



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Ms. C. Molyneux

TOWN CENTRE &  
EVENTS COMMITTEE

Wednesday, 29 March 2023

## Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 3<sup>rd</sup> April 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 13<sup>th</sup> February 2023 and received at Full Council on 20<sup>th</sup> March 2023.

[Copy previously circulated](#)



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.

**4. Action list**

To receive action reports and updates.

[Appendix A](#)

**5. Event dates and times 2023/2024**

5.1. To receive the revised calendar of events for 2023/2024

[Appendix B](#)

5.2. To receive a report on the proposed date and time of the Christmas Lights Switch On from the Deputy Town Clerk.

[TCE/174/22](#)

**6. Climate Emergency Action Plan**

6.1. To receive a covering report about the Climate Emergency Action Plan from the Estates Administrator.

[TCE/175/22](#)

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

[Appendix C](#)

**7. Budget**

To receive and note the latest budget figures.

[Appendix D](#)

**8. Fees for stalls at events**

To receive a report from the Deputy Town Clerk.

[TCE/176/22](#)

**9. Best Kept Village 2023**

To receive a report from the Events Coordinator on the rules and marking schedule for Best Kept Village 2023 and decide whether to enter.

[TCE/177/22](#)

[Appendix E](#)

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

To receive verbal updates from Councillors.

**11. Public Spaces Protection Order (PSPO) update**

To receive a response from Buckinghamshire Council.

[Appendix F](#)

**12. Partner event contracts**

To review and agree the contracts for partner events 2023 - 2027:

Cover report from the Deputy Town Clerk.

Music in the Market.

BandJam Big Bash.

Buckingham Christmas Parade.

[TCE/178/22](#)

[Appendix G](#)

[Appendix H](#)

[Appendix I](#)

**13. Coronation weekend**

Update on Coronation weekend activities.

[Appendix J](#)

**14. Celebrate Buckingham Day**

To receive a report from the Administrator.

[TCE/179/22](#)

**15. Renaming of Play Around the Parishes**

To receive a report from the Events Coordinator.

[TCE/180/22](#)

**16. Forthcoming events**

Event	Date	Time	Location
Easter Event	Sunday 2 <sup>nd</sup> April		Lace Hill Sports & Community Centre
Spring Green Fair	Sunday 23 <sup>rd</sup> April		Town Centre
May Day	Tuesday 2 <sup>nd</sup> May		Green outside St Peter & St Paul's Church

Coronation Weekend	Friday 5 <sup>th</sup> – Monday 8 <sup>th</sup> May		Various locations
Music in the Market	Sunday 29 <sup>th</sup> May		Town Centre

**17. Christmas Parade – breakdown of costs**

To receive a breakdown of costs from the Christmas Parade Committee for the 2022 event.

[Appendix K](#)

**18. Event reviews**

Pancake Race  
Food Fair  
Comedy Night (verbal report from Events Coordinator)

[TCE/181/22](#)

[TCE/182/22](#)

**19. Access****20. News releases****21. Chair's items**

**22. Date of the next meeting:** Monday 5<sup>th</sup> June 2023

**To committee members:**

Cllr. R. Ahmed  
Cllr. F. Davies Vice Chair  
Cllr. Mrs. M Gateley Town Mayor  
Cllr. S. Hetherington  
Cllr. A. Mahi

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

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. <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&E will be provided once this is secured.	Summer 2023
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. Next relevant meeting 27th April BNDP.	Ongoing
4	814/22 355/22 488/22 601/22	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. Cllr. Stuchbury Proposed that we write to Transport for Buckinghamshire to show appreciation for the plans but also to express concerns about the fabric of the town centre and request an action report with specific dates for repairs. A press release will follow to explain the actions taken. Cllr. Schaefer Seconded. Members unanimously <b>AGREED</b> .	Town Clerk      Deputy Town Clerk	Email response received from Buckinghamshire Council works are scheduled for 2023, with paving prioritised.  <b>Mar 23</b> Letter sent to Transport for Buckinghamshire, received response that they are checking their planned works and will respond by 19th April 2023.	On agenda
5	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	On agenda	April
6	249/22 602/22	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. A consultation took place in the Summer but the Officer who was working on this has now left; this means that there is no firm update. An update will be brought to the next meeting.	Deputy Town Clerk	Followed up by Officers. Response on agenda.	On agenda

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
7	359/22 488/22  590/22	Skate park event	<p>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>.</p> <p>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>.</p> <p>13/02/23 Cllr. Stuchbury Proposed to write to Cabinet Member Clive Harriss to request an update prior to the next Town Centre and Events meeting. Seconded by Cllr. O'Donoghue and unanimously <b>AGREED</b> by Members.</p>	Deputy Town Clerk	<p>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.</p> <p>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." Skate Park report was shared at Feb TC&amp;E meeting.</p> <p>Mar 23 Letter sent to Cllr. Clive Harriss awaiting response.</p>	End March 2023
8	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	On Agenda	June
9	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
10	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> .	Events Coordinator	Research has been completed and Officers will meet with Buckingham Table at the end of April.	April
11	495/22	Christmas lights switch on	<p>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.</p> <p>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 <b>AGREED</b>. □</p>	Town Centre Manager and External Services Manager	On agenda	April
12	498/22	Press release	<p>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.</p> <p>Changing roles: the new Town Clerk and Deputy Town Clerk.</p> <p>New Mace Bearers.</p> <p>Cllr. O'Donoghue Seconded. Members unanimously <b>AGREED</b>.</p>	Deputy Town Clerk	Released in March.	March

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
13	596/22	Play Around the Parishes	Cllr. Stuchbury Proposed that Play Around the Parishes is renamed to reflect that it is now specific to Buckingham. Cllr. Mahi Seconded. Members unanimously <b>AGREED</b> .	Events Coordinator	On Agenda	April
14	600/22	Christmas Parade	The Deputy Town Clerk informed Members that a breakdown of costs for the Christmas Parade will be brought to the next meeting.	Deputy Town Clerk	On Agenda	April
15	603/22	Climate Emergency Action Plan	Cllr. Schaefer Proposed that this is put as an earlier agenda item on a future meeting for more detailed discussion. Cllr. Gateley Seconded. Members unanimously <b>AGREED</b> .	Deputy Town Clerk	On agenda	April

## EVENTS 2023/24

<b>April</b>				
02/04/2023	Sunday	Easter Fair	2pm-4:30pm	Lace Hill Community Centre
23/04/2023	Sunday	Spring Green Fair	10am – 2pm	Cattle Pens
<b>May</b>				
02/05/2023	Tuesday	May Day	11am – 12 noon	Green outside St Peter & St Paul Church
06/05/2023 - 08/05/2023	Saturday – Monday	Coronation Trail	All day	Town Centre & Parks
06/05/2023	Friday	Raise Flag for Coronation Day	TBC	Flag Pole outside Community Centre
07/05/2023	Sunday	*Civic Service	10:30am – 11:30am	St Peter & St Paul Church
08/05/2023	Monday	Big Help Out Volunteer Day	All Day	Buckingham
28/05/2023	Sunday	Music In The Market	1pm – 10pm	Bull Ring
<b>June</b>				
01/06/2023	Thursday	Raise Pride Flag	TBC	Flag pole outside Community Centre
02/06/2023	Friday	*Mayor Making		Community Centre
17/06/2023	Saturday	Celebrate Buckingham Day	11am 3pm	Paddock, Bourton Park
24/06/2023	Saturday	Launch of the Swan Trail	10am – 1pm	Outside Chamber
<b>July - Fringe Week</b>				
22/07/2023	Saturday	Jumble Sale	10am – 1pm	TBC
22/07/2023	Saturday	BFG (organised by Wayno Productions)		Gawcott
23/07/2023	Sunday	Family Fun Day	1pm – 4pm	Lace Hill Community centre
24/07/2023	Monday	Buckingham Play Day	10am 3pm	Chandos Park

25/07/2023	Tuesday	Oxford Fiddle Group	8pm – 10pm	Radcliffe Centre
26/07/2023	Wednesday	Childrens Crafts run by NT	10am – 3pm	Chantry Chapel
26/07/2023	Wednesday	Quiz Night TBC	TBC	TBC
27/07/2023	Thursday	Art Event	1pm – 4pm	Cattle Pens
28/07/2023	Friday	Buckingham In Bloom judging	TBC	Buckingham
29/07/2023	Saturday	Comedy Night TBC	8pm – 10pm	TBC
30/07/2023	Sunday	Buxopoly (Organised by Alec's Angels)	TBC	Buckingham
31/07/2023	Monday	Basketball	5:30pm – 6:30pm	Chandos Park
			6:45pm – 7:45 pm	Bourton Park
<b>August</b>				
TBC	TBC	Skate Park event	TBC	TBC
03/08//2023	Thursday	Basketball	5:30pm – 6:30pm	Chandos Park
			6:45pm – 7:45pm	Bourton Park
07/08/2023	Monday	Basketball	5:30pm – 6:30pm	Chandos Park
			6:45pm – 7:45pm	Bourton Park
08/08/2023	Tuesday	Buckingham Play Days	10am – 3pm	Chandos Park
14/08/2023	Monday	Basketball	5:30pm – 6:30pm	Chandos Park
			6:45pm – 7:45pm	Bourton Park
17/08/2023	Thursday	Basketball	5:30pm – 6:30pm	Chandos Park
			6:45pm – 7:45pm	Bourton Park
21/08/2023	Monday	Basketball	5:30pm – 6:30pm	Chandos Park
			6:45pm – 7:45pm	Bourton Park
22/08/2023	Tuesday	Buckingham Play Days	10am – 3pm	Chandos Park



