



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Claire Molyneux

TOWN CENTRE &  
EVENTS COMMITTEE

Wednesday, 31 August 2022

## Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 5<sup>th</sup> September 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](mailto: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/UC89BUTwVpjAOEIdSlfcZC9Q/>

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 13<sup>th</sup> June 2022 and received at Full Council on 18<sup>th</sup> July 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. Budget**

To receive and note the latest budget figures.

[Appendix B](#)

**6. Updates from Representatives on Outside Bodies**

To receive verbal updates from Councillors.

**7. Youth Council**

To receive verbal updates from the Interim Deputy Town Clerk.

**8. Loss of BBC Oxford****Motion: Cllr. Stuchbury**

“We request that the BBC do not close the BBC South station, as it serves our community and is a vital link between Buckingham and the BBC. A vital information source for everyone, that supports the community and North Bucks.”

**9. Best Kept Village Results**

To note the results and discuss the judges’ comments.

[Appendix C](#)

**10. Bardic Trial**

To receive a report from the Town Clerk.

[TCE/51/22](#)

**11. Art in the Market: Autumn event**

To receive a report from the Interim Deputy Town Clerk.

[TCE/52/22](#)

**12. Forthcoming events**

13.1 To note the dates of forthcoming events:

Event	Date	Time	Location
Dog Show	Sunday 11 <sup>th</sup> Sept	11:00 – 15:00	Bourton Park Paddock
River Rinse 1 & 2	Sunday 25 <sup>th</sup> Sept Sunday 9 <sup>th</sup> Oct	10:00 – 12:30	1: Begins at University of Buckingham 2: Begins at Bourton Park
Art in the Market: Autumn event	Tuesday 25 <sup>th</sup> Oct	13:00 – 17:00	Town Centre
Halloween Disco	Friday 28 <sup>th</sup> Oct	18:00 – 21:00	Lace Hill Sports & Community Centre
Charter Fair 1 & 2	Saturday 15 <sup>th</sup> Oct Saturday 22 <sup>nd</sup> Oct	13:00 – 23:00	Town Centre
Bonfire and Fireworks	Saturday 5 <sup>th</sup> Nov	18:00 – 20:00	Bourton Park Paddock
Remembrance Day	Sunday 13 <sup>th</sup> Nov	10:30 – 12:00	Town Centre
Winter Fair	Sunday 20 <sup>th</sup> Nov	14:30 – 16:00	Lace Hill Sports & Community Centre
Christmas Lights Switch On	Saturday 26 <sup>th</sup> Nov	18:00 – 20:30	Town Centre
Christmas Parade	Saturday 10 <sup>th</sup> Dec	10:30 – 12:00	Town Centre
Community Fair	Saturday 10 <sup>th</sup> Dec	11:45 – 14:30	Buckingham Community Centre

13.2 To receive a report on lead officers for events until the end of 2022.

[TCE/53/22](#)

**13. Event reviews**

To receive reports from relevant officers:

Fringe Week

[TCE/54/22](#)

Outdoor Theatre

[TCE/55/22](#)

Basketball

[TCE/56/22](#)

Play Around the Parishes

[TCE/57/22](#)

Buckingham in Bloom

[TCE/58/22](#)

BandJam – verbal update

**14. Community Fair**

To receive a report from the Events Coordinator.

[TCE/59/22](#)

**15. Christmas Light Switch On**

To receive a report from the Interim Deputy Town Clerk.

[TCE/60/22](#)

**16. Climate Emergency Action Plan**

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

[Appendix D](#)

**17. News releases****18. Chair's items**

**19. Date of the next meeting:** Monday 24<sup>th</sup> October 2022

**COMMITTEE IN PRIVATE SESSION****Exclusion of Public and Press**

**RECOMMENDED** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**20. Fringe Brochure Review**

To receive a report from the Interim Deputy Town Clerk

[TCE/61/22](#)

**To committee members:**

Cllr. R. Ahmed		Cllr. A. Schaefer	
Cllr. F. Davies	Vice Chair	Cllr. R. Stuchbury	Chair
Cllr. Mrs. M Gateley	Town Mayor	Cllr. R. Willett	
Cllr. S. Hetherington			
Cllr. A. Mahi		Mr. D. Jones	co-opted member
Cllr. L. O'Donoghue			

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 <b>AGREED</b> to host an Access Awareness Day at the first possible opportunity.	Town Clerk	Town Clerk in consultation with Access4All Group on how to take forward plans for a Accessibility Workshop. It is proposed to defer this to the equality and diversity group.	On next ECDI agenda
3	869/20	Culture & Arts Strategy	Members received a written report from the Town Clerk and unanimously <b>AGREED</b> for Council staff to provide a detailed plan for creating a culture and arts strategy. It was <b>AGREED</b> 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
4	1206/20	Budgets and Cllr Recognition	Cllr. Mahi suggested the creation of a 'Cllr. Bloomfield trophy' to be awarded at the annual Buckingham in Bloom competition. Members <b>AGREED</b> for the Town Clerk to investigate options and to bring a report back to a future committee	Events Coordinator	Awarded	On agenda (Buckingham in Bloom)
5	150/21	Multicultural Celebration Event	Members <b>AGREED TO RECOMMEND</b> 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	Comedy Night Venue	<b>AGREED</b> for a written report to Committee reviewing all suitable venues in Buckingham, including an assessment of facilities, pros and cons and breakdown of costs	Events Coordinator	Ongoing; Fringe Week show cancelled. Search for an alternative venue started.	Oct-22
10	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. <b>ACTION TOWN CLERK</b>	Town Clerk	Correspondence sent 30/08/22 awaiting response	Ongoing
13	63/22	Events	Cllr. Stuchbury requested an update for members at the next meeting of staff co-ordinating events.	Deputy Town Clerk		On agenda

