



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, VERNEY CLOSE,
BUCKINGHAM. MK18 1JP

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 07 December 2022

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 12th December 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/UC89BUTwVpjAOEIdSIfcZC9Q/>

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



Twinned with Mouvaux, France;



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

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk 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.

To receive the minutes of the Town Centre and Events Committee meeting held on 24th October 2022 and received at Full Council on 28th November 2022. [Copy previously circulated](#)

4. Action list

To receive action reports and updates.

[Appendix A](#)

5. Budget

To receive and note the latest budget figures.

[Appendix B](#)

6. Budget 2023

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

[TCE/114/22](#)

6.2. To review and discuss the draft 2023 budget.

[Appendix C](#)

7. Comedy night

To receive and discuss a written report about comedy night venues from the Events Coordinator.

[TCE/115/22](#)

[Appendix D](#)

8. Coronation event

To receive a verbal update from the Deputy Town Clerk.

To consider a request from Mr. Lionel Weston.

[Appendix E](#)

9. Updates from Representatives on Outside Bodies

To receive verbal updates from Councillors.

10. Forthcoming events

Event	Date	Time	Location
Holocaust Memorial Day	Friday 27 th Jan	11:00	Bourton Park
Comedy Night	TBC	TBC	TBC
Pancake Race	Friday 17 th Feb	11:00	Green outside St Peter & St Paul's Church
Food Fair	Saturday 11 th Mar	10:00	Buckingham Community Centre

11. Event reviews

Charter fair

[TCE/116/22](#)

Art in the market

[TCE/117/22](#)

Halloween disco

[TCE/118/22](#)

Local Democracy Week event

[TCE/119/22](#)

Bonfire and fireworks

[TCE/120/22](#)

Remembrance Sunday parade

[Appendix F](#)

Winter fair

[TCE/121/22](#)

Christmas lights switch on

[TCE/122/22](#)

Christmas parade – verbal update

[TCE/123/22](#)

Community fair – verbal update

12. Access

13. Climate Emergency Action Plan

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

[Appendix G](#)

14. News releases

15. Chair's items

16. Date of the next meeting: Monday 13th February 2022

To committee members:

Cllr. R. Ahmed
Cllr. F. Davies Vice Chair
Cllr. Mrs. M Gateley Town Mayor
Cllr. S. Hetherington
Cllr. A. Mahi
Cllr. L. O'Donoghue
Cllr. A. Schaefer
Cllr. R. Stuchbury Chair
Cllr. R. Willett

Minute No.	Action	Action Required	Action Owner	Update	Deadline
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	The project will be run with Buckinghamshire Council. A survey of young people about youth space and youth council is taking place jointly with Buckinghamshire Council and Buckingham Town Council	Update in New Year
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
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
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
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	Report on Tanlaw Mill as a venue on agenda	On agenda
814/21, 355/22	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. Members agreed to draft a press release expressing disappointment regarding a lack of programme of works and concern regarding old repairs	Town Clerk	Response received from Buckinghamshire Council works are scheduled for the new year, with paving prioritised.	On agenda
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. 2nd letter sent.	Ongoing
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
247/22	Art in the Market	It is recommended that Art in the Market be hosted a second time on Tuesday 25th 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.		On Agenda	Ongoing

Minute No.	Action	Action Required	Action Owner	Update	Deadline
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
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	Update on the consultation requested	On agenda
359/22	Skate park event	Cllr. O'Donoghue proposed that we write to Buckinghamshire Council requesting their safety report based on concerns that have been flagged over the years. Cllr. Davies Seconded. Members unanimously AGREED .	Deputy Town Clerk	Buckinghamshire Council have logged a number of repairs and the Town Council is awaiting confirmation of timeline so that next event date can be confirmed	Ongoing
365/22	Access	Members AGREED to write to the Chair of the Access Group Committee to ask if the group is still meeting/propose to meet. The Deputy Town Clerk has a similar action from the Equality, Community Diversity, and Inclusion Working Group so this will be included.	Deputy Town Clerk	Access4All have been contacted, awaiting response	Ongoing

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>TOWN CENTRE & EVENTS</u>								
301 Town Centre & Events								
1013 Hanging baskets	0	0	431	431			0.0%	
1028 Lace Hill events income	516	793	1,077	284			73.6%	
1062 Community Fair table income	110	120	215	95			55.8%	
1066 Comedy night income	0	0	3,233	3,233			0.0%	
1069 Charter fairs income	0	7,233	7,189	(44)			100.6%	
1091 Events Sponsorship Income	250	360	0	(360)			0.0%	
Town Centre & Events :- Income	876	8,505	12,145	3,640			70.0%	
3997 NI TC&E	495	2,298	5,400	3,102		3,102	42.5%	
3998 Pensions ERS TC&E	1,572	10,428	13,696	3,268		3,268	76.1%	
3999 Salaries TC&E	8,155	41,374	74,340	32,966		32,966	55.7%	
4042 Events equipment	135	250	1,000	750		750	25.0%	
4094 Youth project	0	3,030	3,152	122		122	96.1%	
4104 Town in Bloom	3,895	8,718	10,000	1,282		1,282	87.2%	
4107 Pride of Place	0	47	270	223		223	17.4%	
4115 River rinse	0	360	431	71		71	83.5%	
4166 Lace Hill events	150	1,934	2,541	607		607	76.1%	
4201 Christmas lights	5,955	11,667	11,856	189		189	98.4%	
4202 Firework display	5,179	5,374	5,800	426		426	92.7%	
4203 Community fair	0	0	431	431	258	173	59.8%	
4205 Christmas parade	2,998	3,038	4,098	1,060	1,060	0	100.0%	
4207 Remembrance parade	0	1,018	1,000	(18)		(18)	101.8%	Road Closure cost included
4208 Spring Fair	0	297	526	229		229	56.5%	
4210 Pancake Race	0	0	84	84		84	0.0%	
4211 Band Jam	0	3,772	4,023	251	259	(7)	100.2%	Biffa bin cost, price increased after budget set
4212 Christmas lights switch on	1,040	2,348	2,627	279		279	89.4%	
4213 Dog show	0	310	620	310		310	50.0%	
4216 May Day event	0	0	53	53		53	0.0%	
4220 Music in the Market	0	4,080	4,403	323	330	(7)	100.2%	Biffa bin cost, price increased after budget set
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	2,792	3,722	4,375	653		653	85.1%	
4260 Twinning	0	0	2,101	2,101		2,101	0.0%	
Town Centre & Events :- Indirect Expenditure	32,365	104,064	156,113	52,049	1,906	50,143	67.9%	
Net Income over Expenditure	(31,489)	(95,558)	(143,968)	(48,410)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>302 Street markets</u>							
1005 Street markets	1,894	13,275	16,000	2,725			83.0%
1006 Flea market	414	3,902	3,623	(279)			107.7%
Street markets :- Income	2,308	17,177	19,623	2,446			87.5%
4017 Subscriptions	0	384	473	89		89	81.2%
4225 Rates	0	2,121	2,700	579		579	78.5%
4234 Market Entertainment	50	950	950	0		0	100.0%
4235 Market infrastructure & Promotion	0	902	1,576	674	79	595	62.2%
Street markets :- Indirect Expenditure	50	4,356	5,699	1,343	79	1,264	77.8%
Net Income over Expenditure							
	2,258	12,821	13,924	1,103			
<u>303 Special events</u>							
1020 Food fair income	0	0	539	539			0.0%
1083 Fringe income	0	25	2,109	2,084			1.2%
1090 Theatre Production	0	2,488	4,200	1,713			59.2%
Special events :- Income	0	2,513	6,848	4,336			36.7%
4221 Fringe	0	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	0	0	539	539		539	0.0%
4244 Flags	(113)	233	830	597		597	28.0%
4273 One-off events	97	97	1,035	938		938	9.4%
4278 Celebrate Buckingham Day	0	1,757	1,800	43		43	97.6%
Special events :- Indirect Expenditure	(17)	10,572	15,004	4,432	0	4,432	70.5%
Net Income over Expenditure							
	17	(8,059)	(8,156)	(97)			
<u>305 Tourist Information Centre</u>							
1084 TIC income	108	5,974	10,885	4,911			54.9%
Tourist Information Centre :- Income	108	5,974	10,885	4,911			54.9%
4253 TIC tickets & produce	437	6,294	9,185	2,891		2,891	68.5%
4255 Heritage app expenditure	0	0	776	776		776	0.0%
4274 Tourism website	0	181	1,035	854		854	17.5%
Tourist Information Centre :- Indirect Expenditure	437	6,475	10,996	4,521	0	4,521	58.9%
Net Income over Expenditure							
	(329)	(501)	(111)	390			

