

Buckingham Town Council

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office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux



Wednesday, 20 September 2023

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 25th September 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 or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here: https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/

Claire Molyneux Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

2. Declarations of interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes

To agree the minutes of the Town Centre and Events Committee meeting held on 24th July 2023.

Copy previously circulated

4. Budget

To receive and note the latest budget figures.

To receive a report from the Deputy Town Clerk.

Appendix A TCE/64/23





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.

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5. Results of Best Kept Village

To receive the results of the Best Kept Village Competition. Appendix B To receive a report from the Events Coordinator. TCE/65/23

6. Hanging baskets and town centre planters

To receive a report from the Compliance and Projects Manager. TCE/66/23

7. Swan Trail: end of project event

To receive a report from the Town Centre and External Facilities Manager. TCE/67/23

8. Pancake Race 2024

To receive a report from the Events Coordinator. TCE/68/23

9. Event reviews

9.1 Music in the Market. TCE/69/23

Appendix C TCE/70/23

9.2 Buckingham in Bloom. 9.3 Fringe Week:

Jumble Sale, Market Entertainment, Family Fun Day, Art in the Market, Crafts at the Chantry Chapel,

The Film Place Cinema, Now and Then Theatre, Buxopoly and Comedy Night. TCE/71/23 TCE/72/23 9.4 Buckingham Play Days.

9.5 Summer Basketball. TCE/73/23

9.6 Band Jam (verbal).

9.7 Dog Show. TCE/74/23

10. Christmas Lights Switch On

To receive a report from the Deputy Town Clerk. TCE/75/23

11. Bonfire and Fireworks

To receive a report from the Deputy Town Clerk. TCE/76/23

12. Motion: Cllr. Stuchbury re. visitor economy

Committee Members to read the report and agree any actions to be taken.

12.1 Links to report, webcast, slides and response to Cllr. Stuchbury's written question:

https://buckinghamshire.moderngov.co.uk/documents/s64821/Visitor%20Economy%20Update%20Rep ort.pdf

https://buckinghamshire.public-i.tv/core/portal/webcast interactive/801255

Slides

Written question and response.

13. Skate park

To receive a report from Deputy Town Clerk. TCE/77/23

14. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

15. The role of the lead councillor

To receive a report from the Town Clerk. TCE/78/23

16. Calendar of events

To receive the current calendar of events. Appendix D TCE/79/23

To receive a report from the Deputy Town Clerk.

17. Action list

To receive action reports and updates. Appendix E

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18. Access

To consider the use of the Accessibility budget (173/23). To receive a report from the Deputy Town Clerk.

TCE/80/23

19. Climate Emergency Action Plan

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

Appendix F

- 20. News releases
- 21. Chair's items

22. Date of the next meeting: Monday 13th November 2023

COMMITTEE IN PRIVATE SESSION

Exclusion of public and press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

23. Events contracts

To receive a report from the Deputy Town Clerk.

TCE/81/23

To Committee Members:

Cllr. R. Ahmed Cllr. L. O'Donoghue

Cllr. F. Davies Vice Chair Cllr. A. Schaefer Town Mayor Cllr. M Gateley Cllr. R. Stuchbury Chair

Cllr. J. Harvey Cllr. R. Willett

Cllr. A. Mahi

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Appendix A

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

18/09/2023

10:50

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
TOWN (CENTRE & EVENTS							
<u>301</u>	Town Centre & Events							
1013	Hanging baskets	(333)	456	789			(73.1%)	
1028	Lace Hill events income	137	847	710			16.2%	
1062	Community Fair table income	0	230	230			0.0%	
1066	Comedy night income	1,070	1,500	430			71.3%	
1069	Charter fairs income	0	7,660	7,660			0.0%	
1091	Events Sponsorship Income	0	50	50			0.0%	
1092	Events Stall Income	0	800	800			0.0%	
1093	Dog Show Income	48	125	77			38.4%	
3997	NI TC&E	1,386	4,323	2,937		2,937	32.1%	
3998	Pensions ERS TC&E	5,153	19,863	14,710		14,710	25.9%	
3999	Salaries TC&E	28,789	79,743	50,954		50,954	36.1%	
4042	Events equipment	102	1,000	898	318	580	42.0%	
4094	Youth project	2,816	3,485	670		670	80.8%	
4104	Town in Bloom	4,617	9,000	4,383		4,383	51.3%	
4107	Pride of Place	25	60	35		35	41.7%	
4115	River rinse	0	450	450		450	0.0%	
4128	Small Events	0	300	300		300	0.0%	
4166	Lace Hill events	250	1,500	1,250		1,250	16.7%	
4201	Christmas lights	3,761	12,800	9,039		9,039	29.4%	
4202	Firework display	0	6,600	6,600		6,600	0.0%	
4203	Community fair	0	490	490		490	0.0%	
4205	Christmas parade	40	5,000	4,960		4,960	0.8%	
4207	Remembrance parade	605	1,030	425		425	58.7%	
4208	Spring Fair	40	300	260		260	13.3%	
4211	Band Jam	4,389	4,792	403	319	85	98.2%	Committed expenditure for previous year not charged for
4212	Christmas lights switch on	45	3,000	2,955		2,955	1.5%	
4213	Dog show	143	700	557		557	20.5%	
4220	Music in the Market	4,407	4,721	314	330	(16)	100.3%	Committed expenditure for previous year not charged for
4241	Comedy Night expenditure	1,390	1,500	110		110	92.7%	
4243	Charter Fairs	312	5,500	5,188	4,103	1,085	80.3%	
4260	Twinning	0	65	65		65	0.0%	