27/08/2023	Sunday	Bandjam	1pm – 10pm	Bullring
			5:30pm – 6:30pm	Chandos Park
28/08/2023	Monday	Basketball	6:45pm – 7:45pm	Bourton Park
<b>September</b>				
01/09/2023	Friday	Raising of the Merchant Navy Day	10am	Flagpole outside Community Centre
10/09/2023	Sunday	Dog Show	11am – 3pm	Paddock, Bourton Park
17/09/2023	Sunday	River Rinse 1	10:30am – 12-30pm	Location TBC
<b>October</b>				
01/10/2023	Sunday	River Rinse 2	10:30am – 12:30pm	Location TBC
w/c 09/10/2023		Local Democracy Week	2pm – 3pm	Buckingham School
13/10/2023	Friday	Charter Fair arrives	10-30am	Town Centre
14/10/2023	Saturday	Charter Fair	1pm - 11pm	Town Centre
20/10/2023	Friday	Charter Fair arrives	10:30am	Town Centre
24/10/2023	Saturday	Charter Fair	1pm – 11pm	Town Centre
27/10/2023	Friday	Halloween Event	TBC	Lace Hill Centre
<b>November</b>				
04/11/2023	Saturday	Bonfire and fireworks	6pm – 8pm	Paddock Bourton Park
12/11/2023	Sunday	Remembrance Parade	10:15am – 12:30pm	Parade forms up Bull Ring
19/11/2023	Sunday	Winter Fair	2:pm – 4:30pm	Lace Hill Centre
23/11/2023*			TBC	Market Hill
<i>Provisional date TBC on agenda</i>	Thursday	<i>Christmas Light Switch On</i>		
<b>December</b>				
02/12/2023	Saturday	Small Business Saturday	TBC	TBC
TBC	Weekday	*Winter Tree Planting	TBC	TBC
16/12/23	Saturday	Community Fair	11:30am – 2pm	Community Centre

16/12/2023	Saturday	Christmas Parade	10:30am – 12:30pm	Town Centre
<b>January</b>				
27/1/24	Saturday	Holocaust Memorial		
<b>February</b>				
13/2/24	Tuesday	Pancake Race	11am – 12 noon	Green outside St Peter & St Paul Church
<b>March</b>				
09/03/24	Saturday	Food Fair	10am – 3pm	Community Centre
24/3/24	Sunday	Easter Event	2pm – 4:30pm	Lace Hill Community Centre

The Civic Service, Mayor Making and Winter Tree Planting are the remit of other committees and shown here for reference only

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

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

**Christmas Lights Switch On Date**

**1. Recommendations**

- 1.1. It is recommended that the Buckingham Christmas Lights Switch On be held on Thursday 23<sup>rd</sup> December 2023.
- 1.2. It is recommended that the day of the week used for the event is reviewed after the 2023 event.

**2. Background**

- 2.1. The last Christmas Lights Switch On event was held on Saturday 26<sup>th</sup> November 2022 from 6 – 8pm. This was the first Christmas Lights Switch On event to be held since 2019. The Christmas Lights turned on at 6.25pm, this early timing was positively received by the audience.
- 2.2. There are a number of identified issues with holding the event on a Saturday, particularly due to the clash with the weekly market.
- 2.3. The Town Centre & Events Committee agreed the Christmas Lights Switch On in 2023, in principle, would provisionally, be held on a Thursday. Officers were asked to undertake research with the local shops and restaurants to choose the best date, further discussion was to take place with the Town Centre & Events Committee before a final decision was made. (min.495/22).

**3. Feedback from Local Businesses**

- 3.1. Local Businesses were very open to the change of day of the event away from a Saturday, and while other dates were suggested Thursday and Friday were the most popular choices.
- 3.2. Business concerns about hosting on a Thursday were related to how easy it would be to book traders to attend and not that there would be a negative impact on town centre trade versus holding the event on another day.
- 3.3. It will be cheaper and easier to book entertainment options, if the event is hosted on a Thursday rather than a Friday or Saturday.
- 3.4. There are fewer competing activities on a Thursday so it is hoped that public attendance will be higher.

#### **4. Resource implications**

- 4.1. The choice of a Thursday allows officers the chance to rest over the full weekend including Friday afternoon. The Town Council Office and most officers finish work by 3pm on a Friday. Hosting the event on a Friday or weekend evening would require them to come back to work in the evening or stay considerably longer than their usual working hours.
- 4.2. A large number of Town Council Officers work regular weekends throughout September to the end of December due to events, and as well as being very demanding, this can also create a backlog of time off in lieu to be taken in January to March, also a very busy time for the Council.
- 4.3. Hosting the event on a Thursday means the event preparation, including the road closure, stage set up and stall set up can all take place much earlier in the day, during the Town Council Office's normal working hours.

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

**Contact Officer: Estates Administrator**

**Climate Emergency Action Plan**

**1. Recommendations**

1.1. It is recommended members note the report.

**2. Background**

2.1. Committee have previously agreed (603/22):

*“Cllr. Schaefer Proposed that this is put as an earlier agenda item on a future meeting for more detailed discussion”.*

2.2 On the 15<sup>th</sup> of July 2019 Buckingham Town Council declared a Climate Emergency to provide leadership and help educate their community about both the threat of and solutions to the climate crisis. A Climate Emergency Action Plan (CEAP) was created, setting locally determined actions with measures to deliver the objectives both within the Council and across the town. The plan and its actions were agreed by Full Council on the 18<sup>th</sup> November 2019 (508/19) and have been reviewed annually by Full Council.

2.3 The CEAP is an over-arching pledge that identifies the following priority areas of change for Buckingham Town Council:

- 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) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

2.4 Each Committee is presented with an extract of the CEAP, outlining their responsible actions within the plan highlighting how they can contribute to achieving this agenda.

2.5 The overall CEAP is reviewed annually by Full Council with the next review due on the 22<sup>nd</sup> May 2023.

### 3. Update

- 3.1. Town Centre & Events (TC&E) committee are currently responsible for six of the 38 actions within the latest CEAP (see agenda item 6.2).
- 3.2. The most recent update to TC&E's action was the introduction of the Town Council's [sustainable procurement strategy](#) and an environmental impact assessments for each Town Council led events with over 250 attendees. Both documents go some way to recognising the impact that Town Council contracts and events may have on the environment and how the Town Council can influence sustainable practices and policies in our area.
- 3.3. In addition, the following actions attributed to Resources Committee, are also relevant to the Town Centre and Events Committee.

No.	Action	Measure	Responsibility	Update
16.	<b>Eliminate the use of single-use plastics within Council offices/buildings and events</b>	No purchases of single use plastics	Resources Committee	The Council no longer purchases single use plastic items for events and for use within its offices. This is written within the town Council's Sustainable Purchasing Policy. The plastic-free message was promoted as part of the 'Rubbish Campaign' and launch of the water bottle refill station in Chandos Park. Example: Tetrapack water 'bottles' have been purchased for staff use at this year's Celebrate Buckingham.
19.	<b>Buy local, fair-trade, recycled, plastic free, repairable, and sustainable products wherever possible/available.</b>	Consideration of a procurement strategy	Resources Committee	Wherever possible sustainable materials will always be sourced from local providers.  July 2021: Full Council adopted a <u>Sustainable Purchasing and Procurement Policy</u>

- 3.4. For information, below is a Trader's environmental impact section from this year's Spring Green Fair. The traders are asked to identify what actions they have taken that improve sustainability of our event and the information is used within the event publicity, further promoting local businesses, our climate commitment and demonstrating best practice in sustainable event management.

Activity	What we are aiming for	What action you're willing to take or have already taken?
<b>Staff and public travel</b>	High or increased car occupancy travelling to site	
	Consider asking additional staff to use public transport, walk or cycle to the event	Car share with others attending event
<b>Food &amp; drink</b>	Local and seasonal food and drinks where possible.	
	Use of ethical (Fairtrade) produce where possible	
	Sustainably sourced or Good welfare standards for sourced meat products	
	Healthy, delicious and nutritious food options for vegans, vegetarians and non-vegetarians	
	Use of re-usable and recyclable materials for serving food and drink	
<b>Water</b>	Reduced water consumption, and particularly unnecessary use of water	Use tap water in reusable bottles
	Use tap water where possible rather than bottled water.	
<b>Energy</b>	Reducing the amount of diesel used at event	
	Increasing renewable energy – solar, waste vegetable oil biofuel, wind or pedal power.	
<b>Materials &amp; Equipment</b>	Avoid materials which cannot be recycled, such as PVC banners and Correx board.	Reusing promotional materials
	Using materials from sustainable sources.	
	Avoid single use plastics items being sold or given away as prizes	no plastic giveaways
<b>Waste</b>	Reduce the total amount of waste produced	
	Increase the amount of recycling at event	
	Reduce or eliminate disposal plastics	

3.4 Officers have conducted research into Town/Parish Council contract best practices for the management of travelling fairs. There are no standardised or simple contract templates that specifically relate to the governance of environmental impacts from travelling fairs, this includes consultation with the Showmen's Guild and neighbouring Town and Parish Councils.

Buckingham has hosted a Charter Fair for over 450 years, a Charter Fair is one that is required entry by law, and the Council is not in a position to break with this agreement.

