



# BUCKINGHAM TOWN COUNCIL

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

Telephone: 01280 816426  
Email: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)  
[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Town Clerk: Claire Molyneux

TOWN CENTRE &  
EVENTS COMMITTEE

Wednesday, 08 February 2023

Councillors,

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 13<sup>th</sup> February 2023 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 12<sup>th</sup> December.

[Copy previously circulated](#)

### 4. Action list

To receive action reports and update.

4.1 To receive a response from the BBC.

[Appendix A](#)  
[Appendix B](#)



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. Markets**

To review the market fees.

[TCE/140/22](#)

**6. Planters outside Town Hall**

To receive a proposal from the Buckingham & Villages Community Board.

[Appendix C](#)

**7. Budget**

To receive and note the latest budget figures.

To note the next year's budget as agreed by Precept.

[Appendix D](#)

[Appendix E](#)

**8. Swan Sculpture Project update**

To receive a report from the Town Centre and External Services Manager.

[TCE/141/22](#)

**9. Coronation weekend**

To receive a report from the Deputy Town Clerk.

[TCE/142/22](#)

**10. Play Around the Parishes & summer basketball**

To receive a report from the Events Coordinator.

[TCE/143/22](#)

**11. Fringe Week**

To receive a report from the Events Coordinator.

[TCE/144/22](#)

**12. Updates from representatives on outside bodies**

To receive verbal updates from Councillors.

**13. Forthcoming events**

Event	Date	Time	Location
Pancake Race	Friday 17 <sup>th</sup> Feb	11:00	Green outside St Peter & St Paul's Church
Food Fair	Saturday 11 <sup>th</sup> March	10:00	Buckingham Community Centre
Comedy Night	Saturday 25 <sup>th</sup> March	TBC	Tanlaw Mill

13.1. To notify the committee that a pop-up Art in the Market and the BART bus will attend the Pancake Race.

13.2. To receive a verbal update from the Events Coordinator about the Comedy Night.

**14. Event reviews**

To receive reports on the following events:

Christmas Parade

Community Fair

Holocaust Memorial Day

[TCE/145/22](#)

[TCE/146/22](#)

[TCE/147/22](#)

**15. Access**

To review Town Centre access.

15.1 To receive an email response about town centre repairs.

[Appendix F](#)

**16. PSPO update**

To receive a verbal report from the Deputy Town Clerk.

**17. Climate Emergency Action Plan**

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

[Appendix G](#)

**18. News releases**

**19. Chair's items**

**20. Date of the next meeting:** Monday 3<sup>rd</sup> April 2023

**To Committee Members:**

Cllr. R. Ahmed

Cllr. F. Davies

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

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	The project will be run with Buckinghamshire Council. 2023 Update: A survey of young people about youth space and youth council is taking place jointly with Buckinghamshire Council, awaiting results of the consultation.	Update in New Year
2	868/20;1042/20	Accessibility Workshop	Members <b>AGREED</b> to host an Access Awareness Day at the first possible opportunity.	Town Clerk	Discussed by ECDI, actions in progress.	Ongoing
3	869/20	Culture & Arts Strategy	Members received a written report from the Town Clerk and unanimously <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	First Focus group took place 25th February 2023, as part of BNDP.	Ongoing
4	814/21, 355/22 488/22	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. Members agreed that Access will be reviewed in the next meeting following consideration of the response received from Buckinghamshire Council: works are scheduled for the new year, with paving prioritised. □	Town Clerk	Email response received from Buckinghamshire Council works are scheduled for 2023, with paving prioritised.	On agenda  February 2023
5	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, response on agenda.	On agenda.
6	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
7	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.		Art in the Market will pop up at the Pancake Races on Friday 17th February 2022	Completed

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
8	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 <b>AGREE</b> the recommendations.	Events Coordinator	On agenda	April
9	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.	Deputy Town Clerk	Followed up by Officers. On agenda.	On agenda
10	359/22 488/22	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 <b>AGREED</b> . Skate Park event – Skate Park event – Cllr. Stuchbury informed Members that the new skate park will begin construction by March 2023. Cllr. Donoghue Proposed asking again for a safety report. Cllr. Davies Seconded. Members unanimously <b>AGREED</b> .	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. UPDATE FROM BUCKS JAN 2023: "I have CC'd Street Scene colleagues who will be able to advise on repairs at Bridge Street Skate Park and whether these have been carried out, I believe they have. Just to make you aware, we are awaiting final confirmation of when works will commence for the build of the new skate park, we will provide an update once confirmed with the contractor." Request has been made for permission to share the Skate Park condition report from November with TC&E but it has not yet been given.	Ongoing
11	495/22	Charter Fair	Cllr. Schaefer asked about the possibility of an environmental impact report for the Charter Fair. Cllr. Stuchbury explained that it is not always known which rides and stalls will be at the fair. Cllr. Stuchbury Proposed that we find out what other authorities do and learn from good practice. Cllr. O'Donoghue Seconded. Members unanimously <b>AGREED</b> .	Estates Administrator	Initial enquiries have been made.	June
12	495/22	Local Democracy Week	Cllr. O'Donoghue Proposed that we explore with the schools what they would like and feed back to Committee. Cllr. Gateley Seconded and Members unanimously <b>AGREED</b> .	Events Coordinator	Initial feedback has been received and this will resume in the early autumn to plan the 2023 event.	September
13	495/22	Bonfire and fireworks	Cllr. Davies Proposed that we undertake research on environmentally friendly alternatives to the chemical filled glow sticks and help the Buckingham Table to continue to fundraise and allow children access to a safe toy. Cllr. O'Donoghue Seconded. Members unanimously <b>AGREED</b> .	Estates Administrator		April

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
14	495/22	Christmas lights switch on	Members discussed Thursday/Friday as potential days, possible clashes with Winslow, staffing, the start and end time of the event and consultation with local businesses. Cllr. Stuchbury Proposed agreeing the recommendation with a caveat that further discussion takes place at a future meeting before a final decision is made. Cllr. Davies Seconded and Members unanimously AGREED. □	Town Centre Manager and External Services Manager	Initial enquiries have been made research is ongoing.	April
15	498/22	Press release	Cllr. Stuchbury Proposed a press release for the new year to cover: Thanking staff for their work in organising and working at events, including the additional events that took place this year. Changing roles: the new Town Clerk and Deputy Town Clerk. New Mace Bearers. Cllr. O'Donoghue Seconded. Members unanimously AGREED.	Deputy Town Clerk	To be released in early March prior to the new Town Crier auditions	March



BBC Broadcasting House  
Portland Place  
London  
W1A 1AA

10 January 2023

Dear Ms Molyneux,

Thank you for your letter of 7 December 2022. Can I apologise for the length of time it has taken me to respond.

You are correct to say the dedicated Television Sub Opt from Oxford has now stopped broadcasting from the City – indeed the last broadcast was on 16 December 2022.

As has always been the case – Buckingham straddles two of our BBC Local Regions. The Television News service will continue to be provided by South Today and they will work closely with our news teams for Radio and News Online who serve Buckinghamshire from Three Counties Radio in Dunstable. It will be absolutely crucial that all three platforms continue to cover Buckingham and Buckinghamshire stories from the existing bases and I expect a high degree of co-ordination of coverage from journalists based in both Oxford and Dunstable.

As mentioned in my previous letter, local issues will still receive the scrutiny they deserve and editorial decisions will be made locally too - serving audiences, not just on TV and radio, but on the digital platforms to which they are increasingly turning.

I am committed to monitoring the performance of our teams who serve licence fee payers in your area and will continue to do so over the next 12 months.

