



# Buckingham Town Council

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Town Clerk: Claire Molyneux

TOWN CENTRE &  
EVENTS COMMITTEE

Wednesday, 03 April 2024

## Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 8<sup>th</sup> April 2024 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 agree the minutes of the Town Centre and Events Committee meeting held on 12<sup>th</sup> February 2024.

[Copy previously circulated](#)

### 4. Budget

To receive and note the latest budget figures.

[Appendix A](#)



Twinned with Mouvaux, France;



Neukirchen-Vluyn, Germany



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports, or other information. To do this, send a request using the contact details set out above.

- 5. Best Kept Village 2024**  
To receive a report from the Administrator [179/TCE/23](#)
- 6. Spring Green Fair**  
To receive a report from the Estates Administrator [180/TCE/23](#)
- 7. Climate Emergency Action Plan**  
To receive and discuss updates to the Climate Emergency Action Plan. [Appendix B](#)
- 8. Trader stall fees review**  
To receive a report from the Deputy Town Clerk [181/TCE/23](#)
- 9. Fringe Week Comedy Night**  
To receive a report from the Administrator. [182/TCE/23](#)
- 10. Community Fair**  
To receive a report from the Administrator. [183/TCE/23](#)
- 11. Calendar of events**  
To receive the current calendar of events. [Appendix C](#)
- 12. Event reviews**  
10.1. Pancake Race [184/TCE/23](#)  
10.2. Food Fair [185/TCE/23](#)  
10.3. Easter Event [186/TCE/23](#)  
10.4. Market Entertainment
- 13. Action list**  
To receive action reports and updates. [Appendix D](#)
- 14. Updates from representatives on outside bodies**  
To receive verbal updates from Councillors.
- 15. News releases**
- 16. Chair's items**
- 17. Date of the next meeting:** Monday 3<sup>rd</sup> June 2024
- COMMITTEE IN PRIVATE SESSION**  
**Exclusion of public and press**
- RECOMMENDED** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.
- 18. Hanging Baskets**  
To receive a report from the Administrator [187/TCE/23](#)
- 19. Fireworks**  
To receive a report from the Administrator [188/TCE/23](#)
- 20. Buckingham Play Days**  
To receive a report from the Administrator [189/TCE/23](#)

**21. Christmas Lights and Tree**

To receive a report from the Deputy Town Clerk.

[190/TCE/23](#)

**22. Skate Park Event**

To receive an update from the Town Centre and External Services Manager

[191/TCE/23](#)

**To Committee Members:**

Cllr. R. Ahmed  
Cllr. F. Davies  
Cllr. M Gateley  
Cllr. J. Harvey  
Cllr. A. Mahi

Vice Chair

Cllr. L. O'Donoghue  
Cllr. A. Schaefer  
Cllr. R. Stuchbury  
Cllr. R. Willett

Town Mayor  
Chair

DRAFT

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Committee Report

	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 Income</u></b>							
1013 Hanging baskets	(333)	456	789			(73.1%)	Hanging baskets not charged for
1028 Lace Hill events income	615	847	232			72.6%	
1062 Community Fair table income	175	230	55			76.1%	
1066 Comedy night income	1,070	1,500	430			71.3%	
1069 Charter fairs income	7,751	7,660	(91)			101.2%	More income received than predicted
1091 Events Sponsorship Income	324	50	(274)			648.0%	More income received than predicted
1092 Events Stall Income	397	800	403			49.6%	
1093 Dog Show Income	48	125	77			38.4%	
1096 Community Board TCE Income	2,355	0	(2,355)			0.0%	Income received to cover Villiers planters *
1104 Remembrance Contributions	1,410	0	(1,410)			0.0%	Income received to cover big screen *
<b><u>301 Town Centre &amp; Events Expenditure</u></b>							
3997 NI TC&E	4,448	4,323	(125)		(125)	102.9%	NI costs slightly more than estimated
3998 Pensions ERS TC&E	13,824	19,863	6,039		6,039	69.6%	
3999 Salaries TC&E	77,087	79,743	2,656		2,656	96.7%	
4042 Events equipment	980	1,000	20		20	98.0%	
4094 Youth project	3,456	3,485	30		30	99.2%	
4104 Town in Bloom	11,311	9,000	(2,311)		(2,311)	125.7%	Overspend ref Villiers planters, Community Board income received *
4107 Pride of Place	25	60	35		35	41.7%	
4115 River rinse	360	450	90		90	80.0%	
4128 Small Events	66	300	234		234	22.0%	
4166 Lace Hill events	694	1,500	806		806	46.3%	
4201 Christmas lights	11,387	12,800	1,413		1,413	89.0%	
4202 Firework display	6,660	6,600	(60)		(60)	100.9%	Overspend due to inclement weather – extra signage required
4203 Community fair	258	490	232		232	52.6%	
4205 Christmas parade	5,000	5,000	0		0	100.0%	
4207 Remembrance parade	2,367	1,030	(1,337)		(1,337)	229.8%	Overspend ref big screen. Contribution received to cover *
4208 Spring Fair	40	300	260		260	13.3%	
4211 Band Jam	4,449	4,792	343		343	92.8%	
4212 Christmas lights switch on	2,845	3,000	155		155	94.8%	
4213 Dog show	143	700	557		557	20.5%	
4220 Music in the Market	4,407	4,721	314		314	93.4%	
4241 Comedy Night expenditure	1,396	1,500	104		104	93.1%	
4243 Charter Fairs	4,540	5,500	960		960	82.6%	
4260 Twinning	0	65	65		65	0.0%	