302	Street markets							
1005	Street markets	8,769	16,944	8,175			51.8%	Appendix A
1006	Flea market	3,169	3,800	631			83.4%	• •
4017	Subscriptions	384	501	117		117	76.6%	
4225	Rates	1,672	2,900	1,228		1,228	57.6%	
4234	Market Entertainment	0	950	950		950	0.0%	
4235	Market infrastructure & Promotion	750	1,250	500		500	60.0%	
303	Special events							
1020	Food fair income	(25)	571	596			(4.4%)	
1083	Fringe income	395	200	(195)			197.7%	
1094	Skate Park Income	0	950	950			0.0%	
1099	Summer Art Trail Sponsorship	1,170	0	(1,170)			0.0%	Income received from sponsorship *
4169	Skate Park Event	0	950	950		950	0.0%	
4221	Fringe	1,543	2,000	457		457	77.1%	
4242	Food fair	0	600	600		600	0.0%	
4244	Flags	0	600	600	362	238	60.4%	
4273	One-off events	13	1,100	1087		1087	1.2%	
4278	Celebrate Buckingham Day	1,702	1,800	98		98	94.6%	
4279	Summer Art Trail	882	0	(882)	80	(962)	0.0%	Spend covered by income received, see above *
305	Tourist Information Centre							
1084	TIC income	4,124	9,000	4,876			45.8%	
4253	TIC tickets & produce	4,397	8,500	4,103		4,103	51.7%	
	Heritage app expenditure	0	500	500		500	0.0%	
4274	Tourism website	155	400	245		245	38.7%	
306 Access	bility							
4254	Accessibility Costs	0	2,070	2,070		2,070	0.0%	
	Grand Totals:- Income	18,525	43,133	24,608			42.9%	
	Expenditure	69,767	190,343	120,576	5,512	115,065	39.5%	
	Net Income over Expenditure	(51,242)	(147,210)	(95,968)				

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Appendix A

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

18/09/2023

10:50

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent			
EARMARKED RESERVES										
<u>901</u>	Ear-marked reserves									
9001	Youth Council	0	2,015	2,015		2,015	0.0%			
9012	Christmas lights	0	1,287	1,287		1,287	0.0%			
9014	Town In Bloom	457	1,457	1,000		1,000	31.4%			
9015	Charter fairs	0	5,141	5,141		5,141	0.0%			
9063	Twinning	0	2,418	2,418		2,418	0.0%			
9066	Summer Sculpture Trail	0	585	585		585	0.0%			
9074	Accessibility	0	2,513	2,513		2,513	0.0%			
	Grand Totals:- Income	0	0	0						
	Expenditure	487	17,820	17,333	1,491	15,842				
	Net Income over Expenditure	(487)	(17,820)	(17,333)						

Contact Officer: Deputy Town Clerk

Proposed Budget lines 2024 - 2025

1. Recommendations

1.1. It is recommended that members note and agree the following changes to the budget line cost centres as part of the Town Centre & Events Committee budget in 2024 – 2025.

2. Background

- 2.1. In order to begin planning budgets for the 2024 2025 year, members are asked to review the budget line cost centres and confirm that they wish to continue with the following named budgets.
- 2.2. No changes have been recommended apart from the removal of redundant lines and the addition of new lines for potential new event, the Street Food Fair, dependent on the outcome of committee discussions about this event.

3. Existing Budget Lines

Budget Code	Cost Centre	Name	Recommended change
301	1013	Hanging Baskets income	
301	1028	Lace Hill events income	
		Community Fair table	Delete and merge into 301/1092 Events stall
<mark>301</mark>	<mark>1062</mark>	income	income
301	1066	Comedy Night income	
301	1069	Charter Fairs income	
301	1091	Events sponsorship income	
301	1092	Events stalls income	
301	1093	Dog Show income	
301	3997	NI TC&E	
301	3998	Pensions ERS TC&E	
301	3999	Salaries TC&E	
301	4042	Events equipment	

201	4004	Vouth Projects	
301	4094	Youth Projects	
301	4104	Town in Bloom	
301	4107	Pride of Place	
301	4115	River Rinses	
301	4128	Small events	
301	4166	Lace Hill events	
301	4201	Christmas Lights	
301	4202	Fireworks display	
301	4203	Community Fair	
301	4205	Christmas Parade	
301	4207	Remembrance Parade	
301	4208	Spring Fair	
301	4211	Band Jam	
301	4212	Christmas Lights Switch On	
301	4213	Dog Show	
301	4220	Music in the Market	
301	4241	Comedy Night expenditure	
301	4243	Charter Fairs	
301	4260	Twinning	
302	1005	Street Markets	
302	1006	Flea Markets	
302	4017	Subscriptions	
302	4225	Rates	
302	4234	Market entertainment	
		Market infrastructure and	
302	4235	promotion	
303	1020	Food Fair income	
303	1094	Skate Park income	
			Delete as no summer
		<mark>Summer Art Trail</mark>	art trail planned 2024 -
303	1099	sponsorship	2025
TBC	TBC	Street Food Fair income	TBC. Add income
			and/or expenditure lines for proposed
			street food fair event
TBC	TBC	Street Food Fair	TBC. Add income
150	150	expenditure	and/or expenditure
			lines for proposed
			street food fair event
-			

