



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Claire Molyneux

TOWN CENTRE &  
EVENTS COMMITTEE

Wednesday, 31 May 2023

## Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 5<sup>th</sup> June 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. Election of Chair

Members to elect a Chair of the Town Centre and Events Committee for 2023-2024.

### 2. Election of Vice Chair

Members to elect a Vice Chair of the Town Centre and Events Committee for 2023-2024.

### 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.



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.

**3. Minutes**

To receive the minutes of the Town Centre and Events Committee meeting held on 3<sup>rd</sup> April 2023 and received at Full Council on 22<sup>nd</sup> May 2023. [Copy previously circulated](#)

**4. Terms of Reference**

To note the Terms of Reference for the Town Centre & Events Committee, as agreed by Full Council.

[Appendix A](#)

**5. Budget**

To receive and note the latest budget figures.

[Appendix B](#)

**6. Climate Emergency Action Plan**

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

[Appendix C](#)

6.2 To receive a report from the Estates Administrator regarding the updated Climate Emergency booking form appendix for events over 400 attendees.

[TCE/10/23](#)

**7. TIC Annual Visitor Statistics**

To receive a copy of the Tourist Information Centre Annual Visitor Statistics.

[Appendix D](#)

**8. Old Gaol Memorandum of Agreement**

8.1 To receive a report from the Compliance and Projects Manager on changes to the Old Gaol Museum Memorandum of Agreement.

[TCE/11/23](#)

8.2 To receive the updated Old Gaol Memorandum of Agreement.

[Appendix E](#)

**9. Fringe Week**

To receive a report from the Events Co-ordinator.

[TCE/12/23](#)

**10. Skate Park event**

To receive a report from the Deputy Town Clerk.

[TCE/13/23](#)

**11. Bonfire Night**

To receive a written report about glo sticks at Bonfire & Fireworks Night from the Deputy Town Clerk.

[TCE/14/23](#)

**12. Swan Trail update**

To receive a written report from the External Facilities and Town Centre Manager

[TCE/15/23](#)

**13. Fees at Lace Hill events**

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

[TCE/16/23](#)

**14. Volunteers at events**

To receive a report from the Deputy Town Clerk

[TCE/17/23](#)

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

To receive verbal updates from Councillors.

**16. Event reviews**

17.1 Comedy Night

[TCE/18/23](#)

17.2 Easter Event

[TCE/19/23](#)

17.3 Spring Green Fair

[TCE/20/23](#)

17.4 May Day

[TCE/21/23](#)

17.5 Coronation Weekend

[TCE/22/23](#)

17.6 Music in the Market (verbal report from the events coordinator).

**17. Calendar of forthcoming events**

To note the current calendar of events.

[Appendix F](#)

**18. Action list**

- 4.1 To receive action reports and updates.
- 4.3 To receive a letter from Transport for Buckinghamshire.

[Appendix G](#)  
[Appendix H](#)

**19. News releases**


**20. Chair's items**

**21. Date of the next meeting:** Monday 24<sup>th</sup> July 2023

**To Committee Members:**

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

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

	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date agreed:</b> 22/05/2023  <b>Minute number:</b> 18/23.2.4  <b>Prepared by:</b> Claire Molyneux  <b>Version:</b> 5</p>
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### **Name**

1. The Committee shall be known as the **TOWN CENTRE & EVENTS COMMITTEE.**
2. The Committee may be referred to as TC&E.

### **Membership**

3. Membership of the Committee is open to any Councillor who wishes to be a member.
4. The Committee also includes one representative of Buckingham University.
  - 4.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
5. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### **Chair**

6. The Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
7. The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
8. The Chair if present shall Chair the Committee meeting.

### **Conduct of the Meeting**

9. All meetings of the Town Centre & Events Committee shall be convened in accordance with the Town Council's Standing Orders and current legislation.

### **Areas of Operation**

10. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - 10.1 **Budgets**  
The committee has authority to proceed with all items within its budget, but must refer to Full Council when non-budgeted expenditure is anticipated.
  - 10.2 **Markets**  
The day to day running of the Street, Flea, Farmers and Specialist Markets and the promotion of environmentally friendly carrier bags.
  - 10.3 **Charter Fair**  
To organise and co-ordinate the Annual Charter Fair and set up contract.  
To liaise with the Showmen's Guild and/or their representatives, the police, and the County Council.
  - 10.4 **Annual & Other Events**  
The Town Centre and Events Committee co-ordinate and supervise various events for the town which may include the following: May Day, Pancake Race, Music in the Market, Band Jam, Buckingham Fringe Week, River Rinse, Spring Fair, Food Fair, Dog Show, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town, and any other events

involving the Town Council. To organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.

10.5 Promotion

To work towards a range of events that provide access and equality for all.

To promote the town through appropriate media and via the web site.

To work with the town centre traders.

To support any other Council events in the Town Centre.

10.6 Youth Budget

Youth Projects to be facilitated by the TC&E Committee.

10.7 Tourist Information Centre

The day to day running of the Tourist Information Centre located in The Old Gaol.