## 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, business and community groups 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 should be promoted by the council.</p>
5.	<b>Encourage the formation of Local Climate Action Groups.</b>	One formed	Climate Champions	A Community led Climate café will launch on the 22 <sup>nd</sup> April @ 10am in Buckingham Library. <a href="#">(2) Climate Cafe Buckingham (Earth Day Celebration)   Facebook</a>
6.	<b>Host a public meeting on the issue.</b>	One per year	Climate Champions	It is suggested that the Town Council host an information stall on climate change at every public event in Buckingham, as deemed appropriate. Feedback from each event is to be reviewed in line with the objectives of the Climate Emergency Action Plan's objectives. An 'Eco Matters' discussion table was present at the Annual Town Meeting and BTC will host an information stand at the Spring Green fair on Sunday 23 <sup>rd</sup> April.



<b>Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
10.	<b>Investigate the environmental impact of Town Council events</b>	Publication of Environmental Impact Assessment for each relevant event	Town Centre & Event Committee	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.  Community Litter Picking kits are housed at the Town Council's depot for community use. The equipment is in



				regular use by community groups, including weekly litter picks by 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 on a future agenda of TC&E	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 will have 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>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
33.	<b>Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.</b>	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the town Council's Sustainable Procurement Strategy

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

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</u></b>							
1013 Hanging baskets	533	431	(102)			123.7%	
1028 Lace Hill events income	793	1,077	284			73.6%	
1062 Community Fair table income	190	215	25			88.4%	
1066 Comedy night income	303	3,233	2,930			9.4%	
1069 Charter fairs income	7,233	7,189	(44)			100.6%	
1091 Events Sponsorship Income	1,335	0	(1,335)			0.0%	
1096 Community Board TCE Income	4,750	0	(4,750)			0.0%	
3997 NI TC&E	3,360	5,400	2,040		2,040	62.2%	
3998 Pensions ERS TC&E	14,243	13,696	(547)		(547)	104.0%	Predicted overspend.
3999 Salaries TC&E	63,164	74,340	11,176		11,176	85.0%	
4042 Events equipment	250	1,000	750	652	98	90.2%	
4094 Youth project	3,030	3,152	122		122	96.1%	
4104 Town in Bloom	8,766	10,000	1,234		1,234	87.7%	
4107 Pride of Place	47	270	223		223	17.4%	
4115 River rinse	360	431	71		71	83.5%	
4166 Lace Hill events	1,934	2,541	607		607	76.1%	
4201 Christmas lights	11,667	11,856	189		189	98.4%	
4202 Firework display	5,735	5,800	65		65	98.9%	
4203 Community fair	258	431	173		173	59.8%	
4205 Christmas parade	4,098	4,098	0		0	100.0%	
4207 Remembrance parade	1,018	1,000	(18)		(18)	101.8%	Overspend due to price increase on screen hire
4208 Spring Fair	297	526	229		229	56.5%	
4210 Pancake Race	43	84	41		41	51.1%	
4211 Band Jam	3,772	4,023	251	259	(7)	100.2%	Overspend due to waste disposal price increases
4212 Christmas lights switch on	2,348	2,627	279		279	89.4%	
4213 Dog show	310	620	310		310	50.0%	
4216 May Day event	0	53	53		53	0.0%	
4220 Music in the Market	4,080	4,403	323	330	(7)	100.2%	Overspend due to waste disposal price increases
4230 Scout Parade	0	53	53		53	0.0%	
4241 Comedy Night expenditure	0	3,233	3,233	1,385	1,848	42.8%	
4243 Charter Fairs	3,722	4,375	653		653	85.1%	
4260 Twinning	44	2,101	2,057		2,057	2.1%	

## 302 Street markets

1005	Street markets	19,100	16,000	(3,100)		119.4%
1006	Flea market	5,267	3,623	(1,644)		145.4%
4017	Subscriptions	384	473	89	89	81.2%
4225	Rates	2,121	2,700	579	579	78.5%
4234	Market Entertainment	950	950	0	0	100.0%
4235	Market infrastructure & Promotion	982	1,576	594	594	62.3%

303 Special events

1020	Food fair income	650	539	(111)		120.6%	
1083	Fringe income	25	2,109	2,084		1.2%	
1090	Theatre Production	2,488	4,200	1,713		59.2%	
4221	Fringe	4,562	6,600	2,038	2,038	69.1%	
4222	Theatre Production	3,923	4,200	278	278	93.4%	
4242	Food fair	444	539	95	26	69	87.1%
4244	Flags	233	830	597	597	28.0%	
4273	One-off events	97	1,035	938	938	9.4%	
4278	Celebrate Buckingham Day	1,757	1,800	43	43	97.6%	

305 Tourist Information Centre

1084	TIC income	9,461	10,885	1,424		86.9%
4253	TIC tickets & produce	9,255	9,185	(70)	(70)	100.8%
4255	Heritage app expenditure	0	776	776	776	0.0%
4274	Tourism website	265	1,035	770	770	25.6%

## 306 Accessibility

4254	Accessibility Costs	0	2,070	2,070	2,070	0.0%
4266	Accessibility Costs	0	531	531	531	0.0%

TOWN CENTRE & EVENTS :- Income		<b>52,128</b>	<b>49,501</b>	<b>(2,627)</b>		<b>105.3%</b>	
Expenditure		<b>157,518</b>	<b>190,413</b>	<b>32,895</b>	<b>2,651</b>	<b>30,244</b>	<b>84.1%</b>
Grand Totals:- Income		<b>52,128</b>	<b>49,501</b>	<b>(2,627)</b>		<b>105.3%</b>	
Expenditure		<b>157,518</b>	<b>190,413</b>	<b>32,895</b>	<b>2,651</b>	<b>30,244</b>	<b>84.1%</b>
<b>Net Income over Expenditure</b>		<b>(105,390)</b>	<b>(140,912)</b>	<b>(35,522)</b>			

Overspend due to price increases

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

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	1,370	2,279	909		909	60.1%
9013 Youth projects	0	3,000	3,000		3,000	0.0%
9015 Charter fairs	330	5,471	5,141		5,141	6.0%
9030 Tourism leaflets	0	2,404	2,404		2,404	0.0%
9055 River rinse	0	250	250		250	0.0%
9061 Covid bounce back events	0	906	906		906	0.0%
9063 Twinning	0	361	361		361	0.0%
9066 Swan Sculpture Project	7,049	1,474	(5,575)		(5,575)	478.2%
9072 One Off Events	632	1,000	368		368	63.2%
9073 Tourism Events	0	700	700		700	0.0%

Income from Community Board included in main TCE budget

**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	£25	£30
Commercial – Other	£15	£18

1.2. It is recommended that in 2023/2024 stall fees will be charged at all events, excluding those where bookings for stalls have already begun (that is Spring Green Fair and Celebrate Buckingham Day) and those at Lace Hill. In 2024/25 stall fees would apply to all events, except those at Lace Hill.

1.3. It is recommended that the amount charged for stall fees should be reviewed annually.

**2. Background**

2.1. Fees for trader tables are already charged for the following events:

<b>Event</b>	<b>Fee (excluding VAT)</b>	<b>Type of stall</b>	<b>Budget income code</b>
Food Fair	£25	Commercial Hot and cold food and drinks	303/1020 Food Fair income
Community Fair	£8.33	Voluntary, Community and social enterprise	301/1062 Community Fair table income

2.2. This inconsistency has arisen because the two events for which fees are charged require the hire of the Community Centre.

2.3. However, as this is only two of the eight events the Town Council hosts that traders could attend this creates an inconsistent and unfair seeming situation where a commercial businesses may be booking a completely free stall at a

big and busy event, while a small charity or community group has to pay to attend a smaller event on another occasion.

- 2.4. Donations to the Mayor's Charities from traders at stalls are also welcomed and have been significant in the past. However, these donations have declined post-covid as many more transactions with traders are now dealt with using cards and not cash.
- 2.5. Charging a stall fee also acts as a commitment from potential stall holder and should reduce the number of last-minute cancellations from traders booked to attend Town Council events.

### 3. Recommended Stall Fees

- 3.1. The budget income code for trader fees in 2023/2024 is £800 (**301/1092 Events stall income**)
- 3.2. Individual fees for each event have been considered but would be impractical and time consuming to administer, this option is not recommended.
- 3.3. In order to create a consistent approach across all events the recommended fees for 2023/2024 events are as below:

Type of stall	Fees (excluding VAT)	Fees (including VAT)
Voluntary, Community and social enterprise groups	£10	£12
Commercial – Food & Drink and licensed bars	£25	£30
Commercial – Other	£15	£18

- 3.4. The recommended figures are designed to align with the fees already charged at existing events.
- 3.5. In 2023/2024 Stall fees will be charged at all events, excluding those where bookings for stalls have already begun (that is Spring Green Fair and Celebrate Buckingham Day) and those at Lace Hill. In 2024/25 stall fees would apply to all events, except those at Lace Hill.
- 3.6. Events at Lace Hill Sports & Community Centre's fees will be reviewed separately.
- 3.7. The amount charged for stall fees should be reviewed annually.
- 3.8. Events that will charge the new stall fees in 2023/24 will be: Buckingham Fringe Week (if relevant), the Dog Show, Bonfire and Fireworks, the Christmas Lights Switch On, the Community Fair.

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

**Contact Officer: Amanda Brubaker, Events Coordinator**

**Best Kept Village 2023**

**1. Recommendations**

- 1.1. It is recommended that the marking schedule and rules for the Best Kept Village 2023 competition are received, and it is agreed that Buckingham enters the competition again this year.