In the meantime I enclose a link to the Director General's [Digital First Strategy](#).

Yours sincerely,

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

**Jason Horton**  
Acting Director, BBC Local

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 7th February 2023**

**Contact Officer: Town Clerk**

**Markets Pricing**

**1. Recommendations**

- 1.1. It is recommended that the Street Market pitch fees be changed to metric and be charged in bands of three sizes as per the below table. This will make for a simpler and easier to understand pricing structure.
- 1.2. It is recommended that the Street Market minimum fee be raised from £12 to £15.
- 1.3. It is recommended that the Flea Market pitch fees be raised from £8.00 to £10.00 per table and remain at £15 per double table.
- 1.4. It is recommended that gazebo hire rates are frozen at £4 per hire to reflect current usage.

**2. Background**

- 2.1. Street Market pitches are currently priced at £1.00 per foot for regular traders and £1.50 per foot for casual traders. The reality is that trader's gazebos are sized in metric and are 3m in depth.
- 2.2. In order to assist traders as the nation came out of Covid pitch prices were frozen last year. With the current rate of inflation some increase in prices is reasonable and should be expected.
- 2.3. The Markets do not currently charge for electricity.
- 2.4. The proposed new structure is easier to understand and easier to collect with less need to give and bank loose change.
- 2.5. The Street Market is having another very good year. However, these are difficult times for market traders who are not making huge amounts of money. The new price structure will result in a modest increase for most traders and will help protect the long-term regular traders that are the backbone of the market.
- 2.6. It is proposed that there should be a small increase in the price of a single Flea Market table from £8 to £10. It is also recommended that the price



for a double table be frozen at £10 in order to increase the likelihood of an up sale. In busy periods double tables will be limited in order to maximise revenue.

### 3. Proposed New Pricing Structure

Pitch Type	Proposed New Charge
Up to 3m x 3m Pitch Casual	£20
Up to 3m x 3m Pitch Regular	£15
3.1m-5.9m x 3m Casual	£25
3.1m-5.9m x 3m Regular	£20
Over 6m x 3m Casual	£45
Over 6m x 3m Regular*	£30
Electric (including VAT)	£20
* Limited availability	

## **Proposal from Buckingham & Villages Community Board**

Amount allocated from the Buckingham & Villages Community Board: **£11,651.03**

Buckingham & Villages Community Board have proposed that they work with the Town Council on the following project:

### **Villiers Hotel Planters**

- The planters will be hired for one year by Buckingham Town Council using funding allocated from the Buckingham and Villages Community Board. This will come from the funding allocated towards the Buckingham Town Centre Regeneration Project.
- The planters will be placed on the land outside the Villiers Hotel in order to prevent vehicles from parking.
- Buckinghamshire Council will have responsibility for the land.
- Buckingham Town Council will choose and order the planters which will match the design of all of the planters throughout the town centre.
- The planters will be a combination of static and moveable.
- The Villiers Hotel will cover the cost of the maintenance, eg. repairs and flower maintenance.

## QUOTATION

To: -

**Amanda Brubaker**  
 Buckingham Town Council  
 Council Offices  
 Cornwalls Meadow  
 Buckingham  
 Bucks  
 MK18 1RP

Quotation No.: -  
 AM230207BUCKmanchester

Date: 07/02/2023

Dear Amanda

We thank you for your enquiry and have pleasure in advising prices as follows: -

Qty	Part No.	Description	Price	Total
6	PMP1-GP	Summer Display Manchester Planter Green Planted	£225.00	£1,350.00
1		Summer Delivery and collection	£200.00	£200.00
6	PMP1-GP	Winter Display Manchester Planter Green Planted	£225.00	£1,350.00
1		Winter delivery/collection	£125.00	£125.00
Sub Total				£3,025.00
VAT @			20.0%	£605.00

Subject to Plantscape Terms and Conditions of Business

This quote is valid for 30 days from date of creation, after this date it may be subject to change

## Detailed Income &amp; Expenditure by Budget Heading 01/02/2023

Month No: 11

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<b><u>TOWN CENTRE &amp; EVENTS</u></b>								
<b><u>301 Town Centre &amp; Events</u></b>								
1013 Hanging baskets	133	0	431	431			0.0%	
1028 Lace Hill events income	513	793	1,077	284			73.6%	
1062 Community Fair table income	120	190	215	25			88.4%	
1066 Comedy night income	0	0	3,233	3,233			0.0%	
1069 Charter fairs income	7,013	7,233	7,189	(44)			100.6%	
1091 Events Sponsorship Income	0	360	0	(360)			0.0%	
3997 NI TC&E	3,267	2,800	5,400	2,600		2,600	51.8%	
3998 Pensions ERS TC&E	13,327	12,338	13,696	1,358		1,358	90.1%	
3999 Salaries TC&E	51,702	52,091	74,340	22,249		22,249	70.1%	
4042 Events equipment	308	250	1,000	750		750	25.0%	
4079 Fair Trade Promotion	100	0	0	0		0	0.0%	
4094 Youth project	3,055	3,030	3,152	122		122	96.1%	
4104 Town in Bloom	11,195	8,766	10,000	1,234		1,234	87.7%	
4107 Pride of Place	0	47	270	223		223	17.4%	
4115 River rinse	396	360	431	71		71	83.5%	
4166 Lace Hill events	321	1,934	2,541	607		607	76.1%	
4201 Christmas lights	12,087	11,667	11,856	189		189	98.4%	
4202 Firework display	5,238	5,390	5,800	410		410	92.9%	
4203 Community fair	221	258	431	173		173	59.8%	
4205 Christmas parade	3,924	3,038	4,098	1,060	1,060	0	100.0%	
4207 Remembrance parade	0	1,018	1,000	(18)		(18)	101.8%	Overspend due to price increase on screen hire
4208 Spring Fair	0	297	526	229		229	56.5%	
4210 Pancake Race	63	43	84	41		41	51.1%	
4211 Band Jam	3,511	3,772	4,023	251	259	(7)	100.2%	Overspend due to waste disposal price increases
4212 Christmas lights switch on	2,314	2,348	2,627	279		279	89.4%	
4213 Dog show	469	310	620	310		310	50.0%	
4216 May Day event	0	0	53	53		53	0.0%	
4220 Music in the Market	3,753	4,080	4,403	323	330	(7)	100.2%	Overspend due to waste disposal price increases
4230 Scout Parade	0	0	53	53		53	0.0%	
4241 Comedy Night expenditure	0	0	3,233	3,233	85	3,148	2.6%	
4243 Charter Fairs	3,794	3,722	4,375	653		653	85.1%	
4260 Twinning	2,008	44	2,101	2,057		2,057	2.1%	
<b><u>302 Street markets</u></b>								
1005 Street markets	21,378	14,598	16,000	1,402			91.2%	
1006 Flea market	4,890	4,143	3,623	(520)			114.4%	

