E /Environment | Recycling bins are now being provided at all Town Council events. In particular, noting the success of recycling Biffa bins at Music in the Market & Bandjam. Recycling in all BTC offices (including Lace Hill Centre's public areas) now implemented. |
| 14. | Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events. | One Town Council event per year in addition to the two annual river rinses. | TC&E Committee | April 2022 - Assisted Lace Hill primary school with advice and the supply of litter pickers for this year's Great Big School Clean. Buckingham Community Board (from the Build Back Better fund) have donated: |



| | | | | |
|--|--|---|--------------------------------|---|
| | | | | <p>30 x litter pickers and hoops 50 x rolls of biodegradable bin bags (these come in boxes of 20) 30 x hi-vis 30 sets of gloves 1 x pop-up storage bins</p> <p>All of the equipment will be housed at the Town Council's depot for community use.</p> |
| Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles. | | | | |
| | Action | Measure | Responsibility | Updates |
| 22. | Consider holding an event that promotes cycling around the town | To be considered on a future agenda of TC&E | Town Centre & Events Committee | An electric bike company invited to the Spring Green fair in April 2022 with demo models. |
| 26. | Work with Buckinghamshire Council on increasing EV charge points on public land | | Full Council | Initial contact has been made with electric vehicle Induction charging company (Char.gy) to identify potential solutions. Chandos Road -street parking is being considered for a pilot project. Buckinghamshire Council have agreed to install 8 charging points in Cornwall's Meadow and Western Avenue. |
| Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water. | | | | |
| | Action | Measure | Responsibility | Updates |



| | | | | | |
|-----|---|------------|-----|--------------------------------|---|
| 33. | Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events. | All events | BTC | Town Centre & Events Committee | Incorporated within planning for all Town Council events. Referencing the town Council's Sustainable Procurement Strategy |
|-----|---|------------|-----|--------------------------------|---|