**2. Background**

- 2.1. The Buckinghamshire Best Kept Village Competition was founded in 1957 as an initiative driven by Sir Francis Dashwood and the Local Councils' Association.
- 2.2. For several years Buckingham Town Council have entered the competition under the Michaelis Cup (towns, population over 3,000) category.
- 2.3. Requirements for entry are a detailed map showing the features that will be judged such as parks and community buildings.
- 2.4. Judging will take place between 1<sup>st</sup> June and 14<sup>th</sup> July. Judges do not announce when they are coming to judge.
- 2.5. Once all the judging has taken place a short report incorporating the judges' comments is sent to all participants.



# **BUCKINGHAMSHIRE BEST KEPT VILLAGE COMPETITION**



## **RULES**

### **CUPS**

Villages/towns should enter for the cup relevant to their population.

**Gurney Cup** (population up to 500)

**Morris Cup** (population 501 – 1501)

**DeFraine Cup** (population 1501 – 3000)

**Michaelis Cup** (towns, population over 3000)

**Pushman Cup** (rural population over 3000)

**Tindall Cup** (2022 winners' Cup)

Cup winners in the 2022 competition may only enter for the Tindall Cup. They may re-enter the main competition in 2024.

**The Dashwood Trophy** is awarded to the runner-up with the highest mark who has not won a cup during the last 5 years. Entrants for the Dashwood Trophy will be automatic if the village or town qualifies.

**The Sword of Excellence** is awarded to the winner judged by the Chairman of the Committee as "best overall"

A 'Vibrant **Community Award**' will be awarded at the judges' discretion.

### **POPULATION**

This should be based on the last census or any later information published by the relevant local Council. Where a parish comprises two or more distinct villages/communities, any one or more of those villages/communities may enter the competition separately. In this case it is the population of that village/community which is relevant.

### **FEATURES – REQUIREMENTS FOR ENTRY**

Definition of Village/Town – Features that should be present in all applications.....

- Place of Worship
- Village Green, playing field or recreational field with open access
- Community Centre, village hall, church hall or other suitable place for assembly i.e. pavilion

The features must be clearly marked on a A4 size map. The features should be identified on the map using the same number and letter as they are given on the marking schedule. Do not add features which are not listed on the marking sheet. The judges will, however, assess the overall appearance of your village/town. Marks may be deducted for inadequate maps.

If you feel that the judges may need some help in identifying the boundaries of the village/town entered, please also mark these on the map. If the boundaries are deemed to have been drawn too tightly, the entry will not be accepted. Judges have agreed to try not to visit villages on market days if contestants make clear which are these days. Also please indicate which authority is responsible for your grass cutting. The village/ town will not be judged on features over which they are deemed not to have control (eg impact of housing development, East-West Rail, HS2)

## ***JUDGING***

Judging will take place between 1<sup>st</sup> June and 14<sup>th</sup> July. A short report incorporating the judges' comments will be sent to every entrant.

## ***TROPHIES***

A cup and wrought iron Best Kept Village sign will be presented to each winning village/town to be retained until required for the next year's competition.

## ***ENTRY***

A **£25** fee is charged for each entry.

The entry form, fee and map should be returned to reach Clive Parker, Administrator,  
Buckinghamshire Best Kept Village Competition, 9 The Hedgerows, Furzton, Milton Keynes MK4  
1BD (email [bkvbucks@gmail.com](mailto:bkvbucks@gmail.com)) **NOT LATER THAN 30<sup>th</sup> APRIL 2022**

***THE DECISION OF THE JUDGES IS FINAL***

# BUCKINGHAMSHIRE BEST KEPT VILLAGE COMPETITION



## 2023

### MARKING SCHEDULE



Cup:	Village/town:	Date:	Possible Marks	Marks Awarded
Provision, maintenance, and overall appearance of the following: -				
1. Cemetery, graveyard (separate or attached to a place of worship)			20	
2. Green, playing field, children's play area, outdoor recreation facilities, designated nature conservation area			35	
3 Floral Displays (hanging baskets, tubs, planters, flower beds etc.)			15	
4 Community facilities (Village Hall, Community Centre, Church Hall)			20	
5 General environmental features (hedges, verges, ditches, pond, stream, pump etc.)			20	
6 Shops and pubs			20	
7. Bus stops, bus shelters, public seating, dog bins, notice boards, information signs			20	
8. War memorial (Please include a photograph if the memorial is inside a locked building)			20	
9. Quality of Competition entry - up to date and detailed map with features highlighted			10	
10 Evidence of community engagement (eg website, newsletter, magazine, posters and general community involvement in the Competition)			20	

<b>TOTAL</b>	<b>200</b>	

**Notes:**

- 1 The village/town will be assessed as seen by the judges on a day between 1<sup>st</sup> June and 14<sup>th</sup> July
- 2 The village/ town will not be judged on features over which they are deemed not to have control (eg impact of housing development, East-West Rail, HS2)

# BUCKINGHAMSHIRE BEST KEPT VILLAGE COMPETITION

2022



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

## MARKING SCHEDULE

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

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

**Judges' signatures:**

**Date:**

Notes:

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

**BUCKINGHAM – MICHAELIS CUP 2022**

Notes taken during judging

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

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

1E – Shopping trolley seen in the stream

2B – No visible Best Kept Village notice

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

**From:** Gideon Springer  
**Sent:** Friday, February 10, 2023 3:30 PM  
**To:** Claire Molyneux  
**Subject:** FW: [EXTERNAL] Buckingham Town Centre PSPO

Dear Claire

Thank you for your email and the attached letter which had been sent in July 2022 to Chris Oliver. I note your concerns appear to be about the following matters;

1. Not receiving an update on the extension of the Buckingham Town centre PSPO.
2. The content of the extension report dated September 2022- in particular the Town council's objection to the wording of the current prohibition.
3. The impact on the Town council holding public events.
4. The perception of the signs in the town centre.

I apologise for you not having received an update from Chris Oliver on this matter. Chris left the council in August 2022 and the letter from your predecessor (Paul Hodson) was not included in any handover work nor mentioned in the draft reports completed by Chris. Therefore, this appears to have been omitted from the report. As Chris has left the Council, we are unable to address this and find out the reasons for this omission.

Having reviewed the content of the letter from Paul Hodson, I note the objections received were on the wording used in the PSPO, but not on the actual extension. It is important to note, the consultation and survey which the town council responded to was only for extending the existing PSPO in its current format. In order to make an amendment or vary the wording used would have required Buckinghamshire Council to follow a different process, this is outlined in [Section 61 of the Anti-Social Behaviour Crime and Policing Act 2014](#). Therefore, we could not have considered amending the order as part of this consultation process. Having reviewed the contents of Paul's letter and the subsequent report for the extension, it is unlikely the final outcome of having the order extended by a further three years would have changed. This is based on 67% of respondents wanting the PSPO to be extended and also the views of the Police at page 14 of the report stating;

***Buckingham Town Centre***

*Our officers advise that the PSPO is used in the management of street drinking as well as behaviour of the public, particularly within the night-time economy. In addition, an increase in homelessness/begging and related anti-social behaviour within Buckingham means that the PSPO is again an important part of our response, although the lack of signage is a barrier to this in Buckingham.*

The results of the consultation and the subsequent report were proposed on the Council [Moderngov site](#) on 27<sup>th</sup> July 2022, published on the 27<sup>th</sup> September 2022 and the decision taken on the 5<sup>th</sup> October. Therefore, the decision has been on the site for around 4 months. I appreciate you may not have seen this earlier.

In the future we are hoping to undertake a wholesale review of all PSPO's across the county and will look to either expire unnecessary orders and implement new orders for areas which still require some level of prohibition. It is anticipated this work will commence in 2024. When this commences, it will give the town council the opportunity to present their views on amending the wording of the existing PSPO and varying the restrictions.

In respect of the current order and the change of wording in 2020 to the current wording as outlined in your email. Having reviewed the order, the current order in it's present format has been in place since 2017- [https://buckinghamshire-gov-uk.s3.amazonaws.com/documents/Buckingham Town Centre PSPO Extension 2022 - accessible.pdf](https://buckinghamshire-gov-uk.s3.amazonaws.com/documents/Buckingham_Town_Centre_PSPO_Extension_2022_-_accessible.pdf) . Prior to this, the wording you refer to would have been part of the previous Designated Public Place Orders. These were made obsolete by the introduction of the Anti- Social Behaviour, Crime and Policing Act in 2014. Therefore, the previous legislation was repealed and local authorities were required to transition previous orders to the current PSPO's. This would have been subject of a consultation process. Unfortunately, this was prior to the creation of the current unitary authority and I have no documentation for this and am unable to clarify what responses were received as part of the consultation.

I note your concerns on the signage used and due to the variety of orders across the county we need to keep these consistent. The signs are a required to be placed on the land or adjacent to which the order applies. This is a legal requirement and the Council has to abide by this. The legislation for this is available on this link- [https://www.legislation.gov.uk/uksi/2014/2591/pdfs/uksi\\_20142591\\_en.pdf](https://www.legislation.gov.uk/uksi/2014/2591/pdfs/uksi_20142591_en.pdf) .

I appreciate the order and signs may have an impact on events in the town and as previously advised, if any outdoor events are taking place, please let us know and we will inform the local Police and we will advise that the signs are covered for the duration of the event, allowing for a temporary suspension of the order. We currently operate in this manner in Aylesbury and High Wycombe.