<u>302 Street Markets Income</u>							
1005	Street markets	18,904	16,944	(1,960)		111.6%	More income received than predicted
1006	Flea market	6,101	3,800	(2,301)		160.6%	More income received than predicted
<u>302 Street Markets Expenditure</u>							
4017	Subscriptions	384	501	117	117	76.6%	
4225	Rates	1,672	2,900	1,228	1,228	57.6%	
4234	Market Entertainment	907	950	43	43	95.5%	
4235	Market infrastructure & Promotions	1,181	1,250	69	69	94.5%	
<u>303 Special Events Income</u>							
1020	Food fair income	580	571	(9)		101.6%	More income received than predicted
1083	Fringe income	395	200	(195)		197.7%	More income received than predicted
1094	Skate Park Income	0	950	950		0.0%	
1099	Summer Art Trail Sponsorship	2,365	0	(2,365)		0.0%	Income to cover costs of Swan Trail *
<u>303 Special Events Expenditure</u>							
4169	Skate Park Event	0	950	950	950	0.0%	
4221	Fringe	1,964	2,000	36	36	98.2%	
4242	Food fair	492	600	108	108	82.0%	
4244	Flags	524	600	76	9	68	88.7%
4273	One-off events	290	1,100	810	810	26.4%	
4278	Celebrate Buckingham Day	1,702	1,800	98	98	94.6%	
4279	Summer Art Trail	1,653	0	(1,653)	(1,653)	0.0%	Spend covered by income from sponsorship *
<u>305 Tourist Information Centre income</u>							
1084	TIC income	7,515	9,000	1,485		83.5%	
<u>305 Tourist Information Centre Expenditure</u>							
4253	TIC tickets & produce	7,854	8,500	646	646	92.4%	
4255	Heritage app expenditure	250	500	250	250	50.0%	
4274	Tourism Website	323	400	77	77	80.7%	
<u>306 Accessibility Income</u>							
4254	Accessibility Costs	700	2,070	1,370	1,250	120	94.2%
TOWN CENTRE & EVENTS :- Income		<b>49,673</b>	<b>43,133</b>	<b>(6,540)</b>			<b>115.2%</b>
Expenditure		<b>175,640</b>	<b>190,343</b>	<b>14,703</b>	<b>1,259</b>	<b>13,444</b>	<b>92.9%</b>
<b>Net Income over Expenditure</b>		<b>(125,968)</b>	<b>(147,210)</b>	<b>(21,242)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>EARMARKED RESERVES</u></b>						
<u>901 Ear-marked reserves</u>						
9001 Youth Council	0	2,015	2,015		2,015	0.0%
9012 Christmas lights	529	1,287	758		758	41.1%
9014 Town In Bloom	457	1,457	1,000		1,000	31.4%
9015 Charter fairs	568	5,141	4,573		4,573	11.0%
9074 Accessibility	0	2,513	2,513		2,513	0.00%
9066 Summer Sculpture Trail	0	585	585		585	0.0%
Grand Totals:- Income	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
Expenditure	<b>1,554</b>	<b>12,998</b>	<b>11,444</b>		<b>11,444</b>	
<b>Net Income over Expenditure</b>	<b>(1,554)</b>	<b>(12,998)</b>	<b>(11,444)</b>			

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**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 8<sup>th</sup> April 2024**

**Contact Officer: Administrator**

**Best Kept Village Competition**

**1. Recommendations**

- 1.1. It is recommended that the Town Council organise a litter pick at the end of May or beginning of June 2024, to mark the start of the Best Kept Village competition.
- 1.2. It is recommended that business categories be added to the annual Buckingham in Bloom contest, to encourage local businesses to keep their shop and frontages looking well-tended and attractive as part of the Best Kept Village competition.

**2. Background**

- 2.1. The Town Centre and Events Committee asked officers to write to the Best Kept Village Committee and request further feedback on Buckingham Town Council's 2023 entry.
- 2.2. The Town Centre and Events Committee also requested a list of previous competition winners.