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## Buckingham Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>TOWN CENTRE &amp; EVENTS</u></b>							
<b>301 Town Centre &amp; Events</b>							
1013 Hanging baskets	133	0	431	431			0.0%
1028 Lace Hill events income	513	223	1,077	854			20.7%
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	0	7,189	7,189			0.0%
1091 Events Sponsorship Income	0	110	0	(110)			0.0%
<b>Town Centre &amp; Events :- Income</b>	<b>7,780</b>	<b>333</b>	<b>12,145</b>	<b>11,812</b>			<b>2.7%</b>
3997 NI TC&E	3,267	951	5,400	4,449		4,449	17.6%
3998 Pensions ERS TC&E	13,327	5,612	13,696	8,084		8,084	41.0%
3999 Salaries TC&E	51,702	18,163	74,340	56,177		56,177	24.4%
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	2,430	3,152	722	720	2	99.9%
4104 Town in Bloom	11,195	4,698	10,000	5,302		5,302	47.0%
4107 Pride of Place	0	47	270	223	125	98	63.7%
4115 River rinse	396	0	431	431		431	0.0%
4166 Lace Hill events	321	1,513	2,541	1,028		1,028	59.6%
4201 Christmas lights	12,087	3,761	11,856	8,095		8,095	31.7%
4202 Firework display	5,238	0	5,800	5,800		5,800	0.0%
4203 Community fair	221	0	431	431		431	0.0%
4205 Christmas parade	3,924	0	4,098	4,098		4,098	0.0%
4207 Remembrance parade	0	0	1,000	1,000		1,000	0.0%
4208 Spring Fair	0	257	526	269		269	48.8%
4210 Pancake Race	63	0	84	84		84	0.0%
4211 Band Jam	3,511	3,126	4,023	897	819	79	98.0%
4212 Christmas lights switch on	2,314	0	2,627	2,627		2,627	0.0%
4213 Dog show	469	100	620	520	543	(23)	103.7%
4216 May Day event	0	0	53	53		53	0.0%
4220 Music in the Market	3,753	3,994	4,403	409	330	79	98.2%
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	850	4,375	3,525	374	3,151	28.0%
4260 Twinning	2,008	0	2,101	2,101		2,101	0.0%
<b>Town Centre &amp; Events :- Indirect Expenditure</b>	<b>121,055</b>	<b>45,616</b>	<b>156,113</b>	<b>110,497</b>	<b>2,911</b>	<b>107,586</b>	<b>31.1%</b>
<b>Net Income over Expenditure</b>	<b>(113,275)</b>	<b>(45,283)</b>	<b>(143,968)</b>	<b>(98,685)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>302 Street markets</b>							
1005 Street markets	21,378	7,036	16,000	8,964			44.0%
1006 Flea market	4,890	2,075	3,623	1,548			57.3%
Street markets :- Income	<b>26,268</b>	<b>9,111</b>	<b>19,623</b>	<b>10,512</b>			<b>46.4%</b>
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	0	1,576	1,576	902	674	57.2%
Street markets :- Indirect Expenditure	<b>3,726</b>	<b>3,405</b>	<b>5,699</b>	<b>2,294</b>	<b>902</b>	<b>1,393</b>	<b>75.6%</b>
<b>Net Income over Expenditure</b>	<b>22,542</b>	<b>5,706</b>	<b>13,924</b>	<b>8,218</b>			
<b>303 Special events</b>							
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	<b>2,739</b>	<b>2,513</b>	<b>6,848</b>	<b>4,336</b>			<b>36.7%</b>
4221 Fringe	5,115	4,553	6,600	2,047		2,047	69.0%
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	233	830	597		597	28.0%
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	<b>7,992</b>	<b>10,466</b>	<b>15,004</b>	<b>4,538</b>	<b>0</b>	<b>4,538</b>	<b>69.8%</b>
<b>Net Income over Expenditure</b>	<b>(5,253)</b>	<b>(7,953)</b>	<b>(8,156)</b>	<b>(203)</b>			
<b>305 Tourist Information Centre</b>							
1084 TIC income	12,588	4,669	10,885	6,217			42.9%
Tourist Information Centre :- Income	<b>12,588</b>	<b>4,669</b>	<b>10,885</b>	<b>6,217</b>			<b>42.9%</b>
4253 TIC tickets & produce	12,979	5,078	9,185	4,107		4,107	55.3%
4255 Heritage app expenditure	2,145	0	776	776		776	0.0%
4274 Tourism website	252	118	1,035	917		917	11.4%
Tourist Information Centre :- Indirect Expenditure	<b>15,376</b>	<b>5,196</b>	<b>10,996</b>	<b>5,800</b>	<b>0</b>	<b>5,800</b>	<b>47.3%</b>
<b>Net Income over Expenditure</b>	<b>(2,788)</b>	<b>(527)</b>	<b>(111)</b>	<b>416</b>			
<b>306 Accessibility</b>							
4254 Accessibility costs	0	0	2,070	2,070		2,070	0.0%