TCE/64/23

303	4169	Skate park event	
303	4221	Fringe Week	
303	4242	Food fair	
303	4244	Flags	
303	4273	One-off events	
303	4278	Celebrate Buckingham Day	
			Delete as no summer art trail planned 2024 -
<mark>303</mark>	<mark>4279</mark>	Summer Art Trail	2025
304	4238	youth council admin	
304 305	4238 1084		
		youth council admin	
305	1084	youth council admin TIC income	
305 305	1084 4253	youth council admin TIC income TIC tickets and produce	

BUCKINGHAMSHIRE BEST KEPT VILLAGE COMPETITION 2023



MICHAELIS CUP - MARKING SCHEDULE 2023

	Possible Marks		Buckingham						
Provision, Maintenance and overall appearance of the following									
1 Cemetery, graveyard (separate or attached to a place of worship)	20		18						
2 Green, playing field, children's play area, outdoor rec facs, desig nature cons area	35		30						
3 Floral Displays (hanging baskets, tubs, planters, flower beds etc)	15		15						
4 Community facilities (village hall, community centre, church hall)	20		18						
5 General environmental features (hedges, verges, ditches, pond, stream, pump etc)	20		18						
6 Shops and pubs	20		14						
7 Bus stops, bus shelters, public seating, dog bins, notice boards, information signs	20		16						
8 War memorial	20		17						
9 Quality of competition entry - up to date and detailed map with features highlighted	10		8						
10 Evidence of community engagement (eg website, newsletter, magazine, posters etc)	20		18						
TOTAL	200	1	72						
Notes - a very busy town with much through traffic. A very pleasant riverside									

walk and the old town had a well kept appearance. A high footfall of both residents and tourists.

Contact Officer: Amanda Brubaker – Events Coordinator

Best Kept Village Results

1. Recommendations

- 1.1. It is recommended that the marking schedule showing the scores received is noted and discussed.
- 1.2. It is recommended that ways are looked at to try and improve the scores of the area that scored the lowest.
- 1.3. It is recommended that Buckingham Town Council enters the competition again in 2024.

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.** There are six classes in which you can enter, based on the size of your town or village. Buckingham enters the Michaelis Cup which is for towns with a population over 3,000.
- 2.3. A map of the town indicating where the parks, cemetery, noticeboards and other things are located was submitted together with the entry form and entry fee of £25.
- 2.4. Buckingham Town Council planted herbs in the troughs outside the Community Centre and replanted the planters outside the Post Office Sorting Office with geraniums and canna lilies.
- 2.5. This year the judges asked that entrants indicated who was responsible for the grass cutting. The town/village would not be judged on features over which they are deemed not to have control.
- 2.6. Judging this year took place between 1st June and 14th July.

- 2.7. Entrants are marked by judges who travel around the county and look at several specific features of each village, determining how neat, clean, and attractive they are. These include floral displays, playing fields, children's play areas, graveyards, overall appearance and, importantly, evidence of community effort.
- 2.8. As always, we scored 15 out of 15 for our floral displays. This year they are very vibrant and well maintained.
- 2.9. The area around the shops and pubs scored low with 14 out of 20. The Green, playing fields, children's play area, outdoor rec facilities and designated nature conservation are scored 30 out of 35.
- 2.10. The marking schedule showing this year's scores is attached. The total score was 172 out of 200.
- 2.11. The judges notes indicated that *Buckingham* is a very busy town with much through traffic. A very pleasant riverside walk and the old town hall had a well kept appearance. A high footfall of both residents and tourists.

Contact Officer: Steve Beech – Compliance and Projects Manager

Planters and Hanging Baskets

1. Recommendations:

1.1. To cease seeking donations from local businesses towards the hanging baskets displayed on their premises and approve option 5.3 that the Council fully fund the Buckingham in Bloom project.

2. Background:

2.1. Buckingham Town Council purchases and supplies the town's planters and hanging baskets.

3. Planters:

- 3.1. A three-year contract is in place with G Burley and Sons Ltd (formerly Plantscape) for the hire of the planters. The current contract is in place until the end of 2024.
- 3.2. The summer planters are delivered around the end of May. They are filled with summer bedding plants such as petunias, begonias, geraniums, and fuchsias and placed in the following locations:

Summer Planters	Locations
3-tier flower	Bull Ring and bus station.
towers	
Manchester	On the island outside The White Hart.
Planters	
Pathway Planters	Outside Shopmobility and Lace Hill Community
-	Centre.

- 3.3. The summer planters are removed from the town by Burley's at the end of September ready for the Charter Fair to come into town in October.
- 3.4. The winter planters are delivered by Burley's at the end of October after the last Charter Fair.
- 3.5. The winter planters are filled with spring flowering bulbs and winter plants such as heather.

Winter	Locations
Planters	
Metre square	Bull Ring and bus station.
Planters	
Manchester	On the island outside the White Hart.
Planters	
Pathway	Outside Shopmobility and Lace Hill Community
Planters	Centre.

4. Hanging Baskets:

4.1. Buckingham Town Council own 60 baskets, which are taken to Preston Bissett Nursery in April and returned around the end of May filled with summer plants such as trailing begonia, trailing fuchsias, and other seasonal plants.