I trust this answers your queries.

Regards

*Gideon*

**Gideon Springer** (he/him/his)

Head of Community Safety  
Adults and Health Directorate  
Buckinghamshire Council





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

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

**Partner Event Contracts: Cover Report**

**1. Recommendations**

1.1. It is recommended that the attached contracts are accepted and presented in full to Buckingham Christmas Parade, Music in the Market and BandJam Big Bash.

**2. Background**

2.1. For audit purposes, the Town Council is reviewing its contractual arrangements with partner events.


2.2. Meetings have been held between officers and the organisers of the Buckingham Christmas Parade, Music in the Market and BandJam Big Bash, with whom the Town Council works to host events each year.

2.3. At each meeting contracts were drawn up from scratch. This included agreeing the objective and purpose of the funding and support (including road closures, event management and security) that the Town Council provides. All of the contract terms were discussed, agreed and sent to the partner for revision requests before being presented to the Town Centre & Events Committee alongside this report.

2.4. In creating each contract care was taken to ensure parity with other local events that the Council funds through grants, for example the Summer Festival. This includes financial and annual reporting requirements.

2.5. As part of each contract no funding will be released by the Town Council until the contract is signed, each contract is valid until 2027 but will be reviewed annually with the partner group. Any significant changes would be brought back to the Town Centre & Events Committee for agreement.

2.6. This report does not include the Charter Fair contract which will be presented to the committee separately, later in 2023.

	<p style="text-align: center;"><b>Buckingham Town Council</b></p> <p style="text-align: center;"><b>Events Agreement</b></p>	<p><b>Date Agreed:</b></p> <p><b>Prepared by: Louise Stubbs</b></p> <p><b>Renewal Date: 1<sup>st</sup> April 2027</b></p>
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- 1. This agreement is made between Buckingham Town Council and Music in the Market**
- 2. Agreement Date: [date]**
- 3. Event Name: Music in the Market**
- 4. Amount awarded:** £4462 in 2023, to be reviewed annually.
- 5. Duration of agreement:** From date of agreement to 1<sup>st</sup> April 2027, at which point it will be subject to renewal by mutual agreement.
- 6. Buckingham Town Council agrees to support your organisation to host an event that achieves the following purposes and with the following obligations:**
  - a. Run a one day music festival in the town centre.
  - b. Prioritise local artists, businesses and community groups to take part in the event.
- 7. The objective of these purposes is that:**
  - a. Improvement of overall financial and cultural wellbeing of Buckingham through use of local artists and vendors, as well as increasing footfall to the town centre.
- 8. Approved costs:**
  - a. Staging, artist fees, licensing, publicity etc.
  - b. Any other costs reasonably required in order to safely run the event.
- 9. Costs that cannot be included**
  - a. Paying to lobby or exert undue influence over government policy.
  - b. Payments for activities of a political nature or to directly promote a particular faith.
- 10. Role of Buckingham Town Council**  
The Council will support your organisation's project in the following ways:
  - a. Book security, waste removal, road closure and first aid for your event, plus any other costs identified as required to run the event safely to be paid from the total budget allocated for your event.

- b. Annually review the risk assessment and event management plan for your event with your organisation and make changes if required.
- c. Complete the Safety Advisory Group notification and submit it to Buckinghamshire Council. If this results in a request for changes to the event management plan, the Town Council will inform you.
- d. After costs listed in 10(a) have been paid by the Town Council. An email will be sent to you to confirm what costs were incurred by the Town Council and how much is remaining to be transferred to your organisation.
- e. The amount awarded will be paid by BACS, in advance of your event.
- f. Attend the event on the day and supervise the elements booked in 10(a). Work with your organisation and partners to resolve any problems on the day.
- g. Free banner slots at the Cattlepens and Old Gaol locations, dates of display to be agreed in advance with the Council.
- h. Support with joint press releases about the project, including the provision of quotes from an appropriate member of the Council.
- i. Support your organisation with advice where required.

#### **11. Role of Music in the Market**

- a. Use the funding from Buckingham Town Council to fulfil the purposes listed above in section 6.
- b. Ensure that you have at least two representatives of the group present from set up until the end of the event as event officials and supervisors.
- c. Run the event on the day, including staging, sound, lighting and performances to the agreed event management plan.
- d. Work with the Town Council staff to deal with any problems on the day.
- e. Provide an annual report that details how funding has been spent and whether the project is fulfilling its agreed purposes within 30 days of the event date.
- f. Acknowledge the Town Council as a source of funding in press releases and publications, including using the Supported by Buckingham Town Council logo online and on printed materials.

#### **12. Terms of payment**

- a. Funding may only be spent on the agreed costs detailed above.
  - i. If a change of circumstances mean that your organisation is considering spending the funding in a different way, the Council must be consulted and agreement provided in writing before any changes are made.
  - ii. Contact can be made initially by phone to the Deputy Town Clerk on 01280 816426.
- b. Your organisation must record how the funding they were given is spent, and report on this annually using the form provided to the Town Centre & Events Committee.
- c. Payment will only be made by BACS and to the bank account for your organisation, after an invoice has been produced by your organisation for the amount required. They will not be made to the bank account of an individual.
- d. Payment will only be made after a signed copy of this Events Agreement has been received by the Town Council.

- e. The Town Council does not guarantee events funding for subsequent periods after the term of this Events Agreement. Whether the Town Council provides additional events funding to Music in the Market will depend on factors including:
  - i. the availability of funding to the Town Council; and
  - ii. full compliance with the terms of this Events Agreement by Music in the Market in the period covered by this Events Agreement.

### **13. Accounting and annual reporting requirements**

- a. Detailed records must be kept of the way funding is spent, including accurate, audited accounts which show annual income, expenditure, profit and loss. These must be shown to the Council if requested.
- b. Your organisation should retain invoices showing how funding has been spent, the Council may ask to see them at any point.
- c. Annual reports should include information about:
  - i. The last year's finances and a breakdown of how funding was spent.
  - ii. The particular benefits of any measures taken to enhance access and use of your project by those with protected characteristics or other vulnerabilities. *Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.*
  - iii. Environmental impact of your project, including any measures taken to protect the environment.
- d. The Council reserves the right to refuse payment of the next instalment of event funding if a suitable annual report is not submitted by the deadline each year.
- e. The Council may also refuse payment if, on request and in a timely manner, detailed financial records are not provided by Music in the Market to the Council.

### **14. Unspent monies and recovering payments**

- a. The Council reserves the right to demand repayment of unspent funds at the end of your grant award period.
- b. In the case of failure to provide detailed financial records for Music in the Market to the Council on request and in a timely manner, and that this failure indicates a failure to provide an auditable trail of how awarded monies has been spent; Music in the Market will be required to repay funding already given to your organisation.
- c. In the event Music in the Market is wound up or goes into liquidation, administration, receivership or bankruptcy, or enters into any compromise or other arrangement of its debts with its creditors, the Council will be entitled to recover any awarded money that has not been spent and/or may withhold any further payments.
- d. In the event of an overpayment to Music in the Market the Town Council will require repayment of the sum within 30 days of notification to your organisation by the Town Council.

**15. Settling disputes**

In the event of a dispute around the payment of funds awarded as part of an Events Agreement, the Council asks that issues are raised first with the Town Clerk. If the Town Clerk is not able to resolve matters, please refer to the Council's Complaints Policy, available on the Council's website or by request to the office.

**16. Responsibility for losses**

The Council takes no responsibility for any losses that may be incurred by your organisation during the course of your event.

**17. Schedule of payments:**

Payment of your grant will be made in the following schedule.

May	Amount awarded minus costs listed in 10(a) paid to your organisation by BACS
June	Event & financial report due

**18. Termination of funding early**

- e. If Buckingham Town Council intends to cease funding early, for example, due to failure to produce accounts or reports on request, your organisation will be notified and payments will cease immediately.
- f. If your organisation wishes to end their project early, your organisation must inform the Council by 1st January the year your next payment is due to be received.

**19. Declarations**

- a. On behalf of Music in the Market I declare that acceptance of this events funding will not result in double funding to our organisation (ie, that your organisation will not be inappropriately accepting funding elsewhere for the same costs) Please note: this does not include matched or partial funding of a project.
- b. If, at any part of the application or monitoring process false declarations are made the signatory will be liable.

**20. Entire Agreement**

This Event Agreement constitutes the entire agreement between the Parties and supersedes all negotiations, representations or agreements either written or oral preceding it.

Signature of Buckingham Town Council Town Clerk


..... Name:..... Date:.....

Signature of Music in the Market representative #1:

..... Name:..... Date:.....

Signature of Music in the Market representative #2:

..... Name:..... Date:.....