10.8 The Committee shall undertake reviews of Terms of Reference as and when appropriate.

10.9 The Committee shall co-opt members from outside bodies as and when it is appropriate on an ongoing basis.

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<b><u>TOWN CENTRE &amp; EVENTS</u></b>								
301 Town Centre & Events								
1013 Hanging baskets	0	0	456	456			0.0%	
1028 Lace Hill events income	0	137	847	710			16.2%	
1062 Community Fair table income	0	0	230	230			0.0%	
1066 Comedy night income	0	0	1,500	1,500			0.0%	
1069 Charter fairs income	0	0	7,660	7,660			0.0%	
1091 Events Sponsorship Income	390	585	50	(535)			1170.0%	
1092 Events Stall Income	0	0	800	800			0.0%	
1093 Dog Show Income	0	0	125	125			0.0%	
Town Centre & Events :- Income	<b>390</b>	<b>722</b>	<b>11,668</b>	<b>10,946</b>			<b>6.2%</b>	
3997 NI TC&E	206	424	4,323	3,899		3,899	9.8%	
3998 Pensions ERS TC&E	800	1,750	19,863	18,113		18,113	8.8%	
3999 Salaries TC&E	4,914	9,962	79,743	69,781		69,781	12.5%	
4042 Events equipment	60	64	1,000	936	36	900	10.0%	
4094 Youth project	0	0	3,485	3,485		3,485	0.0%	
4104 Town in Bloom	0	0	9,000	9,000	3,025	5,975	33.6%	
4107 Pride of Place	0	0	60	60		60	0.0%	
4115 River rinse	0	0	450	450		450	0.0%	
4128 Small Events	0	0	300	300		300	0.0%	
4166 Lace Hill events	250	250	1,500	1,250		1,250	16.7%	
4201 Christmas lights	0	0	12,800	12,800		12,800	0.0%	
4202 Firework display	0	0	6,600	6,600		6,600	0.0%	
4203 Community fair	0	0	490	490		490	0.0%	
4205 Christmas parade	0	40	5,000	4,960		4,960	0.8%	Road Closure Element
4207 Remembrance parade	0	17	1,030	1,013		1,013	1.7%	Road Closure Element
4208 Spring Fair	0	40	300	260		260	13.3%	
4211 Band Jam	0	85	4,792	4,707	259	4,449	7.2%	Road Closure Element
4212 Christmas lights switch on	0	45	3,000	2,955		2,955	1.5%	Road Closure Element
4213 Dog show	0	0	700	700		700	0.0%	
4220 Music in the Market	3,351	3,436	4,721	1,285	1,260	25	99.5%	
4241 Comedy Night expenditure	0	0	1,500	1,500		1,500	0.0%	
4243 Charter Fairs	623	312	5,500	5,188		5,188	5.7%	Road Closure Element
4260 Twinning	0	0	65	65		65	0.0%	
Town Centre & Events :- Indirect Expenditure	<b>10,204</b>	<b>16,425</b>	<b>166,222</b>	<b>149,797</b>	<b>4,579</b>	<b>145,218</b>	<b>12.6%</b>	
<b>Net Income over Expenditure</b>	<b>(9,814)</b>	<b>(15,703)</b>	<b>(154,554)</b>	<b>(138,851)</b>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>302 Street markets</u>								
1005 Street markets	1,135	3,180	16,944	13,764			18.8%	
1006 Flea market	499	1,325	3,800	2,475			34.9%	
Street markets :- Income	<b>1,634</b>	<b>4,505</b>	<b>20,744</b>	<b>16,239</b>			<b>21.7%</b>	
4017 Subscriptions	384	384	501	117		117	76.6%	
4225 Rates	1,672	1,672	2,900	1,228		1,228	57.6%	
4234 Market Entertainment	0	0	950	950		950	0.0%	
4235 Market infrastructure & Promot	0	0	1,250	1,250		1,250	0.0%	
Street markets :- Indirect Expenditure	<b>2,056</b>	<b>2,056</b>	<b>5,601</b>	<b>3,545</b>	<b>0</b>	<b>3,545</b>	<b>36.7%</b>	
<b>Net Income over Expenditure</b>	<b>(422)</b>	<b>2,449</b>	<b>15,143</b>	<b>12,694</b>				
<u>303 Special events</u>								
1020 Food fair income	0	0	571	571			0.0%	
1083 Fringe income	0	0	200	200			0.0%	
1094 Skate Park Income	0	0	950	950			0.0%	
Special events :- Income	<b>0</b>	<b>0</b>	<b>1,721</b>	<b>1,721</b>			<b>0.0%</b>	
4169 Skate Park Event	0	0	950	950		950	0.0%	
4221 Fringe	0	0	2,000	2,000	785	1,215	39.2%	
4242 Food fair	0	0	600	600		600	0.0%	
4244 Flags	0	0	600	600		600	0.0%	
4273 One-off events	0	0	1,100	1,100		1,100	0.0%	
4278 Celebrate Buckingham Day	515	515	1,800	1,285	940	345	80.8%	
Special events :- Indirect Expenditure	<b>515</b>	<b>515</b>	<b>7,050</b>	<b>6,535</b>	<b>1,725</b>	<b>4,810</b>	<b>31.8%</b>	
<b>Net Income over Expenditure</b>	<b>(515)</b>	<b>(515)</b>	<b>(5,329)</b>	<b>(4,814)</b>				
<u>305 Tourist Information Centre</u>								
1084 TIC income	134	411	9,000	8,590			4.6%	
Tourist Information Centre :- Income	<b>134</b>	<b>411</b>	<b>9,000</b>	<b>8,590</b>			<b>4.6%</b>	
4253 TIC tickets & produce	830	961	8,500	7,539		7,539	11.3%	
4255 Heritage app expenditure	0	0	500	500		500	0.0%	
4274 Tourism website	38	59	400	341		341	14.7%	
Tourist Information Centre :- Indirect Expenditure	<b>868</b>	<b>1,020</b>	<b>9,400</b>	<b>8,380</b>	<b>0</b>	<b>8,380</b>	<b>10.8%</b>	
<b>Net Income over Expenditure</b>	<b>(734)</b>	<b>(609)</b>	<b>(400)</b>	<b>209</b>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>306 Accessibility</u>							
4254 Accessibility Costs	0	0	2,070	2,070		2,070	0.0%
Accessibility :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,070</b>	<b>2,070</b>	<b>0</b>	<b>2,070</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,070)</b>	<b>(2,070)</b>			
TOWN CENTRE & EVENTS :- Income	<b>2,158</b>	<b>5,638</b>	<b>43,133</b>	<b>37,495</b>			<b>13.1%</b>
Expenditure	<b>13,642</b>	<b>20,015</b>	<b>190,343</b>	<b>170,328</b>	<b>6,304</b>	<b>164,024</b>	<b>13.8%</b>
Grand Totals:- Income	<b>2,158</b>	<b>5,638</b>	<b>43,133</b>	<b>37,495</b>			<b>13.1%</b>
Expenditure	<b>13,642</b>	<b>20,015</b>	<b>190,343</b>	<b>170,328</b>	<b>6,304</b>	<b>164,024</b>	<b>13.8%</b>
<b>Net Income over Expenditure</b>	<b>(11,485)</b>	<b>(14,377)</b>	<b>(147,210)</b>	<b>(132,833)</b>			



## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## Committee Report

	Actual Current Mth	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	0	2,015	2,015		2,015	0.0%
9012 Christmas lights	0	0	1,287	1,287		1,287	0.0%
9014 Town In Bloom	0	0	1,457	1,457		1,457	0.0%
9015 Charter fairs	0	0	5,141	5,141		5,141	0.0%
9030 Tourism leaflets	0	0	2,404	2,404		2,404	0.0%
9074 Accessibility	0	0	2,513	2,513		2,513	0.0%
Grand Totals:- Income	0	0	0	0			0.0%
Expenditure	0	0	14817	14817	0	14817	0.0%
<b>Net Income over Expenditure</b>	0	(0	(14817)	(14817)			



## Buckingham Town Council Climate Emergency Action Plan

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

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

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

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

### **Objectives**

- a) Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
- b) Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.
- c) Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.
- d) Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water
- e) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

## Buckingham Town Council's Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
3.	<b>Encourage practical action by local people through proactive communication campaigns.</b>	Number of visitors per year to webpage	TC&E and Environment Committee	<p>Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives</p> <p>The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action.</p> <p>As a way of generating further engagement, competitions and awards for innovative approaches to tackle the climate emergency should be promoted by the council.</p>
5.	<b>Encourage the formation of Local Climate Action Groups.</b>	One formed	Climate Champions	A Community Climate café will hosted it's first meeting on 22 <sup>nd</sup> April 2023 @ 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	<p>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</p> <p>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.</p>



<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	Community Litter Picking kits are housed at the Town Council's depot and Buckingham Library for community use. The equipment is in regular use by community groups, including weekly litter picks by 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

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5<sup>th</sup> June 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 (767/22):

*“Proposed by Cllr. Stuchbury, Seconded by Cllr. Gateley and unanimously **AGREED** by Members that an updated version of the environmental section of the Trader booking form to be brought to a future meeting of Town Centre and Events Committee.”*

**3. Update**

- 3.1. Town Centre & Events (TC&E) committee are currently responsible for six of the 38 actions within the latest Climate Emergency Action Plan (see previous agenda item).
- 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 400 attendees. Both documents go some way to recognising the impact that Town Council events may have on the environment and how the Town council can influence sustainable practices and policies in our area.
- 3.3. 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.
- 3.4. It was noted that despite the booking form, there were some traders that were still arriving with single use plastics items at the Food Fair. The below section has been revised to provide more robust guidance as to what traders must avoid using/giving away at our events.

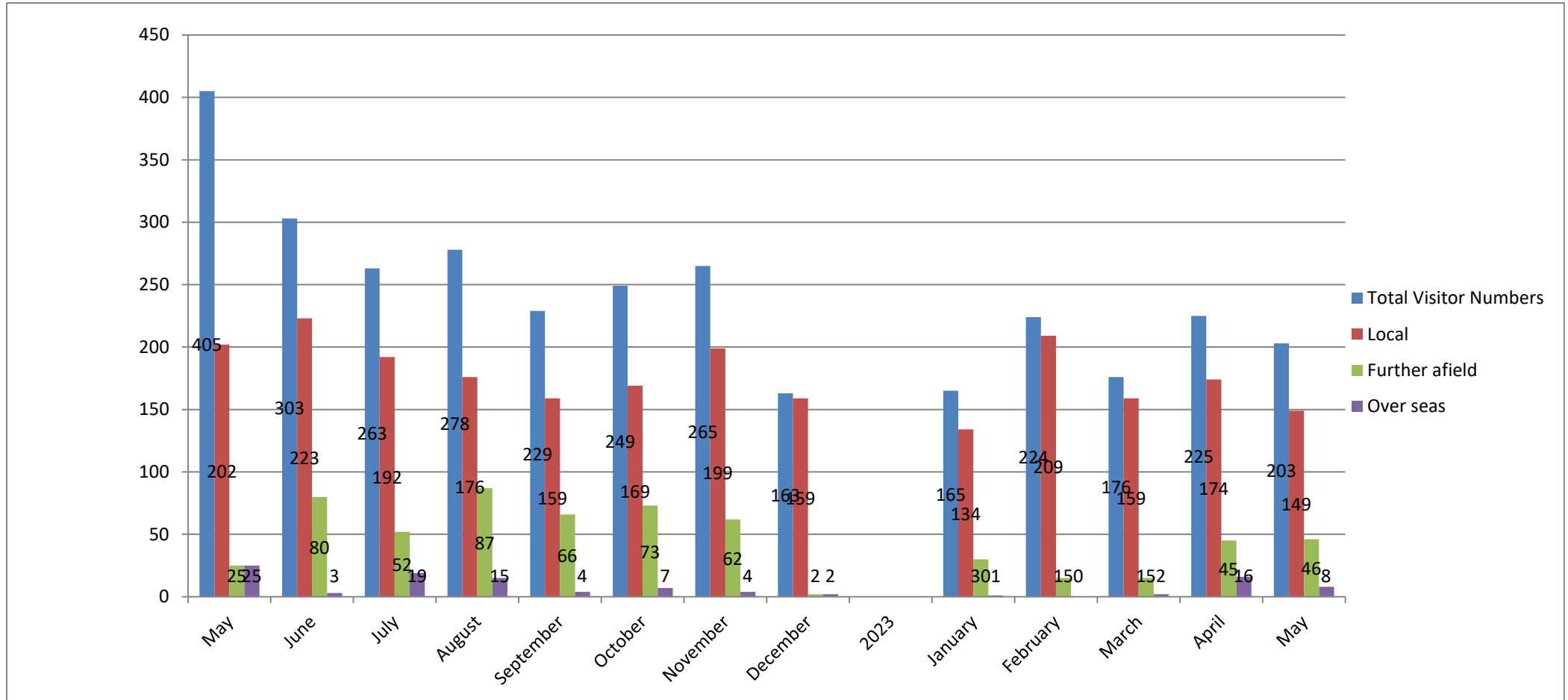
Activity	What we are aiming for	What action you’re willing to take or have already taken?
Staff and public travel	High or increased car occupancy travelling to site	
	Consider asking additional staff to use public transport, walk or cycle to the event	
	Local and seasonal food and drinks where possible.	