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(2,601)</u>	<u>(2,601)</u>			
<b>TOWN CENTRE &amp; EVENTS :- Income</b>	<b>49,375</b>	<b>16,625</b>	<b>49,501</b>	<b>32,876</b>			<b>33.6%</b>
Expenditure	148,149	64,683	190,413	125,730	3,813	121,918	36.0%
<b>Movement to/(from) Gen Reserve</b>	<u>(98,774)</u>	<u>(48,057)</u>					
<b>Grand Totals:- Income</b>	<b>49,375</b>	<b>16,625</b>	<b>49,501</b>	<b>32,876</b>			<b>33.6%</b>
Expenditure	148,149	64,683	190,413	125,730	3,813	121,918	36.0%
<b>Net Income over Expenditure</b>	<u>(98,774)</u>	<u>(48,057)</u>	<u>(140,912)</u>	<u>(92,855)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(98,774)</u>	<u>(48,057)</u>					

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## Buckingham Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>EARMARKED RESERVES</u></b>							
<u>901 Ear-marked reserves</u>							
9001 Youth Council	0	0	2,015	2,015		2,015	0.0%
9002 Cemetery development	71,073	37,041	56,460	19,419		19,419	65.6%
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)	(66)	64,379	64,445	15,397	49,048	23.8%
9027 Green Buckingham	0	0	226	226		226	0.0%
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	0	21,405	21,405		21,405	0.0%
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	23,223	40,450	17,227	17,227	(0)	100.0%
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%

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**Detailed Income & Expenditure by Budget Heading 31/08/2022**

**Month No: 5**

**Committee Report**

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9068 Insurance	0	2,195	2,937	742		742	74.7%
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	(1,163)	0	1,163		1,163	0.0%
Ear-marked reserves :- Indirect Expenditure	<b>120,914</b>	<b>86,961</b>	<b>457,754</b>	<b>370,793</b>	<b>32,804</b>	<b>337,989</b>	<b>26.2%</b>
<b>Net Expenditure</b>	<b>(120,914)</b>	<b>(86,961)</b>	<b>(457,754)</b>	<b>(370,793)</b>			
EARMARKED RESERVES :- Income	0	0	0	0			0.0%
Expenditure	<b>120,914</b>	<b>86,961</b>	<b>457,754</b>	<b>370,793</b>	<b>32,804</b>	<b>337,989</b>	<b>26.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(120,914)</b>	<b>(86,961)</b>					
Grand Totals:- Income	0	0	0	0			0.0%
Expenditure	<b>120,914</b>	<b>86,961</b>	<b>457,754</b>	<b>370,793</b>	<b>32,804</b>	<b>337,989</b>	<b>26.2%</b>
<b>Net Income over Expenditure</b>	<b>(120,914)</b>	<b>(86,961)</b>	<b>(457,754)</b>	<b>(370,793)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(120,914)</b>	<b>(86,961)</b>					

<b>COST CENTRE</b>	<b>CODE</b>	<b>AMOUNT</b>	<b>EXPLANATION</b>
1091	301	£110.00	New income code created for event sponsorship. Current £110.00 for Dog Show
4213	301	-£23.00	Includes banners paid for by the above sponsorship. Profit of £87.00 made so far.
9066	901	-£5,398.00	Money due in from Community Board to cover this

***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***

# BUCKINGHAMSHIRE BEST KEPT VILLAGE COMPETITION

2022



2022  
celebrating 65 years of the  
Best Kept Village  
Competition in  
Buckinghamshire

## MARKING SCHEDULE

Cup: **Michaelis** Village/town: **Buckingham**

	Possible Marks	Marks Awarded
<b>Principal features</b>		
1A. Cemetery, graveyard (separate or attached to a place of worship)	20	19
1B. Green, playing field, children's play area, nature conservation area	40	37
1C. Floral Displays (hanging baskets, tubs, planters)	10	9
1D. Village hall, community centre, church hall	20	17
1E. General environmental features (hedges, verges, ditches, pond, stream, pump)	20	17
<b>Other features</b>		
2A. Areas around shops and pubs	20	18
2B. Bus stops, bus shelters and notice boards	20	17
2C. War memorial	20	16
2D. Overall appearance, lack of litter and evidence of community effort	30	27
<b>TOTAL</b>	200	177

### Judges' signatures:

Date:

### Notes:

- The whole village/town will be judged, not solely, on the specific features identified on the map.
- The community will be assessed as seen by the judges on the inspection day.
- Absent features will be awarded an average mark taking into account the other features in the category.
- Judges take into account that cutting of grass verges outside the settlement is usually the principal authority's responsibility.

**BUCKINGHAM – MICHAELIS CUP 2022**

Notes taken during judging

1C – Tiered floral displays in market square area were very attractive. Floral bicycle displays could have done with watering

1D – Community centre planters needed attention. The Buckingham Centre on the other side of the road was well kept

1E – Shopping trolley seen in the stream

2B – No visible Best Kept Village notice

2C – War memorial planters were mis-matched and sadly rather neglected

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS COMMITTEE**  
**MONDAY 5<sup>th</sup> September 2022**

Contact Officer: Claire Molyneux, Town Clerk

## **1. Recommendations**

1.1. It is recommended that members note this report and continue to offer moral support to the Bardic Council.

## **2. Background**

2.1. The current Bard of Buckingham's term is due to finish on the 5<sup>th</sup> October 2022.

2.2. The Bard is elected during a bardic trial and they remain in post for one year. The bardic trial is organised and run by the Bardic Council with on-the-night support and publicity help from Buckingham Town Council staff.

2.3. Contact has been made with the Bardic Council to establish arrangements for this year's bardic trial and due to sickness and other understandable issues, it appears they are not currently planning a trial before the 5<sup>th</sup> October. At the time of writing, they are in internal discussions and arranging a meeting asap. Cllr. Willett has offered to add a verbal update at the end of this report.

2.4. Town Council staff will remain available for help, advice and publicity as and when contacted by the Bardic Council. However it should be noted, no staff resources are available to take on the management of a Bardic Trial event.