	Actual Current Mth	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	0	0	2,601	2,601	0	2,601	0.0%
 Net Expenditure	0	0	(2,601)	(2,601)			
TOWN CENTRE & EVENTS :- Income	3,291	34,169	49,501	15,332			69.0%
Expenditure	32,835	125,467	190,413	64,946	1,985	62,961	66.9%
Grand Totals:- Income	3,291	34,169	49,501	15,332			69.0%
Expenditure	32,835	125,467	190,413	64,946	1,985	62,961	66.9%
 Net Income over Expenditure	(29,544)	(91,298)	(140,912)	(49,614)			
 Movement to/(from) Gen Reserve	(29,544)	(91,298)					

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Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>EARMARKED RESERVES</u>							
<u>901 Ear-marked reserves</u>							
9001 Youth Council	0	0	2,015	2,015		2,015	0.0%
9002 Cemetery development	0	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	0	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		909	60.1%
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	0	10,659	64,379	53,720		53,720	16.6%
9027 Green Buckingham	35	35	226	191		191	15.4%
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	14,806	21,405	6,599	2,230	4,369	79.6%
9040 Park run	0	0	89	89		89	0.0%
9045 Access for All	0	0	251	251		251	0.0%
9049 Neighbourhood Plan	0	0	22,000	22,000		22,000	0.0%
9050 Bridge Repairs	0	20,555	40,450	19,895	19,895	(0)	100.0%
9051 Office development / furniture	0	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%
9061 Covid bounce back events	0	0	906	906		906	0.0%
9062 Grants	0	0	2,280	2,280		2,280	0.0%
9063 Twinning	0	0	361	361		361	0.0%
9065 Purchase cemetery & allotment	0	0	87,000	87,000		87,000	0.0%
9066 Swan Sculpture Project	0	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%
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%

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Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	863	0	0	0		0	0.0%
Ear-marked reserves :- Indirect Expenditure	898	118,351	457,754	339,403	22,125	317,278	30.7%
Net Expenditure	(898)	(118,351)	(457,754)	(339,403)			
EARMARKED RESERVES :- Income	0	0	0	0			0.0%
Expenditure	898	118,351	457,754	339,403	22,125	317,278	30.7%
Grand Totals:- Income	0	0	0	0			0.0%
Expenditure	898	118,351	457,754	339,403	22,125	317,278	30.7%
Net Income over Expenditure	(898)	(118,351)	(457,754)	(339,403)			
Movement to/(from) Gen Reserve	(898)	(118,351)					

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 12th December 2022

Contact Officer: Louise Stubbs, Deputy 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 recommend to the Resources Committee the transfer of £850 from budget **303/4221 Fringe** to **102/4032 Publicity**. This sum is for the production of the Fringe promotional leaflet.

2. Background

- 2.1. The Town Centre & Events Committee has previously agreed to significantly reduce the cost of its Fringe brochure with changes to the format and design.
- 2.2. The Communications Strategy Group has agreed to temporarily reduce their circulation of newsletters to 3 a year and will now be best placed to deliver the promotional leaflet alongside their other publications. The Communications Strategy Group already produces a wide variety of events advertising including 5-6 pages in each Buckingham Town Matters newsletter.
- 2.3. The design of the Fringe publicity will still be circulated to Town Centre & Events Committee members for their comments before publication.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 12th December 2022**

Contact Officer: Amanda Brubaker, Events Coordinator

Comedy Night Update

1. Recommendations

- 1.1. After viewing the venue, it is **recommended** that in principle we book Tanlaw Mill for the first Comedy Night in 2023.

2. Background

240/22 AGREED for a written report to Committee reviewing all suitable venues in Buckingham, including an assessment of facilities, pros and cons and breakdown of costs.

3. Information

3.1. Attached is a spreadsheet showing four locations which have been looked at to see if they are suitable. Things considered for suitability were capacity, cost of hire of the venue, disability access, parking, whether or not door staff is included, sound and lighting and a bar.

Venue	Total Venue Cost	Comedian Budget	Ticket capacity	Price per ticket to recoup costs	Type of Act
Community Centre	£876	£424	180	£13	Would be one club level comedian unknown name

Tanlaw Mill	£296	£1,004	100	£13	MC, opening act, and a known name comedian
Royal Latin School	£1026	£274	200	No Comedian available at this price	

3.2. This week the Deputy Town Clerk and Events Coordinator met with the Commercial Manager at Tanlaw Mill for a site visit and to discuss the hire of the refectory as a possible location for the Comedy Night. The commercial Manager will not charge for the hire of the premises at the first event, sound and lighting. The only cost would be for Security, sound engineer and TENS notice.