**3. Best Kept Village: Michaelis Cup Winners**

- 3.1. The previous winners of the Best Kept Village competition, Michaelis Cup category was:
  - 2015 Marlow
  - 2016 Olney
  - 2017 Winslow
  - 2018 Wendover
  - 2019 Winslow
  - 2022 Stony Stratford
  - 2023 Wendover

**4. Additional Advice**

- 4.1. The following points were highlighted based on the additional feedback received from the Best Kept Village Committee for entries:
  - 4.1.1. At the application stage, judges are looking for a good quality, detailed map with all features clearly marked.

- 4.1.2. Judges noted that successful villages from previous years have included laminated information sheets detailing the background of each feature highlighted on the map.
- 4.1.3. Relevant evidence of community engagement for this competition and in general should be referenced within the accompanying application documents. This can include links to articles in newsletters, press releases, posters, and social media posts.
- 4.1.4. It should be clear that positive actions on the previous year's judge's comments have been made.
- 4.1.5. The judges care strongly about the general environment which includes lack of litter, lack of weeds, good quality floral displays, and visible evidence of community involvement.
- 4.1.6. There should be evidence of entrants going the 'extra mile'.
- 4.2. Informal discussions between officers and previous competition winners led to similar responses.

## **5. Actions for 2024 Entry**

- 5.1. Following on from this feedback, the key areas where the Town Council could improve are:
  - 5.1.1. The quality of the submission pack, including providing more evidence of the community engagement that takes place.
  - 5.1.2. Improve the overall appearance of the War Memorial.
  - 5.1.3. Improve engagement of local shops and pubs with the contest.

## **6. Next Steps**

- 6.1. Officers will create a clear and detailed map alongside an information booklet that highlights the background of each feature. A prefix will be added to the supporting documents notifying the judges that anything not listed on the map isn't owned by the Town Council and is therefore out of the Council's control.
- 6.2. Following discussions with the Royal British Legion and Buckingham Parish Church representatives, it has been agreed to do an additional clean of the War Memorial in May, including removal and return of wreaths that are still in good condition.
- 6.3. The Town Centre Manager is working with the local shops and pubs to get involved with the Best Kept Village competition. In order to encourage participation the Buckingham in Bloom contest could have business



categories added to encourage business to ensure their shop frontages look clean and inviting during the summer. Terms and conditions for the contest would be carefully reviewed to ensure that businesses taking part can do so without breaching any planning rules (for example, the 'display' could be entirely inside a vendor's shop window) and consideration will be given to separating entries from small/independent businesses and larger chains.

6.4. Promotion of Buckingham in Bloom to begin earlier in the year to encourage more people to take part.

6.5. The deadline to enter Best Kept Village competition is Tuesday 30<sup>th</sup> April 2024 and judging will take place between Saturday 1<sup>st</sup> June - Sunday 14<sup>th</sup> July 2024.

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday**

**Contact Officer:** Nina Stockill, Estates Administrator

**Spring Green Fair, Sunday 28<sup>th</sup> April 2024**

**1.Recommendation**

1.1. To read and note the following report.

**2. Information**

2.1. The event will be held in the cattle pens on Sunday 28<sup>th</sup> April from 10am – 2pm.

2.3. A road closure will be in place from Prezzo to the entrance to Paynes Court, so that stall holders can set up on the road as well as the cattle pens.

2.4. Aim of event: Range of stalls to share information on community projects, environmental campaigns, and sustainable business innovations. We ask that all our stall holders engage with the public in some way, such as by demonstrating a craft, handing out leaflets, arranging a (basic) competition or anything they may think it will attract people to the stall.

2.6. The following organisations have confirmed that they will be attending the event:

- |  |                         |
|--|-------------------------|
| ○ Berks Buck & Oxon Wildlife Trust                       | ○ Finca El Monte        |
| ○ Town Council stall with children's recycled crafts.    | ○ River Wardens         |
| ○ Buckingham Town Council Climate Emergency information. | ○ Face Painting         |
| ○ Men In Sheds   | ○ Manor Farm Foods      |
|  | ○ Waste Busters         |
|  | ○ North Bucks Bat Group |
|  | ○ Energy Doctors        |
|  | ○ Many more             |

2.7. Buckingham's popular Ukulele Group have been invited to perform at the event.

2.8. Sammie's Vintage Ice-cream Truck will attend the event. The Ice-cream truck's engine will not be running for the duration of the event.

2.9. Town Council office staff will host a table of children's crafts, making wands and 'story sticks' from recycled materials.