**Buckingham Town Council  
Town Centre and Events Committee  
Monday 5<sup>th</sup> September 2022**

Contact Officer: Louise Stubbs, Deputy Town Clerk

**Art in the Market: Autumn**

**1. Recommendation**

1.1. It is **RECOMMENDED** that Art in the Market be hosted a second time on Tuesday 25<sup>th</sup> October (during the October schools' half-term) from 1pm to 5pm.

1.2. It is **RECOMMENDED** that the additional art materials are funded from **One-off events 303/4273**

**2. Background**

2.1. As part of Fringe Week 2022 Art in the Market was held for the first time. This was a one afternoon have-a-go art session in the cattle pens and an Art Attack made of rag fabric in front of the Old Gaol.

2.2. The event was a success and several attendees asked if we would host it again.

**3. Art in the Market: Autumn**

3.1. It is **RECOMMENDED** that Art in the Market be hosted a second time on Tuesday 25<sup>th</sup> October (during the October schools half-term) from 1pm to 5pm.

3.2. BAFA will be invited to take part in the event again.

3.3. Rather than repeating the Art Attack, it is suggested that a photography challenge runs alongside the traditional art activities. These will be prompts to find and photograph particular images in unique ways and designed to allow smart phone users to take part as well as those using cameras.

**4. Costs**

4.1. While most of the materials supplied for the first event can be used again, some additional art materials will need to be purchased. It is

**RECOMMENDED** that the additional art materials are funded from **One-off events 303/4273**

<b>Items</b>	<b>Predicted cost:</b>
Watercolours, erasers, paintbrushes (various styles)	£30
<b>Totals</b>	£30

## **5. Environmental Impact**

5.1. Art in the Market has a low environmental impact. Many attendees walked to the event and brought their own art equipment with them.

**Buckingham Town Council  
Town Centre and Events Committee  
Monday 5<sup>th</sup> September 2022**

Contact Officer: Louise Stubbs, Interim Deputy Town Clerk

**Lead Officers for events**

**1. Recommendation**

1.1. It is **RECOMMENDED** that Members note this report

**2. Background**

2.1. Members requested that a list of lead officers for upcoming events be provided for the September Town Centre & Events Committee. (min.63/22)

**3. Art in the Market: Autumn**

3.1. Lead officers for events are reviewed regularly and can change for numerous reasons throughout the year, including staffing changes.

3.2. The current arrangements for lead officers for events until the end of 2022 is as follows:

<b>Event</b>	<b>Lead Officer</b>
Dog Show	Events Coordinator
River Rinse 1 & 2	Events Coordinator
Art in the Market: Autumn event	Deputy Town Clerk
Hallowe'en Disco	Lace Hill Coordinator
Charter Fair 1 & 2	Events Coordinator
Bonfire and Fireworks	Deputy Town Clerk & Events Coordinator
Remembrance Day	Events Coordinator
Winter Fair	Lace Hill Coordinator
Christmas Lights Switch On	Deputy Town Clerk
Christmas Parade	Events Coordinator
Community Fair	Events Coordinator



**Buckingham Town Council  
Town Centre and Events Committee  
Monday 5<sup>th</sup> September 2022**

Contact Officer: Amanda Brubaker, Events Coordinator

**Buckingham Fringe Week Review**

**1. Recommendation**

- 1.1 It is recommended that the report be noted.
- 1.2. It is recommended that the Fringe Week continues with a week of events to suit all ages and abilities and that we continue to work with outside organisations to provide this.

**2. Background**

- 2.1. The fringe week is an annual arts, sports and culture community event for Buckingham and the surrounding area.
- 2.2. It is a week of events organised by Buckingham Town Council and local organisations. The theme this year was 'Buckingham is Back'.

**3. Events for 2022**

**3.1. Steet Market Entertainment**

This year's market entertainment took place during Fringe Week on Saturday 16<sup>th</sup> and Saturday 17<sup>th</sup> July between 10am and 1pm outside the Old Gaol and by the Cattle Pens. It was a great success, bringing a fantastic atmosphere into the markets and encouraging people to stay longer or visit the town especially for the acts. A range of performers were hired including a local musician, stilt walkers, family magician and a church band. Community engagement and feedback via social media was extremely positive.

**3.2. Skatepark Event**

Organised by King Ramps the UK's leading wheeled sports events company and supported by Buckingham Town Council.

The event took place in the skatepark on Bridge Street and the event gave local skateboarders, bmx'ers and scooter riders the chance to show off their talents.

There were demos by professional riders who also offered advice and assistance to those who need help or advice. There were workshops and a chance to ride with the professionals.

The event ended with a competition and prizes were provided by King Ramps.

It was noted by King Ramps and BTC staff attending the event that the numbers of those taking part in the event was down and that those who had taken part previously were missing. Pete from King Ramps said that this is happening across the country and that once the kids get to a certain age they drop out of the sport as they are taking up jobs or moving away for college or university.

The event was appreciated by those that were there and took the time to thank BTC staff and King Ramps at the end. They were pleased that the event was free and they could just turn up and enter. A few of the young people that had been there all day helped to litter pick at the end of the day.

### **3.3. Family Fun Day**

The event took place at Lace Hill Sports & Community Centre on Sunday 17<sup>th</sup> July 1-4pm. Around 500 people attended and enjoyed lots of free activities including, traditional games, inflatables, live music performances, a korfball tournament and water games. Extra provisions were made due to the hot weather, the inflatables were moved indoors, free drinking water made available, additional gazebos were put up for shade which included a cooling down station. Families especially appreciated meeting a young team of volunteers from the Buckingham St John Ambulance Cadet Unit who took centre stage with tours of a first aid vehicle and a demonstration of lifesaving skills.