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	950	950	0	0	100.0%	
4235	Market infrastructure & Promotion	1,236	982	1,576	594	594	62.3%	
<u>303 Special events</u>								
1020	Food fair income	630	400	539	139		74.2%	
1083	Fringe income	2,109	25	2,109	2,084		1.2%	
1090	Theatre Production	0	2,488	4,200	1,713		59.2%	
4221	Fringe	5,115	4,562	6,600	2,038	2,038	69.1%	
4222	Theatre Production	0	3,923	4,200	278	278	93.4%	
4242	Food fair	316	0	539	539	289	250	53.6%
4244	Flags	618	233	830	597		597	28.0%
4273	One-off events	294	97	1,035	938		938	9.4%
4278	Celebrate Buckingham Day	1,650	1,757	1,800	43		43	97.6%
<u>305 Tourist Information Centre</u>								
1084	TIC income	12,588	8,255	10,885	2,630			75.8%
4253	TIC tickets & produce	12,979	7,960	9,185	1,225	1,225		86.7%
4255	Heritage app expenditure	2,145	0	776	776		776	0.0%
4274	Tourism website	252	244	1,035	791		791	23.6%
<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%
TOWN CENTRE & EVENTS :- Income		<b>49,375</b>	<b>38,484</b>	<b>49,501</b>	<b>11,018</b>			<b>77.7%</b>
Expenditure		<b>148,149</b>	<b>140,814</b>	<b>190,413</b>	<b>49,599</b>	<b>2,022</b>	<b>47,576</b>	<b>75.0%</b>
Grand Totals:- Income		<b>49,375</b>	<b>38,484</b>	<b>49,501</b>	<b>11,018</b>			<b>77.7%</b>
Expenditure		<b>148,149</b>	<b>140,814</b>	<b>190,413</b>	<b>49,599</b>	<b>2,022</b>	<b>47,576</b>	<b>75.0%</b>
<b>Net Income over Expenditure</b>		<b>(98,774)</b>	<b>(102,331)</b>	<b>(140,912)</b>	<b>(38,581)</b>			
<b>Movement to/(from) Gen Reserve</b>		<b>(98,774)</b>	<b>(102,331)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 01/02/2023

Month No: 11

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<b><u>EARMARKED RESERVES</u></b>								
901 Ear-marked reserves								
9001 Youth Council	0	0	2,015	2,015		2,015	0.0%	
9002 Cemetery development	71,073	45,491	56,460	10,969		10,969	80.6%	
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		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	(15,752)	15,726	64,379	48,653		48,653	24.4%	
9027 Green Buckingham	0	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	15,986	21,405	5,419	2,230	3,189	85.1%	
9036 Election costs	5,594	0	0	0		0	0.0%	
9040 Park run	0	0	89	89		89	0.0%	
9045 Access for All	0	0	251	251		251	0.0%	
9048 Buckingham Action Group	1,302	0	0	0		0	0.0%	
9049 Neighbourhood Plan	0	0	22,000	22,000		22,000	0.0%	
9050 Bridge Repairs	20,509	27,187	40,450	13,263	13,263	(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 Hill 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%	To be recharged once installed. Income to cover costs

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%	
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%	
Ear-marked reserves :- Indirect Expenditure		<b>120,914</b>	<b>132,350</b>	<b>457,754</b>	<b>325,404</b>	<b>15,493</b>	<b>309,911</b>	<b>32.3%</b>
<b>Net Expenditure</b>		<b>(120,914)</b>	<b>(132,350)</b>	<b>(457,754)</b>	<b>(325,404)</b>			
EARMARKED RESERVES :- Income		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
Expenditure		<b>120,914</b>	<b>132,350</b>	<b>457,754</b>	<b>325,404</b>	<b>15,493</b>	<b>309,911</b>	<b>32.3%</b>
Grand Totals:- Income		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
Expenditure		<b>120,914</b>	<b>132,350</b>	<b>457,754</b>	<b>325,404</b>	<b>15,493</b>	<b>309,911</b>	<b>32.3%</b>
<b>Net Income over Expenditure</b>		<b>(120,914)</b>	<b>(132,350)</b>	<b>(457,754)</b>	<b>(325,404)</b>			
<b>Movement to/(from) Gen Reserve</b>		<b>(120,914)</b>	<b>(132,350)</b>					

## Town Centre Events Committee Budget 2023 - 2024

Budget Code	Cost Centre	Name	Description	Budgeted Expenditure 2022 - 2023	Predicted Expenditure 2022 - 2023	Budgeted Income 2022 - 2023	Predicted income 2022 - 2023	Recommended budgeted expenditure 2023 - 2024	Recommended budgeted income 2023 - 2024	Reason
301	1013	Hanging Baskets income				£ 431	£ 431		£ 456	Agreement in place
301	1028	Lace Hill events income				£ 1,077	£ 800		£ 847	Partners have less to spend, low chance of raising stall fees inline with inflation
301	1029	Good ending fair							£ -	Event no longer planned to take place
301	1062	Community Fair income				£ 215	£ 190		£ 230	Estimated rise in line with inflation
301	1066	Comedy Night income				£ 3,233	£ 1,300		£ 1,500	Reduced as smaller event planned
301	1069	Charter Fairs income				£ 7,189	£ 7,233		£ 7,660	Linked to 3-year RPI. Final figure TBC.
301	1091	Events sponsorship income				£ -	£ 360		£ 50	Aim to secure Pancake Race sponsor
		Events stalls income							£ 800	Sale of pitch fees at Bonfire & Fireworks and Christmas Lights Switch On
301	3997	NI TC&E		£ 5,400	£ 3,271			£ 4,323		Estimate only, subject to national pay negotiations and Government budget
301	3998	Pensions ERS TC&E		£ 13,696	£ 14,166			£ 19,863		Estimate only, subject to national pay negotiations. Staff auto-enrolled
301	3999	Salaries TC&E		£ 74,340	£ 74,340			£ 79,743		Estimate only, subject to national pay negotiations
301	4042	Events equipment		£ 1,000	£ 1,000			£ 1,000		No requirement to increase this budget
301	4094	Youth Projects	Play around the parishes and basketball	£ 3,152	£ 3,030			£ 3,485		Quoted increase higher than inflation plus two additional basketball sessions
301	4104	Town in Bloom	Planters, hanging baskets, Buckingham in Bloom contest	£ 10,000	£ 8,718			£ 9,000		Previously underspent and still in contract for main costs, reducing price rise.
301	4107	Pride of Place	Buckingham in Bloom contest	£ 270	£ 47			£ 60		Actual spend plus inflationary increase
301	4115	River Rinses	x 2	£ 431	£ 360			£ 450		Skip hire - large percentage increase as effected by fuel and waste management costs
		Small events						£ 300		Merged budget lines for Pancake Races, May Day and Scout Parade. Budget for Art events added
301	4166	Lace Hill events	Easter, Summer Fun Day, Halloween and Winter events	£ 2,541	£ 2,540			£ 1,500		Reduced as there will not be an additional Jubilee Event this year.
301	4201	Christmas Lights	Installation, hire, replacements, feeder pillar repairs	£ 11,856	£ 11,667			£ 12,800		High levels of expected price rises
301	4202	Fireworks display		£ 5,800	£ 5,390			£ 6,600		High levels of expected price rises after consulting with provider
301	4203	Community Fair		£ 431	£ 258			£ 490		Based on quoted price rises
301	4205	Christmas Parade		£ 4,098	£ 4,098			£ 5,000		Estimated RPI increase plus additional traffic management costs.
301	4207	Remembrance Parade	Contribution towards screen hire	£ 1,000	£ 1,018			£ 1,030		Screen hire cost likely to rise due to contractor fuel costs. Road closure cost was not budgeted for this year.
301	4208	Spring Fair		£ 526	£ 297			£ 300		Based on previous expenditure
301	4210	Pancake Race		£ 84	£ 84			£ -		Merged budget line with small events
301	4211	BandJam		£ 4,023	£ 4,030			£ 4,462		Estimated RPI increase. Payment towards Music in the Market and BandJam equalised
301	4212	Christmas Lights Switch On		£ 2,627	£ 2,348			£ 3,000		High levels of expected price rises eg stage
301	4213	Dog Show		£ 620	£ 310			£ 700		Last years event cancelled so expenditure unusually low. High levels of expected price rises
		Dog Show income							£ 125	Addition of income line for Dog Show
301	4216	May Day		£ 53	£ -			£ -		Merged budget line with small events
301	4220	Music in the Market		£ 4,403	£ 4,410			£ 4,462		Estimated RPI increase. Payment towards Music in the Market and BandJam equalised