3.3. The other locations shown on the spreadsheet have been hired by the Town Council for events in the past. A number of other locations were also investigated but are excluded from the spreadsheet as they were unsuitable for a specific reason – eg capacity too small.

3.4.. The Events Coordinator has spoken to the Agent used for booking the comedians about the type of comedian we could get and the cost. To get a decent act, we would need to spend between £600 and £1,000 with the latter getting a well known name and the level of Comedian that we have had in the past.

3.5. The ticket prices are based on the venue and cost of the Comedian with 100 tickets being sold. For Tanlaw Mill exact capacity is being finalised due to room layout.

Venue	Capacity	Bar Y/N	Door Staff Y/N	Green Room	Availability	Disability Access	Parking	Hire Cost	Cost for Security	Cost for PA & Lighting - Estimated
									cost based on minimum of 5 hrs @£17.50 per SIA trained security guard. Recommended 2 x Guards per venue	
Community Centre	180	N Will need to apply for TENS notice £21	N	Y use Chamber	Limited	Y	Cornwalls Meadow Car Park	£330 includes 45% discount	£175	£350
Tanlaw Mill	150 includes standing room - details TBC	Y Will need to apply for TENS notice £21	N Event though the Uni has its own security we would have to bring in our own security in case the Uni's were called away to another part of the campus	Y	Y	Y	Island Car Park, University	No charge for first event	£175	Lighting and staging in house. Only cost would be for a sound and lighting engineer. Cost to be confirmed
Royal Latin School	200	N Will need to apply for TENS notice £21	N	Y	TBC	Y	Parking on the school grounds	Main Hall £50 per hr	£175.00	£350
								Stage/Green room £30 per hour	£175.00	TBC
								6 hours = £480	£175.00	TBC

Email extract from Lionel Weston received 21st November 2022:

Amanda,

I hope you are well and looking forward to the festive season!

I wanted to have a brief word about next May/Coronation if possible please. I am keen to decorate the area outside the Old Gaol in a similar way to the Jubilee celebration.....only not quite so ambitious! (I have all the flowers which I will use again) Please let me know if this is something clashing with your plans!

The decorations would be up from Sunday 30th April until Tuesday 9th May. I was wondering whether the TC had any plans for any other celebration to mark the Coronation please? For example is there any music/community event for the Monday May 1st Bank Holiday or the new one on the 8th? If not might there be any financial support set aside/available for an event to be arranged to mark the occasion please?

Best wishes,
Lionel

BBBUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY

Contact Officer: Amanda Brubaker – Events Coordinator

Charter Fair

1. Recommendations

1.1. It is **Recommended** that a week before the fair comes in, the Head Showman is asked to remind the stall holders not to have BB guns on stalls.

2. Background

2.1. The annual Charter Fair operates two weekends in October. This year the fair arrived in Buckingham on Friday 14th October to set up ready to operate the following day. It then returned the following Friday 21st to set up for the following day.

2.2. A road closure is put in place in the town centre on the Friday and is organised and manned by the Town Council.

2.3. The fair is run by Nichols Amusements.

3. Event Report

Leading up to the Fair coming into town

3.1. This year the fair arrived in Buckingham on Friday 14th October to set up ready to operate the following day. It then returned the following Friday 21st to set up for the following day.

3.2. Three weeks before the fair arrived advanced warning signs were erected at the entrances to Buckingham to warn motorists that there would be delays in Buckingham when the fair was in town.

3.3. Two weeks before, letters were delivered to all residents and businesses between North End Square and The Town Hall informing them of the upcoming road closure. And No Parking signs were put up in the same area.

3.4. The Client and Public Transport Team at Buckinghamshire Council were notified of the dates of the Charter Fair and they made arrangements for the

buses to be diverted from 10am on the Friday until 6am on the Sunday morning. This was repeated on the second weekend.

- 3.5. Arrangements were made with TVP Neighbourhood Team to assist on the day the fair came in with the removal of any vehicles parked where they may cause an obstruction to the fair.
- 3.6. The Parking Services Team at Buckinghamshire Council also assisted with the no parking notices for the first weekend.

On The Day

- 3.7. At 6am on the Friday morning the Green Spaces Team set out the cones and barriers ready for the road closure to go on later in the morning.
- 3.8. The Events Coordinator and Deputy Town Clerk met with Parking Services and TVP at 8am and reported to them any vehicles that were going to be an obstruction to the fair, so that they could try and locate the owners of the vehicles.
- 3.9. At 9am Market Hill was closed to all traffic. The fair started pulling into North End Square which had been closed since 7am at 10:30am. The rest of the town centre was closed at 11am and the rest of the fair started pulling in just after that.
- 3.10. 3.7 to 3.9 were all repeated the second weekend.

Fair opening

- 3.11. Before the opening of the fair the Events Coordinator and Town Clerk met with Head Showman Marshall Nichols to do a Safety check of the rides, stalls and food vendors making sure that cables were covered with cable covers and tucked out of the way. Current Insurance documents and test certificates for the rides etc were obtained from the Head Showman and copies made for the Town Council records.
- 3.12. The fair was opened at 1pm by the Deputy Town Mayor, Town Crier, and Head Showman Marshall Nichols.
- 3.13. Anyone with a disability and had applied for a sticker was able to have free rides between 1pm and 2pm courtesy of the Head Showman.

4. Feedback from members of the public

BB guns as prizes

A complaint was received from a member of the public whose teenage sons attended the first fair, that her sons were given a bb gun as a prize on the shooting gallery.

This was reported to the Head Showman the following week and when the Events Coordinator and Deputy Town Clerk did the safety check with the Head Showman these were looked out for. BB Guns were found on one of the stall and the Head Showman asked the stall holder to remove them which he said he would.

The Head Showman asked the stall holders for BB guns not to be given out at prizes this year and in the future.

Safety and Disruption

A written complaint was received from a resident who was concerned about disruption related to the fair.

The complaint spoke about feeling unsafe as well as noise and light disruption until unreasonable hours and invasion of privacy.

TVP were contacted regarding the complaint, they checked their records for both fair weekends and excluding the incident in Cornwall's Meadow, that happened the second weekend, the only reports of incidents in the town centre were a public disorder at a pub in town on the first weekend. The second weekend there was one report of vandalism in the town centre. This was not viewed as unusually high.

The Head showman has been contacted regarding the comments from the resident, and this will be addressed again before the fair comes to town in 2023.