<b>Food &amp; drink</b>	Use of ethical (Fairtrade) produce where possible	
	Sustainably sourced or Good welfare standards for sourced meat products	
	When applicable, traders <b>must</b> offer healthy, delicious and nutritious food options for vegans, vegetarians and non-vegetarians	
	Where applicable, traders <b>must</b> use 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 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>	Traders <b>must</b> avoid materials which cannot be recycled or re-used, such as PVC banners, and single use cable ties.	
	Using materials from sustainable sources.	
	Traders <b>must</b> avoid single use plastics items being sold or given away as prizes	
<b>Waste</b>	Reduce the total amount of waste produced	
	Increase the amount of recycling at event	
	Reduce or eliminate disposal plastics	

3.5 The Traders Booking form is utilised for the following annual Town council events:

- Spring Green Fair
- Food Fair
- Celebrate Buckingham
- Dog Show
- Christmas Light Switch On
- Bonfire Fireworks
- Any other one-off event, that includes traders, and that is likely to attract over 400 attendees.

Tourist Information Centre 1<sup>st</sup> May 2022 – May 2023 (up to and including 22/05/23 only) Visitor Statistics





**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5<sup>th</sup> June 2023**

**Contact Officer: Steve Beech, Compliance and Projects Manager**

**Old Gaol Memorandum of Agreement**

**1. Recommendations**

- 1.1. It is recommended that members approve the requested amendments to the Old Gaol memorandum of agreement and authorise the Clerk to sign the revised document.

**2. Background**

- 2.1. Tourist Information Centres were historically funded by the Government, and later by Local Authorities through Regional Tourist Boards.
- 2.2. There is no statutory requirement on Local Authorities, who have been facing difficult budgeting decisions for some time, to pay for the running of Tourist Information Centres.
- 2.3. Buckingham Town Council entered into an agreement with Buckingham Old Gaol Trust and The Southern and Southeast England Tourist Board trading as Tourism Southeast to administer the day to day running of Buckingham Tourist Information Centre in March 2012.
- 2.4. Subsequently, the Tourist Board withdrew from the arrangement and memoranda of agreements were signed in 2015, 2018 & 2020 for Buckingham Town Council to run the Tourist Information Centre from within the Old Gaol.

**3. Update**

- 3.1. Buckingham Old Gaol Trust have requested several amendments to clause 13 of the current memorandum of agreement, as highlighted in the accompanying document.
- 3.2. Individually and collectively the amendments are slight and only add minimally to previously agreed staff workload.
- 3.3. The Town Centre Manager advises that the revised clauses more accurately reflect the current situation and supports the changes being made official.

**4. Amendments**

- 4.1. Recommended additions to the text are highlighted in YELLOW.
- 4.2. Recommended deletions are crossed through and highlighted in BLUE.
- 4.3. Minor spelling and grammar corrections have not been highlighted.
- 4.4. Remaining unhighlighted text is consistent with the existing document.



**MEMORANDUM OF AGREEMENT  
FOR  
TOURIST INFORMATION CENTRE OPERATION  
BETWEEN  
BUCKINGHAM OLD GAOL TRUST  
AND  
BUCKINGHAM TOWN COUNCIL**



### **Introduction**

- 1 This Memorandum of Agreement is between Buckingham Old Gaol Trust (the Trust) and Buckingham Town Council (the Council) and is only in respect of the Council operating a Tourist Information Centre on Trust property.
- 2 This Memorandum of Agreement replaces the version signed on 11 November 2020 and shall run from the date of signing thereof and shall be reviewed by the Trust and the Council annually thereafter. It may be revised in writing with the agreement of both parties, such written revision being attached to it; or cancelled by either party giving not less than three months' notice to the other party.

### **The Trust agrees that:**

- 3 The Council operates a Tourist Information Centre in the room to the right of the main entrance to Buckingham Old Gaol and has the right to store leaflets etc in the room housing the alarm system etc situated to the rear of the premises.
- 4 The accommodation described at 3 above shall be provided free of any rental charge but subject to payment of the apportioned costs of services as described at 12 below, and in return for Museum assistance described at 13 below.
- 5 Keys to the premises and access alarm codes etc will be provided to those persons authorised by the Council to operate the Tourist Information Centre.
- 6 Tourist Information Centre staff shall have free access to the tea point facilities located on the lower ground floor, and to the adjacent toilet.
- 7 The floor in the room housing the Tourist Information Centre shall be regularly cleaned (either by vacuum or mopping, as appropriate) and the waste bin and recyclable waste receptacle emptied.

### **The Council agrees that:**

- 8 Tourist Information Centre staff shall at all times pay due regard to the integrity and safety of any Museum artefacts and objects displayed that they may come into contact with, in pursuance of their normal activities (e.g., when carrying hot liquids to/from the tea point, etc).
- 9 The Trust's health and safety measures shall be complied with at all times.

- 10 Tourist Information Centre staff shall be responsible for keeping all cabinets and shelving in their office clean, and for the appropriate disposal of out-of-date leaflets etc.
- 11 No goods or items shall be sold in the Tourist Information Centre in direct competition with items sold in the Museum shop, unless otherwise agreed in advance with the Trust.
- 12 Apportioned service facility charges shall be paid quarterly in arrears, on demand from the Trust's Treasurer, as follows:
- (a) Telephone (01280 823020) including internet etc charges – 80% of the total billing;
  - (b) Electricity (as metered to the front of the building known as Keepers Cottage only, the remainder of the building being separately metered) – 25% of the total billing.
- 13 Tourist information Centre staff shall, in addition to their main duties, assist the Trust as follows:
- (a) Each morning the museum will be open, prepare the Museum for visitors by opening internal access doors, turning on lights and any audio-visual equipment that may be in use;
  - (b) Promote the Museum to visitors;
  - (c) Receive post for Trustees and other partners, and handing it to the appropriate persons;
  - (d) Dealing with Museum-related telephone **or in person** enquiries, **or** taking **appropriate** messages **for appropriate persons to return such calls and passing them to the relevant member of the Trust;**
  - (e) ~~Deal with Museum hire enquiries and hire Museum booking forms to enquirers; and initial returned Museum hire booking forms before passing them on to a nominated Trust member so that the Trust can confirm arrangements, issue invoices, etc.~~ **Deal with telephone and in-person enquiries to hire any part of the Museum. Note the name, phone number and email address of the potential hirer and forward these details to [info@buckinghamoldgaol.org.uk](mailto:info@buckinghamoldgaol.org.uk) from the TIC email address. The Trust will issue booking forms and confirm arrangements with hirers. Completed booking details will be put on the shared online calendar and sent to the TIC email address and these should be entered into the booking diary.;**
  - (f) Notify a nominated Trust member, **or partner** **by telephone**, **if a** of any volunteer **is** unable to attend at short notice, to manage the Museum shop;
  - (g) Notify a nominated Trust member of any building or Museum display faults that are noted;
  - (h) Undertake the end of day cash-up of Museum takings and place in the museum safe;

- (i) To admit contractors scheduled to visit the Museum during opening hours. Check credentials and monitor time of arrival and leaving. In the event of any issues with a contractor, contact a nominated trustee;
  - (j) Act as a point of contact for any first aid or accident requirements occurring while the building is open, and record all incidents in the accident book;
  - (k) Undertake the daily and weekly Fire Safety checks, ~~during (a) above~~ in accordance with the Trust's Fire safety arrangements. The daily check is a visual one during (a) above.
  - (l) Turn off all lights and audio-visual equipment and close internal access doors when they leave the premises at the end of the day.
- 14 For the purposes of this Memorandum of Agreement, the "nominated Trust member" referred to above shall be a named person or, in the absence of a named person, either the Trust Chairman or Secretary.