**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS COMMITTEE**  
**MONDAY 13<sup>th</sup> February 2023**

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

**Swan Trail Update**

**1. Recommendations**

1.1. It is recommended that Members note the report.

**2. Background**

2.1. The Swan Trail event is a temporary public art trail featuring ten selfie sized swan sculptures all individually painted and decorated by school children, community groups and artists and sponsored by local businesses, BTC and Buckinghamshire Council's Buckingham & Villages Community Board. The swans will form a walking trail and be on display from June 24<sup>th</sup> until September 3<sup>rd</sup>. The main aim of the event is to encourage footfall to our town centre and shops as well as providing a free activity for people of all ages to enjoy throughout the summer holidays.

**3. Project Status**

3.1. The sculptures are currently being made and should be delivered at the end of this month (February 2023) and painting can commence.

3.2. In total there are nine swans which need sponsorship. Five local sponsors have kindly agreed to support the project by sponsoring an individual swan which leaves four more sponsors to secure. No monies from these sponsors have been taken because the forms and invoices still need to go out.

3.3. Buckinghamshire Council's Buckingham & Villages Community Board have agreed to contribute £4750 towards the project budget as long as the materials and promotional material are purchased in the 2022/2023 financial year. BTC have already paid for the sculptures, after the promotional material is purchased BTC will invoice the final amount with evidence of expenditure by March 31<sup>st</sup> 2023 to be reimbursed.

3.4. Two local primary schools and one sponsor have confirmed they will be painting a swan for the trail. I am still waiting to hear back from two more schools and potential artists who could help with the project.

3.5. A competition to design a swan has been launched via the BTC website, the intention is that the winning design will be used to decorate the BTC swan. We have received two entries so far. The deadline will be extended due to the launch being later than planned.

#### 4. Project Plan

- 4.1. The event logo will be designed and work on the promotional material i.e. banners, posters will be created and purchased.
- 4.2. When the sculptures have been delivered, photographs will be taken with sponsors and naked swans and we will use this content to start promoting the trail and advertise the sponsors involved.
- 4.3. Once painting starts, we will also share progress photos to help promote the trail and engage with the community.
- 4.4. Information from the artists and sponsors will be gathered to create the content for the Buxplore App, BTC website and trail map.
- 4.5. The BTC website Swan Trail page will be developed and kept updated with all the latest news and relevant content.
- 4.6. Once the locations of the sculptures have been decided, work on the free paper trail map will commence.
- 4.7. When the trail content is loaded onto Buxplore, we will ensure there is sufficient time to test the app.
- 4.8. It is planned for the sculptures to be painted by mid-May and then varnished by BTC by the end of May. We will then take some final photographs of the artists, sponsors and the Mayor all together.
- 4.9. A Facebook event page will be created for the launch event which will take place on the day the trial goes live.

#### 5. Resources

5.1. The project budget breakdown is:

ITEM	COST
10 x Sculptures (primed and ready to paint, inc delivery)	£6872
Plinths	£373

Map	£250
Printing	£335
App	£250
Plaques	£50
Badges	£150
Varnish	£100
Banners	£200
Launch	£100
Misc	£25
Competition	£100
<b>TOTAL BUDGET</b>	<b>£8805</b>

5.2. BTC have committed £2300 towards this project which was agreed at TC&E Monday 25<sup>th</sup> October 2021 *TC3/59/21*, the money came from the Otter Trail auction and underspend.

5.3. With the £4750 from the Community Board, a further £1755 will be raised through local sponsorship.

5.4. The sponsor information pack can be viewed online and is available to download via the BTC website. The basic package is £195 plus VAT. We need to secure nine basic sponsors to fund the project budget.

5.5. There's also the option to become a main sponsor. Details to be discussed and agreed between the sponsor and BTC. A main sponsor could help provide more opportunities to the current budget.

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS COMMITTEE**  
**MONDAY 13<sup>th</sup> February 2023**

Contact Officer: Louise Stubbs, Deputy Town Clerk

**Celebrations for the Coronation of King Charles III**

**1. Recommendations**

1.1. It is recommended that the Council focus on supporting Voluntary, Community & Social Enterprise over the Coronation Weekend, in line with the wishes of King Charles III to promote The Big Help Out. Alongside this the Council will decorate the town centre and parks and run a Coronation Procession activity hunt for families.

**2. Background**

2.1. The Coronation of King Charles III will take place on Saturday 6<sup>th</sup> May, and an additional bank holiday has been created on Monday 8<sup>th</sup> May.

2.2. The following weekend schedule has been suggested by the palace:

2.2.1. **Saturday 6<sup>th</sup> May: The King's Procession** will take place from Buckingham Palace to Westminster Abbey for the **Coronation Service**.

- Most people that are keen to celebrate the Coronation are expected to be watching the Coronation either in London or on television.

2.2.2. **Sunday 7<sup>th</sup> May: The Coronation Concert** at Windsor Castle. Lighting Up the Nation. The **Coronation Big lunch** (community street parties)

- *The Lieutenancy Office has, with Town Council support, decided to hold the Coronation Civic Service in Buckingham, at St Peter & St Paul's Church on this day. Exact details to be confirmed.*

2.2.3. **Monday 8<sup>th</sup> May: The Big Help Out:** a day to promote and celebrate volunteering.

**3. Suggested events**

3.1. As the Coronation event takes place on the Saturday; the Lieutenancy Office will host the Civic Service and community street parties will take place on the Sunday; and voluntary groups are likely to host their own additional events on the Monday: it is not proposed that the Town Council host additional in person events on these days.

- 3.2. If the Council did host an in-person event on those days, it would be likely to clash with a number of smaller community celebrations, leading to a low turnout at these events, contrary to the spirit of the requested theme to celebrate local voluntary, community and social enterprise groups.
- 3.3. In the spirit of supporting local community, voluntary and social enterprise groups, it is recommended that the Town Council focus on utilising its resources to promote and support community groups to run activities.

Event	Date	Type of Event	Location
Town Centre Decoration by Lionel Weston	Sun 30 <sup>th</sup> April until Tues 9 <sup>th</sup> May	Decoration	Outside the Old Gaol
Promotion of community events	In advance and over the weekend	Promotion	Online and Tourist Information Centre
Stamp Book Art Attack Takeover	Mon 1 <sup>st</sup> to Fri 5 <sup>th</sup> May	Activity	Noticeboards around the Town Centre
Big Help Out promotion	In advance and over the weekend	Promotion	Online and Tourist Information Centre
Union Jack Flags	Mon 1 <sup>st</sup> May until Tues 9 <sup>th</sup> May	Decoration	Town Centre
Coronation memories display	Mon 1 <sup>st</sup> May until Mon 3 <sup>rd</sup> June	Decoration	Chamber Window
The King's Procession Monument Hunt	Fri 5 <sup>th</sup> to Tues 9 <sup>th</sup> May	Activity	Chandos Park to Town Centre

- 3.4. **Promotion of community events:** through social media and the Tourist Information Centre. It is expected that community events will take place over the weekend hosted by community groups, such as sports clubs. These can be promoted.
- 3.5. **Stamp Book Art Attack Takeover:** secondary schools and the public – invited to produce art to a King Charles III's profile head portrait template then cover the noticeboards with the entries, tiled to create a unique Buckingham King Charles III Stamp Book in each noticeboard.