## Appendix B



### Buckingham Town Council Climate Emergency Action Plan

At Full Council on the 15<sup>th</sup> July 2019 Members AGREED:

*“That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to make the Town Council carbon neutral by 2030 and encouraging the town’s population, organisation and businesses to work with us in that aim.”*

Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness “people power” to make that change possible at all levels, especially driving higher levels of government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

This action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an over-arching pledge that identifies the following priority areas of change:

#### **Objectives**

- a) Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
- b) Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.
- c) Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.
- d) 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
- e) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

## 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.</p> <p>As a way of generating further engagement, competitions and awards for innovative approaches to tackle the climate emergency are 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	Town Centre & Event Committee	Introduced an Environmental Impact Assessment for Town Council led events with over 400 participants/attendees, as part of the existing Events Management Plan. A summary of which, is reviewed by TC&E Committee.

		for each relevant event		
<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. 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	Community Litter Picking kits are housed at the Town Council’s depot and Buckingham Library for community use. The equipment is in regular use by community groups, including weekly litter picks by pupils at Furze Down School.
<b>Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
22.	<b>Consider holding an event that promotes cycling around the town</b>	To be considered	Town Centre & Events Committee	Cycling and walking trails are promoted through the Tourist Information Centre and will be publicised at the Spring Green Fair. The Spring Green Fair 2023 featured a stand from Dr Bike, offering cycle repairs and second hand bike sales.
<b>Food &amp; Land - to promote sustainable land management, including tree planting to help absorb carbon &amp; water.</b>				



	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

**Buckingham Town Council  
Town Centre & Events Committee  
Monday 3<sup>rd</sup> April 2023**

**Contact Officer: Louise Stubbs, Deputy Town Clerk**

**Fees for trader stalls at events**

**1. Recommendations**

1.1. It is recommended members agree the following stall fees at events:

<b>Type of stall</b>	<b>Fees (excluding VAT)</b>	<b>Fees (including VAT)</b>
Voluntary, Community and social enterprise	£10	£12
Commercial – Food & Drink and licensed bars (Events under 2,000 attendees)	£25	£30
Commercial – Food & Drink and licensed bars (Events over 2,000 attendees)	£35	£42
Commercial – Other	£15	£18
Lace Hill events (except Family Fun Day)	£5	£6
Family Fun Day – all traders	<i>Donation to Mayor's Charities</i>	

1.2. It is recommended that the amount charged for trader stall fees at events should be reviewed annually, alongside the budget, with the next review taking place in Autumn 2024.

**2. Background**

2.1. Universal stall fees for all events were agreed in April 2023.

2.2. The budget income code for trader fees in 2024/2025 is £1,100 (**301/1092 Events stall income**)

2.3. Lace Hill stall fees were agreed in June 2023.

2.4. The budget income code for Lace Hill events income in 2024/2025 is £850 (**301/1028 Lace Hill events income**)

**3. Recommended Stall Fees**

3.1. Overall, the 2023/2024 stall fee rates have worked well.

- 3.2. It is recommended that the Commercial – Food & Drink rate is split into 2 categories, with a new higher rate of £35 excl. VAT (£42 incl. VAT) for events likely to have attendance over 2,000 people. The existing, lower rate for smaller events of less than 2,000 attendees would be maintained.
- 3.3. This would be a proportionate change, as our events with attendance over 2,000 create extremely high turnover for food, drink and licensed bar traders. Events that the new higher rate would apply to include Bonfire & Fireworks, Celebrate Buckingham Day and the Food Fair. Where a new event is introduced and attendance is not fully known the small event fee would apply.
- 3.4. There are no recommended rises for Voluntary, Community and Social Enterprise groups or Commercial - Other, as these are at a proportional rate for these types of businesses and the events that they attend.
- 3.5. The use of 'trader' stall fees for Voluntary, Community and social enterprise groups applies only to stalls where financial transactions are taking place, this includes signing up to charity donations, tombola's etc. Stalls that only provide a free activity or information sharing are not subject to any fee as they are not acting as traders.

#### **4. Lace Hill events**

- 4.1. It is recommended that Events at Lace Hill Sports & Community Centre's fees retain a separate single fee rate. There are no recommended rises for this fee, as these are at a proportional rate for these types of businesses and event size. Lace Hill trader fees are £6 per table, except at the Family Fun Day, where all stall bookings and donations are donated to the Mayor's Charities.



**Buckingham Town Council  
Town Centre & Events Committee  
Monday 8<sup>th</sup> April 2024**

**Contact Officer: Bethanie Dowden, Administrator**

**Fringe Week Comedy Night Venue**

**1. Recommendations**

1.1. It is recommended that Members agree that officers should investigate using the University of Buckingham's Mount Pleasant Campus to hold this year's Fringe Week Comedy Night following a request from the Buckingham Student Union.

**2. Background**

2.1. Tanlaw Mill has been used for Comedy Nights over the last year and following the success of these events, members agreed to continue to hold the Comedy Nights at this venue.

2.2. However, the University of Buckingham has recently acquired a new campus site, previously the site of the Best Western, now called the Mount Pleasant Campus.

2.3. The University of Buckingham Student Union has identified this site as being a better venue to hold our Comedy Nights from because there is more room, and there are no viewing restrictions - at Tanlaw Mill due to the tree in the centre of the room which significantly impacts on seating and views.