Signed .....  
For Buckingham Old Gaol Trust

Signed .....  
For Buckingham Town Council

Date .....

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5<sup>TH</sup> June 2023**

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

**Fringe Week update**

**1. Recommendations**

1.1. To note the report.

**2. Background**

2.1. This year's Buckingham Fringe Week runs from Saturday 22<sup>nd</sup> July to Sunday 30<sup>th</sup> July with some new events: Jumble Sale, Children's Crafts in the Chantry Chapel, Theatre Workshop, Buckingham-opoly Trail, and the judging of the Buckingham In Bloom Competition.

2.2. Regular Fringe events returning this year: The Oxford Fiddle Group, Family Fun Day, Art In The Market, Basketball Sessions, and a Comedy Night. The Buckingham Play Day was originally called Play Around The Parishes.

2.3. This year's event partners for Fringe: The National Trust, Alec's Angels, The Salvation Army, Now and Then Theatre, Buckingham University Student Union, and Buckingham Pantomime.

**3. Saturday 22<sup>nd</sup> – Jumble Sale**

3.1. A jumble sale will be held in the Salvation Army building from 10am to 1pm. There will be good quality used clothing, books, bric-a-brac and more. Tea and coffee will be provided by the Salvation Army. All proceeds will be split between the Mayor's Charities and The Salvation Army.

**Saturday 22<sup>nd</sup> Market Entertainment**

3.2. Pantomime entertainment outside the Old Gaol TBC.

**4. Sunday 23<sup>rd</sup> – Family Fun Day**

4.1. Free Event! Held at Lace Hill Community Centre 1pm – 4pm. This annual event sees family activities, face painting, arts and crafts, inflatables and more. MK Play Association will be bringing outdoor play equipment and zorbs. There will also be circus skills boxes and the football club are running 'Beat the Goalie'.

## **5. Monday 24<sup>th</sup> Basketball Sessions**

- 5.1. The first of this year's free 'turn up and play' basketball sessions with Coach Jenner: Chandos Park, 5:30pm to 6:30pm for ages 8-12; Bourton Park, 6:45pm to 7:45 pm for over 12s.

### **Monday 24<sup>th</sup> Buckingham Play Day**

- 5.2. The first of this year's play days: Chandos Park, 10:30am – 3:30pm, with free play sessions for children 0–12yrs, including giant games, arts and crafts, bouncy castle and more.

## **6. Tuesday 25<sup>th</sup> Art In The Market**

- 6.1. Cattle pens, 1pm – 4pm. A free event - turn up and just paint, sketch, or simply colour. Art supplies are provided. This event is open to all ages and experience and will be the first anniversary of the launch of Art in the Market. To celebrate, enquiries are being made to book a street artist that can demonstrate and teach skills alongside the have-a-go-materials.

### **Tuesday 25<sup>th</sup> Oxford Fiddle Group**

- 6.2. Oxford Fiddle Group in the Radcliffe Centre 8pm. This is a ticketed event and tickets are £6 each; they will be on sale in the Tourist Information Centre and online. Maximum capacity is 80 tickets.

## **7. Wednesday 26<sup>th</sup> Childrens Crafts at the Chantry Chapel**

- 7.1. Art and crafts for children in the Chantry Chapel, 10am - 3pm. A free event, run by volunteers from the National Trust.

## **8. Thursday 27<sup>th</sup> Cream Teas TBC**

## **9. Friday 28<sup>th</sup> Theatre Workshop**

- 9.1. On the green at St Peter & St Paul Church. The Now and Then Theatre presents Rumble: A Play for Today. The Theatre will be running two workshops: 10am–12pm and 1pm–3pm. This will be followed by a 40-minute performance at 4pm. Adults must accompany children.

## **10. Friday 28<sup>th</sup> Judging Buckingham In Bloom Competition**

- 10.1. Judging of Buckingham In Bloom competition by the Mayor and selected Councillors. Entrants' gardens and hanging baskets will be judged on appearance, selection of plants, originality, and whether they are wildlife friendly. 2pm TBC

## 11. Saturday 29<sup>th</sup> Comedy Night at Tanlaw Mill

11.1. Doors open at 7:30pm for 8pm start. Joint event with the University of Buckingham Student Union. Comedians to be confirmed.

## 12. Sunday 30<sup>th</sup> – Buckingham-opoly Trail

12.1. Organised by Alec's Angels. In this three-hour timed event, teams find places on the Buckingham-opoly board. Teams of 4-6 people. Start time/place: 11:00am arrival and briefing. The event starts at 11:30am at Buckingham Cricket Club and ends at 2:30pm. The team with the most points wins. Proof will be needed from each destination. Entrance is £25 per team which includes an Alec's Angels t-shirt for all participants.

## 13. Fringe Brochure

13.1. The Fringe Brochure is going to print on 9<sup>th</sup> June and will be distributed to all households and businesses in Buckingham from 26<sup>th</sup> June.

13.2. Two new Fringe banners have been purchased to replace the previous banners which had reached the end of their life.

## 14. Budget

14.1. The budget for expenditure has been set at £2,000, with an estimated income of £200 which will come from the sale of tickets for the Oxford Fiddle Group performance. The overall budget is £1,800.

14.2. The basketball sessions and the Buckingham Play Days expenses will come out of the Youth Project budget.

14.3. The Comedy Night expenses will come out of the Comedy Night budget. All costs listed below are estimates. A full report will follow after the event.

<b>Budget Code</b>	<b>Expenditure</b> 301/4221 Fringe	<b>Income 303/1083</b> Fringe Income
<b>Total Budget</b>	<b>£2000</b>	<b>£200</b>
Family Fun Day	£785	
Oxford Fiddle Group	£200	£200
Art in the market – visiting art instructor	£350	
Theatre Workshop expenses	£300	
<b>Expected total expenditure and income</b>	<b>£1,635</b>	<b>£200.00</b>

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5<sup>th</sup> June 2023**

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

**Skate Park event**

**1. Recommendations**

1.1. It is recommended that Buckingham Town Council does not host a skate park event in the 2023 – 2024 year, as Canvas Spaces Ltd, the new skate park contractors will be running a similar event when construction finishes.

**2. Background**

2.1. A new skate park has been due to be built in Buckingham for several years. Due to delays in construction, the Town Council has not been able to finalise a date for the 2023 Skate Park event, which would normally take place during the school summer holidays (end of July to beginning of September).

2.2. The latest update from Buckinghamshire Council is that *"The contractor, Canvas Spaces Ltd, aims to commence works on site in July 2023, subject to confirmation that the Environment Agency has provided the necessary approvals for the revised date. With a planned 12-week installation period we would estimate completion in October 2023, however this is obviously weather dependent."*

2.3. The advised construction dates mean that a summer holiday skate park event is not possible. An early summer Skate Park event (eg June) is also not possible, as each event needs a build-up time of several months in order to arrange staffing, first aid, professional skaters and to consult with the Safety Advisory Group.

2.4. Officers have approached Buckinghamshire Council to ask if they were planning a skate park event after the new park opens to celebrate the launch. The response received was that the contractors bid included that they would organise a launch event, including professional skateboarders. As the date to start construction hasn't yet been finalised, there is not yet any date for this event, however, it's very likely that it will be this year.

**3. Budget**

3.1. There would be no budget implications to choosing not to hold the event, as the Council has not yet incurred any costs for the event.



**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5<sup>th</sup> June 2023**

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

**Bonfire Night and use of glo sticks**

**1. Recommendations**

1.1. It is recommended Buckingham Table are allowed to continue collecting charity donations from those entering the Bonfire & Fireworks event for their own charity fund.