Figure 1: Example stamp book effect

3.6. **Big Help Out** promotion: Promote volunteer events happening over the coronation weekend on social media and through flyers., and support with advice if needed. For example, lending litter picking equipment to community groups that would like to use.

3.7. **The Coronation Procession Monument Hunt:** a walking adventure of around 20 wooden discs to find sited between Bourton Park and the Old Gaol.

3.7.1. Each discs represents a monument between Buckingham Palace and Westminster Abbey and is hung from a tree along the hunt route, with the name of the monument on the back.

3.7.2. The intention is that the discs would be made from wood reclaimed during winter tree work in the parks and decorated with images of these London monuments by local community groups that work with children.

3.7.3. Those following the hunt starting at 'Buckingham Palace' will follow the King's Procession route to the town centre, and when they reach the Old Gaol collect a small prize eg a sticker, during opening hours.

3.7.4. The Buxplore app could also be utilised to help those trying the hunt find all of the monuments.

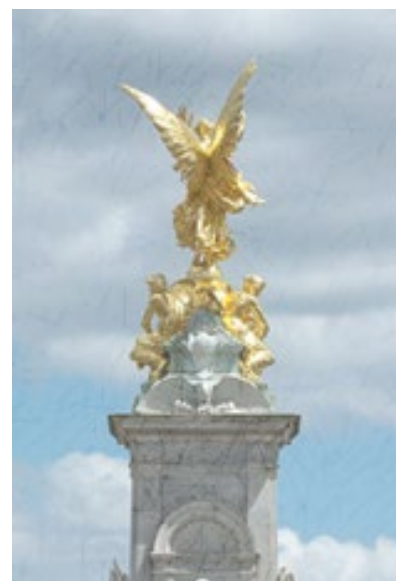


Figure 22: Example monument

3.8. **Civic Service:** please note: the Lieutenancy Office will arrange the civic service. As a civic event the Town Council's involvement is delegated to the Resources Committee.

#### 4. Budget

4.1. Minimal costs are anticipated. Depending on the number of community, voluntary and social enterprise activities to advertise, paper flyers may be produced for distribution in the town centre. The Coronation Procession Monument Hunt will require a small budget to create and decorate the discs, as well as supply stickers for the Tourist Information Centre to distribute.

4.2. Any costs are to be paid from **Budget 303/4273 One-Off Events**

<b>Item/event</b>	<b>Budget</b>
Advertising	Up to £40
King's Procession Monument Hunt	Up to £60



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

**MONDAY 13<sup>th</sup> February 2023**

Contact Officer: Amanda Brubaker, Events Coordinator

**Play Around The Parishes & Turn Up And Play Basketball 2023**

**1. Recommendations**

- 1.1. It is recommended that members note the report below as well as the attachments for the play sessions.
- 1.2. It is recommended that the Town Council books 3 full day sessions with MK Play Association for the play days.
- 1.3. It is recommended that the £151 overspend for 3 full play day sessions and 7 basketball sessions be taken from budget code 303/4273 one off events.

**2. Information**

**Play Around The Parishes**

- 2.1. Play Around The Parishes was a service that was provided by AVDC and more recently Buckinghamshire Council for children ages 0 – 12yrs. The turn up and play sessions were free to the public and were funded by Buckingham Town Council
- 2.2. In the past the Town Council booked 3 all day sessions during the summer holidays and the sessions were held in Chandos Park.
- 2.3. As of 2023 Buckinghamshire Council have streamlined their services county wide and will now be working with Oxford Play Association and Milton Keynes Play Association to deliver exciting new summer play sessions.

<b>Company Name</b>	<b>Full Day Session</b>	<b>Half day session</b>
MK Play Association	Full Day Session 5 hrs £925	½ day session 2 hours £450
Oxfordshire Play Association	Not available	Play Ranger Session 2 hours £450

- 2.5. Travel costs are 75p per mile on top of the booking price. From the edge of the Milton Keynes border its roughly nine miles making it £13.50 for one event.
- 2.6. The following dates have been chosen for the play days: Monday 24<sup>th</sup> July , Tuesday 8<sup>th</sup> August, Tuesday 22<sup>nd</sup> August.

### **Basketball Sessions**

- 2.1. The free turn up and play basketball sessions are held during the summer holidays and have been running for several years in Chandos Park and Bourton Park and are very popular with local children aged 8yrs and above.
- 2.2. Currently two sessions are held on the same day. 8 – 12 yrs in Chandos Park followed by a session in Bourton Park for 13 + years.
- 2.3. The sessions are run by two Level 2 England Basketball qualified coaches.
- 2.4. At TC&E on the 5<sup>th</sup> September 2022 it was agreed that in 2023 the Council funds two extra sessions for the older group (13yrs upwards), on a second day of the week, in Chandos Park.
- 2.5. Dates and times for the additional basketball sessions for 2023 are at present being agreed with Coach Jenner

### **3. Budget**

	<b>Expenditure</b> Youth Projects 301/4094	<b>Income</b>
<b>Total Budget</b>	<b>£3,485</b>	<b>£0</b>
Play Sessions x 3 full days	£2,791	N/A
Basketball x 7 days	£840	N/A
<b>Expected total expenditure and income</b>	<b>£3,636</b>	<b>N/A</b>
<b>Overspend</b>	<b>£151</b>	<b>N/A</b>

The budget for 2023-2024 had an increased budget to accommodate the additional cost of the Basketball sessions and anticipated Play Around the Parishes costs. As this is more than expected, it is recommended that the £151 overspend be taken from budget code 303/4273 one off events.

## Parish Play Scheme Pricing information

During the summer of 2022 we held numerous play events across Milton Keynes and surrounding villages, offering free access play for up to 13350 children. We are pleased to be able to continue to offer these going forward into 2023.

Feedback we gathered from parents has been excellent with comments recorded such as,

“Great experience. My children particularly loved bottle rockets and climbing over the van!”

“They were brilliant. My 2 year old had so much fun doing a slightly adapted risky play and sports day play. Staff were very accommodating with changing plans due to her age/size.”

“Superb experience for both my children.”

“Excellent, the staff were all really well trained, approachable and friendly.”

“Fab. I thought the play sessions were run really well.”

Through our activities we are helping children make happy memories, whilst developing skills that they will be using as tomorrows Citizens of Milton Keynes.

### Pricing from April 2023 to March 2024

The play programme we provide to you operates at a loss, with other areas of the charity subsidising this.

We have had to re-assess our rates for the Parish Council play sessions and events for the upcoming year, so that we can continue to offer free access play events. We have seen and will see further significant increases in costs.

- The annual 10% increase of National Minimum Wage in April 2023
- Costs for the hire of our vans have risen, along with fuel and insurance prices
- Our charity's overheads have risen

Due to the above, we have set the prices for next season at £450 for a half day event or £925 for a full day event.

Please note; Additional charges will be added & agreed by both parties for areas outside of Milton Keynes.

We do have activities that can be added at an extra cost.

#### 'Add - on options'

- Wikidizer £100 per session (excluding team)
- Zorb Balls £55 for one £100 per pair per session (excluding team)

Our play programme is at the heart of our charity's values. Our Parish Councils support the largest part of the outdoor play programme, with us also supporting other activities, for example fetes and family events.