2.4. The University will continue to provide the chairs, staging, backdrop, bar, green room, and a member of their own security. They have also agreed to let the Town Council use their in-house sound and lighting technicians for the event.

2.5. This venue holds a premises license, so a TENS license won't need to be sought. This will be one less cost for the University which is positive.

2.6. The Council will arrange the acts, one additional security guard, and ticket sales online and at the Tourist Information Centre.

2.7. If members decide not to hold the Comedy Nights at the Mount Pleasant Campus, Tanlaw Mill can be used for this event. In line with the existing agreement between the University of Buckingham Student Union and the Town Council, Both venues are being offered to the Council free of charge.

2.8. The Fringe Week Comedy Night will take place on Saturday 27<sup>th</sup> July from 8pm with doors opening at 7:30pm.

### **3. Mount Pleasant Campus**

- 3.1. The Comedy Night will take place in the Winslow Room which can accommodate over 180 people. Tanlaw Mill is limited to 130 spaces due to their fire safety regulations.
- 3.2. There is a clear view of the stage and plenty of aisle space for people to manoeuvre during the show and to evacuate in an emergency.
- 3.3. There is a separate accessible entrance to the side of the main building. The ground is flat and leads straight into the lobby to accommodate those with additional needs. There are disabled spaces in the car park.
- 3.4. There is onsite parking which is free and has a maximum of 63 spaces across both the main and overspill car parks. However, there is a gym onsite that is open to students and members of the public and also, there is currently a skip in the overspill car park which takes up a large area, reducing the number of spaces in the overspill car park.
- 3.5. This venue is approx. a 20 minute walk from the Town Centre which is further than Tanlaw Mill but still attainable for residents, acts, and staff.
- 3.6. Officers have not yet visited the venue, and it is recommended that a visit take place before any final recommendation is made.

### **4. Budget**

- 4.1. The budget for this event is £1,500 and will come from the budget code 4241/301 Comedy Night Expenditure. Some additional funding could be used from 4221/303 Fringe
- 4.2. Maintaining a £15 purchase ticket price, if the event was held at Mount Pleasant Campus and sold out, this would lead to an income of approximately £2,187 after VAT and online transaction fees.
- 4.3. The Town Council will pay for the comedians and external security. The total expenditure is anticipated to be less than last year's event. Given the rise in income from the larger venue capacity, this means that more of the budget could be allocated to secure a more well known comedian.

**Buckingham Town Council  
Town Centre & Events Committee  
Monday 8<sup>th</sup> April 2024**

**Contact Officer: Bethanie Dowden, Administrator**

**Community Fair 2024**

**1. Recommendations**

- 1.1. It is recommended that members agree to run the Community Fair in conjunction with the Buckingham Craft and Gift Fair on Saturday 14<sup>th</sup> December 2024.

**2. Background**

- 2.1. The Community Fair usually takes place on the same day as the Christmas Parade each year in the Community Centre between 11:30am – 2pm.
- 2.2. The event helps local groups, societies, and charities raise awareness and funds for their chosen causes.
- 2.3. This year Buckingham Craft and Gift Fair has booked to run their event on Saturday 14<sup>th</sup> December which is the same as the Christmas Parade, the organisers have already booked multiple stall holders to attend on the day.

**3. Proposal for Community Fair 2024**

- 3.1. The craft fair organisers have proposed that they will not take any new bookings for the event on this date, and that all remaining space could be used for community/charity stalls – unless a decision is made not to run the event together.
- 3.2. They already have two charities booked into the event including Katharine McElligott who is raising money for the Mayor's Charities, and Jean who is raising money for The Inner Wheel Club by serving refreshments and selling knitwear.
- 3.3. They will look to reduce the table size offered to the existing stallholders to increase the available capacity to charities.
- 3.4. They estimate space for an additional six charities, not including the two that are already booked, to attend. There is also an opportunity for four charities to be based outside under Gazebos as seen at other events such as the Food Fair. This would mean a total of 12 spaces are available.

3.5. Any cancellations that are received will be left as a free space to be allocated to a charity.

#### **4. Other Considerations**

4.1. The time of the event will extend from 11:30am – 2pm to 10am – 4pm meaning more time for groups, societies, and charities to raise awareness and funds for their chosen causes.

4.2. Town Council staff will take over booking in local groups, societies, and charities to ensure previous organisations are contacted to attend as well as new ones.

4.3. The only fee associated with the Community Fair is the hire of the Community Centre which has been paid for by the craft fair organisers. This means that there is no expenditure for this event.

4.4. As charities already booked for this event haven't been charged a pitch fee, any other organisations booked will also not be charged.