**2. Background**

2.1. As part of the Climate Emergency Action Plan, the Council has been aiming to “eliminate the use of single-use plastics within Council offices/buildings and events.” CEAP Action 16.

2.2. The glo sticks previously distributed at Bonfire & Fireworks by Buckingham Table, have come under particular scrutiny because as well as being single use plastic, the glowing liquid inside also contains harmful materials, including hydrogen peroxide, dibutyl phthalate, diphenyl oxalate, and fluorophore dyes. If a glo stick cracks and the liquid is swallowed by children or animals the chemicals inside can cause stomach upsets or mouth irritation.

2.3. Officers met with a representative from Buckingham Table in April 2023. They said that originally the glo sticks were introduced to persuade attendees not to bring sparklers with them, which could be dangerous if lit during the event, and are dangerous to dogs walking in the area after the event. However, the glo sticks also present a similar hazard to children during and dogs after the event.

2.4. Overall, given the fact that they are single use plastic, the Council’s commitment to eliminate single use plastics from events, and the hazards presented to the environment and park users by the chemicals inside, the distribution of the glo sticks is no longer appropriate.

2.5. Buckingham Table have confirmed that they are not planning to bring glo sticks to the 2023 Bonfire & Fireworks event.

2.6. Buckingham Table have a long history of attending Buckingham Bonfire & Fireworks events, including volunteer litter clearance in the morning after the event, for which the Council is grateful.

- 2.7. Previously, when Buckingham Table distributed the glo sticks they used this as an opportunity to collect money for a fund that they distribute to local charities and community groups throughout the year. Buckingham Table typically stands at the outskirts of the event for this activity.
- 2.8. The Council also collects funds for the Mayor's Charity at this event, with Council collection points at the front/centre of the crowd.
- 2.9. As a thanks for the contribution Buckingham Table make to the event by clearing litter the following day, it is recommended that the charity collections at the entrance to the event are allowed to continue.

### **3. Budget**

- 3.1. There are no budget implications.

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5<sup>TH</sup> June 2023**

**Contact Officer: Sam Hoareau**

**Swan Trail Update**

**1. Recommendations**

1.1. It is recommended that members note the report.

**2. Information**

2.1. The Buckingham Swan Trail is a temporary public art project featuring ten swan sculptures all decorated by local school children and artists. Swans are sponsored by local businesses, organisations and Buckingham Council's Buckingham & Villages Community Board.

2.2. The trail will go live on June 24<sup>th</sup> at 12 noon and run throughout summer 2023 until September 3<sup>rd</sup>, providing residents and visitors with a free family friendly outdoor accessible activity for all ages to enjoy.

2.3. Each swan will be displayed at various locations creating a town centre walk around some of Buckingham's much-loved landmarks, parks, and streets. Each swan will have a plaque with the name of the swan, the artist, and the sponsor.

2.4. As well as providing a free activity, the main aim of the project is to help increase tourism and footfall to our town centre and encourage residents to spend time rediscovering our local shops.

2.5. A small launch event will take place outside the Council Chamber on Saturday 24<sup>th</sup> June from 10am until 1pm. The plan is to have the Town Crier do a countdown at 12 noon to announce the trail has gone live. The mayor will be invited to say a few words and office staff will hand out leaflets and promote the trail. There will also be some activities to encourage people to stay and learn about the project, artists and sponsors i.e., face painting and biscuit decorating.

2.6. When the trail goes live, free paper trail maps will be made available to download via the BTC and Discover Buckingham website and people will be able to pick up copies from the Tourist Information Centre.

2.7. A digital version of the trail will be available to follow on our community heritage app Buxplore. App users will be able to scan a QR code displayed on the plaque and then have additional content pop up on their phone as they

approach each sculpture. The app will include more information about the artist and sponsor.

2.8. People completing the trail will be able to take part in a competition by finding a hidden message amongst the trail plaques.

2.9. As a memento, free swan spotter badges will be given away at the Tourist Information Centre.

### **3. Project Status**

3.1. All sculptures are nearly finished and ready to be picked up and be varnished at Swan HQ. This will be taking place between June 5<sup>th</sup> and 18<sup>th</sup>.

3.2. One of the swans will be decorated at Celebrate Buckingham.

3.3. All sponsor money has been received.

3.4. The plinths for the outdoor sculptures are being made in house by the green spaces team.

3.5. Locations of the swans have been decided and the paper trail map, publicity materials, plaques and digital trail are in progress. But before this is printed, the swan team will test the route for accessibility.

3.6. Collecting the trail app information is taking longer than desired but it is hoped that this will all be received by June 9<sup>th</sup> and will be loaded onto Buxplore week commencing 12<sup>th</sup> and tested during the week leading up to the live launch.

3.7. The BTC swan trail website page is currently being updated with all the project information.

3.8. The launch event is being planned and will be advertised shortly.

### **4. Sponsorship Details**

4.1. Just over half the project cost was funded by Buckinghamshire Councils Buckingham and Villages Community Board. Full breakdown is provided in the budget below. We have achieved our match funding target in line with the agreement with the Community Board.

4.2. Nine local businesses and organisations have helped sponsor the event; The Buckingham Society, Thrive Chiropractic healthcare Clinic, The Grand Junction, Gilroy Steel Solicitors, Stowe National Trust, Florence Nightingales Hospice Charity, Buckingham Ford, Beachborough School and Heritage & Sons.

## 5. Budget Update

5.1. Total project budget cost is £8805.

5.2. Budget Income breakdown to date:

<b>Income</b>	<b>Total</b>
Community board funding	£4750
Local sponsorship	£1755
BTC	£2300

5.3. Project Expenditure breakdown:

Sculptures	£6872
Plinths	£373
Buxplore	£250
Map & printing	£343
Badges	£259
Plaques	£50
Promotional banners	£177
Varnish	£200
Competition prize	£100
Launch event budget	£100
Misc	£81

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5<sup>TH</sup> June 2023**

**Contact Officer: Sam Hoareau**

**Fees for stall holders at Lace Hill Sports & Community Centre events**

**1. Recommendations**

- 1.1. It is recommended members agree to keep the £6 fee table charge for events that take place at the Lace Hill Sports & Community Centre (LHSCC), except the Summer Family Fun Day, where all stall bookings and donations are given to the Mayor's Charities.
- 1.2. It is recommended that the amount charged for stall fees at the LHSCC should be reviewed annually.
- 1.3. It is recommended that advertising from the Family Fun Day in the future, includes that all Council income goes towards the Mayor's Charities to encourage additional donations.

**2. Background**

- 2.1. There are usually four events that take place annually at the LHSCC, one at Easter, the Fringe Family Fun Day, a Halloween Disco, and the Winter Fair.
- 2.2. Generally, the small indoor events at LHSCC (**Easter and Winter**) are cost neutral, in order to achieve this, a small charge for entry or ticket fees contributes towards the cost of running the event.
  - 2.2.1. Indoor Craft Fair events at the LHSCC are very small scale due to limited capacity and parking available and usually attract an audience of 200 to 300 throughout the duration of the event. More children attend than adults, reducing the total likely profit of attendees compared to similar events with a higher adult footfall.
  - 2.2.2. These types of events are attractive to stall holders who are new start-up small businesses who are just starting out – they can bring a relatively small amount of stock and test the market.
  - 2.2.3. All external stall holders are charged a £6 fee including VAT. All income from these events goes towards the LHSCC event income budget code 301/1028.
  - 2.2.4. Having spoken to stall holders and given the limited spending power of attendees mentioned above, it is likely that an increase in fees for events

at the LHSCC the events would not be worth stall holders time and effort in attending making it difficult for us to attract stall holders to our events.

2.3. There are no stall holders at the **Halloween Disco**.

2.4. The outdoor summer **Family Fun Day** is managed differently. The Family Fun Day takes place on the first weekend of Fringe Week.

2.4.1. Free stall space is offered to craft, gift and charity stalls if they can bring their own table, because it reduces the staff workload during an extremely busy period for Council officers.

2.4.2. Where a stall holder does not bring their own table and wishes to borrow one from the centre, a £6 fee is charged.

2.4.3. There are usually two or three Commercial Food & Drink stalls/vans that attend this event who agree to make donations towards the Mayors Charities at the end of the day. This money and any stall holder income has always gone in the Mayors Charity Bucket not the LHSCC events income budget.