5. Budget

5.1. The costs for the event are as follows:

Item	Total Cost
Road closure,	£545
Removal of bollards	£3,350
Rubbish Removal	£386
TOTAL SPENT	£4,281
Budget 301/4243	£4,375
Underspend	£94

5.2. Rent received from the fair £7,232.75

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 12th December**

Contact Officer: Louise Stubbs, Deputy Town Clerk

Art in the Market: Autumn

1. Recommendations

1.1. It is recommended that committee agree to support further Art in the Market events during Fringe Week and school half terms.

2. Background

2.1. Art in the Market was hosted a second time on Tuesday 25th October (half term) during 1 – 4 pm.

3. Event Details

3.1. The event was successful, with a steady number of attendees enjoying the sunshine and free art materials. A positive of the event is the number of adult and child groups, parents, grandparents and friends who sat and created art with their children, chatting and enjoying a completely free activity during the half term during a time of financial anxiety for many.

3.2. Some members of BAFA (Buckingham Art for All) also attended.

3.3. At this event we trialled a photography challenge and also created a display space so that those who wanted could display their art rather than taking it home. This created an instant art gallery, which was very popular.

3.4. The change in event time also allowed the event to pack up before dark, while still providing ample time for attendees to take part.

4. Budget

Item	Total Cost
Additional art supplies	£29.01
TOTAL SPENT	£29.01
Budget 901/9072 One-Off events	

5. Feedback

5.1 There was positive feedback from attendees at the event, who enjoyed the opportunity to attend a free activity. A child attending who was learning English at a second language talked for quite a while to staff about their piece of art and the meaning for them.

5.2. A number of parents and grandparents brought their grandchildren to the event and made art together. There was a chatty, relaxed atmosphere and no negative comments were received.



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

Contact Officer: Sam Hoareau, Town Centre & External Facilities Manager

Halloween Disco

1. Recommendations

1.1. It is recommended that committee agree to support another Halloween Disco event next year.

2. Background

2.1. A family Halloween Disco event took place at the Lace Hill Sports & Community Centre (LHSCC) on Friday 28th October from 6.30pm until 9.30pm.

2.2. Due to capacity limits the event is ticketed. Tickets were £8 per child. There was no charge for adults but the number of adults accompanying children were recorded at the time of sale.

3. Event Details

3.1. The event was very successful everyone seemed to thoroughly enjoy themselves. All tickets sold out in less than one week. Tickets were available to purchase from the LHSCC and Buckingham Tourist Information Centre. In total 64 tickets were sold.

3.2. A DJ was booked to provide music, lighting and children party games, including a fancy dress costume competition, which took place in the main hall.

3.3. A Temporary Event Notice was in place and Buckingham United Football Club volunteered to cover the cost of the TEN and to run a bar to provide small snacks, soft and alcoholic drinks.

3.4. The committee room was used to provide children's activities and crafts.

4. Resources

4.1. Cost of the event:

ITEM	TOTAL COST
DJ	£250
TEN	£21
	£271

4.2. **Event Income:**

ITEM	TOTAL INCOME
Ticket sales	£413
TEN income	£21
	£434

5. **Feedback**

5.1 Two feedback submissions were received:

Which event would you like to discuss?

Halloween Event (Lace Hill)

Did you attend this event?

Yes

Was this your first time attending this event?

No

How would you rate this event?

4 - Very Good

Please tell us more about your experience of the event.

Very well organised - kids and adults loved it. Very reasonable prices for snacks and drinks

Would you like to receive a response about your comments in this form?

No

Which event would you like to discuss?

Halloween Event (Lace Hill)

Did you attend this event?

No

How would you rate this event?

3 - Good

Are there any improvements that could be made?

Hi - could not book as apparently sold out very quickly. As so popular would there be any chance of maybe scheduling 2 events next year?

Would you like to receive a response about your comments in this form?

Yes



BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 12th December 2022

Contact Officer: Amanda Brubaker – Events Coordinator

Local Democracy Event

1. Recommendations

- 1.1 It is **recommended** that the Town Council continues working with the Buckingham School and the Royal Latin School with the Local Democracy event
- 1.2. It is **recommended** that the format of next year's Local Democracy event is based around the ideas submitted from the schools and the structure of the event changed accordingly.

2. Background

- 2.1. This event brings students from the Royal Latin School and the Buckingham school together for a question and answer session with representatives from the Town Council and other guests.
- 2.2. The theme each year is based on the theme that the European Local Democracy Council have chosen. The theme for 2021/2022 was “**Protecting the environment: local communities take action**”.

3. Event Report

- 3.1. This years event was held on Friday 4th November. It was the turn of the Royal Latin School to host the event.
- 3.2. Each school was asked to submit 5 questions based around the theme and these would then be discussed at the event

Questions submitted

1. How will protecting the environment benefit the local community?' or 'what are the best ways we can help the environment?'
2. Is Greta Thunberg (who is considered to be the voice of the youth on climate matters) right when she says that COP27 is 'greenwashing'?

3. How can local communities effectively promote recycling and usage of plastic free products?
4. What impact have issues such as the cost of living crisis had on local perception towards environmental concerns?
5. What are the main areas affected in Buckingham?(e.g river? parks?)
6. How am I supposed to trust that the government's efforts/initiatives are sincere when there is so much political chaos in our country at the moment?
7. Is more litter being found in areas with less bins or is it a case of people just being careless and not using the bins correctly?
8. Following last year's meeting, our students took action to try and improve the environmental issues in our school. However, due to school priorities, environmental concerns are still deemed to be less of a priority. How can the local council, and Bucks CC, inform Headteachers and school leaders of the need and urgency to tackle these issues?
9. What is the local area doing to meet the country's net zero target and how can local people contribute to this?
10. How do we get members of the local community to actually take part in Eco friendly activities instead of just sitting idly by and not doing anything to slow the rate of climate change.

3.3. The questions were asked by the students and answered by the panel of representatives from the Town Council.

3.4. Outside organisations had been invited to take part but they had no one who was available to come to the event.

4. Feedback From the Schools

4.1. The Buckingham School and The Royal Latin School were asked for feedback on the event and what they would like to see in the future

The ideas received so far include:

Our winning idea was to include 'breakout' sessions with students from both schools in different groups. For example, a topic can be raised (in advance or on the spot), a general discussion can take place and then students will work in groups to create a mini-action plan about the topic discussed.

We also think that this plan will require a longer session, to explore multiple topics and perhaps presentations. An hour is not long enough for this idea.

Having students working together, in addition to some Q&A, is something we think will add value to the event.

4.2. Further feedback is being sought before plans for next year are finalised.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY

Contact Officer: Louise Stubbs, Deputy Town Clerk

Bonfire & Fireworks

1. Recommendations

1.1. It is **RECOMMENDED** that the entertainment for Bonfire & Fireworks 2023 takes place before the fireworks and bonfire.