### **3.4. Architectural tour**

Despite the heatwave, a full house enjoyed the cool interior of the parish church during a guided tour by local architect Warren Whyte. He described the relocation of the church onto Castle Hill in 1780 and the structural problems of the 1850s that then led to the full transformation of the Georgian church into the Victorian Gothic church but George Gilbert Scot. The tour included stops in the nave, chancel and tower before concluding with a Q&A over a glass of wine.

### **3.5. The Oxford Fiddle Group**

The Oxford Fiddle Group were due to perform in the Radcliffe Centre on Tuesday 19<sup>th</sup> July but due to the heatwave that struck that week and the extremely high temps in the Radcliffe Centre a decision was made by the Oxford Fiddle Group to postpone the event until after the summer.

Ticket sales had taken place through the Tourist Information Centre and money was refunded to those who had purchased tickets.

### 3.6. Fringe Week Quiz

Residents brushed up on their local knowledge and joined quizmaster Mikey Dyson-Smith in the Woolpack to take on Buckingham Town Council in this extra special quiz to celebrate Buckingham Fringe Week.

Mikey Dyson-Smith said *“There were 7 different rounds. Picture Round, General Knowledge, Buckingham, The Knowledge, Sports, Animal Kingdom, Wipeout. There were 14 teams in total with around 85 people taking part. Not an empty seat in the whole pub.”*

The Town Council team was made up of office staff and Cllrs

### 3.7. Art in the Market

Two arty areas were provided at the first Art in the Market event.

Cattle Pens have a go art space: four gazebos were set up for shade, and free art equipment provided including water colours, paper and pastels. Visiting artists included renowned mouth painter Keith Jansz, representative of Buckingham Art for All, Emily Pool and Jonquil Bennet.

Old Gaol art attack: Town Council staff and some passing volunteer children created a 4 by 5 metre giant swan, entirely out of rag fabric lent by Florence Nightingale Hospice Vintage Charity Shop. The temporary art piece was inspired by The Floss in Buckingham.

Feedback from attendees was very positive, with many asking if we would host it again. The event was visited by BBC South journalist Brennan Nicholls who spent several hours recording footage and speaking to attendees.

### 3.8. The BFG

Organised by Wayno Productions with Strawberry Fieldz 10 hours of live music took place at the Moretonville Football Club in Gawcott. Not only was there live music but craft stalls, bouncy castle and lots more

## 4. Cost for the week of events

Event	Total Costs (Fringe Budget 303/4221)	Total Income (Fringe Income 303/1083)
Family Fun Day	£1,005	
Skatepark Event	£1,870	
Art in the Market	£86	£25
Fringe Brochure	£1,593	
<b>TOTALS</b>	<b>£4,554</b>	<b>£25</b>
<b>BUDGET</b>	<b>£6,520</b>	<b>£2,109</b>

The overall expenditure budget for Fringe Week was £6,520 with a predicted income of £2,109, leaving an actual budget of £4,411

As both the comedy night and the Oxford Fiddle Group events were postponed there were no ticket charging events held during the Fringe. The overall expenditure was £4,554 and income of £25 (from event sponsorship). This created an overspend of £117.

However, once the Oxford Fiddle Group event is rearranged this amount is expected to be made up in ticket sales.

<b>Market Entertainment</b>	<b>Total Costs (Market Entertainment 302/4235)</b>
<b>TOTALS</b>	<b>£900</b>
<b>BUDGET</b>	<b>£950</b>

The Market entertainment booked to take place during the Fringe Week is budgeted for separately and came in under budget by £50.

## **5. Environmental Impact**

None of the events had a high environmental impact. All of the venues and the majority of the entertainers and suppliers used for the events were local.

Recycled materials were used for the giant art attack and the fabric rags returned to charity shops for recycling after the event.

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS COMMITTEE**  
**MONDAY 5<sup>th</sup> SEPTEMBER 2022**

Contact Officer: Sam Hoareau, Lace Hill Sports & Community Centre  
Coordinator/Town Centre Manager.

**Outdoor Theatre**

**1. Recommendations**

1.1. It is recommended that Members note the report.

**2. Background**

2.1. A theatre company was booked in the 2021/2022 financial year to secure a date for this summer. The performance chosen by the team was Peter Pan by Illyria Outdoor Theatre Company.

2.2. Two performances took place on Wednesday 3<sup>rd</sup> August on the Green by St Peter and St Paul's Church at 2.30 and 6pm.

2.3. It was a ticketed event, tickets were sold online using an external platform – ticket source. 250 tickets were available per show. Ticket prices were based upon the company's own price range:

Adult £14

Child/Concession (over 60) £10

Family £45 (two adults & two children)

Up to two carer tickets and under 3 years of age went free

2.4. The event was advertised with posters and banners which were displayed around town and other points of interest. It was also highly advertised via the BTC website, social media platforms and newsletters.

**3. Aim of the Event**

3.1. The aim was to offer residents from Buckingham and the surrounding villages the opportunity to enjoy a local outdoor theatre event and bring people into town.