2.4.4. As part of the offer to long term hirers at the centre, free tables are offered to long term hirers to help them promote their classes. These stalls also benefit the event by providing additional activities and support for the event.

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5<sup>th</sup> June 2023**

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

**Volunteers at events**

**1. Recommendations**

- 1.1. It is recommended that volunteers fulfilling a specific work role at ticketed Town Council events are offered one free ticket each for the event at which they are working.

**2. Background**

- 2.1. Each year there are a small number of events hosted by Buckingham Town Council for which tickets must be paid for. At these events, it is common for Councillors or other volunteers to offer to support the event and save staffing costs by, for example, collecting tickets at the door. These volunteers sometimes also buy a ticket to attend the event.
- 2.2. Volunteers attending an event to fulfil a valuable role, required for the event to run smoothly, and this is greatly appreciated by the Council.
- 2.3. As a thanks for the contribution volunteers make to the viability of such ticketed events, it is recommended that they are offered one free ticket each to the event.
- 2.4. On condition of this, volunteers would also be more thoroughly briefed on emergency procedures for the event and available to help officers if required during the event.
- 2.5. Councillors or volunteers attending the event who are not fulfilling a specific work role at that event would not be eligible for free tickets. There will be a limit on how many volunteer spaces are available for each event. Volunteer slots will be offered to all Councillors, on a first come, first served basis.

**3. Budget**

- 3.1. Giving away free tickets to volunteers working at the event would have a small impact on the income for each event. However, some free tickets are always distributed, for example to staff working the event and carers. Ticket prices for events are set knowing that some free tickets will be required, making the overall impact negligible.



**Buckingham Town Council  
Town Centre & Events Committee  
Monday 5<sup>th</sup> June 2023**

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

**Comedy Night**

**1. Recommendations**

- 1.1. It is recommended that the next Comedy Night will be held on Saturday 29<sup>th</sup> July in Tanlaw Mill, as part of Buckingham Fringe Week.
- 1.2. It is recommended that the ticket price for the Comedy Night be increased to £15 per ticket, including VAT.

**2. Background**

- 2.1. After a break due to Covid, the Comedy Night was back on Saturday 25<sup>th</sup> March.
- 2.2. Tanlaw Mill at the University of Buckingham was used as a Comedy Night venue for the first time. The University of Buckingham Student Union and Town Council Officers worked on the event together, and the Student Union offered the venue to the Council free of charge, which made a significant difference to the financial viability of the event.
- 2.3. The University provided the chairs, staging, backdrop, bar, green room, TENS license and their own security.
- 2.4. The Council arranged the acts, sound and lighting, one additional security guard and ticket sales online and at the Tourist Information Centre. Two town Councillors volunteered to take the tickets at the door.

**3. Event Report and feedback**

- 3.1. Comedians were Glenn Moore, Headliner, Andrew Bird MC and support act Lindsey Sontino. Andrew Bird has performed in Buckingham before, with the two other acts newcomers. All were very well received by the audience and gave positive feedback about the venue and event.
- 3.2. There was a high level of public interest in the event both before and after. Due to the unique layout of the venue, this was the first time it had been used for a theatre-style seating event, and the Town Council decided to limit ticket sales to a conservative 127 to ensure that everyone would have a good view. These tickets sold out by the morning of the event, with more enquiries being

received after the event had sold out. Audience feedback after the event was very good, with many attendees asking if we would hold another event.

- 3.3. Officers and the Student Union met after the event to review the layout and event plan. While it was decided to stop selling tickets at 127 seats, more seats than this were laid out, and 127 is substantially below the total maximum fire regulations capacity for the room. The layout of the room was initially difficult to put together as there is a tree towards the centre of the area where the stage was positioned. There were also difficulties in securing chairs for the event.
- 3.4. Now that a test event has been held, the Student Union and the Council will review the layout of the chairs to ensure that there is adequate room for everyone to move easily around the venue. In conjunction with this, the event and fire risk assessment, and associated actions will also be reviewed.
- 3.5. Feedback from the Student Union was very good, and they have agreed to work together on a second event, again offering use of Tanlaw Mill for free, provisionally booked for Saturday 29<sup>th</sup> July, as part of Buckingham Fringe Week. The Student Union plan to make some changes, for example, offering pre-ordering of drinks from the bar for the interval.
- 3.6. The Student Union and the Council have created a written agreement which clarifies the different roles of the Council and the University before, during and after the event.

#### 4. Budget

- 4.1. Tickets were sold for £13 each. For those booking online there was an additional £1.75 booking fee. VAT on event ticket sales is 20%.

	<b>Expenditure</b> Budget Code 301/	<b>Income</b> Budget Code
<b>Total Budget</b>	<b>£3,233</b>	<b>£3,233</b>
Town Council costs: comedians, security, sound & lighting	£1,385	
Ticket sales, after VAT		£1,343
<b>Actual</b>	<b>£1,385</b>	<b>£1,343</b>
<b>Profit/Loss</b>		<b>- £40</b>

- 4.2. A small loss of £40 was made on this event. This was because the Council decided to sell a smaller number of tickets than they had originally planned. One free carer ticket was also distributed.

- 4.3. Demand for tickets was consistently strong. Raising the sale price to £15 and increasing the capacity for tickets to 130 would ensure that the Council was able to comfortably run the event in the future without making a loss, while also leaving a margin to allow free tickets for carers, as well as volunteers and staff working the event.

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5th June 2023**

**Contact Officer: Sam Hoareau**

**Lace Hill Easter Bazaar**

**1. Recommendations**

1.1. It is recommended that Buckingham Town Council note this report.

**2. Background**

2.1. Our annual Easter Bazaar event took place at Lace Hill Sports & Community Centre (LHSCC) on Sunday 2<sup>nd</sup> April between 2pm until 4.30pm. As usual there was a small £1 entry fee for adults with no entry fee for children.

2.2. Approximately 300 people attended.

2.3. The sports hall featured thirteen craft and gift stalls selling seasonal items and local handmade products such as soap, jewellery, traditional fudge, handsewn and crochet items as well as gourmet doughnuts. Commercial traders all paid £6 for a stall.

2.4. The Baby & Toddler Group based at the LHSCC were provided with a free stall and organised a second-hand bookstall and an Easter Egg raffle. All LHSCC hirers are given the opportunity to be part of community events that take place at the Centre to help promote their classes and provide a helping hand.

2.5. Our Committee Room was very busy with lots of free craft activities for children to enjoy including card and decoration making, planting sunflower seeds and a colouring competition with prizes. There was also a small egg hunt with a chocolate treat for the kids and free tea or coffee for adults.

2.6. The event was much busier than expected, we were pleasantly surprised because there was not much interest in the Facebook event page. However, it was very well attended, and visitors seemed to thoroughly enjoy everything on offer and appreciated a cheap family-friendly thing to do at the start of the Easter holidays.

2.7. The event was advertised on the Town Council's social media sites, website, posters in the noticeboards and online via The Winslow & Buckingham Advertiser.

### 3. Budget Breakdown

3.1. Traders' stalls were sold at £6 each. Entry fee was £1 for adults. VAT on both is 20%.

	<b>Expenditure</b> Budget Code 301/4166	<b>Income</b> Budget Code 301/1028
<b>Total Budget for year</b>	<b>£1,500</b>	<b>£847</b>
Town Council costs: treats, crafts, refreshments	£40	
Stall fees, after VAT		£60
Entry fees, after VAT		£78
<b>Actual</b>	<b>£40</b>	<b>£138</b>
<b>Profit/Loss</b>		<b>£98</b>

### 4. Environmental Impact

4.1. Most of the craft items were left over from previous events. The only new ones purchased were the biodegradable pots, soil and sunflower seeds which were purchased locally.

4.2. The LHSCC recycling bins served us well!



**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5<sup>th</sup> June 2023**

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

**Spring Green Fair 2023**

**1. Recommendations**

1.1. It is recommended that Buckingham Town Council note this report.

**2. Background**

2.1. Hundreds of local people gathered on Sunday 23<sup>rd</sup> April to attend this year's family-friendly Spring Green Fair. In total 17 organisations, local companies and charity groups were at the fair at in Buckingham's Cattle Pens showcasing some of the best of Buckinghamshire's sustainable economy.

2.2. There was a wide variety of goods and services on offer ranging from the WI's hand-knitted coronation crowns, sustainable homewares, food and drink, jewellery, skincare and beauty products, homemade baked goods, garden products, as well as preloved teddy bears and renovated bicycles!