**MAKING PLAY MATTER**



Milton Keynes Play Association



@Milton Keynes Play Association

Tel: 01908263033 Email: play@mkpa.co.uk Web: WWW.mkpa.co.uk  
2 Burners Lane, Kiln Farm, Milton Keynes, MK11 3HB  
Charity no. 1047318 / Company no. 3051975

**Making Play Happen...Making play Matter**

## Free access play events

Play is a critical part of any child's development, yet it is sometimes easy to overlook its importance. It can be hard to find safe opportunities where children can have the freedom, space, or time that they need for play. Our role is to help overcome some of these challenges so that children have opportunities for child-led play, this helps to develop social skills, build relationships, and promotes self-confidence. Every year the charity offers our hugely popular Open Access Play Events across multiple areas of Milton Keynes. These events are aimed at children up to 12 years of age.

This is a very well-established programme that is hugely popular amongst residents in the communities we serve.

Parish Councils, Town Councils or Community Organisations can book the sessions providing positive activities for local children and their families to take part in during the school holidays. The sessions are run fully by our dedicated play work staff, including set up and take down and so there is no work for you to do apart from local advertising with a poster we will create for you. We can also advertise the summer programmes on our website and social media pages.

In 2022 we offered open access play to thousands of children across Milton Keynes and the surrounding areas.

At each of our sessions our creative and friendly staff team bring a wide range of activities, including:

- Arts and crafts, resourced from our in-house Scrap Store
- Bouncy castles
- Den building
- Giant games
- Sports/team events
- Water slide
- Sensory play
- Risky play

Plus, many more!

Sessions on offer (dependent on travel, session times may need to change slightly)

- 2 hour fun session – either 10.00am to 12.00pm or 2.00pm to 4.00pm
- 5-hour fun day session – 10.30am to 3.30pm

Sessions can take place most places. Historically the majority have taken place outdoors in local parks, village halls or any green space available but we are open to anywhere! You could even make a day of it by adding a session onto an existing parish event you are holding.

Let us do all the hard work for you so that you can provide free open access play to your local families to help build better communities!

If you have any questions, please contact Jodi on **01908 263033** or email [play@mkpa.co.uk](mailto:play@mkpa.co.uk)

# MAKING PLAY MATTER



Milton Keynes Play Association



@Milton Keynes Play Association

Tel: 01908263033 Email: [play@mkpa.co.uk](mailto:play@mkpa.co.uk) Web: [WWW.mkpa.co.uk](http://WWW.mkpa.co.uk)  
 2 Burners Lane, Kiln Farm, Milton Keynes, MK11 3HB  
 Charity no. 1047318 / Company no. 3051975

**Making Play Happen...Making play Matter**

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS COMMITTEE**  
**MONDAY 13<sup>th</sup> February 2023**

Contact Officer: Amanda Brubaker, Events Coordinator

**Buckingham Fringe Week Saturday 22<sup>nd</sup> July – Sunday 30<sup>th</sup> July 2023**

**1. Recommendations**

1.1. It is recommended that the Council notes and agrees the proposed programme of events for the Buckingham Fringe Week as outlined below.

1.2. To note the budget for this year's Fringe Week

**2. Background**

2.1. The Fringe week is a week of events organised by Buckingham Town Council and local organisations.

2.2. This year the events will run from Saturday 22<sup>nd</sup> July to Sunday 30<sup>th</sup> July.

**3. Events**

3.1. The following events are proposed for this year's Fringe week.

Saturday 22<sup>nd</sup> – BGF, Gawcott Fields, organised by Wayno Productions

Launch of Buckingham Calendar photo contest

Sunday 23<sup>rd</sup> – Family Fun Day, Lace Hill

Monday 24<sup>th</sup> – Turn up and play Basketball, Chandos Park & Bourton Park  
 Play Around the Parishes, Chandos Park

Tuesday 25<sup>th</sup> - Oxford Fiddle Group, Radcliffe Centre

Art in the Market, Cattle Pens

Wed 26<sup>th</sup> Quiz Night, The Woolpack, organised by Mikey Dyson

Thursday 27<sup>th</sup> TBC

Friday 28<sup>th</sup> Judging Buckingham In Bloom

Saturday 28<sup>th</sup> TBC

Sunday 30<sup>th</sup> Buxopoly Trail, organised by Alec's Angels

3.2. Family Fun Day will take place at the Lace Hill Sports & Community Centre on Sunday 17<sup>th</sup> July 1 PM – 4 PM. Hirers and local organisations are invited to be part of the event to help organise and host activities for the community to enjoy. The initial plans include inflatables, musical entertainment, craft stalls, food and a bar, a colour dash along with traditional games and activities.

- 3.3. BGF and Buxopoly will not require staff time as they are both organised by outside organisations.
- 3.4. Other ideas still being investigated are.

Afternoon Tea discount  
 Theatre Workshop  
 Sewing Group Activity  
 Pop up art exhibition  
 Family Film Night  
 Jumble Sale  
 Comedy Night

#### 4. Budget

- 4.1. The budget for expenditure has been set at £2,000 with an estimated income of £200 which will come from the sale of tickets for the Oxford Fiddle Group performance. The overall budget is £1,800
- 4.2. *Note: the actual expenditure on last year's Fringe week, excluding the brochure and Skatepark event which are now to be paid from different budget lines, was £1099 and £25 income was received.*

<b>Budget Code</b>	<b>Expenditure</b> 301/4221 Fringe	<b>Income</b> 303/1083 Fringe Income
<b>Total Budget</b>	<b>£2000</b>	<b>£200</b>
Family Fun Day	£1,000	
Oxford Fiddle Group	£300.00	£200
Art in the market	£20	
Events still being investigated	£680	
<b>Expected total expenditure and income</b>	<b>£2000</b>	<b>£200.00</b>

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS COMMITTEE**  
**MONDAY 13<sup>th</sup> February 2023**

Contact Officer: Amanda Brubaker, Events Coordinator

**Christmas Parade 2022**

**1. Recommendations**

- 1.1. It is recommended that Buckingham Town Council continues to support the Christmas Parade. It is an event that is enjoyed by residents and visitors alike and brings footfall into the town from the surrounding villages.

**2. Information**

- 2.1. Organised by the Parade Committee and sponsored by Buckingham Town Council the Christmas Parade was held on a very cold but sunny Saturday in December.
- 2.2. The road closure was provided by Buckingham Town Council with the help of volunteer marshals made up of members of the public, the Rotary Club and Masons, giving a total of 40 marshals.
- 2.3. Three weeks before the event advanced warning signs were put up at the entrances to Buckingham to warn motorists that there would be delays in the town centre on the day of the parade.
- 2.4. Letters were delivered to all residents and businesses in the town centre, Chandos Road, Castle Street, School Lane, parts of Western Ave advising them that a road closure and diversions would be in place for the Christmas Parade.
- 2.5. No Parking Notices were put up in the town centre and Chandos Road two weeks before the event took place.
- 2.6. The Town Council has 20 walkie talkies for use at events. A few days before the parade town council staff went off in groups around the town centre, Chandos Road and the top of Addington Road to test the radios and make sure that the coverage was fine.

- 2.7. The Events Coordinator had arranged in advance for TVP Neighbourhood Team to assist with the removal of vehicles on the day of the parade should it be required. A tow truck was also booked and put on standby.
- 2.8. MLP Traffic (Amberon) were booked to help with the diversion of traffic on the A422 from Stony Stratford along the A413 to avoid the town centre. A stretch of road between Lockmeadow Farm and the roundabout at Page Hill was coned directing traffic left onto the A422 and away from the town centre.