4.2.

Summer Locations
Lampposts, Bridge Street
Lampposts, High Street
Alms houses, Market Hill
Buckingham Library
Town Council Chamber
Lace Hill Community Centre
Meadow Row
Meadow Walk
Businesses

- 4.3. The winter baskets are only placed in the town centre and not offered to businesses. Therefore, no donations are sought.
- 4.4.

Winter Locations
Lampposts, Bridge Street
Lampposts, High Street
Alms houses, Market Hill
Buckingham Library
Town Council Chamber
Lace Hill Community Centre

- 4.5. In the past businesses and the landlords of Meadow Walk and Meadow Row are sent a letter asking if they would be interested in having a summer basket and to make a suggested donation of £40 per basket (including VAT).
- 4.6. Few businesses reply but they are still given a basket to prevent the distribution of baskets looking uneven and to ensure the continued positive presentation of the town.
- 4.7. Since lockdown, we have received very few donations for the baskets as there is no incentive to make one. Last year we received <u>one</u> donation of £200 for a set of 5 baskets. This year <u>no</u> donations have been received.

- 4.8. Issuing invoices for potential donations that are never received creates issues with our accounting system such as the anomaly in the accounts presented to this committee today (income line 1013) which shows a correction of £333 (net) after withdrawing unpaid speculative donation invoices issued in the previous financial year. This correction has <u>not</u> led to a loss of income as the invoices related to donations and there was no contract to enforce payment.
- 4.9. The budgeted income for hanging basket donations this year is £456 net of VAT, but no income will be received leaving a shortfall of £456 to be funded by the Council.

5. Options:

- 5.1. Only provide a hanging basket if a donation is received. This option is not recommended as it would likely leave numerous gaps and be detrimental to the presentation of the town.
- 5.2. **Sponsorship of all the baskets collectively.** Additional costs of signage to advertise the sponsors would need to be included in the annual budget. This option is not recommended due to the additional costs and because recent experience of seeking overall sponsorship has not been successful (e.g., for the Swan Trail).
- 5.3. The recommended option is for the Council to fully fund the flowers as they do play a part in the beautification of the town.

6. Summary:

6.1. The total budget for the Buckingham in Bloom project is £9000. The budgeted income from hanging basket donations is £456. Buckingham Town Council therefore already budget to fund £8544 (95%) of the project. With no current donations, the Council is effectively funding the whole project by default. Approving recommendation 5.3 will regularise the actual situation.

Contact Officer: Sam Hoareau

Swan Trail Update & Auction Plan

1. Recommendations

1.1. It is recommended that committee agree to host a Thank You event with stakeholders using the project underspend budget.

2. Background

- 2.1. The Buckingham Swan Trail was a fun, free, temporary public art project featuring ten swan sculptures all individually painted by local schools and artists and sponsored by businesses and organisations. The swans were positioned at various locations by Buckingham's landmarks, parks and streets. Residents and visitors were invited to take part and find all the swans using a free paper trail map. The trail was also available on our community heritage app Buxplore. At each swan location there was a detailed plaque with a hidden letter that trail explorers could record and unscramble to find a ten letter phrase to be entered into a prize draw for £100 to spend in a local shop.
- 2.2. The trail went live on Saturday June 24th with a small launch event outside the Council Chamber to promote the new town trail. There were free activities for the public to enjoy including face painting, biscuit decorating and colouring. The Deputy Town Mayor and Town Crier both said a few words to officially open the new town trail. The trail ran all summer long until September 3rd 2023.
- 2.3. The main aim of the event was to provide a free summer activity to people of all ages and encourage footfall, tourism and economic spend to the town.
- 2.4. The project was funded by BTC, The Community Board, and nine local businesses and organisations including Beachborough School, The Grand Junction, Buckingham Ford, Heritage & Sons, The Buckingham Society, Florence Nightingale Hospice Chairty, Thrive Chiropractic Healthcare Clinic, and Stowe NT.
- 2.5. Four local professional artists kindly supported the project by helping to design, and paint a swan including Jill Blakey, Ashley King, Courtney Scott and Rashmi Sanders.

2.6. Four local primary schools; Buckingham Primary School, Lace Hill Academy, George Grenville Academy and Padbury Primary School; Buckingham Youth Clubs and Beachborough Art Club also took part and each designed their own swan.

3. Early project stages

- 3.1. At the beginning of January the logo and promotional banners were designed and purchased. We also launched a Design your own Swan Competition and received 17 entries. The winner was decided by the office team via a collaborative vote. This was the Gaol Bird design by Sarah Jenkins.
- 3.2. Between February and May artists and sponsors were found and sculptures were delivered to schools and artists for painting to commence. Work on the trail map including locations and hosts were provisionally agreed. Information for the trail app was also prepared.
- 3.3. In June the trail route was tested for accessibility and tweaked before the information was loaded onto the Buxplore app and tested for accessibility with the help of Cllr Lisa O'Donoghue. The trail map was finalised and printed by Phillips print. The plinths were made by the green spaces team. The sculptures were ready to be handed back, which included lots of trips to meet the artists with the Mayor. One of the sculptures was decorated by members of the community at Celebrate Buckingham. All the sculptures were then varnished by us just before the trail went live and then the Launch event took place.
- 3.4. Once the swans were in situ, time was spent promoting the trail on social media and encouraging external PR. Time was also spent gathering photos for content and regular maintenance checks and touch ups were carried out. Luckily, we incurred no major maintenance costs during the live however with the amount of rain we had this summer the swans did require a lot of paint and varnish touch ups.
- 3.5. Following the removal of the swans at the end of the trail, the winner of the hidden letter competition was drawn and announced. We believe the swan trail was a success and all feedback from trail explorers has been extremely positive.
- 3.6. The sculptures are still drying out and being made good ready for the auction. The plan is for all the swans to go on display in the Buckingham Old Gaol Museum courtyard for two weeks. During this time, the public will be invited to view the swans and make a blind bid online via the BTC website. Money raised from the auction will be split equally between the Mayor's Charities and towards a future summer project. There's no set date at present due to