2. Background

2.1. The Bonfire & Fireworks event was held on Saturday 5th November 2022.

2.2. This year's event featured additional entertainment and changes to the bonfire.

3. Event Report

3.1. Overall, the event was very successful. Although weather was poor, with continuous rain all evening, turnout was still good. The event was busiest while the fireworks were on, with a small crowd remaining until 8pm when the event ended.

3.2. Entertainment:

3.2.1. The event began at 6pm, with entertainment provided by Cassia Chloe who performed an LED cirque performance as people arrived.

3.2.2. Martin Try provided music and commentary throughout the event.

3.2.3. Titanium Fireworks provided the firework display again this year. The fireworks were lit at 7pm

3.2.4. The bonfire was lit after the fireworks, with the torch lit procession led by Cllr. Andy Mahi. Originally, the Council had hoped to light the bonfire before the fireworks, however, the Council's insurance company advises against this.

3.2.5. Cassia Chloe performed an additional fire poi cirque performance after the bonfire was lit. A number of spectators waited until the end of the night to watch her performance, and commented on how good it was, despite the persistent rain.

3.2.6. As most attendees left the event after the fireworks and bonfire was lit, it is recommended that all of the entertainment takes place before the fireworks next year.

3.3. Trader stalls:

3.3.1. Silverstone Brewery, Tribal Chilli, J & L Burgers, David Side sweets and FROGGS (George Grenville School parent teacher association) attended the event and gave positive feedback. Games stalls including a coconut shy and football stall were booked to attend but cancelled at the last minute.

3.4. Traffic

3.4.1. Due to the poor weather there were a higher than average number of people driving to the event. Although it did not happen on this occasion, options are being considered to ensure that cars do not park blocking the emergency access route at any future events.

3.5. Event set up and clear up:

3.5.1. Some minor changes will be made to the set up and clear up to accommodate the additional entertainment now offered including ensuring we have lighting at the site for a longer time during the clear up period.

3.6. Event sponsors and supporters:

3.6.1. A number of local businesses and groups provided free support for the event, and were thanked on social media and in press releases, including:

Abbot Fire	Fire extinguishes
Orn International	Pallets of wood
Waitrose	Cardboard
Buckingham Table	Clean up post event
ALR Training	First aid
Squadron 1563 Air Cadets	Marshalling at event edges

4. Budget

4.1. The costs for the event are as follows:

Item	Cost
Fireworks	£3,588
First Aid, Equipment, Lighting towers etc	£836
Entertainment including LED & fire performer, music, PA system and licenses	£1,205
TOTAL SPEND	£5,628
Budget 301/4202	£5,800
Underspend	£172

5. Environmental Impact

5.1. The bonfire was reduced in size, this reduced the environmental impact with no negative impact on the event atmosphere.

5.2. Traders were asked not to supply single use plastic toys at this event. One trader sourced reusable glow toys, the batteries of which can be changed.

5.3. Titanium Fireworks have an environmental policy which is attached.



Environmental
Consideration
Policy

Introduction

Titanium Fireworks as a company, and a team of directors, recognises the importance of our activities on the environment around us and The Planet as a whole.

Wherever possible we will take measures to avoid causing a negative impact, but where it cannot be avoided, we are committed to a long-term policy of Carbon Offsetting our footprint annually through an accredited approved Worldwide scheme.

As a display company our responsibilities are even greater than the bulk of our competitors, which is why we are constantly striving to find ways to control and reduce any detrimental effects we may bring upon the environment.

Titanium Fireworks constantly strive to obtain our supply of goods from ethically responsible suppliers. Our suppliers are reviewed annually and are known to us having built up personal relationships over a number of years.

Eliminating the use of plastic in fireworks

Titanium Fireworks therefore do not knowingly source fireworks that contain plastic units and have passed this standard on to our various suppliers in China. Where we have historic existing stocks of fireworks that could contain these units, we ensure that they are only used in situations where the resulting debris can be collected and disposed of in an environmentally acceptable manner.

A number of firework manufacturers, especially in continental Europe, still produce the majority of their aerial shells and Roman Candle units with plastic cases. Upon firing, these cases naturally fall back down to the ground either as intact hemispheres, shards of plastic or other pre-formed shapes. In the case of the former, they are relatively visible, and therefore can easily be collected and disposed of, provided they land on solid ground. As a company we rarely use these shells or candles and would only ever consider doing so in consultation with the client and where we were confident that we would be able to collect and dispose of any plastic.

Eliminating the use of single use plastic in our supply chain

There is a lot of equipment that we use to protect our product prior to firing from the weather to allow it to perform safely during the show. We ensure from our suppliers that any plastic we deploy in our shows is not “single use” and is made from recycled or reclaimed materials.

Recycling of materials

With the constant increase in the demand for computer and electrically fired displays, our use of copper wire has increased vastly in the last five years. It is now our policy that all copper wire, from both igniters and bell-wire extensions is now collected and separated for recycling. We have also had systems in place at our facility for separating waste from pyrotechnic devices for recycling wherever possible.

Waste recycling

When the lorries from each display return to our factory, we separate everything that can be recycled. Hazardous waste is always brought back from sites and disposed of either in-house or taken away by a local specialist company.

On our displays all cardboard boxes used to pack fireworks in are broken down and flat-packed, where they are returned to the factory and re-used. Those packing boxes that can not be practically reused by us are taken away and we have a bi-weekly contracted collection of recyclable materials with a local supplier. All staff are taught what can be recycled and the importance of this task is emphasised, and spot checks are made of disposal areas to ensure that items are being correctly separated.

Transport

Following ongoing research into racking systems, we have managed to reduce the volume of space needed for firing equipment on our vehicles by around 20% in recent years. In practical terms, this means that a display that once may have needed three van sized vehicles will now only need two. The challenge facing us now is to reduce the weight of the equipment used. The first step taken has been to replace steel scaffolding tubes used on our racks with aluminium. The second was to explore ways to reduce the weight of the timber frames, while maintaining strength.

By the hazardous nature of the industry, we are not in a position to use public methods of transport when working on displays or deliveries. However, in the case of meetings and site visits, we will travel on public transport whenever practical.

Over many years, our logistics department has developed excellent relationships with a number of local vehicle hire companies. This way we can always ensure we use locally sourced and appropriate vehicles for the jobs.

We also maximise efficiency when transporting larger crews through the increasing use of people-carriers, rather than a fleet of cars.