3.2. To provide free tickets to the Buckingham and Winslow Young Carers and for Ukrainian refugee families.

#### 4. Event Evaluation

- 4.1. Tickets undersold for a number of reasons including the cost of living crisis, people on holiday, the weather, the chosen story, and advertising the event too close to fringe week.
- 4.2. A handful of last-minute tickets were sold at the gate, this was great as they had seen the communication sent out early in the day.
- 4.3. Selling physical tickets via the Buckingham Tourist Information Centre does make it easier for people who do not like to buy online.
- 4.4. The event brought families from nearby towns into Buckingham for the day. Staff spoke with families from Towcester and Grendon Underwood.
- 4.5. If another outdoor theatre performance takes place in the future, booking earlier would give us more chance of securing a date we would like i.e., during Fringe Week or before the summer holidays.
- 4.6. Feedback received via social media was very positive. The event ran smoothly and the location is perfect for an event of this nature, as long as the weather is kind. No official complaints were received.
- 4.7. Each performance had an audience of at least 150 people including lots of families enjoying picnics spending quality time together, laughing and joining in with the performance.
- 4.8. Peter Pan is highly copyrighted, and it was quite restrictive in terms of what we could share to promote it and the promotional material provided by the company was limited and of a quality below that we would produce in house.
- 4.9. It is a traditional story which may not appeal to young children nowadays, maybe a more modern play or musical might be more appealing?

#### 5. Event Resources

5.1. Budget - £4,200

5.2. Event cost:

<b>Item</b>	
Theatre company	£3782
First Aid	£140
<b>Total Costs</b>	<b>£3923</b>
Event income after VAT	£2487.50
<b>Balance</b>	<b>£1435.50</b>

5.3. Twenty complimentary tickets were given to the Buckingham & Winslow Young Carers. A further 20 complimentary tickets were reserved for the

Ukrainian families currently residing in and around Buckingham, only 15 were taken.

5.4.4 free carer tickets were also provided. 3 were managed on the gate and 1 via the online booking system.

## 6. Environmental Impact

6.1. People travelling to the event had to park elsewhere, then walk to the venue.

6.2. The theatre company did not use a generator, they used the mains supply from the Church.

6.3. The ice cream van limited the use of his generator. He arrived 15 minutes before each show and then turned it off when it started and only turned it back on during the interval. He left site after serving customers at both intervals.

6.4. Many people brought picnics so most of the rubbish and waste went home with them.



**Buckingham Town Council  
Town Centre and Events Committee  
Monday 5<sup>th</sup> September 2022**

Contact Officer: Amanda Brubaker, Events Coordinator

**Free Basketball Sessions**

**1. Recommendation**

- 1.1. It is **recommended** that the Town Council continues to fund the summer sessions as it a popular event for children and young people in the town.
- 1.2. 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.

**2. Background**

- 2.1. Coach Jenner, a qualified coach and his wife have been holding the free turn up and play sessions for 9 years and have seen some of the players progress all the way through to playing for a team in Milton Keynes and even going on to play for the county.

**3. Event Report**

- 2.1. This year's sessions were every Monday from 1<sup>st</sup> August through to Monday 29<sup>th</sup> August. Two sessions take place 8-12yr olds in the MUGA in Chandos Park from 5:30pm – 13+ years in Bourton Park from 6:45 pm to 7:45pm
- 2.2. On Monday 15<sup>th</sup> August 28 youngsters attended the Chandos session. Many of the attendees were from the Ukraine. Bourton Park session for 13+ year olds had 10 players including some with special needs.
- 2.3. There have been lots of enquiries about increasing the number of sessions for the younger age group (8 – 12 yrs) in Chandos Park, which were the most popular sessions this year.
- 2.5. There has also been increased vandalism in Chandos park this summer involving teenagers. 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 provide an activity for young people in the area where the vandalism is taking place as well as increased adult presence.



**4. Costs****Budget****301/4094 Youth Project**

<b>Sessions</b>	<b>Cost per session</b>	<b>Number of sessions</b>	<b>Total cost (excl. VAT)</b>
Basketball coaching. Each session includes two separate classes for the different age groups	£120	5	£600

**Buckingham Town Council  
Town Centre and Events Committee  
Monday 5<sup>th</sup> September 2022**

Contact Officer: Amanda Brubaker, Events Coordinator

**Play Around The Parishes**

**1. Recommendation**

1.1. It is recommended that the Town Council continues to fund the sessions as it a popular event for children not only in the town but from the surrounding area.

**2. Background**

2.1. Organised by Buckinghamshire Council and funded by Buckingham Town Council. Three sessions of Play Around The Parishes were organised for the summer holidays. The sessions were on Tuesday 26<sup>th</sup> July, Wednesday 17<sup>th</sup> August and Monday 22<sup>nd</sup> August.

2.2. The sessions were held in Chandos Park from 10am to 3pm and are free for children ages 1 – 12 yrs. Activities include bouncy castle, giant games such as Jenga, arts and crafts and much more.

2.3. Parents brought a picnic and Marks Ices the ice cream van was invited to come along.

2.4. As the event was free parents tend to stay all day or come back after lunch.

**3. Costs**

**4. Budget**

**301/4094 Youth Project**

<b>Session</b>	<b>Cost per session</b>	<b>Number of sessions</b>	<b>Total</b>
<b>Play Around the Parishes</b>	<b>£780</b>	<b>3</b>	<b>£2,340</b>

**5. Environmental Impact**

4.1. The environmental impact on the event is quite low, as most of those attending the event walk to it.

- 4.2. A generator is used to run the bouncy castle only and access to electricity is not required.
- 4.3. Bins are located throughout the park, and as people bring picnics, most of the rubbish and waste goes home with them.

**Buckingham Town Council  
Town Centre and Events Committee  
Monday 5<sup>th</sup> September 2022**

Contact Officer: Amanda Brubaker, Events Coordinator

**Buckingham in Bloom**

**1. Recommendation**

- 1.1. It is recommended that next year Buckingham in Bloom includes a Community Garden Category as this was quite popular in the past and places such as Brooks Court and Paynes Court will be able to enter as one.