the sculptures needing to dry out and further work to be carried out to make them good for auction.

4. Budget

4.1. Up to date Project Cost

Note: The sculptures and banners were purchased in 22/23 with the money from the Otter Trail and funding from the Community Board.

ITEM	COST
Plinths	£176
Map Design	£0
Арр	£0
Plaques	£15
Printing	£333
Swan spotter badges	£165
Varnish	£94
Launch event	£200
Competition prize	£100
Misc	£60
TOTAL	£1143

4.2. Project Income

ITEM	TOTAL
Local Sponsorship	£1755

4.3. Project Balance

Underspend	£612
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5. Budget Underspend and Proposal

- 5.1. The project has come in on budget and savings have been made because the map design was created in house, and we recycled materials to make the main body of the plinths and the app cost was covered by a credit on the account. However, the sculptures need a bit of patching up before the auction so we will need to purchase some materials to carry this out.
- 5.2. With the underspend it is desirable to hold a small thank you event with sponsors and artists involved. Hosting this type of social event with stakeholders will provide opportunities, help build and strengthen the relationships for future projects and show our appreciation. At the event, we will display photos and hear from sponsors and hosts and share feedback about the positive impact the trail had. It is proposed that this would be held in the Old Gaol Museum Courtyard. Dates and times to be confirmed due to availability of the venue but to take place as soon as possible.
- 5.3. Budget breakdown for Thank You event, including miscellaneous items to prepare the sculptures fit for auction.

ITEM	COST
Venue Hire	£300
Drinks and nibbles	£150
Printing	£30
Misc (materials to make good the sculptures)	£132
TOTAL	£612

6. Feeback, Stats and Evaluation

6.1. Here are just some of the comments left in a note book at the Tourist Information Centre and from a host:

We enjoyed having the swan immensely. It caused a buzz outside the window all through summer and we even gained a few people for coffee on the open mornings.

Our grandchildren enjoyed the search of the swans, a great way to see the town.

A great trail, should be available more often. Seen places of great interest.

Enjoyed wondering Buckingham to find the swans and it was all done in a manageable amount of time. Did the otter trail and that was a little bit disperse but still fun too.

Good trail, well presented, great activity for holidays (keeps grandparents busy).

Spent a wonderful and enjoyable three days doing the trail. Meeting lots of friendly people, a great way to promote the town. Had a coffee, chatted to locals, went to the Flea Market and visited the bowls club.

We really enjoyed the trail. It has shown us parts of Buckingham we have never been to before. The swans were beautiful. We did it over two weekends.

A great trail – lovely swans. Please space them out a bit more, very town centred. Use the parks, leisure centre, Uni book shop, Stowe. Encourage people to visit ALL of Buckingham not just the town. Also work with local businesses to get more items to visit.

I enjoyed looking at the different pictures and patterns on all the swans! Someday I want to be an artist too.

6.2. Stats

The Swan Trail webpage was the second most visited page on the BTC website other than the home page in the last 90 days. Two thirds of this traffic were new visitors and there was 7,815 page interactions e.g. link clicks.

With 1,700 maps distributed and 584 Buxplore app users we estimate at least 5,710 took part in the swan trail, which means 12,847,500 steps were taken by explorers.

The Swan Trail reached a combined, organic social media total of 143,964. This does not include any external coverage so it's likely to be much higher.

6.3. Evaluation

There are lots of benefits in organising this type of event, it is a great way to encourage people to go outside in the fresh air and explore the town in a different way. It's a feel good project, it brings many different organisations together in a unique way, the art brightens up our town centre and provides a free summer activity which is muchly appreciated. It also helps to raise money for local worthy causes at the end of the project.

The Swan Trail was live for ten weeks, four more than the Otter Trail. It was hoped that we would see more footfall and visitors with a longer trail. However the number of completed trail maps that entered the competition, does not represent the volume of maps distributed or the feedback from hosts. After speaking with local tourist attractions, and learning that their visitor numbers were lower than expected, it is clear the weather had a big impact.

It was planned that we would sponsor a post on Facebook, but a technical issue with the account left us unable to do so. This and other types of paid advertising would help improve the external coverage reach and promote the event to a much wider audience in the future. However, the Swan Trail was listed on various sites including, the TIC, Destination Mk, Visit South East England, Visit Buckinghamshire and the Chilterns, Buckinghamshire Family Information Service and Experience Oxfordshire and various others.

It is clear there is a strong case to organise future similar summer projects to provide a free activity which also encourages tourism and footfall to our high street. New ideas for future events are already being explored.