4.5. As the majority of Town Council staff are working at the Christmas Parade, in the past Terry Bloomfield had run the set up and clear up of the Community Fair on the day. As he is not available this year, members of staff would have needed to be reassigned from working the road closure to support the event.

4.6. Under this proposal the Buckingham Craft and Gift Fair organisers will take over sorting the set up and clear up on the day, and Town Council staff would be able to concentrate on the Christmas Parade and road closure as usual.

## Annual Events Calendar 2024 - 2025

\*Please note that all dates are provisional and subject to change

2024 - Event	Month	Day	Location
Spring Green Fair	April	Sunday 28 <sup>th</sup>	Cattle Pens
May Day	May	Wednesday 1 <sup>st</sup>	Bourton Meadow Primary School
Buckingham Live	May	Friday 24 <sup>th</sup> - Sunday 26 <sup>th</sup>	Town Centre & Buckingham Football Club
Celebrate Buckingham Day	June	Saturday 22 <sup>nd</sup>	Bourton Park Paddock
Street Food Fair	July	TBC	Buckingham Cricket Club
Fringe: Family Fun Day	July	Sunday 21 <sup>st</sup>	Lace Hill sports & Community Centre
Fringe: Oxford Fiddle Group	July	Tuesday 23 <sup>rd</sup>	Radcliffe Centre
Fringe: Art in the Market	July	Friday 25 <sup>th</sup>	Cattle Pens
Fringe: Comedy Night	July	Saturday 27 <sup>th</sup>	University of Buckingham, TBC
Additional Fringe events	July	Saturday 20 <sup>th</sup> - Sunday 28 <sup>th</sup> July	TBC
Summer Basketball	July/August	Monday 22 <sup>nd</sup> & 29 <sup>th</sup> July, 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> & 26 <sup>th</sup> August	Chandos Park & Bourton Park
Buckingham Play Days	July/August	Thursday 25 <sup>th</sup> July, 1 <sup>st</sup> & 15 <sup>th</sup> August	Chandos Park
New summer youth activities, TBC	July/August	TBC	TBC
Band Jam	August	Sunday 25 <sup>th</sup>	Town Centre
Skate Park launch event	August	TBC	Skate Park
Dog Show	September	Saturday 7 <sup>th</sup>	Bourton Park
River Rinse 1	September	Sunday 29 <sup>th</sup>	TBC
River Rinse 2	October	Sunday 6 <sup>th</sup>	TBC
Local Democracy Week	October	TBC, w/c Monday 7 <sup>th</sup>	Buckingham School
Charter Fair 1	October	Saturday 12 <sup>th</sup>	Town Centre
Charter Fair 2	October	Saturday 19 <sup>th</sup>	Town Centre
Hallowe'en Disco	October	Friday 25 <sup>th</sup>	Lace Hill sports & Community Centre
Bonfire & Fireworks	November	Saturday 2 <sup>nd</sup>	Bourton Park Paddock
Remembrance Parade	November	Sunday 10 <sup>th</sup>	Town Centre
Winter Fair	November	Sunday 24 <sup>th</sup>	Lace Hill sports & Community Centre
Christmas Lights Switch On	November	Thursday 28 <sup>th</sup>	Town Centre
Small Business Saturday	December	Saturday 7 <sup>th</sup>	Town Centre
Community Fair	December	TBC, Saturday 14 <sup>th</sup>	Buckingham Community Centre

## Appendix C

Christmas Parade	December	TBC, Saturday 14th	Town Centre
<b>2025 - Event</b>	<b>Month</b>	<b>Day</b>	<b>Location</b>
Holocaust Memorial Day	January	Monday 27th	Bourton Park
Pancake Races	February	Thursday 20th	Green at St Peter & St Paul's Church
<b>Food Fair</b>	<b>February</b>	<b>Saturday 22nd</b>	<b>Buckingham Community Centre</b>
<b>Good Endings Fair</b>	<b>March</b>	<b>Saturday 29th</b>	<b>Buckingham Community Centre</b>

**Buckingham Town Council  
Town Centre & Events Committee  
Monday 8<sup>th</sup> April 2024**

**Contact Officer: Bethanie Dowden, Administrator**

**Pancake Races 2024**

**1. Recommendations**

1.1. It is recommended that members note the report.

**2. Background**

2.1. The Pancake Races were held on the green outside St. Peter and St. Paul's church on Thursday 15<sup>th</sup> February 2024 at 11am.

2.2. More than 50 children and adults attended. This is less than last year but the weather leading up to the event had been bad which might have been the deciding factor for many families to not attend.

2.3. This year, we incorporated a walking class which meant people who couldn't run could join in. This was very popular and should be repeated going forward.