**2. Background**

- 2.1. Buckingham in Bloom is a chance for local residents in Buckingham to show off their front gardens and their gardening skills.
- 2.2. The categories this year were, Best Front Garden, Containers and Hanging Baskets, Wildlife Garden.
- 2.3. The gardens, hanging baskets and containers must be visible from the kerbside.
- 2.4. Entry forms were available online and from the Tourist Information Centre. Closing date was the 1<sup>st</sup> July.
- 2.5. Judges, Mayor, Cllr Margaret Gateley, Cllr Fran Davies and Cllr Robina Ahmed went out together as judges. They were given the addresses of the entrants and scoring sheets for each entrant. Judges were to look for, planting schemes which achieved sustainability through reduced use of water, energy, conservation and organic gardening, variety of plants used, maintenance of garden or containers.
- 2.6. As agreed at a previous TC&E meeting a cup The Terry Bloomfield cup has been purchased and awarded to the winner of the Best Garden.
- 2.7. Ex Cllr Terry Bloomfield was heavily involved in Buckingham In Bloom and has donated a gift voucher and some caps for the winners.
- 2.8. The presentation by Mayor Cllr Margaret Gateley took place on 26<sup>th</sup> August in Chandos Park.

**3. Winners of Buckingham In Bloom**

### 3.1. Containers/Hanging Baskets

1<sup>st</sup> Place 1 & 1A Ford Street

Judges were most impressed with use of space and colour and commented on the drip system used to avoid waste of water.

2<sup>nd</sup> Place 35 Western Ave judges comments were beautiful, well maintained, big visual impact

3<sup>rd</sup> Place 1 Christs Hospital, Market Hill (Almshouses) Good variety of plants

### 3.2. Best Front Garden

1<sup>st</sup> Place 1 Meadow Gardens, judges were most impressed with the colour, variety of plants, design and shape.

2<sup>nd</sup> Place 14 Paynes Court judges thought the garden was overall impressive and well maintained

An entry was received from some of the residents of Bluebell Close entering their gardens as a group. As there was no Community Garden category this year, it was agreed that they would be given a commendation award.

Winners received vouchers and certificates.

## 4. Costs

**Budget**    **301/4104**      **Town In Bloom**

<b>Cost of Terry Bloomfield Cup</b>	<b>£47</b>
<b>Gift Vouchers</b>	<b>£150</b>
<b>Total</b>	<b>£197</b>

## 5. Environmental Impact

The environmental impact on this event is low.

The cup is reuseable and will be handed back to be presented again next year.

The gift vouchers are for a garden centre and the recipient will be able to buy plants for next year.

**Buckingham Town Council  
Town Centre and Events Committee  
Monday 5<sup>th</sup> September 2022**

Contact Officer: Amanda Brubaker, Events Coordinator

**Buckingham Community Fair**

**Recommendation**

- 1.1. It is recommended that Mr Bloomfield be invited to run the Community Fair this year.

**2. Background Information**

- 2.1. Organised by Buckingham Town Council the Community Fair is held in the Community Centre after the Christmas parade giving charitable organisations, societies and groups the chance to raise some funds by selling Christmas items, plants and homemade goods.
- 2.2. In the past the fair was run on the day by then Councillor Terry Bloomfield. He would oversee the stall holders arrival and departure and be on hand should there be a problem. After stepping down as Cllr he also stepped down from running the Fair. Cllr Sue Hetherington kindly stepped in and ran the fair on the day in 2021.
- 3.3. Mr Bloomfield has been helping out at events this year and when asked if he would like to take on the running of the Community Fair again he kindly agreed.

**Buckingham Town Council  
Town Centre and Events Committee  
Monday 5<sup>th</sup> September 2022**

Contact Officer: Louise Stubbs, Deputy Town Clerk

**Christmas Lights Switch On**

**1. Recommendation**

1.1. It is **RECOMMENDED** that members note this report.

**2. Background**

2.1. Both the previous two Buckingham Christmas Lights Switch On events were cancelled for reasons outside of Council control – Covid in 2020 and poor weather in 2021.

2.2. The wall near the Old Gaol, which people often gather next to while watching the lights switch on, was damaged earlier this year. The wall has been surrounded by barriers by Buckinghamshire Council until it is fixed. As part of town centre event risk assessments, the Council has been using physical barriers eg traders vans in front of the wall to discourage pedestrians from gathering near it. This means the stage cannot be sited in its usual position as the crowd would gather too near the wall.

2.3. Being mindful of the cost of living crisis, the focus when booking entertainment should be fun, free activities for all ages.