### **3. Morning of the Parade**

- 3.1. The Green Spaces Team started at 6am putting our diversion signs, barriers and cones.
- 3.2. MLP Traffic (Amberon) arrived at 6:30am and met with the Green Spaces Team and then the Events Coordinator at 7:15am. To go over the plans for the morning.
- 3.3. At 7:20am The Events Coordinator and Deputy Town Clerk checked the town centre and Chandos Road for vehicles that had been left overnight and would cause a potential obstruction.
- 3.4. Details of four cars parked in the cattle pens and two cars at the junction of Addington Road and Stratford Road were reported to the TVP Neighbourhood Team who were assisting us with vehicle removals. They then contacted the registered owners of the vehicles and asked them to remove the vehicles. The two cars at the bottom of Addington Road were parked on double yellow lines.
- 3.5. A briefing with Howard Mordue of the Parade Committee was held at 9am for all marshals where they were told where they were posted and who with. Radios and written instructions for each post were given out.
- 3.6. BTC SLG trained staff were given radios and paired up with volunteers. Those with radios were positioned at the main points of the road closure.
- 3.7. The town was divided up into areas and one person with a radio was appointed as main contact person for the area that they were in. Any problems or questions were then radioed to the Events Coordinator who was positioned in the centre of town.
- 3.8. Chandos Road was closed at 9am so that the parade could form up safely. Those taking part in the parade had been told to enter the Royal Latin School car park via Brookfield Lane.
- 3.9. Buses were diverted from the bus station in the town centre at 10am.



- 3.10. The road closure was put in place at 10:30 am and the parade set off from Chandos Road at 10:45am.
- 3.11. The Parade was headed by The Devils Horseman pulling a coach carrying the Mayor, Mayors Consort and the Mace Bearer. Following them was the Town Crier, Town Clerk and Cllrs. They were followed by the ATC Buckingham and a Model T car. The rest of the parade followed behind.
- 3.12. The parade made its way up Bridge Street and through the town centre. It then made its way back to Chandos Road via the way it had come.
- 3.13. Prizes for the best in parade. Floats and walking groups were given out by Town Mayor, Cllr Margaret Gateley, MP Greg Smith and Professor Tooley from Buckingham University.

#### **Prize winners:**

Float	1st Field House Nursery 2nd Bourton Meadow Academy 3rd Buckingham Young Farmers
Adult Walking	1 <sup>st</sup> Edmunds Church 2 <sup>nd</sup> Friends of Buckingham library
Junior Walking	1 <sup>st</sup> 1 <sup>st</sup> Maids Moreton Scouts 2 <sup>nd</sup> Buckingham Community Pantomime
Commendations	ATC Buckingham Ian Beckett Ariels Buckingham RUFC Juniors Sealed Knott Paragon Tool Hire BART Bus

The road closure was lifted once the parade was safely back in Chandos Road just after 12 noon.

## 4. Budget

**Budget Code 301/4205**

	<b>Expenditure</b> Budget Code 301/4205	<b>Income</b>
<b>Total Budget</b>	<b>£4098</b>	<b>N/A</b>
Road Closure	£40.36	N/A
Hire of Traffic Management Company	£1060.00	N/A
First Aid Cover	£100.00	N/A
Amount Awarded to Parade Committee	£2,897.64	N/A
<b>Actual</b>	<b>£4098.00</b>	<b>N/A</b>

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS COMMITTEE**  
**MONDAY 13<sup>th</sup> February 2023**

Contact Officer: Amanda Brubaker, Events Coordinator

**Community Fair 2022**

**1. Recommendations**

- 1.1. It is recommended that Buckingham Town Council continues organising the Community Fair as it provides a platform in which local societies, charities and groups to be able to fund raise.
- 1.2. It is recommended that the Community Fair continues to be run on the same day as the Christmas Parade as it attracts not only residents but members of the public from the surrounding area who have come into town to see the parade.

**2. Information**

- 2.1. Alongside Buckingham's Christmas Parade runs the Community Fair in Buckingham Community Centre.
- 2.2. Last December 19 groups, societies and charities took part in the Community Fair. Organised by Buckingham Town Council, this event gives them the chance to raise funds by selling homemade items, such as knitted baby and children's wear, wooden items, Christmas cards, and more.
- 2.3. Over £167 was raised for the Mayors Charities; The Buckingham Food Bank and Jedidiah UK by Katharine McElligott who every year brings her hand knitted baby and children's items. Items were available on a donation basis.
- 2.4. Young rugby players from Buckingham Rugby Club were fundraising for renovations to the changing rooms, and they managed to raise £201 towards the renovations.
- 2.5. After watching the parade, members of the public could warm up with much needed hot drinks, sausage rolls, cakes and mince pies which were provided this year by the Inner Wheel.
- 2.6. St John's Ambulance brought along an ambulance and members of the public were able to climb inside and see what was inside the ambulance and have a go at operating the lights and siren.

2.7. Heritage & Sons Funeral Directors had a Tree that you could hang a message of remembrance on. They also had candles for sale.

## 2. Feedback from Stallholders

Stall holders were asked the following questions

Was the table fee of £10 reasonable?

Did you have enough space for the goods that you were selling or the activity you held?

Would you attend the event again?

When do you think the quietest part of the day was for you?

Was the footfall what you expected?

What changes do you think could be made to the event to attract more people?

### Some of the replies were.

*We had a really good experience at the Community Fair. We were allocated more space than expected so we could have brought more stock*

*Footfall was great - don't remember it being as busy in previous years.*

*The stall fee was very reasonable. Will definitely do it again.*

*Was the table fee of £10 reasonable Yes*

*Did you have enough space for the goods that you were selling or the activity you held? Yes, two tables were perfect, as was the location next to a plug, please can we go in the same spot again.*

*Would you attend the event again? Yes please, add us to the list for 2023*

*When do you think the quietest part of the day was for you? Immediately prior to the parade*

*What changes do you think could be made to the event to attract more people? Advertising e.g. poster advertising the Community Fair to go in shop windows*

### 3. Budget

3.1 The budgeted expenditure for this event was £431 and the income was £215 leaving an effective budget of £216. As the budget was underspent, the shortfall in income was more than covered with an effective spend of £68.

	<b>Expenditure</b> Budget code 301/4203	<b>Income</b> Budget code 301/1062
<b>Total Budget</b>	<b>£431</b>	<b>£215</b>
Hire of Community Centre	£258	
Stall sales		£190
<b>Actual</b>	<b>£258</b>	<b>£190</b>

### 4. Environmental Impact

4.1 Most people attending the event walked as they are residents and live within walking distance. The majority of traders attending the event used environmentally friendly products. Therefore, the impact on the environment was low.

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

Contact Officer: Nina Stockill, Estates Administrator

**Holocaust Memorial Day 2023**

**1. Recommendations**

1.1. It is recommended that the Town Council hosts another event on Saturday 27<sup>th</sup> January 2024.

**2. Background**

2.1. Holocaust Memorial Day (HMD) is the “international day on 27 January to remember the six million Jews murdered during the Holocaust, alongside the millions of other people killed under Nazi persecution of other groups and in genocides that followed in Cambodia, Rwanda, Bosnia and Darfur”.

2.2. 27th January marks the anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi death camp.

2.3. During 2021, Town Councillors agreed install a Holocaust Memorial Day stone in Bourton Park, and to hold a reflective, respectful and Covid-safe inauguration for stone on the 27th January 2022. **(554.1/21)**

2.4. A suitable stone was sourced and local stonemason Louis Francis from Westbury Arts Centre in Milton Keynes was interested in the project and was commissioned to carve the stone.