Debris left after firing

One of the most common concerns for both us and our clients is the issue of clearing up firework debris. We are constantly looking at new ways to increase the efficiency and speed of this essential, but often tedious task. In the bulk of displays where everything is packed away on the night, the task is made even more difficult by lack of light. In some displays, clients will employ a clean-up team, sometimes of volunteers, who comb the surrounding area for the inevitable debris the following day. In any case, it is now our standard practice to equip each of our teams with rakes, brooms and bin-bags to collect obvious debris. We have also recently been testing the effectiveness of various leaf-blower and vacuum units that are appropriate for the scale of work.

It is important to note that the vast majority of what is left over after firing is completely inert and degradable cardboard that will naturally rot away and pose no hazard to animals or the environment.

Noise

Since the Firework Act was implemented in 2004 it has been illegal in the UK to have a firework display after 11pm, with the exception of November 5th, Diwali, Chinese New Year and New Year's Eve. We will always use fireworks suitable to the surrounding environment and take due consideration of neighbours, livestock, pets and wild animals. Where the situation calls for it we will only fire low- noise varieties of fireworks and design the shows to avoid any fireworks that are of an overly percussive nature.

It is an unavoidable consequence of all fireworks that sound and light are produced and while we are always considerate of surroundings there will always be these products of the show. We fully support the RSPCA advice for pet owners and strongly believe that we well designed, professionally fired show with appropriate safety distances is far less of intrusion and nuisance than certain elements of society using retail fireworks without any consideration or adherence to laws.

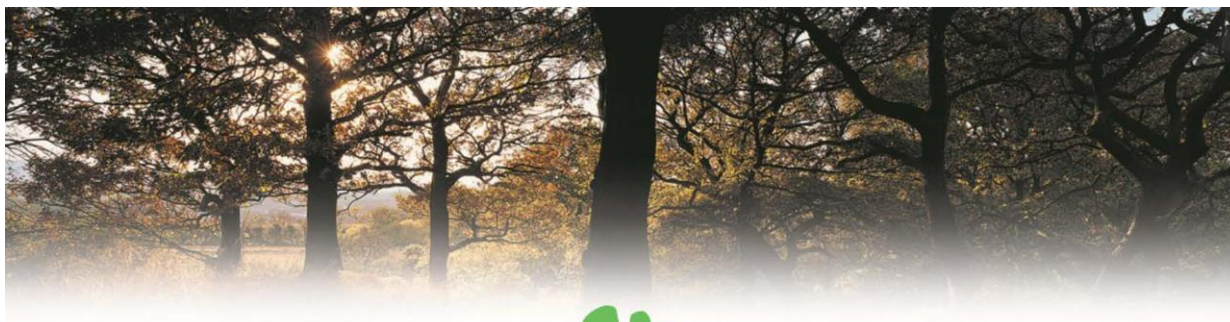
Pollution

There is an ongoing discussion within the firework industry regarding the use of perchlorate and other metal compounds that make fireworks produce the wide range of dazzling colours and effects that people know and love. Some are concerned about the possibility of these chemicals contaminating the soil and water around display sites. Numerous authorities and manufacturers around the world are spending a great deal of time and resources collecting data on the real effects on the environment and, if necessary, finding possible alternatives.

With that said, all fireworks used in our displays have been approved by the Health and Safety Executive of the United Kingdom (HSE). All fireworks are authorised and classified by the HSE and appear on their List of Classified Fireworks and Explosives, (LOCEF). In addition, any pyrotechnic device imported by us or any of our suppliers since 2016 (which is over 99% of products in our inventory in 2020) has been marked as CE Standard.

Carbon Offsetting

As a company we accept that our displays and our travel to and from them creates a carbon footprint. We took a decision as a company in 2018 to retrospectively offset our estimated carbon footprint for the previous year and we are committed to keep doing this in the future. A copy of our certificates is below:

2022 Carbon Offset Certificate**Titanium Fireworks Ltd****offset 108 tCO₂e**

through Verified Carbon Standard (VCS) reduction project

Pacajai REDD+

and

planted 108 trees in the UKthereby offsetting carbon emission,
helping to prevent climate change
and creating space for wildlife
on**1 June 2022**John Buckley, Managing Director,
Carbon Footprint Ltd.www.carbonfootprint.com

**Planting broad-leaved trees,
offsetting carbon emissions
and providing wildlife habitats**

2021 Carbon Offset Certificate

2020 Carbon Offset Certificate

2019 Carbon Offset Certificate

This certificate acknowledges that

Titanium Fireworks Ltd

offset

80 tonnes

of carbon dioxide emissions

through supporting projects around the world, which reduce carbon emissions through avoidance measures and clean / renewable energy generation

helping to combat climate change

and sustaining our environment for future generations

1 June 2019

www.carbonfootprint.com

John Buckley, Managing Director

calculating carbon footprints
offsetting carbon emissions
helping to combat climate change

Case Study into the Carbon Emissions Produced by Firework Displays

Fireworks and pyrotechnics are explosives and function by self-sustaining exothermic chemical reactions. The raw materials used in fireworks can vary significantly, however if one can simplify the process it can be described as,

Oxidant + Fuel = Products + heat

When fireworks burn several gaseous and solid products are formed. Solid products from the combustion of fireworks may be present as particulate matter in the atmosphere or drop rapidly to the riverbed within a few hours if fired close to water. Some relevant research has been undertaken by the Disney Corporation at the deposits of heavy metal salts into Lake Buena Vista from the nightly firework displays held over 25 years. The conclusions that they drew were that while there was a significant deposition of metal salts in the lake for some hours immediately after the displays, these levels quickly dropped as the deposits sink to the bottom and are absorbed in to the muddy substrate. There was no variation of identified flora and fauna in the lake or change to the biochemistry of the lake from when the research began.

Most of the metal salts have low toxicity, they tend to be in a high oxidation state and often relatively insoluble and those that are soluble are also low toxicity.

All pyrotechnics and explosives function by converting the chemicals they contain into combustion bi-products and in so doing generate gas, heat, light, sound or a combination of all these products. While it must be the case that environmental effects should be considered at all stages of the planning process and in particular at the manufacturing stage, it is clear there is no compelling evidence of the effects of fireworks causing environmental or human health problems if used properly.

The amount of gaseous and solid products produced from the combustion of pyrotechnic compositions is very low in comparison to many other industries, and also in comparison with the combustion products from aircraft or the internal combustion engine used to transport people to the display.

As an example, the New Year's Eve display in London can be calculated that fireworks contributed less than 0.3% of the total environmental impact of the event; the remainder being almost entirely the transport of the audience to the display.