2.4. Fortified Gym ran a warm-up session ahead of the races which was well received.

**3. Winners**

**Under 5s:**

- 1) Jackson
- 2) Reuben
- 3) Mabel

**Age 6 – 11:**

- 1) Tony
- 2) Jay
- 3) Jasper

**Age 12 – 17:**

- 1) Ambrose
- 2) Margarita
- 3) N/A

**Adults:**

- 1) Richard
- 2) Tony
- 3) Miky

**Relay race teams:**

- 1) Ava-Mae & Partner
- 2) Tony & Partner
- 3) Shelly & Partner

**Walking:**

- 1) Ambrose
- 2) Tony
- 3) Margarita

3.1. Prizes were awarded to winners of each class at the end of the event by Town Mayor, Cllr. Anja Schaefer. 1<sup>st</sup> place received a certificate, trophy, and chocolate bar, and 2<sup>nd</sup> and 3<sup>rd</sup> place received a certificate, and chocolate bar.

**4. Other Attractions**

4.1. Alongside the races was the Town Council's pop-up Art in the Market stall, offering free art materials to anyone who wanted to sit down and have a go at getting creative.

**5. Budget**

	<b>Expenditure</b> Budget Code (small events)
<b>Total Budget</b>	<b>£300</b>
Trophies & Engraving	£65.94
Prizes & Event Materials	£37.58
<b>Actual</b>	<b>£103.52</b>

**6. Environmental Impact**

6.1. The environmental impact of this event was low, as the majority of the participants and onlookers were able to walk to the event.

6.2. The chocolate purchased as prizes followed our sustainable purchasing policy i.e. Fairtrade.



**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 8<sup>th</sup> April 2024**

**Contact Officer: Bethanie Dowden, Administrator**

**Food Fair 2024**

**1. Recommendations**

1.1. It is recommended that members note this report.

**2. Background**

2.1. The Food Fair took place on Saturday 24<sup>th</sup> February 2024 from 10am – 3pm in Buckingham Community Centre. Stall holders could set up from 8am.

2.2. Traders were given a 6ft table where they could sell their products and provide tasters or samples at their discretion. Several traders sold out of their products by the end of the event.

2.3. 20 traders attended this event. 4 traders were based outside of the community centre and 17 traders were based inside and an extra three spaces allocated for Buckingham's Favourite Dish Competition and Buckingham Bakes Competition which was run by Town Council officers and councillors.

2.4. There were many returning traders this year such as MKS Food Distribution, Indian Orchard, Crumb de la Crème, Replete Flatbreads, Friars Farm, Good Times Café, Sizzlers Street Food, Bucks Brothers Gin, Brockleby's Pies, Riverford Home Delivery, Snap and Crumble, Chafor Wine, Form Garden to Jar, Kaur's Spices, and Stanley's Free From Treats. The Buckingham WI also provided refreshments from the small hall.

2.5. Some new traders attended such as We Will Wok You, Sasumba MK, Jaccs Coffee, Manor Farm Bourton, and The Confectionist.

2.6. A Buckingham Magnet and £10 Grand Junction voucher was given to the 500<sup>th</sup> and 1000<sup>th</sup> person who attended the event. The Grand Junction was one of the winners of last year's Buckingham's Favourite Dish Competition and for this reason, a voucher was purchased as part of the event attendance prizes in 2024.

2.7. Buckingham's Favourite Dish Competition had over 200 entries and lots of updated Foodie Maps were handed out to visitors. The winners of the competition were Prego with the Vesuvius Pizza, Red Chilli Gold with Chicken Mo Mo, and Cornwall Place Kitchen with Maple and Bacon French Toast. Each eatery was awarded a certificate and trophy by the Mayor, Cllr. Anja Schaefer.

2.8. The overall feedback from visitors was positive with one saying, “It’s great to be able to experience so many amazing local food traders” and another said, “great event, traders, and lots of yummy food and drink”.

2.9. The Administrator highlighted each trader that was attending the event on social media and the website. The social media posts were reshared by the traders and had lots of great interactions online.

2.10. Bucks Radio featured the Food Fair on air and brought the Bucks Bear to the event to talk to visitors.

2.11. A pre and post event press release were circulated and appeared in the Buckingham and Winslow Advertiser.

### 3. Budget

3.1 The budget for this event was £600.

	<b>Expenditure</b> Budget code 303/4242	<b>Income</b> Budget code 303/1020
<b>Total Budget</b>	<b>£600</b>	<b>£571</b>
Venue and Event Costs	£322.61	£0
Prizes	£93.25	£0
Foodie Maps	£80	£0
Stall Fees	£0	£580
<b>Actual</b>	<b>£495.86</b>	<b>£580</b>

3.2 Each trader paid a £25 pitch fee exclusive of VAT. The total made from the trader’s pitch fees is £580. The total profit made from this event is £84.14.

### 4. Environmental Impact

4.1 To ensure a smaller carbon footprint, we selected traders within a 30-mile radius of Buckingham to attend.

4.2 The majority of the traders who attended the event car shared. This helped to reduce emissions.

4.3 All traders who were selling products in packaging used environmentally friendly alternatives such as cardboard. This meant many of them were recyclable. Some were bio-degradable and compostable.