2.5. Paragon Tool Hire supported the project by transporting and siting the stone without charge.

2.6. The stone is located at the eastern end of Bourton Park close to the multi-use games area.

**3. 2023 Event**

3.1 Invitations were sent to prospective guests including civic representatives, and local schools to join the Town Council for a short, reflective time to mark Holocaust Day.

3.2. The event was advertised through the Town Council’s Social media sites, posters and via a press release which was published by the Buckingham Advertiser.

3.2. The event was led by Deputy Mayor Councillor Anja Schaefer who welcomed everyone to the event. A copy of the event programme is attached.

3.8. The event was well attended by members of the public and local schools.

3.9. Parking was available in the Bourton Park car park and street parking on Burleigh Piece.

## Feedback

R. Moroney Lace Hill Primary School

*“Thank you for having us. I really think that the children got a lot from attending. We will definitely be back next year.”*

---

## Event Programme

### Buckingham Holocaust Memorial Day

27<sup>th</sup> January 2023

**Welcome** (Cllr. Schaefer)



### **Statement** (Cllr. Schaefer)

On Holocaust Memorial Day, we remember the six million Jews murdered in the Holocaust, and the millions of people killed under Nazi persecution of other groups, and in the genocides which followed in Cambodia, Rwanda, Bosnia, and Darfur.

- We recognise that the Holocaust shook the foundations of modern civilisation. Its unprecedented character and horror will always hold universal meaning.
- We believe the Holocaust must have a permanent place in our nation's and community's collective memory. We honour the survivors still with us, and reaffirm our shared goals of mutual understanding and justice.
- We must make sure that future generations understand the causes of the Holocaust and reflect upon its consequences. We vow to remember the victims of Nazi persecution and of all genocides.
- We value the sacrifices of those who have risked their lives to protect or rescue victims, as a touchstone of the human capacity for good in the face of evil.
- We recognise that humanity is still scarred by the belief that race, religion, disability or sexuality make some people's lives worth less than others'. Genocide, antisemitism, racism, xenophobia and discrimination still continue. We have a shared responsibility to fight these evils.
- We pledge to strengthen our efforts to promote education and research about the Holocaust and other genocides. We will do our utmost to make sure that the lessons of such events are fully learnt.

- We will continue to encourage Holocaust remembrance by organising an activity to commemorate Holocaust Memorial Day. We condemn the evils of prejudice, discrimination and racism. We value a free, respectful, and democratic society.

### **Reading** (Sarah Katz)

Elie Wiesel's Nobel acceptance speech, 1986

*I remember: it happened yesterday or eternities ago. A young Jewish boy discovered the kingdom of night. I remember his bewilderment, I remember his anguish. It all happened so fast. The ghetto. The deportation. The sealed cattle car. The fiery altar upon which the history of our people and the future of mankind were meant to be sacrificed.*

*I remember: he asked his father: "Can this be true?" This is the twentieth century, not the Middle Ages. Who would allow such crimes to be committed? How could the world remain silent?*

*And now the boy is turning to me: "Tell me," he asks. "What have you done with my future? What have you done with your life?"*

*And I tell him that I have tried. That I have tried to keep memory alive, that I have tried to fight those who would forget. Because if we forget, we are guilty, we are accomplices.*

*And then I explained to him how naive we were, that the world did know and remain silent. And that is why I swore never to be silent whenever and wherever human beings endure suffering and humiliation. We must always take sides. Neutrality helps the oppressor, never the victim. Silence encourages the tormentor, never the tormented. Sometimes we must interfere. When human lives are endangered, when human dignity is in jeopardy, national borders and sensitivities become irrelevant. Wherever men or women are persecuted because of their race, religion, or political views, that place must – at that moment – become the centre of the universe.*

### **Candle Lighting** (Cllr. Schaefer)

**2-minute silence** (All)

**Laying of stones by pupils of Lace Hill Primary School**

**Martin Niemoller's First They Came, read by Royal Latin School pupil, Abi Moore**

*First they came for the Communists  
And I did not speak out  
Because I was not a Communist  
Then they came for the Socialists  
And I did not speak out  
Because I was not a Socialist  
Then they came for the trade unionists  
And I did not speak out  
Because I was not a trade unionist  
Then they came for the Jews  
And I did not speak out  
Because I was not a Jew  
Then they came for me  
And there was no one left  
To speak out for me.*



**The Action In the Ghetto of Rohatyn, March 1942 by Alexander Kimel, read by Royal Latin School pupil, Eleanor Davan Wetton**

*Do I want to remember?  
The peaceful ghetto, before the raid:  
Children shaking like leaves in the wind.  
Mothers searching for a piece of bread.  
Shadows, on swollen legs, moving with fear.  
No, I don't want to remember, but how can I forget?*

*Do I want to remember, the creation of hell?  
The shouts of the Raiders, enjoying the hunt.  
Cries of the wounded, begging for life.  
Faces of mothers carved with pain.  
Hiding Children, dripping with fear.  
No, I don't want to remember, but how can I forget?*

*Do I want to remember, my fearful return?  
Families vanished in the midst of the day.  
The mass grave steaming with vapor of blood.  
Mothers searching for children in vain.  
The pain of the ghetto, cuts like a knife.  
No, I don't want to remember, but how can I forget?*

*Do I want to remember, the wailing of the night?  
The doors kicked ajar, ripped feathers floating the air.  
The night scented with snow-melting blood.  
While the compassionate moon, is showing the way.  
For the faceless shadows, searching for kin.  
No, I don't want to remember, but I cannot forget.*

*Do I want to remember this world upside down?  
Where the departed are blessed with an instant death.  
While the living condemned to a short wretched life,  
And a long tortuous journey into unnamed place,  
Converting Living Souls, into ashes and gas.  
No. I Have to Remember and Never Let You Forget.*

**Commitment** (Cllr. Schaefer) We must commit to learning from the Holocaust and from genocides for a better future.

**Conclusion** (Cllr. Schaefer)

**Finish**

**From: Kit Gordon-Stuart**  
**To: Louise Stubbs**  
**RE: Update on Buckingham Town Centre Street Repairs**  
**Date: 10/11/2022**

Good afternoon Louise,

At this meeting it was agreed that the Town Centre paving should be prioritised for repair. This was flagged up to our asset team and requested for 2023 but there is no definite time scale or scope of works yet.

Each member received the minutes of these meetings from our asset team where we discussed priorities for their respective wards. The members of Buckingham East may be able to forward you a copy where it mentions Market Hill.

Kind regards

**Kit Gordon-Stuart**  
**Local Area Technician**

**From: Zoe Ford**  
**To: Louise Stubbs**  
**RE: Update on Buckingham Town Centre Street Repairs**  
**Date: 06/02/2023**

Hi Louise

Thank you for your email, apologies for the delay in responding.

I have had a chat with **Kit** about this work and currently there is no further update.

As **Kit** has advised the matter was discussed at the Buckingham East Councillor surgery meeting with the Asset team and we are still optimistic that this work will take place this financial year (from April 2023). The scale of the works etc will though not be confirmed until after that time.

I can advise though that we have appointed a replacement for **Kit** who will be starting the role at the beginning of March, further details will be forward to you at the Town Council shortly.

Regards

**Zoe Ford**  
**Highways Community Liaison Team Leader**

## 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>
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.	<b>Investigate the environmental impact of Town Council events</b>	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.
<b>Economy, Housing &amp; Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Update</b>
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	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: <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 events BTC	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the Town Council's Sustainable Procurement Strategy