Contact Officer: Amanda Brubaker – Events Coordinator

Pancake Race 2024

1. Recommendations

1.1. It is recommended that the Pancake Races in 2024 are held on Thursday 16th February.

2. Background

- **2.1.** An enquiry was received recently from Rev. Will Pearson Gee about the date and time of the Pancake Races in 2024 as it has been brought to his attention that the races are scheduled to be held on Shrove Tuesday, 14th February 2024.
- 2.2. Rev. Pearson-Gee is concerned that with the races being held on Shrove Tuesday they will clash with the 'community lunch' which caters every Tuesday for 50-90 people, most of which are elderly and frail and access to Buckingham Parish Church is at a premium. The lunch is from Noon 2pm but there is lots of movement around the Church from 11:30am. He asks if we can reconsider the time.
- 2.3. Apart from Tuesday being the weekly Church lunch the other factors to be considered are.
 - It is half term and there will be staff holidays so fewer staff available to work the event.
 - On Wednesday is the day the Environment Agenda will go out and so fewer people available to work the event.
 - Thursday there will be staff available to work the event and at the office.
- 2.4. The following actions were agreed in the TC&E meeting on Monday 3rd April 2023. It does not state that the Pancake Races must be held on Tuesday, just that they are held during half term.

Monday 3rd April 2023 767/22 Event reviews

Pancake Race

Members received and discussed the Officer report, the following recommended changes to next year's event were highlighted:

The Pancake Races are held during half term again next year.

The classes are made smaller.

TCE/68/23

A warmup session takes place before the races start.

A walking race is introduced for those that cannot run.

Cllr. Stuchbury Proposed, Cllr. Mahi Seconded, and Members unanimously AGREED

the recommendations.

ACTION

EVENTS COORDINATOR

Contact Officer: Amanda Brubaker - Events Coordinator

Music In The Market

1. Recommendations

1.1. It is recommended that the Town Council continues to support Music In The Market as it is enjoyed by families both young and old and brings people into the town from outside of Buckingham to enjoy the free event. They are also using the pubs, and shops such as Tesco Express which is open during the event therefore bringing income into the town.

2. Background

- 2.1. Music in the Market is organised by the Buckingham Acoustic Club and sponsored by Buckingham Town Council.
- 2.2. A number of bands and solo musicians perform on a purpose-built stage from 1pm 10pm in the Bull Ring in the town centre.
- 2.3. A road closure was put in place on Market Hill between the Kings Head and West Street.
- 2.4. The event is free to the public and can draw in over 1,000 people throughout the day. The audience is made up of residents and people coming in from the surrounding towns and villages.
- 2.5. Letters were delivered to The Kings Head, Buckingham Inn, and the White Hart a month before the event asking them to serve drinks in re-useable plastic glasses. This is something that has been done for several years and the pubs always comply to the request.
- 2.6. A month before the event a letter was sent to Tesco Express asking them to remove glass bottles from their shelves during the duration of the event. This is something that has been done for several years.

3. Event Report

3.1. This year's Music in the Market was opened by the new Town Mayor Cllr Anja Schaefer and the new Town Crier Patrick Laws.

- 3.2. Buckingham Acoustic Club members Udo Dolz and Suzy Smith were the organisers of the event. Suzy Smith put together all the performers for the event.
- 3.3. This year's line up as well as bands included choirs, Morris Men, Bollywood dancers and to close the event down a DJ.
- 3.4. The playlist read as follows.

Buckingham Stagecoach
Glee Club Choir
Brackley Morris Men
Bittersweet Music
Woo!
Brothers Home Brew
Tu Kay & Ryan
Bollywood Beats
Muz n Jenks
60's Jukebox
Smith and Brewer
The Toucans
DJ Chris – Dance Party

- 3.5. First Aid was provided by ALR and Complete Security provided the security for the evening.
- 3.6. The Security team gave radios to the Kings Head and the Buckingham Inn. That way they could inform the team of any potential problems that might be heading towards the main crowd.
- 3.7. Buckingham Town Council staff that were working at the event used walkie talkies to communicate with each other and also with the Security guards.
- 3.8. Street Food vendors operating at the event were.
 - Go Greek
 - Marks Ices

An additional food vendor was booked but did not attend on the day.

4. Feedback from MIM Committee

- 4.1. A report has been recently been received from the Music In The Market Committee in which they have raised the following concerns and made suggestions.
 - Great show this year, and many people enjoyed it. Changes to line up and day reflected a modern Buckingham and paid off.
 - Location, event has outgrown current town centre space and practical issues with the location.
 - Potential for a weekend event.

- Changes to the stage
- 4.1. A meeting will be arranged with the Music in The Market Committee to discuss their concerns and suggestions. Any formal proposal for changes will be brought back to the Town Centre & Events committee to discuss.