4.4 Each trader provided various vegan, vegetarian, or gluten-free options within their product ranges. Many also used locally sourced, in-season and sustainable ingredients.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 8<sup>th</sup> April 2024**

Contact Officer: Sam Hoareau

**Easter Bazaar at Lace Hill Review**

**1. Recommendations**

1.1. It is recommended that Members note this report.

**2. Background**

2.1. The annual Easter Bazaar took place at Lace Hill Sports & Community Centre on Sunday 24<sup>th</sup> March from 2-4pm. The event was well attended by families, with 87 adults and at least 85 children.

2.2. As usual there was a small £1 entrance fee per adult with free entry for children.

2.3. The main hall featured 14 craft and gift stalls by local makers selling a wide variety of handmade products such as soap, jewellery, crocheted teddies, art prints, glass art and more. Commercial traders all paid £6 for a stall.

2.4. The committee room hosted the children's craft activities. Children enjoyed making Easter cards and painting a decoration, planting sunflower seeds and a colouring competition with prizes. There was also a small egg hunt with a chocolate treat for the kids, a visit from Bluey, and free tea or coffee for adults.

2.5. Feedback on the day was positive, visitors seemed to thoroughly enjoy everything on offer and appreciated everything on offer.

2.6. The event ran smoothly, there were no incidents other than the cake stall seller cancelled the day before the event.

**3. Budget**

3.1. Event Cost and Income excluding VAT:

	<b>Expenditure</b> Budget Code 301 4166 Lace Hill events	<b>Income</b> Budget Code 301 1028 Lace Hill events income
Treats for prizes and mascot hire costs	£60.44	
Stall fees		£70
Entry fees		£72.50
<b>Total</b>	<b>£60.44</b>	<b>£142.50</b>

Action	Action Required	Action Owner	Update	Deadline
Youth Council	<p>New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022.</p> <p>The Deputy Town Clerk will chase Buckinghamshire Council for an update.</p>	<p>Deputy Town Clerk</p> <p>Deputy Town Clerk.</p>	<p>The project will be run with Buckinghamshire Council. <b>April 2023 Update:</b> A survey of young people about youth space and youth council took place via Buckinghamshire Council. Buckinghamshire Council is now looking for a Youth Café venue and an update to TC&amp;E will be provided once this is secured. <b>UPDATE OCT 2023:</b> Venue secured, negotiations with partners continue. <b>FEBRUARY 2024:</b> The Community Board now have plans for two community cafes, one at The Centre on Verney Close, and one at the Chantry Chapel. Once these are established plans will be made to visit and survey the group.</p>	Ongoing
Accessibility Workshop	Members <b>AGREED</b> to host an Access Awareness Day at the first possible opportunity.	Town Clerk	EDCI progressing. 63 business responses received so far. Results being analysed. On agenda for May meeting.	Ongoing
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	This is currently being explored as part of the BNDP process. Work is ongoing.	Ongoing
Street food	<p>Motion Cllr. Davies: The option to hold a street food fair in the next financial year be explored and a report brought to a future meeting in time to be precepted for if agreed.</p> <p>Cllr. Stuchbury Proposed that a report be brought to the November meeting. Cllr. O'Donoghue Seconded. Members unanimously <b>AGREED</b>.</p>	Deputy Town Clerk	Negotiations ongoing	Ongoing

Action	Action Required	Action Owner	Update	Deadline
Best Kept Village	Cllr. Harvey Proposed that we write to the Committee and request further feedback; we should also look at which town won and if there are any towns that consistently win. Cllr. Mahi Seconded and Members unanimously AGREED	Events Coordinator	Response received "the judges will be looking for going forward. Initially, with the application form the judges are looking for a good quality, detailed map with all the features clearly marked. Some of the successful villages from this year have included laminated forms with paragraphs giving background on each of the features. That's a good starting point. Also good evidence of Community effort, newsletters, websites etc is helpful with the application. Then, positive actions on the previous year's judges comments. Environment generally, lack of litter, lack of weeds, good quality floral displays, evidence of community involvement etc. Evidence of going the "extra mile" is always good..."	On agenda
Visitor economy report	Cllr. Harvey Proposed that we write stating that we note the report and would like to point them to the things that Buckingham Tourist Information Centre are doing. We would like this information included in their visitor economy strategy for Buckinghamshire and ask that they contact us so that we can work together on this. Cllr. Stuchbury Seconded and Members unanimously <b>AGREED</b> .	Deputy Town Clerk	Sent - awaits response.	
Events review	Bonfire and Fireworks - check with insurers if members of the public can take part in torch bearing.	Events Coordinator  Deputy Town Clerk	Contract renewed - To be progressed.	Ongoing