Gaseous products from fireworks include carbon dioxide, carbon monoxide, sulphur dioxide, nitrogen oxides, water vapour and nitrogen. In a typical firework display of 250kg of net explosive content fired over ten minutes the rates of production of these gasses is approximately:

Carbon dioxide 68g/s

Carbon monoxide 29g/s

Sulphur dioxide 2 g/s

Nitrogen oxides 7g/s

Nitrogen 22 g/s

Given that these are formed in a large volume of air over a period of time and are subject to immediate dilution by wind, the potential human harm or environmental effects are extremely low, by way of comparison, the ten minute display we fired on the River Thames and London Eye last in 2017 for the Mayor of London's New Year's Eve display created 32.5kg of CO₂, this is equivalent to, 160 miles in a medium sized car, or 0.2 trees to plant to carbon offset for the display itself.

By comparison, Edinburgh's Hogmanay Display in the same year produced 20Kg of CO₂ or a car journey of 90 miles. The Cowes Regatta display produced the equivalent of a car journey of 50 miles or less than 20 minutes run time for a 60KVA diesel generator.

From the examples above you will see that even the very largest firework displays produce VERY small amounts of CO₂. Given this forms such a small percentage of the event as a whole, typically less than 0.2%, by removing the firework element from the display, you will still have 99.8% of the carbon footprint to offset, or in other words do not hold the event at all.

An important study to establish the effects of fireworks on the environment was conducted by the Disney Corporation at their Disney World Site in Florida, specifically an environmental impact study was undertaken at six lakes around the park including lake Buena Vista in Epcot, where a large firework display is fired every day, and has done so for many decades. After extensive study of the sediments at the bottom of the lake at various depths, it was concluded that fireworks activity does not appear to contribute to the eutrophication of water bodies. Fireworks contain almost no phosphorus, which is frequently the growth limiting nutrient for

aquatic plants. The study did demonstrate that a principle environmental impact of firework activity is the deposition of selected metal salts. It is acknowledged that the lake was subject to substantial firework loading over several decades, which for most other displays may only ever occur once a year. While there was a deposition of metal salts in the sediment, these metals are deposited in largely insoluble forms, resulting in no significant impact to the flora and fauna of the lake environment.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 12th December 2022

Contact Officer: Amanda Brubaker, Events Coordinator

Remembrance Day Parade

1. Recommendations

- 1.1. It is **recommended** that as the big screen was a success, that it is booked again for 2023 and the cost shared between the Royal British Legion and Town Council.
- 2.2. It is recommended that the Town Council contributes no more than £1,000 towards the cost of the screen.

2. Background

- 2.1. The parade is organised by the Royal British Legion. Buckingham Town Council is responsible for putting on the road closure and manning the barriers, as well as the civic party taking part in the parade
- 2.2. A county wide road closure is in place for this event and Buckingham is covered under it from 7:30am to 12:15pm. This is a rolling road closure.
- 3.2. In the days leading up to the parade, the Green Spaces Team cleaned the War Memorial and tidied up in the area surrounding it.
- 4.2. The Royal British Legion placed large poppies on the lampposts in the town centre.
- 5.2. On the day of the parade, the Green Spaces Team started at 7am. They got the signage and barriers in place ready for the road closure and then went up to the War Memorial and cleared the leaves from around it using a leaf blower.
- 6.2. The Events Co-ordinator and Deputy Town Clerk arrived at 8am to check for cars that had been left overnight at the War Memorial and in the Bull Ring and Market Hill where the parade was to form up at 10am. The area around the War Memorial was clear of vehicles so there was no need to report any vehicles causing an obstruction.

- 7.2. A briefing was held for all marshals at 9:45am and they were given their hi-vis vests, radios and instructions with where they would be marshalling. Marshalls were made up of Town Council staff and members of the public.
- 8.2. The road closure went on at 10:15am to give enough time for the parade route to be clear of moving vehicles
- 9.2. The parade set off for the War Memorial and Church at 10:30am for the Service. The parade was followed by quite a large crowd of people.
- 10.2. The road closure is usually taken off once the parade safely reaches the Church. This year the closure was left on for the junction of School Lane/ Nelson Street and Nelson Street/Castle Street.
- 11.2. Mayor, Cllr Margaret Gateley laid a wreath on behalf of the town.
- 12.2. The parade marched back to the town centre, passing the dais where the salute was taken by the Deputy Lord Lieutenant. The Mace Bearer and Town Mayor stood alongside the dais.

3. Big Screen

- 3.1. As the big screen was a success last year The Royal British Legion and Buckingham Town Council shared the cost of the screen again for this year.
- 3.2. The screen was 5m x 3m Led Screen and was provided by Sound & Light Guys from Milton Keynes.
- 3.3. The screen arrived at 7am and was erected along the eastern wall of the Church facing the green.
- 4.4. A member of the Green Spaces Team together with the Church warden cordoned off a walkway for pedestrians from the church gate round to the big screen viewing area.
- 5.5. Posters were put up from Stoneleigh House on Castle Street to the Church gate asking pedestrians to stay on the footpath and follow the arrows to the screen viewing area.
- 6.6. The Parade is extremely popular, and the addition of the marked path to the live feed of the event projected to the screen allowed residents to spread out and watch proceedings from a position further away from the War Memorial.

4. Budget

4.1. The costs for the event are as follows:

Item	Cost
Cost of the big screen	£2,250
Contribution from the Royal British Legion	£1,250
Road Closure	£17.66
Town Council contribution to screen	£1,000
TOTAL SPEND	£1,018
Budget 301/4207	£1,000
Overspend	£18

Item	Cost
Wreath	£18.50
BTC insert for wreath x2 (second insert to be used 2023)	£40.00
TOTAL SPEND	£58.50
Budget 125/4504	£27
Overspend	£31.5

5. Environmental Impact

- 5.1. The environmental impact of this event is minimal, with most attendees walking to the event.
- 5.2. St Peter and St Paul's used QR codes on the programmes to reduce the number of copies required.
- 5.3. A generator was used for the big screen by the church, it may be possible to use a different energy source next year. The event didn't require any other heat or power generation.

Comments Received

What a great event! Well done all.

I returned to the war memorial later to leave my simple poppies now they've done their bit for this year. I was struck to see a personal memorial that had been left for a "mate" lost in Iraq in 2003. I found it so poignant to be reminded that Remembrance is about so much more than just WW1 and WW2, important as this is.

Well done with the Remembrance Day parade.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY

Contact Officer: Sam Hoareau, Town Centre & Ex Facilities Manager

Winter Fair

1. Recommendations

1.1. It is recommended that committee agree to support a festive event next year at the LHSCC.

2. Background

2.1. The Winter Fair took place at Lace Hill Sports & Community Centre (LHSCC) on Sunday 20th November from 2pm until 4.30pm.