5. Cost for the event

5.1. Budget code 301/4220 Music in the Market, £4721. This includes £330 committed for a previous years bins which have not been invoiced. Effective budget £4391

Expenditure	Actual	MitM	notes
5 x SIA Security Guards	£630		
5 x Bucks Recycling Bins	£240		
Road closure	£85		
Amount awarded to Buckingham Acoustic club		£2,411	
First Aid 2 x FREC 4 10		£2,411	
hrs	£300		
Hire of stage less deposit	£700		Deposit of £175 paid separately by MIM
Waste Transfer tonnage	£41		
Total	£1,996	£2,411	4,407
Over Budget			- £16

5.2. There was a slight overspend on this event due to an additional £41.40 charged in excess tonnage for the bins.

6. Environmental Impact

- 6.1. Most of the audience lived in Buckingham and were able to walk to the event.
- 6.2. Bins were located throughout the event for people's rubbish and were emptied on a regular. Two 24ltr bins were hired. These were placed near to the stage and labelled 'Glass Only" which encouraged and increased the number of attendees using them.
- 6.3. When the litter picking was taking place there were separate bags for cans only. At the end of the evening the bags were collected by Cycle Saviours a charity from Milton Keynes who took them away to be recycled.

Music In The Market 28th May 2023 Accounts						
Description	£ Income	Band no.	£ Costs	Receipt	Balance	Comments
Buckingham Council net Contribution	£2411.25				£2411.25	
Strawberry Fieldz deposit			£175.00	Receipt	£2236.25	Balance paid by Buckingham Town Council
Rufus Music For sound and Lighting			£350.00	Receipt	£1886.25	
Expenses (to Leighton Buzzard x5) Udo Dölz			£72.00	Calculated	£1814.25	Kept at 2022 rates (36mls x 40p x 5)
Cost for new posters and banners (Busyprint)			£165.03	Receipt	£1649.22	Posters / banner will only require date change for 2024
Sundry expenses (Tape/cable ties for posters)			£19.30	Receipts	£1629.92	
Photographer Rebekah Eaglestone			£200.00	Receipt	£1429.92	
1 Stagecoach			£0.00		£1429.92	No fee
2 Glee Club Choir		Group	£60.00	Receipt	£1369.92	
3 Bollywood Beats		1	£60.00	Receipt	£1309.92	
4 Bittersweet Music, Buckingham Singers			£0.00		£1309.92	No fee
5 Brackley Morris Men		Group	£80.00	Receipt	£1229.92	
6 Woo		4	£200.00	Receipt	£1029.92	
7 Brothers Homebrew		3	£150.00		£879.92	
8 Tu-Kay & Ryan		2	£100.00	Receipt	£779.92	
9 Muz n Jenks		2	£100.00	Receipt	£679.92	
10 60s Juke Box		4	£200.00	Receipt	£479.92	
11 Smith & Brewer		2		Receipt	£379.92	
12 The Toucans (Donating to charity)		4		Receipt	£179.92	
13 DJ Chris		1		Receipt	-£80.08	
						"Receipt" indicates Receipt available for inspection.
Sub Total	£2411.25		£2491.33		-£80.08	Balance from BAC Account

Contact Officer: Amanda Brubaker – Events Coordinator

Buckingham In Bloom and Garden on a Plate Competition

1. Recommendations

- **1.1.** The competition proved to be successful, it is therefore recommended that the competition continues in 2024.
- **1.2.** Garden On A Plate Competition As this is an event that includes all ages it is recommended that this is held again in 2024

2. Background

- **2.1** The Buckingham In Bloom Competition has been held for several years and last year a new format for judging was introduced.
- 2.2. The classes this year were, Best Front Garden, Hanging Baskets/Containers, Wildlife Garden and back this year was the Community Garden.
 - 2.3. The gardens and baskets/containers were judged on the following.
 - Health and vigour of plants absence of pests and disease
 - Planting Schemes which achieved sustainability through reduced use of water, energy conservation and organic gardening
 - Choice of planting variety of plants, impact from kerbside
 - Good horticultural maintenance of shrubs, trees, hedges, and dead heading of flowers
 - Maintenance of paths, lawn, driveways, and gravel areas
 - 2.4. Despite the adverse weather conditions experienced this summer, those that entered the competition managed to produce some spectacular displays.
 - 2.5. The total number of entries this year was eight and not one as stated at the TC&E meeting in July. Entries that had been submitted via the website were not visible and only came to light after the meeting.
 - 2.6. This year's winners were.
 - Containers/Hanging Baskets 1st Ray Neal 2nd Bernard Byre 3rd Francesca

- Front Gardens
 1st Sam Hurdman
 2nd Brian Wilkins
- Community Garden
- 1st Paynes Court
- 2nd Bluebell Close
- 2.7. A presentation took place in Chandos Park and garden vouchers and certificates were awarded to those who could attend. The entrants gave feedback that they had enjoyed keeping their garden and hanging baskets looking good for the contest.

3. Garden on a Plate Competition

- 3.1. Newly introduced this year, A Garden on a Plate Competition was introduced with not only children in mind, but also those with Special Educational Needs and Disabilities (SEND) and the elderly.
- 3.2. Arrangements were made with the library to hold the judging in the courtyard garden at the Library.
- 3.3. Entries were dropped off on the day of the event. There were seven entries from children and one in the adult category.
- 3.4. The entries were put out in the courtyard garden ready to be judged by Cllr Geraldine Collins and Cllr Margaret Gately.
- 3.5. The judges took a long time looking at each plate and were so impressed with the amount of work that had gone into each one.
- 3.6. The winners were.
 - Matilda & Jessica 1st Place and overall winner in the children's category
 - Berty Murray 2nd Place
 - Sam Cooper Highly commended
- 3.7. In the adult section 1st place went to Mrs Una Robinson

Contact Officer: Amanda Brubaker – Events Coordinator

Buckingham Fringe Week

1. Recommendations

1.1. It is recommended that the Fringe Week continues next year and that we include events that cater for not only children and families, but also teenagers as well as the elderly population.

