



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Claire Molyneux

COMMUNICATIONS  
STRATEGY GROUP

31/08/2023

Councillor,

You are summoned to a meeting of the **Communications Strategy Group** of Buckingham Town Council to be held on **Thursday 7<sup>th</sup> September 2023 at 1pm** at the Town Council Chamber, Cornwalls Meadow, Buckingham.

Residents are very welcome to ask questions or speak to Councillors about any matter relevant to the meeting at the start of the meeting. Residents may attend in person or address the meeting virtually over Zoom. Please email [committeeclerk@buckingham-tc.gov.uk](mailto:committeeclerk@buckingham-tc.gov.uk) or call 01280 816426 for the password to take part if you wish to speak over Zoom.

The meeting can be watched live on the Town Council's YouTube channel here: <https://www.youtube.com/channel/UC89BUTwVpjAOEldSlfcZC9Q/>

Claire Molyneux  
Town Clerk

Please note that the meeting will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

## 1. Apologies for Absence

Members are asked to receive and accept apologies from Members

## 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. Meeting Notes

To review and agree the notes from the last meeting held on Thursday 8<sup>th</sup> June and Thursday 20<sup>th</sup> July 2023.

**Copy circulated previously**

## 4. Future Newsletter

To decide what we want to achieve with our next newsletter and outline the content.

[Appendix A](#)

## 5. Audio Newsletter

To decide who should record the audio copy of the Winter 2023 newsletter.

## 6. Ongoing Development of Existing Websites

To discuss the maintenance of the website and any improvements to be made.

- [www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)



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.

- [www.discoverbuckingham.uk](http://www.discoverbuckingham.uk)

**7. Potential Re-Design of the Newsletter**

To discuss design ideas.

**8. Press Releases**

To note and discuss a summary of the press releases authorised by Buckingham Town Council since the previous CSG meeting on Thursday 20<sup>th</sup> July 2023.

[Appendix B](#)

**9. Chair's Items**

**10. Date of Next Meeting**

Thursday 12<sup>th</sup> October 2023 at 1pm via Zoom.

To:

Cllr. R. Ahmed

Cllr. M. Gateley

Cllr. J. Harvey (Chair)

Cllr. A. Schaefer (Town Mayor)

Cllr. M. Try (Vice-Chair)

Winter Newsletter 2023 Article Ideas

Please note: 1 page = maximum 350 words, less with pictures. Each edition is a total of 16 pages.

Usual Pages:

Title	Page(s)	Content suggestions
Front Cover	1	Winter Event Picture
Message from your Mayor	1	As usual
Past events	1 pages	Dog Show, River Rinse 1&2, Charter Fair, Halloween Event, Bonfire & Fireworks, Remembrance Parade  *note it is suggested that the approach of using pictures only for past events continues.
Current events	1 page	Winter Fair, Christmas Lights Switch On
Future events	1 page	Christmas Parade, Community Fair, Pancake Race, Food Fair
Your views count	¼ page	As usual
List of Councillors & Numbers	1 page	As usual
Events Diary	1 page	Dates until April

Total = 7 ¼ pages

Winter articles required:

Title	Page(s)	Content suggestions
What the Town Council achieved 2022 - 2023	2	Report from each committee chair
Annual Town Meeting	1/2	Information about next year's event.

Winter articles suggested:

Total space available = 6 ¼ pages

Title	Page(s)	Content suggestions
Renovated Skatepark	1 page	Advertisement of renovated skatepark
Winter Safety Tips	¾ page	Tips residents can use to keep safe in winter
Bridge Repairs Update	1 page	Update on Bourton Park Bridge repairs

## Appendix A

Christmas Card Contest	½ page	Winners and card promotion
Swan Trail	½ page	Recap of event/auction
Spotlight on Lace Hill Sports & Community Centre	1 page	Highlighting the facility and its services/timetable
Mowing to Preserve Wildflowers	1 page	Strategies that have been adopted to promote biodiversity
Cemetery consultation	1 page	Update on the result of the consultation
BNDP	½ page	Update on the result of the consultation

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**Press Releases from Buckingham Town Council**

**12<sup>th</sup> July – 30<sup>th</sup> August 2023**

*Please note 'published' refers to publication in the local newspaper. All press releases are published on the Town Council website and promoted on social media.*

**PRESS RELEASE 411 – Oh no it isn't, oh yes it is! Buckingham Fringe Week is back**

Published 19/07/2023.

**PRESS RELEASE 412 – Fabric of Buckingham Town Centre**

Published 16/08/2023.

**PRESS RELEASE 413 – Fringe Week Comedy Night starring Angelos Epithemiou**

Published 26/07/2023.

**PRESS RELEASE 414 – Award-winning Town Council Parks Team**

Published 19/07/2023.

**PRESS RELEASE 415 – Buckingham temporary Banking Hub opens**

Published 12/07/2023.

**PRESS RELEASE 417 – Buckingham Fringe Week takes Centre Stage**

Published 16/08/2023.

**PRESS RELEASE 418 – Mowing to preserve wildflowers**

This press release did not get published.

**PRESS RELEASE 422 – Bandjam Big Bash: A must-see music event in Buckingham Town Centre**

Published 23/08/2023.

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