	<p><b>Buckingham Town Council</b></p> <p><b>Events Agreement</b></p>	<p><b>Date Agreed:</b></p> <p><b>Prepared by: Louise Stubbs</b></p> <p><b>Renewal Date: 1<sup>st</sup> April 2027</b></p>
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1. **This agreement is made between Buckingham Town Council and BandJam**
2. **Agreement Date: [date]**
3. **Event Name: BandJam Big Bash**
4. **Amount awarded: £4462 in 2023, to be reviewed annually.**
5. **Duration of agreement:** From date of agreement to 1<sup>st</sup> April 2027, at which point it will be subject to renewal by mutual agreement.
6. **Buckingham Town Council agrees to support your organisation to host an event that achieves the following purposes and with the following obligations:**
  - a. Run a one day music festival in the town centre.
  - b. Prioritise local artists, businesses and community groups to take part in the event.
7. **The objective of these purposes is that:**
  - a. Improvement of overall financial and cultural wellbeing of Buckingham through use of local artists and vendors, as well as increasing footfall to the town centre.
8. **Approved costs:**
  - a. Staging, artist fees, licensing, publicity etc.
  - b. Any other costs reasonably required in order to safely run the event.
9. **Costs that cannot be included**
  - a. Paying to lobby or exert undue influence over government policy.
  - b. Payments for activities of a political nature or to directly promote a particular faith.
10. **Role of Buckingham Town Council**  
The Council will support your organisation's project in the following ways:
  - a. Book security, waste removal, road closure and first aid for your event, plus any other costs identified as required to run the event safely to be paid from the total budget allocated for your event.

- b. Annually review the risk assessment and event management plan for your event with your organisation and make changes if required.
- c. Complete the Safety Advisory Group notification and submit it to Buckinghamshire Council. If this results in a request for changes to the event management plan, the Town Council will inform you.
- d. After costs listed in 10(a) have been paid by the Town Council. An email will be sent to you to confirm what costs were incurred by the Town Council and how much is remaining to be transferred to your organisation.
- e. The amount awarded will be paid by BACS, in advance of your event.
- f. Attend the event on the day and supervise the elements booked in 10(a). Work with your organisation and partners to resolve any problems on the day.
- g. Free banner slots at the Cattle Pens and Old Gaol locations, dates of display to be agreed in advance with the Council.
- h. Support with joint press releases about the project, including the provision of quotes from an appropriate member of the Council.
- i. Support your organisation with advice where required.

#### **11. Role of BandJam**

- a. Use the funding from Buckingham Town Council to fulfil the purposes listed above in section 6.
- b. Ensure that you have at least two representatives of the group present from set up until the end of the event as event officials and supervisors, plus a suitable number of other volunteers.
- c. Run the event on the day, including staging, sound, lighting and performances to the agreed event management plan.
- d. Work with the Town Council staff to deal with any problems on the day.
- e. Provide an annual report that details how funding has been spent and whether the project is fulfilling its agreed purposes within 30 days of the event date.
- f. Acknowledge the Town Council as a source of funding in press releases and publications, including using the Supported by Buckingham Town Council logo online and on printed materials.

#### **12. Terms of payment**

- a. Funding may only be spent on the agreed costs detailed above.
  - i. If a change of circumstances mean that your organisation is considering spending the funding in a different way, the Council must be consulted and agreement provided in writing before any changes are made.
  - ii. Contact can be made initially by phone to the Deputy Town Clerk on 01280 816426.
- b. Your organisation must record how the funding they were given is spent, and report on this annually using the form provided to the Town Centre & Events Committee.
- c. Payment will only be made by BACS and to the bank account for your organisation, after an invoice has been produced by your organisation for the amount required. They will not be made to the bank account of an individual.

- d. Payment will only be made after a signed copy of this Events Agreement has been received by the Town Council.
- e. The Town Council does not guarantee events funding for subsequent periods after the term of this Events Agreement. Whether the Town Council provides additional events funding to BandJam will depend on factors including:
  - i. the availability of funding to the Town Council; and
  - ii. full compliance with the terms of this Events Agreement by BandJam in the period covered by this Events Agreement.

### **13. Accounting and annual reporting requirements**

- a. Detailed records must be kept of the way funding is spent, including accurate, audited accounts which show annual income, expenditure, profit and loss. These must be shown to the Council if requested.
- b. Your organisation should retain invoices showing how funding has been spent, the Council may ask to see them at any point.
- c. Annual reports should include information about:
  - i. The last year's finances and a breakdown of how funding was spent.
  - ii. The particular benefits of any measures taken to enhance access and use of your project by those with protected characteristics or other vulnerabilities. *Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.*
  - iii. Environmental impact of your project, including any measures taken to protect the environment.
- d. The Council reserves the right to refuse payment of the next instalment of event funding if a suitable annual report is not submitted by the deadline each year.
- e. The Council may also refuse payment if, on request and in a timely manner, detailed financial records are not provided by BandJam to the Council.

### **14. Unspent monies and recovering payments**

- a. The Council reserves the right to demand repayment of unspent funds at the end of your grant award period.
- b. In the case of failure to provide detailed financial records for BandJam to the Council on request and in a timely manner, and that this failure indicates a failure to provide an auditable trail of how awarded monies has been spent; BandJam will be required to repay funding already given to your organisation.
- c. In the event BandJam is wound up or goes into liquidation, administration, receivership or bankruptcy, or enters into any compromise or other arrangement of its debts with its creditors, the Council will be entitled to recover any awarded money that has not been spent and/or may withhold any further payments
- d. In the event of an overpayment to BandJam the Town Council will require repayment of the sum within 30 days of notification to your organisation by the Town Council.



**15. Settling disputes**

In the event of a dispute around the payment of funds awarded as part of an Events Agreement, the Council asks that issues are raised first with the Town Clerk. If the Town Clerk is not able to resolve matters, please refer to the Council's Complaints Policy, available on the Council's website or by request to the office.

**16. Responsibility for losses**

The Council takes no responsibility for any losses that may be incurred by your organisation during the course of your event.

**17. Schedule of payments:**

Payment of your grant will be made in the following schedule.

August	Amount awarded minus costs listed in 10(a) paid to your organisation by BACS
September	Event & financial report due

**18. Termination of funding early**

- e. If Buckingham Town Council intends to cease funding early, for example, due to failure to produce accounts or reports on request, your organisation will be notified and payments will cease immediately.
- f. If your organisation wishes to end their project early, your organisation must inform the Council by 1st January the year your next payment is due to be received.

**19. Declarations**

- a. On behalf of BandJam I declare that acceptance of this events funding will not result in double funding to our organisation (ie, that your organisation will not be inappropriately accepting funding elsewhere for the same costs) Please note: this does not include matched or partial funding of a project.
- b. If, at any part of the application or monitoring process false declarations are made the signatory will be liable.

**20. Entire Agreement**

This Event Agreement constitutes the entire agreement between the Parties and supersedes all negotiations, representations or agreements either written or oral preceding it.

Signature of Buckingham Town Council Town Clerk


..... Name:..... Date:.....

Signature of BandJam representative #1:

..... Name:..... Date:.....

Signature of BandJam representative #2:

..... Name:..... Date:.....

	<b>Buckingham Town Council</b>  <b>Events Agreement</b>	<b>Date Agreed:</b>  <b>Prepared by: Louise Stubbs</b>  <b>Renewal Date: 1<sup>st</sup> April 2027</b>
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1. **This agreement is made between Buckingham Town Council and Buckingham Christmas Parade**
2. **Agreement Date: [date]**
3. **Event Name: Buckingham Christmas Parade**
4. **Amount awarded:** £5,000 in 2023, to be reviewed annually.
5. **Duration of agreement:** From date of agreement to 1<sup>st</sup> April 2027, at which point it will be subject to renewal by mutual agreement.
6. **Buckingham Town Council agrees to support your organisation to host an event that achieves the following purposes and with the following obligations:**
  - a. Run a Christmas Parade in Buckingham town centre.
  - b. Prioritise local community groups, businesses and performers to take part in the parade.
7. **The objective of these purposes is that:**
  - a. Bring festive spirit to Buckingham in the run up to Christmas.
  - b. Improvement of overall financial and cultural wellbeing of Buckingham through use of local artists and vendors, as well as increasing footfall to the town centre.
8. **Approved costs:**
  - a. Performance hire, vehicle hire, publicity, PA system.
  - b. Physical and cash prizes for winners of parade categories. This can include shop window or festive contests run in conjunction with the parade.
  - c. Any other costs reasonably required in order to safely run the event.
9. **Costs that cannot be included**
  - a. Paying to lobby or exert undue influence over government policy.
  - b. Payments for activities of a political nature or to directly promote a particular faith.
10. **Role of Buckingham Town Council**  
The Council will support your organisation's project in the following ways:

- a. In advance of the event:
  - i. Book road closure, external road closure contractor and first aid for your event, and any other costs required to run the road closure safely. This will be paid from the total budget awarded for your event.
  - ii. Annually review the risk assessment, road closure and marshall arrangements, Safety Advisory Group Notification and event management plan for your event with your organisation and make changes if required.
  - iii. Include the event under the Town Council insurance.
  - iv. After costs identified in part 10(a)(i) have been paid, an email will be sent to you confirming that the bookings have been made and how much of the amount awarded remains to be transferred to your organisation towards other costs.
  - v. The amount awarded will be paid by BACS, in advance of your event.
  - vi. Free banner slots at the Cattlepens and Old Gaol locations, dates of display to be agreed in advance with the Council.
  - vii. Support with joint press releases about the project, including the provision of quotes from an appropriate member of the Council.
  - viii. Support your organisation with advice where required.
- b. On the day of the event:
  - i. Arrange for the distribution, set up and clearance of equipment required for the road closure and provide signing, lighting and guarding trained staff to take part in the road closure as marshalls at key locations in agreement with the road closure plan.
  - ii. Support your organisation at the on the day road closure safety and communications briefing for volunteer road closure marshalls.
  - iii. Town Council staff to act as key communication points through the road closure radio communication system.
  - iv. Support your organisation with advice where required.