2.3. Traders included the [Greener Padbury Group](#) who hosted a popular activity on how to create a bird feeder from seeds and apples. Berks, Bucks & Oxon Wildlife Trust, Finca El Monte, Greatmoor Energy from Waste and Buckinghamshire Community Energy drew a crowd interested in reducing waste and save energy.

2.4. The Town Council hosted a 'build your own bug hotel' stall with recycled materials and garden waste, which was organised by the Committee Clerk. Town Councillors were on hand to distribute wildflower seeds and answer questions on the Climate Emergency Action Plan. Cllrs. Gately and Hetherington were on hand to promote the activities of the Railway Walk Conservation Group and seek volunteer coordinators to sustain the group's future activities.

2.5. Fixers from Cycles Saviours provided advice on how to maintain your bike for cost efficient travel. They were also selling refurbished bikes and accepting donated bikes and bike parts for reselling or recycling.

2.6. Entertainment was provided by Buckingham Ukelele Group and from the free activities on each stall.

### 3. Budget

3.1. The total budget for this event was £526. The event was delivered substantially under budget, as the entertainment booked choose to perform for free.

	<b>Expenditure</b> Budget code 301/4203	<b>Income</b>
<b>Total Budget</b>	<b>£526</b>	<b>£0</b>
Colouring pens, road closure etc	£40	£0
<b>Profit/Loss</b>	<b>£486</b>	

### 4. Environmental Impact

4.1. All of the traders completed the environmental impact section on the Town Council's booking form.

4.2. Most people attending the event walked as they were residents and live within walking distance. Most traders attending the event used environmentally friendly products. Therefore, the impact on the environment was low.

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5<sup>TH</sup> June 2023**

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

**May Day Celebration**

**1. Recommendations**

1.1. It is recommended that members note this report.

**2. Event Report**

2.1. Supported by Buckingham Town Council, traditional Maypole dancing and country dancing is organised by local primary schools on the green outside St Peter & St Paul Church by the students from Buckingham's primary schools between 11am and 12 noon.

2.2. This year for the first time in three years over 100 pupils from Bourton Meadow Academy, Lace Hill Academy and Gorge Grenville Academy took part in the event.

2.3. The event was opened by the Town's new Town Crier, Patrick Laws and Deputy Town Mayor Cllr Anja Schafer.

2.4. The country dance performed was I want To Be Near You and the maypole dances were The Barbers Pole, Gypsy Tent and Chrysanthemum.

**3. Parking at the event**

3.1. The event took place on a Tuesday, which is the same day as the free Community Lunch at St Peter & St Paul's Church. The lunch takes place from 12 noon onwards, and numbers of attendees have risen considerably, with up to 100 guests expected to attend each week.

3.2. Parking at the Church is limited, therefore members of the public and parents had been advised to walk to the May Day event if possible.

3.3. Those who usually attend the Community lunch were also told of the event and to come early if they wanted to see the dancing, which some did.

3.4. As many of the attendees to the church event are elderly and isolated or have limited mobility, the church did not agree to, and it would not have been reasonable to ask the attendees to the lunch not to park next to the church.



- 3.5. Two members of staff stopped incoming traffic on Castle Street and redirected traffic for the May Day event to park elsewhere, while letting vehicles for the lunch through. As there is not a lot of room for parking at the Church it became quite congested all around the church with cars trying to park for the lunch.
- 3.6. Members of the public and parents attending the Maypole dancing walking to the event were directed from the Church gate to the far side of the green via the path by the toilet block to keep them off the road. However, a car had parked much earlier in the day in an awkward position by the gate, which meant many school groups of children had to walk in the road.
- 3.7. Some of the audience attending the event chose to stand on the road, rather than the grass and had to be asked, several times, by members of the Town Council staff to move from the road while cars passed.

#### 4. Suggested change of venue

- 4.1. One of the schools taking part in the event has expressed interest in becoming the hosting venue. Officers will follow this up and present any future proposal about this matter to the Town Centre & Events Committee.

#### 5. Budget

	<b>Expenditure</b> Budget Code 301/4216	<b>Income</b>
<b>Total Budget</b>	<b>£53</b>	£0
Budget spent	£0	£0
<b>Profit/loss</b>	<b>£53</b>	

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 5<sup>TH</sup> June 2023**

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

**Coronation Weekend**

**1. Recommendations**

1.1. To note the report.

**2. Background**

2.1. The Coronation of King Charles III took place on Saturday 6<sup>th</sup> May 2023. Monday 8<sup>th</sup> had been declared a Bank Holiday.

2.2. It was agreed at TC& E in April that the following events would take place in Buckingham over the Coronation Weekend.

Coronation Trail Friday 5<sup>th</sup> – Tuesday 9<sup>th</sup> May  
The Big Help Out Monday 8<sup>th</sup> May  
Decorating the town 29<sup>th</sup> April – 9<sup>th</sup> May  
Stamp Book Art Attack Takeover 2<sup>nd</sup> May – 9<sup>th</sup> May,

2.3. The Coronation Civic Service also took place on Sunday 7<sup>th</sup> May.

2.4. Coronation Day Saturday 6<sup>th</sup> was a wet and windy day. No events were planned for that day as Buckingham Palace had requested that the country watch the coronation, either at home or in London.

**3. Decorating The Town**

3.1. Local traders decorated their shop windows in red, white and blue with flags, bunting and other items celebrating the Coronation of King Charles III.

3.2. Due to staff shortages the flags and bunting in the town centre did not go up until Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> May.

3.3. On 29<sup>th</sup> April member of the public Mr Lionel Weston decorated outside the Old Gaol with red, white and blue knitted flowers which had been knitted by local groups and organisations. Hand knitted bunting was also hung on the railings outside the Old Gaol. The centre piece was a beautiful crown covered in knitted flowers.

#### 4. Coronation Trail

- 4.1. A Coronation trail was organised by Buckingham Town Council. Buckingham's Men In Sheds provided handmade round wooden discs which were then hand painted by students from The Buckingham School, showing images that were along the route the King took from Buckingham Palace to his Coronation at Westminster Abbey as well as images of things that would be used at the Coronation
- 4.2. Due to exams and a two day Ofsted visit to the school, Buckingham School did a fantastic job and managed to complete 17 of the 20 discs required. The work put into producing the discs was to a high standard and very impressive. The Deputy Town Clerk and Events Coordinator finished them off by spraying them with varnish and numbering them to correspond with the map.
- 4.3. The next day the discs were hung in the trees in the various locations shown on the map.
- 4.4. The discs were hidden in Bourton Park, The Heartlands, Chandos Park and the town centre and a map showing the trail was available online to download or a paper copy was available through the Tourist Information Centre. The trail map went live the day before the Coronation and was available over the Bank Holiday weekend for people to go out and have fun trying to find the discs.
- 4.5. The map was downloadable from Friday 5<sup>th</sup> May. paper copies were available in the Tourist Information Centre and the library.
- 4.6. Given the weather conditions over the weekend the trail was not as well attended as it could have been if the weather had been nicer. The discs are currently displayed in the window of the Council Chamber for everyone to see and they will be returned to Buckingham School if they would like them returned.



## 5. The Big Help Out

- 5.1. On Monday 8<sup>th</sup> May the Big Help Out was held. The was to highlight the positive impact that volunteering has on the local community. People were encouraged to spend the day volunteering. The Old Gaol Museum and Stowe House were open and members of the public were able to stop in and have a chat with a friendly volunteer and find out how they could get involved.
- 5.2. Local groups and organisations were contacted to see if they were organising any events or had open days planned. Unfortunately, the response was not as good as we had thought it might be and only four organisations came back to us.
- 5.3. The Buckingham Canal Society were going to hold an open day, but this was cancelled.
- 5.4. The Buckingham and Stowe Running Club were going to hold a litter pick but this did not take place as they had to re-schedule it for an earlier date which was prior to the Coronation.

## 6. Stamp Book Art Attack Takeover

- 6.1. Local schools were invited to produce a piece of art to a King Charles III profile head portrait and then cover the noticeboards with them. The template head was e-mailed to the local school and youth club.
- 6.2. The Youth Club was the only ones to reply and they said that they would produce some artwork for the noticeboards. Unfortunately, the art work was never sent to us and as this was the only response, the event did not happen.