2.2. A small £1 entrance fee per adult was collected at the door.

2.3. In the main hall there were twenty stalls selling festive gifts and handmade goods. To have a stall at this event was £6.

2.4. In the committee room children enjoyed decorating biscuits and craft activities.

2.5. Youth Club, Project Street Life, volunteered at the event and organised a refreshments stall.

2.6. Visitors were serenaded with live music from Suzy Smith.

3. Event Review

3.1. The event didn't attract as many people as hoped.

3.2. The event ran smoothly and there were no incidents or complaints. Visitors seemed very happy with what was on offer.

3.3. A football match kicked off at 2pm, the same time the event started. This meant that parking was very limited as most spaces were taken up by stall holders, footballers and spectators.

3.4. There are a lot of Christmas type market events happening around this time but the Winter Fair does attract new faces and some regulars each year. It is

a great way to show the facilities and what the centre has to offer residents so it would be disappointing for there not to be some kind of festive event at the LHSCC for the community to enjoy.

4. Budget

4.1. The costs for the event are as follows:

ITEM	TOTAL COST
Live Music	£150
Crafts & sweets	£23
TOTAL SPENT	£183

4.2. The income for the event is all follows:

ITEM	TOTAL (after VAT)
Stall holder fees	£58
Entry fees	£110
TOTAL INCOME	£168



BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 12th December 2022

Contact Officer: Louise Stubbs, Deputy Town Clerk

Christmas Lights Switch On

1. Recommendations

1.1. It is **RECOMMENDED** that the Christmas Lights Switch On in 2023, in principle, provisionally, be held on a Thursday. Research will be done with local shops and restaurants to choose the best date

2. Background

2.1. The Christmas Lights Switch On event was held on Saturday 26th November 2022. This was the first Christmas Lights Switch On event to be held since 2019.

2.2. This year's event featured several changes including: changing the site layout, stage, time that the lights switch on happened and entertainment offered.

3. Event Report

3.1. Overall, the event was very successful. Although weather predictions had been poor, the weather was dry and relatively warm, and turnout was good, busy at the beginning of the event with a small crowd remaining until 8pm when the event ended.

3.2. Site layout:

3.2.1. The new layout worked well. Turning the stage on its side in the Old Gaol parking layby allowed for a wider stage. This made it easier for more people to reach the disabled viewing area and to see the stage.

3.2.2. Having a family focused entertainment in the bull pen area, with the trader stalls between this area and the stage, alongside the change to the stage has successfully reduced crowding around the stage and encouraged people to spend more time exploring the whole event. The office hasn't received any complaints about being unable to see the stage. This also means that the audience remained active and were less likely to get cold during the event.

3.2.3. Some changes to the PA system and disabled viewing area need to be made to compensate for the change of direction of the stage and allow the sound to be heard around the area.

3.2.4. The cattle pens area wasn't used, which created a safe and enclosed event area for families attending.

3.3. Entertainment:

3.3.1. Entertainment was provided by Great Horwood Silver Band, Buckingham Voices Choir, George Grenville Academy School Choir, Buckingham Table's Santa Van and Luxlyk Reindeer. The festival trail also brought Olaf and an elf to walk around the site.

3.3.2. The entertainment was well received. The reindeer were particularly popular, as was Olaf. There is a clear appetite for child friendly activities at the Christmas Lights Switch On and these encouraged visitors to stay longer.

3.3.3. Two complaints were received about the use of live animals at an event, and that this may cause distress to the animals. The welfare standards of the company used were checked before hire, and good practices were observed during the event.

3.3.4. Next year a choir or singer will be asked to accompany the band during the sing along carols portion of the evening to encourage participation.

3.4. Trader stalls:

3.4.1. Kerries Bakes & Crafts, LW Creations, Grenville School and Good Times UK attended the event. One more food van was booked to attend but unfortunately had to cancel at the last minute.

4. Time and date of the event

4.1. The event ran on a Saturday from 6 – 8pm. The Christmas Lights turned on at 6.25pm, this timing was positively received by the audience. Some attendees left after the Christmas lights were turned on, but many stayed to see the other entertainment and stalls under the Christmas lights.

4.2. The event set up time was from 5-6pm, with some staff arriving at 3pm to operate the road closure and facilitate the staging company arriving to set up the stage.

4.3. Even with adjustments to the market layout and full cooperation from the market traders to pack up as quickly as possible, it wasn't possible for the event set up time to be any earlier, this is due to the need for the market vans to arrive on site and the amount of time required to clear their stalls. This also limited how many food/craft traders could be brought on site as there were a

large number of vehicles that had to be brought on and off site in a one-hour period.

4.4. Attendees to the event started arriving before 6pm, which meant traders and staff had to rush to set up. Some traders had to turn away customers while they finished setting up. The food and craft traders have requested a longer set up period. This also made it difficult to adjust the disabled viewing area, as it couldn't be set up until after all of the event vehicles had left, and at this point there were a number of attendees crowding the area in which it was due to be put.

4.5. There would be a number of advantages in changing the date of the Christmas Lights Switch On to a weekday:

4.5.1. Market traders can continue operating as normal.

4.5.2. Enough time for staff and traders to set up safely.

4.5.3. If the event did not clash with the market, the stage could be moved down to alongside the wall next to Mark's Barbers which would improve the sound around the site.

4.5.4. More stalls could be booked for the event as it would be possible to do a phased vehicle entry to the site.

4.5.5. There is clear appetite from the public for an event that starts early with family friendly activities to do in the early evening.

4.5.6. Significant reduction in staff costs for the event.

4.6 It's not usual for Christmas Lights Switch On events to be held on a weekday in other towns.

4.6.2. Not holding the event on a Friday, Saturday or Sunday would also mean that the Buckingham event clashes with fewer other local events and would be able to attract a greater number of visitors from local areas. This will increase footfall and be of greater benefit to town centre shops staying open for late night shopping.

5. Budget

5.1. The costs for the event are as follows:

Item	Total Cost
Road closure, staging, first aid etc	£1,075
Entertainment	£1,273
Future event equipment	£309
Predicted TOTAL	£2,627
Budget 301/4212	£2,627

6. Environmental Impact

- 6.1. Attendees were advised to walk to the event, which the majority did.
- 6.2. One generator was used, this was required for a food trader, with all other energy supplied using Town Centre sources.
- 6.3. Traders reported using: reusable packaging, reducing vehicles brought to site, using locally sourced ingredients, reusable products.
- 6.4. QR codes were used on posters and programmes to reduce printing of the programme.

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.
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