## **11. Role of Buckingham Christmas Parade**

- a. Use the funding from Buckingham Town Council to fulfil the purposes listed above in section 6.
- b. Work with the Town Council on the annual review of the risk assessment, road closure and marshall arrangements, Safety Advisory Group Notification and event management plan and make changes if required.
- c. Encourage an annually agreed suitable of number of floats for the parade. Ensure each float entrant understands the safety requirements and stress the need for appropriate insurance. Keep copies of the insurance documentation of each float.
- d. Arrange a PA system.
- e. Ensure that there are at least two representatives of the group present from set up until the end of the event as event officials, plus a suitable number of senior volunteers to supervise each element of the parade.
- f. Recruit suitable road closure Marshalls. The number required will be agreed annually with the Town Council.

- g. Arrange the forming up of the parade at the start and end and the safe drop off of participants in the parade, in line with the event management and road closure plan.
- h. Arrange on the day road closure safety and communications briefing for all Marshalls.
- i. Ensure that the parade moves safely along the route from start to finish. Deal with any issues related to parade floats either in advance or on the day.
- j. Provide an annual report that details how funding has been spent and whether the project is fulfilling its agreed purposes within 30 days of the event date.
- k. Acknowledge the Town Council as a source of funding in press releases and publications, including using the Supported by Buckingham Town Council logo online and on printed materials.

## 12. Terms of payment

- a. Funding may only be spent on the agreed costs detailed above.
  - i. If a change of circumstances mean that your organisation is considering spending the funding in a different way, the Council must be consulted and agreement provided in writing before any changes are made.
  - ii. Contact can be made initially by phone to the Deputy Town Clerk on 01280 816426.
- b. Your organisation must record how the funding they were given is spent, and report on this annually using the form provided to the Town Centre & Events Committee.
- c. Payment will only be made by BACS and to the bank account for your organisation. They will not be made to the bank account of an individual.
- d. Payment will only be made after a signed copy of this Events Agreement has been received by the Town Council.
- e. The Town Council does not guarantee events funding for subsequent periods after the term of this Events Agreement. Whether the Town Council provides additional events funding to Buckingham Christmas Parade will depend on factors including:
  - i. the availability of funding to the Town Council; and
  - ii. full compliance with the terms of this Events Agreement by Buckingham Christmas Parade in the period covered by this Events Agreement.

## 13. Accounting and annual reporting requirements

- a. Detailed records must be kept of the way funding is spent, including accurate accounts and/or bank statements which show annual income, expenditure, profit and loss. These must be shown to the Council if requested.
- b. Your organisation should retain invoices showing how funding has been spent, the Council may ask to see them at any point.
- c. Annual reports should include information about:
  - i. The last year's finances and a breakdown of how funding was spent.
  - ii. Particular benefits of any measures taken to enhance access and use of your project by those with protected characteristics or other vulnerabilities. *Age; disability; gender reassignment; marriage and civil partnership;*

*pregnancy and maternity; race; religion or belief; sex and sexual orientation.*

- iii. Environmental impact of your project, including any measures taken to protect the environment.
- d. The Council reserves the right to refuse payment of the next instalment of event funding if a suitable annual report is not submitted by the deadline each year.
- e. The Council may also refuse payment if, on request and in a timely manner, detailed financial records are not provided by Buckingham Christmas Parade to the Council.

#### **14. Unspent monies and recovering payments**

- a. The Council reserves the right to ask for repayment of unspent funds at the end of your Events Agreement period which would future fund further Christmas Events.
- b. In the case of failure to provide detailed financial records for Buckingham Christmas Parade to the Council on request and in a timely manner, and that this failure indicates a failure to provide an auditable trail of how awarded monies has been spent; Buckingham Christmas Parade will be required to repay funding already given to your organisation for that year.
- c. In the event Buckingham Christmas Parade is wound up or goes into liquidation, administration, receivership or bankruptcy, or enters into any compromise or other arrangement of its debts with its creditors, the Council will be entitled to recover any awarded money that has not been spent.
- d. In the event of an overpayment to Buckingham Christmas Parade the Town Council will require repayment of the sum within 30 days of notification to your organisation by the Town Council.

#### **15. Settling disputes**

In the event of a dispute around the payment of a long-term grant, the Council asks that issues are raised first with the Town Clerk. If the Town Clerk is not able to resolve matters, please refer to the Council's Complaints Policy, available on the Council's website or by request to the office.

#### **16. Responsibility for losses**

The Council takes no responsibility for any losses that may be incurred by your organisation during the course of your event.

#### **17. Schedule of payments:**

Payment of your grant will be made in the following schedule.

November/December	Amount awarded minus costs listed in 10(a)(i) paid to your organisation by BACS
January	Event & financial report due

**18. Termination of funding early**

- e. If Buckingham Town Council intends to cease funding early, for example, due to failure to produce accounts or reports on request, your organisation will be notified and payments will cease.
- f. If your organisation wishes to end their project early, your organisation must inform the Council by 1st July the year your next payment is due to be received.

**19. Declarations**

- a. On behalf of Buckingham Christmas Parade I declare that acceptance of this events funding will not result in double funding to our organisation (ie, that your organisation will not be inappropriately accepting funding elsewhere for the same costs) Please note: this does not include matched or partial funding of a project.
- b. If, at any part of the application or monitoring process false declarations are made the signatory will be liable.

**20. Entire Agreement**

This Event Agreement constitutes the entire agreement between the Parties and supersedes all negotiations, representations or agreements either written or oral preceding it.

Signature of Buckingham Town Council Town Clerk

..... Name:..... Date:.....

Signature of Buckingham Christmas Parade representative #1:

..... Name:..... Date:.....

Signature of Buckingham Christmas Parade representative #2:

..... Name:..... Date:.....

## Coronation Weekend Plans Update

**Contact Officer: Amanda Brubaker, Events Coordinator**

### 1. Background

- 1.1. The Coronation of King Charles III will be taking place on Saturday 6<sup>th</sup> May 2023. Monday 8<sup>th</sup> May has been declared a Bank Holiday.
- 1.2. The following events will be happening in Buckingham over the Coronation Weekend.

### 2. Civic Service Sunday 7<sup>th</sup> May

- 2.1. Mayor Cllr Margaret Gateley is holding a Civic Service at St Peter & St Paul Church on Sunday 7<sup>th</sup> May at 10:30am. The service is under the remit of the Resources committee.

### 3. Coronation Trail Friday 5<sup>th</sup> May – Tuesday 9<sup>th</sup> May

- 3.1. A Coronation Trail will be set up through the parks and town centre. Members of the public will be able to download an app via Buxplore or collect a paper map from the Tourist Information Centre showing the route.
- 3.2. Wooden discs supplied by Men In Sheds will be hung from tree branches in the parks and town centre. Each disc represents a monument between Buckingham Palace and Westminster Abbey. The name of the monument will be shown on the back of the disc. The disc will be painted by students from the Buckingham School.
- 3.3. Those following the hunt will start at Buckingham Palace and follow the Kings Procession route to the town centre to the Old Gaol, where they will collect a small prize such as a sticker, during opening hours.

### 4. The Big Help Out Monday 8<sup>th</sup> May

- 4.1. Local groups and organisations have been contacted to see if they are putting on any events to raise awareness of their organisation and to attract new volunteers.
- 4.2. **Monday 8<sup>th</sup> May** - The Buckingham Canal Society is planning to hold an event called 'Discover the Buckingham Canal Day' and meet the people working to restore the Buckingham Canal
- 4.3. **Monday 8<sup>th</sup> May** - Friends of The Old Gaol are thinking of putting a stall outside the Old Gaol. The Museum will be open.

- 4.4. **30<sup>th</sup> March – 10<sup>th</sup> April** Men In Sheds are providing the wooden discs for the Coronation Trail. These will be ready w/c 10<sup>th</sup> April
- 4.5. **w/c 17<sup>th</sup> April** Buckingham School are painting the wooden discs for the Coronation Trail.
- 4.6. **Monday 8<sup>th</sup> May** - Buckingham & Stowe Running Club are holding a litter pick
- 4.7. Volunteer events will be promoted on the Town Council website, social media, Chamber window display, through joint press releases and in the noticeboards around the town.

## **5. Decorating the Town Centre 29<sup>th</sup> April – 9<sup>th</sup> May**

- 5.1. The Town Council will be putting up the Union Jack flags on the buildings through the town centre on Tuesday 2<sup>nd</sup> May. They will remain in place for the Coronation until Tuesday 9<sup>th</sup> May
- 5.2. The Union Jack will be raised on the flagpole on Friday 5<sup>th</sup> May and remain in place until Tuesday 9<sup>th</sup> May
- 5.3. On Saturday 29<sup>th</sup> April, Mr Lionel Weston will decorate the area outside the Old Gaol as well as the trees in the Bull Ring with lots of red, white and blue flowers as well as triangle bunting which has been knitted by local residents. The bunting will go along the railings outside the Old Gaol. The centre piece will be a crown covered in knitted flowers attached to the railings. These will be removed on 9<sup>th</sup> May.

## **6. Stamp Book Art Attack Takeover 2<sup>nd</sup> May – 9<sup>th</sup> May**

- 6.1. Local schools and members of the public are being invited to produce art to a King Charles III's profile head portrait template and then cover the noticeboards with the entries.
- 6.2. The template head will be e-mailed to the schools and paper copies available from the Tourist Information Centre and the Library. A copy will be available to download.
- 6.3. Depending on how many entries are received, these will be displayed in all 7 noticeboards around the town.
- 6.4. If only a handful are received, then they will be placed strategically around the town. i.e the noticeboard near to Waitrose.