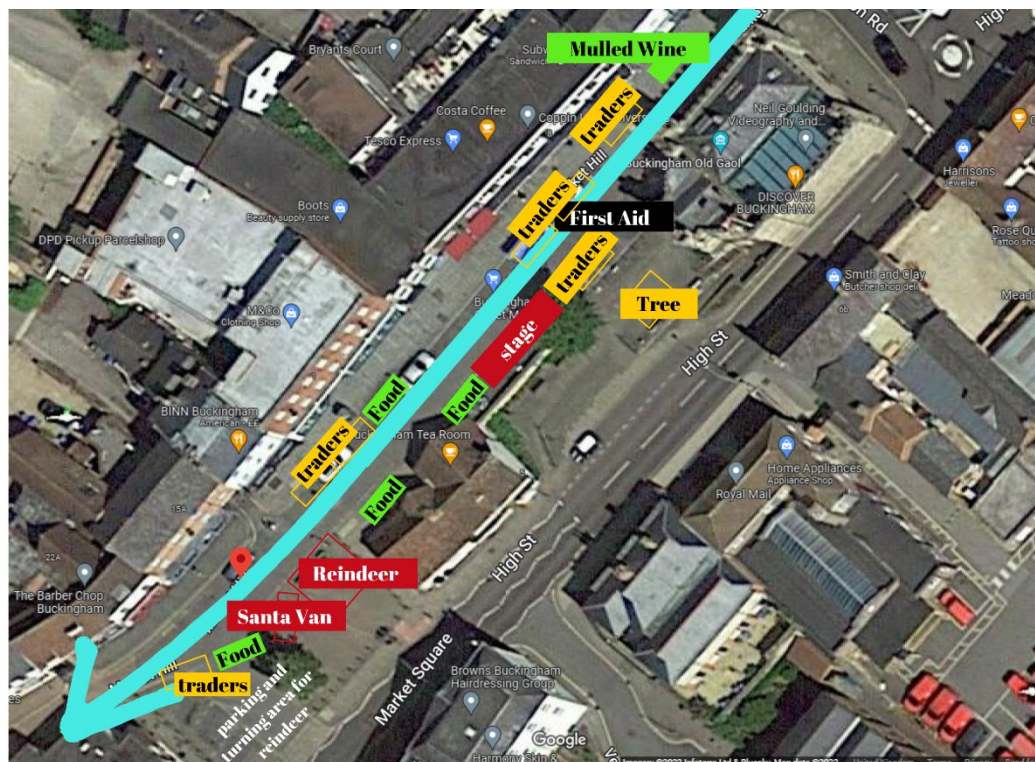
**3. Christmas Lights Switch On, revised site and event plan**

3.1. After discussing the site with a number of different staging companies, it has been agreed that the stage can be moved safely from its usual position near the Old Gaol to run along the damaged wall. As this is a narrower space the stage would be a long, thin stage, and use an open sided marquee for cover in case of rain.

3.2. The stage will be used to host the Great Horwood Silver Band, to announce the lights switch on, a short number of carols accompanied by the band, and for invited choirs to perform.

3.3. The event site will be rearranged so that the stage sits in a row alongside food, drink and product traders, in a layout that encourages the flow of visitors to

and from the stalls. The cattle pens area will not be used for traders this year unless the main area becomes fully booked and we still have a high level of interest in stalls. The purpose of this change is to shift the focus of the event from an outdoor concert to an active event where the music from performers and lights switch on can be enjoyed from any position and while taking part in any activity within the event area. Encouraging people to move around during the event will keep them warmer and improve trade at the stalls. The lighting and sound will be adjusted to suit the new layout and has been discussed with the staging company.



3.4. In order to provide a fun, free activity that will likely be out of the reach of many this winter, 2x reindeer and reindeer handlers have been hired from a nearby reindeer farm and will be sited in the bull pen area in an enclosure. This should be a real draw to the event and encourage those who might not have attended the Christmas Lights Switch On to visit.

3.5. Being mindful of the need to support local businesses over a difficult winter local shops, restaurants and businesses based further from the town centre will be offered the opportunity to bring pop-up stalls at the event.

#### 4. Costs

4.1. Costs of the event will be funded by from **Christmas Lights Switch On 301/4243** to a total of £2,627.



<b>Items</b>	<b>Predicted cost:</b>
Stage, marquee, lighting, sound and engineer hire	£610 – £910 (depending on finalised layout)
Reindeer hire	£1143
First Aid	£125
Other entertainment: Great Horwood Silver Band, choir etc	£249 - £549 (TBC after staging finalised)
Contingencies	£200
<b>Totals</b>	<b>£2,327 - £2,627</b>

## 5. Environmental Impact

- 5.1. The use of generators and single use plastic will be reduced as much as possible.

## 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.	<b>Encourage practical action by local people through proactive communication campaigns.</b>	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.	<b>Encourage the formation of Local Climate Action Groups.</b>	One formed	Climate Champions	Due to lack of interest, it is suggested this action is revisited in 2023.



6.	<b>Host a public meeting on the issue.</b>	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.
<b>Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
10.	<b>Investigate the environmental impact of Town Council events</b>	Publication of Environmental Impact Assessment for each relevant event	Town Centre & Event Committee	An Environmental Impact Assessment is produced for Town Council led events with over 400 participants/attendees, as part of the existing Events Management Plan. Introduced an 'environmental sustainability' section within the Town Council's current external hirers booking form.



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.	<b>Provide recycling facilities at all Town Council Events and within Town Council owned buildings.</b>	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.	<b>Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events.</b>	One Town Council event per year in addition to the two annual river rinses.	TC&E Committee	Quick Litter Pick project launched in Bourton Park and second bin placed in Chandos Park.  April & June 2022 - Assisted Lace Hill and Buckingham primary schools 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: <i>30 x litter pickers and hoops</i> <i>50 x rolls of biodegradable bin bags (these come in boxes of 20)</i> <i>30 x hi-vis</i> <i>30 sets of gloves</i> <i>1 x pop-up storage bins</i>  All of the equipment will be housed at the Town Council's depot for community use.



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

	Action	Measure	Responsibility	Updates
22.	<b>Consider holding an event that promotes cycling around the town</b>	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.

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

	Action	Measure	Responsibility	Updates
33.	<b>Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.</b>	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the town Council's Sustainable Procurement Strategy. Introduced an 'environmental sustainability' section within the Town Council's current external hirers booking form which references the Council's preferences for locally produced and fair-trade food.