## 7. Budget

- 7.1. Minimal costs were anticipated for the events with costs being paid from budget 301/4273 One Off Events.

	<b>Expenditure</b> Budget Code 301/4273 One Off Events	<b>Income</b>
<b>Budget</b>	<b>£1,035</b>	£0
Additional bunting	£28.00	£0
Coronation Trail stickers	£6.49	£0
<b>Total spent</b>	<b>£34.40</b>	

## EVENTS 2023/24

<b>June</b>				
01/06/2023	Thursday	Raise Pride Flag	10am	Flagpole outside Community Centre
02/06/2023	Friday	*Mayor Making	6.30pm for 7pm	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</b>				
22/07/2023	Saturday	Fringe Week: Jumble Sale	10am – 1pm	Salvation Army Hall
22/07/2023	Saturday	Fringe Week: BFG (organised by Wayno Productions)		Gawcott
23/07/2023	Sunday	Fringe Week: Family Fun Day	1pm – 4pm	Lace Hill Community centre
24/07/2023	Monday	Fringe Week: Buckingham Play Day	10am 3pm	Chandos Park
27/07/2023	Thursday	Fringe Week: Art in the Market	1pm – 4pm	Cattle Pens
25/07/2023	Tuesday	Fringe Week: Oxford Fiddle Group	8pm – 10pm	Radcliffe Centre
26/07/2023	Wednesday	Fringe Week: Childrens Crafts run by NT	10am – 3pm	Chantry Chapel
27/07/2023	Thursday			
28/07/2023	Friday	Fringe Week: Buckingham In Bloom judging	TBC	Buckingham
29/07/2023	Saturday	<i>Fringe Week: Comedy Night TBC</i>	<i>8pm – 10pm</i>	<i>Tanlaw Mill</i>
30/07/2023	Sunday	Fringe Week: Buxopoly (Organised by Alec's Angels)	TBC	Buckingham
31/07/2023	Monday	Basketball	5:30pm – 6:30pm 6:45pm – 7:45 pm	Chandos Park Bourton Park
<b>August</b>				
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	Band Jam: Big Bash	1pm – 10pm	Bullring
28/08/2023	Monday	Basketball	5:30pm – 6:30pm	Chandos Park
			6:45pm – 7:45pm	Bourton Park
<b>September</b>				
01/09/2023	Friday	Raising of the Merchant Navy Day Flag	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
21/10/2023	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	Thursday	Christmas Light Switch On	TBC	Market Hill
<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

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. Work is ongoing.	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. When required, 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.  <b>Apr 23</b> Letter received from Transport for Buckinghamshire - on agenda.	On agenda
5	245/22          758/22	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.  Cllr. Gateley Proposed that a working party is formed to inspect the 'problem areas' a few days ahead of this year's judging date to ensure that remedial work can be undertaken. Invitations to participate in the working group will be issued to all Councillors. Seconded by Cllr. O'Donoghue and unanimously <b>AGREED</b> by Members.	Events Coordinator          Events Coordinator	Letters and press release sent out May 2023. Inspection date organised for Tuesday 6th June at 2pm, contact the events coordinator for details.	In progress



No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
6	249/22  602/22  760/22	PSPO byelaw - BandJam	<p>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.</p> <p>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.</p> <p>Proposed by Cllr. Stuchbury, Seconded by Cllr. Willett, and unanimously AGREED by Members to write a formal letter of complaint regarding Buckingham Town Council having been misrepresented in the consultation leading to the decision.</p> <p>Cllr. O'Donoghue Proposed that once the complaint has been submitted a note of concern be sent to all Councillors to inform them of them of the PSPO update. Seconded by Cllr. Mahi and unanimously AGREED by Members.</p>	Deputy Town Clerk	As the scope of the PSPO covers more than events/Town Centre to be reviewed by Interim Full Council on 19th June. This approach has been agreed with the Town Clerk and RS.	On going
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 AGREED.</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 AGREED 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."</p> <p>Skate Park report was shared at Feb TC&amp;E meeting.</p> <p>Mar 23 Letter sent to Cllr. Clive Harriss. Response received by email, report on agenda.</p>	On agenda
8	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> . Proposed by Cllr. O'Donoghue to bring to the summer meeting <b>AGREED</b> .	Events Coordinator	Initial feedback has been received and a report will be brought to the July meeting.	July
9	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	Officers met with the Round Table at the end of April. Report on agenda.	On Agenda

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
10	596/22  755/22	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> .  Proposed by Cllr. Stuchbury, Seconded by Cllr. O'Donoghue and unanimously <b>AGREED</b> by Members a press release on Buckingham Town Council leading on this event.	Events Coordinator  Deputy Town Clerk	Press release to be sent in the run up to the first July session.	July
11	755/22	Events	Cllr. Stuchbury proposed that a report about the event plans is brought to committee in September.	Deputy Town Clerk		September
12	757/22	Fees for stalls at events	Proposed by Cllr. O'Donoghue that a future report on Lace Hill Sports and Community Centre fees be brought back to this Committee at an appropriate time. Seconded by Cllr. Mahi and unanimously <b>AGREED</b>	Lace Hill Coordinator	On agenda	
13	761/22	Partner events contracts	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. Cllr. Stuchbury Proposed, Cllr. Gateley Seconded, and Members unanimously <b>AGREED</b> the recommendation.	Deputy Town Clerk	In progress, Music in the Market contracts signed, appointments in place for Christmas Parade and BandJam Big Bash.	Ongoing
14	764/22	Celebrate Buckingham Day	Proposed by Cllr. O'Donoghue, Seconded by Cllr. Gateley and unanimously <b>AGREED</b> by Members that a Buckingham Town Council pop up art stall will feature at Celebrate Buckingham Day.	Office Administrator	A pop up art stall will be at Celebrate Buckingham Day, this will feature the final swan, which has been doodled by local artist Zen Seeta and sponsored by Gilroy Steel - these doodles will then be coloured in by anyone attending the event.	Booked
15	767/22	Climate action plan	Proposed by Cllr. Stuchbury, Seconded by Cllr. Gateley and unanimously <b>AGREED</b> by Members that an updated version of the environmental section of the Trader booking form to be brought to a future meeting of Town Centre and Events Committee.	Estates Administrator	On agenda	
16	767/22	Comedy night	Proposed by Cllr. Gateley, Seconded by Cllr. Stuchbury and unanimously <b>AGREED</b> by Members to write a letter of thanks to the University for providing Tanlaw Mills for free.	Events Coordinator	Completed. Sent May 2023.	
17	768/22	Access	Bench outside Waitrose: Cllr Stuchbury Proposed that a press release is written about the missing bench and a letter written to the landlord requesting an update on replacing the popular bench. Seconded by Cllr. O'Donoghue and unanimously <b>AGREED</b> by Members.	Deputy Town Clerk	Completed. Sent May 2023.	



## Transport for Buckinghamshire

### Directorate for Communities Highways & Technical Services

Service Director: Kevin Goad  
Buckinghamshire Council  
Walton Street Offices  
Walton Street  
Aylesbury HP20 1UA

01296 382416  
[www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk)

Ms Louise Stubbs  
Deputy Town Clerk, Buckingham Town Council  
Email: [deputytownclerk@buckingham-tc.gov.uk](mailto:deputytownclerk@buckingham-tc.gov.uk)

Ref: 40221301/RT/dw  
5<sup>th</sup> April 2023

Dear Ms Stubbs

#### Repairs in Buckingham Town Centre

Thank you for your enquiry dated 10<sup>th</sup> March about repairs to be carried out in Buckingham Town Centre, to which I have been asked to respond on behalf of the service.

Buckinghamshire Highways meets with Members across the county each year to identify and agreed works to both carriageways and footways from our capital budget. As you have stated, the footway on Market Hill was prioritised at the last meeting, with replacement of the slabs between the Old Gaol and the King's Head as the extents. Our design process will also look beyond these extents to confirm whether works outside these areas should be included.

At present, I am not able to provide you with a date when these works can take place. The design process will identify not only the works needed but also any constraints or clashes with other planned works. Once the design is complete, a contractor will be appointed and, at that point, a date will be identified, which is likely to be later this year.

I am sorry not to be able to be more specific at this time but I hope the information above is helpful and please be assured that we will continue to monitor both roads and footpaths for further deterioration, making repairs where necessary.

Yours sincerely



**Rosie Tunnard**  
**Highways Community Liaison Manager**  
**Buckinghamshire Highways**  
**Communities Directorate**