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

**Contact Officer: Bethanie Dowden, Administrator**

**Celebrate Buckingham Day**

**1. Recommendations**

1.1. It is recommended members note the report.

**2. Background**

2.1. The committee has agreed for a Celebrate Buckingham event be held to enable community groups and residents to celebrate their activities.

**3. Aims of Event**

3.1. To celebrate the range of voluntary groups who are serving the town and bringing residents together.

3.2. Support local groups to raise funds and recruit volunteers whilst highlighting the importance of their services and organisation.

3.3. Encourage residents to get involved with local organisations.

**4. Update**

4.1. Celebrate Buckingham Day will be taking place in the paddock in Bourton Park on Saturday 17<sup>th</sup> June 2022 from 11am – 3pm and set up will take place from 9am.

4.2. The Town Council will have a set of joint stalls which will include the Climate Emergency Action Plan, Tourist Information Centre and Shopmobility.

4.3. There will be a gazebo where announcements will be made during the day instead of hiring a stage. This will be used by the Town Crier and Mayor.

4.4. Invitations have been sent out to local organisations and charities inviting them to have a stall at the event to raise awareness of their activities as well as to recruit new members and volunteers and raise funds.

- 4.5. The Buckingham Society have been asked if they would like to give out their conservation and retailer of the year awards. There has been a suggestion to run this event in conjunction with them as part of the annual civic day.
- 4.6. Each stall holder has been asked to provide a copy of their Public Liability Insurance.
- 4.7. Those who have signed up so far are the Buckingham Action Group for UK Cancer Research, The Buckingham Society, Friends of Buckingham University, Stowe and Aylesbury Vale Portfolio and Berks, Bucks and Oxon Wildlife Trust. It is anticipated that numbers will be similar to last year.
- 4.8. A bungee run and giant versions of board games have been booked as well as portable toilets, first aid and the PA system.
- 4.9. Food and drink vendors are also being booked. There will be more traders than last year.

## 5. Budget

Budget		<b>£1,800</b>
Expenditure	Estimate	
Portable Toilets	£270	
Bouncy Macs Bungee Run & Giant Games	£450	
First Aid ALR Training	£120	
Great Horwood Silver Band	£180	
Ukulele Group	£0	
Martin Try compère & sound	£400	
Water	£75	
<b>TOTAL</b>	<b>£1,495</b>	
<b>Balance Left</b>	<b>£305</b>	

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

**Contact Officer: Amanda Brubaker, Events Coordinator**

**Renaming of Play Around The Parishes**

**1. Recommendations**

- 1.1. It is recommended that the new name Buckingham Play Days is agreed.
- 1.2. It is recommended that members choose one of the logos to go on the posters.

**2. Background**

- 2.1. At the Town Centre & Events Committee Meeting on Monday 13<sup>th</sup> February 2023 it was proposed that Play Around The Parishes is renamed to reflect that it is now specific to Buckingham.
- 2.2. As requested, the office went away to think of a new name and decided on Buckingham Play Days.
- 2.3. The name was chosen for the following reasons.
  - It is short and easy to remember.
  - Refers to the fact that it is Play Days
  - Shows that the Play Days are organised for Buckingham.
- 2.4. The following logos have been designed to go on the posters for the event.

Option 1



Option 2

Buckingham  
Play Days!

## Buckingham Christmas Parade Balance sheet 2022

**Income****Outgoings**

			2022
Opening balance	2022		
Buckingham Town Council	2897.64	Milton Kenyes Pipe Band	300
Waitrose Community Matters		The Oxford Caledonian Pipe band	0
Buckinghamshire Com Board		The Shires RBL Youth Band + Mini bus £100	380
		The Earl of Northampton	90
		Bedford Pipe band	400
		Christmas Parade Signs / banners	73.04
		Cash prizes Prizes + Windows	520
		Rosettes	127.39
		Phillips Print	5.5
		Ted for the Devils Horseman	48.5
		Marshals coffee	30
		Seahawk Engraving	
		IRUN Web support	
		PA system BTC	200
		shop windows prizes	200
			2374.43
		<b>Closing balance</b>	523.21

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

**Contact Officer: Amanda Brubaker, Events Coordinator**

**Pancake Races**

**1. Recommendations**

- 1.1. It is recommended that the report shown below is agreed along with the following changes/additions to the event.
- 1.2. The Pancake Races are held during half term again next year.
- 1.3. The classes are made smaller.
- 1.4. A warm up session takes place before the races start.
- 1.5. A walking race is introduced for those that cannot run.

**2. Background**

- 2.1. Organised by Buckingham Town Council the pancake race is a long established event open to everyone and consists of 4 races for different age categories (5 and under, 6-11 year olds, 12-16 year olds and adults). Also a team relay races.
- 2.2. It was decided to hold the annual pancake races on Friday 17<sup>th</sup> February rather than Shrove Tuesday, which this year fell outside of the half term holiday.
- 2.3. This year saw their biggest ever turnout. More than 90 children and adults donned their pinny and baker's caps to race across St Peter & St Paul's Church Green with their frying pans.

**3. Winners**

**Under 5s:**

- 1) Wilf Richmond-Watson
- 2) Orla Jarv
- 3) Elizabeth\*

**Age 6 – 11:**

- 1) Tyrese\*
- 2) Jasper Snell
- 3) Elsie Stewart

**Age 12 – 16:**

- 1) Ted Snell
- 2) Anna\*
- 3) Fiona\*

**Adults:**

- 1) Robert Snell
- 2) Ian Tichener
- 3) Tony Lee

**Relay race teams:**

- 1) Destroyers
- 2) Middlefield
- 3) Buckingham Blues

3.2. The winner of 9 teams in the relay race were the 'Destroyers'. The team was made of four children's race contestants who streaked ahead of the adult and mixed teams to win.

3.3. Prizes were awarded to winners of each class at the end of the event by Town Mayor, Cllr Margaret Gateley

**4. Other Attractions**

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

4.2. The BART community bus was in attendance to advertise their services and recruit They also drivers and potential users. They also brought with them "Bernadette" which is their new wheelchair enabled car. Members of the public were able to look inside the vehicles and ask questions.

**5. Budget**

	<b>Expenditure</b> Budget Code 301/4210	<b>Income</b>
<b>Total Budget</b>	<b>£84</b>	N/A
Trophies & Engraving	£42.96	N/A
Chocolate Eggs for prizes	£37.50	N/A
<b>Actual</b>	<b>£80.46</b>	N/A

**6. Environmental Impact**

6.1. The environmental impact for 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 ie. Fairtrade.

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

**Contact Officer: Bethanie Dowden, Administrator**

**Food Fair**

**1. Recommendations**

1.1. It is recommended that this event is held in March again next year.

**2. Background**

2.1. The Food Fair took place on Saturday 11<sup>th</sup> March 2023 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 from and provide tasters or samples at their discretion. Various traders sold out of their products by the end of the event.

2.3. 23 traders attended this event. 4 traders were based outside of the community centre and 19 traders were based inside including two spaces allocated for Buckingham's Favourite Dish Competition and Deckchair which was ran by Town Council officers and councillors.

2.4. Over 100 local traders were contacted to attend this event. There were many returning traders this year such as MKS Food Distribution, The Chocolate Mill, Indian Orchard, Reasons to Season, Crumb de la Crème, Silverstone Brewery, Replete Flatbreads, Friars Farm, Two Spoons Tea, Fudgy Moments, Good Too Bee, Chiltern Charcuterie and Good Times Cafe. There were also new traders who attended such as Bucks Brothers Gin, Snap & Crumble, Gusti Dall' Italia, Brockleby's Pies, Riverford Home Delivery, Buckinghamshire Honey Company, Saf's Kitchen, Tribal Chilli and Sizzlers Street Food. The Buckingham WI also provided refreshments from the small hall.

2.5. A Buckingham Mug and £20 Prego voucher was given to the 500<sup>th</sup> and 1000<sup>th</sup> person who attended the event. Prego won the Buckingham's Favourite Dish Competition in 2022, for this reason, a voucher was purchased as part of the event attendance prizes in 2023.

2.6. Buckingham's Favourite Dish Competition had over 100 entries and lots of updated Foodie Maps were handed out to visitors. The winners of the competition were Prego with Seafood Risotto, Cornwall Place Kitchen with Big Bowl and The Grand Junction with Porchetta. Each eatery was awarded a certificate and trophy by the mayor.

2.7. The overall feedback from visitors was positive with one saying, “it was nice to see so much variety” and another said, “great to see lots of locally produced products from such friendly traders”.

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

2.9. BBC Northampton interviewed Cllr. Davies who was the lead volunteer councillor at the Food Fair, on the day, as part of their Treasure Quest.

2.10. 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 £539.

	<b>Expenditure</b> Budget code 303/4242	<b>Income</b> Budget code 303/1020
<b>Total Budget</b>	<b>£539</b>	<b>£539</b>
Venue and Event Costs	£319	£575
Prizes	£63	£0
Foodie Maps	£88	£0
<b>Actual</b>	<b>£470</b>	<b>£575</b>

3.2 Each trader paid a £25 pitch fee exclusive of VAT. The total made from the trader’s pitch fees is £575. The total profit made from this event is £105.

### 4. Environmental Impact

4.1 To ensure a smaller carbon footprint, we only 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.