2. Background

2.1. The Buckingham Fringe Week is a week of events ranging from comedy, music, art and drama held in Buckingham each summer.

3. Event Report

3.1. Market Entertainment

Buckingham Community Pantomime cast members joined in the fun of the Fringe and performed three sketches from this year's panto to a small market crowd and brightened up everyone's Saturday morning even in the pouring rain. The event was cut short due to the unpleasant weather and lack of interest. However, the Panto members are very keen to be involved again.

3.2. Jumble Sale

We held our first jumble sale at the start of Fringe Week. This was a resounding success. There were bargains galore: toys, books, clothing for all ages, bric-a-brac and games. It was an extremely popular event, despite the poor weather, and many local people benefitted at a time when the cost of living is so high. We raised an amazing £308.05, which was divided between the Salvation Army and the Mayor's charities, Jedidiah and Buckingham Food Bank.

3.3. Puss In Boots

Held at the Film Place, University of Buckingham, 30 people attended the showing of the classic Puss In Boots: The Last Wish

3.4. Family Fun Day

Approx 300 people came along, it felt more with all the stall holders, volunteers, and Korfball teams involved. It was still raining in the morning and after looking at three different weather forecasts, the site plan was changed. Stall holders were moved indoors because of the wind and in case the rain returned. The music, refreshments, traditional games, inflatables were kept all outside which turned out to be the best decision because the sun joined us too!

Families enjoyed the free activities and some children experienced zorbing for the first time. There were no incidents other than one wasp sting which the St John Ambulance Cadets treated while the designated first aider was in the bathroom.

3.5. Buckingham Play Days

Got off to a wet start but it didn't stop people from attending. Pauline Quirkes Performing Arts Academy attended and did some puppetry. ECDI came along and encouraged people to decorate cookies.

3.6. Art in The Market

Art in the Market was joined by Melvin from Lemon Pop who used therapeutic art booklets to help attendees design and create a canvas that represented themselves. Alongside this, free have a go art materials were provided. The weather was good and this event was very popular, particularly with children.

3.7. Oxford Fiddle Group

With tunes from England, Scotland, Ireland and the USA, the Oxford Fiddle Group returned to the Radcliffe Centre to play to a toe-tapping sold-out audience. Instruments played included the fiddle, harp, concertina, and mandolin. The audience was treated to a performance of Appalachian dancing of which was thoroughly enjoyed.

3.8. Crafts at the Chantry Chapel

Crafts at the Chantry Chapel was very popular, the National Trust were kept very busy all day long. They had the most visitors they've had in a long time. Families appreciated the free crafts on offer and the National Trust are very keen to make this event happen again.

3.9. Now and Then Theatre Workshop

We were thrilled to team up with Now and Then Theatre this year to host some free creative workshops. It was a nonstop-packed day full of rehearsals which ended with a fabulous performance in a beautiful setting. It was a truly magical experience for the children and adults who took part. Even though not

many people turned up for the workshops, there was a good turnout to watch the show at 4pm. Should this event take place in the future, the day of the week and time will be reviewed.

3.10. Fringe Week Comedy Night

Tanlaw Mill at the University of Buckingham was used as a Comedy Night venue for the second time. The University of Buckingham Student Union and Town Council Officers worked on the event together. The University provided the venue, chairs, staging, backdrop, bar, green room, TENS license and their own security. The Council arranged the acts, sound and lighting, one additional security guard (as the University guards could be called away from site during the night) and ticket sales online and at the Tourist Information Centre. Two town Councillors volunteered to sell the remaining tickets as well as check existing ones at the door. Tickets were limited to 130 and aisles widened after the March event to improve emergency access routes.

Comedians were, headliner, Angelos Epithemiou, MC, Peter Rethitansamy and support act, Fatiha El-Ghorri. All the acts were newcomers to Buckingham. All were very well received by the audience and gave positive feedback about the venue and event.

A loss of £325.79 was made on this event. This was because there wasn't as much time to advertise the event as before. It is recommended that the timing of the event be reviewed for next year. A total of six free tickets were given to carers, staff and councillors volunteering at the event.

3.11. Buckingham-oply Trail

Organised by Alec's Angels this three hour timed event to see how many places in Buckingham you could find on the Buckingham-oply board was unfortunately cancelled and re-scheduled for the first weekend in September.

4. Financial Report:

4.1. Fringe Week budget:

Budget		Expenditure	Income	
		Budget Code	Budget Code	
		303/4221	303/1083*	
Event	Total Budget	£2,000	£200	
Jumble				£308 was
Sale				received
				through sales.
				This was
				divided in half
				£154.03 to
				Mayors
				Charities
				£154.03 to
				the Salvation
		£0	£0	Army

Family	MK Play			
Fun Day	Association,			
	first aid	£865	£0	
Art In	Lemon Pops			
The	Street Art			
Market	Workshop, art			
	materials	£343	£0	
Oxford	Hire of			
Fiddle	Radcliffe			
Group	Centre	£200	£395	
Theatre	Now & Then			
Workshop	Theatre			
	Workshop	£135	£0	
Actual		£1,543	£395	
Effective				
spend			£1,148	

^{*}Please note ticket sales income for the Oxford Fiddle Group exclude VAT and online transaction fees.

4.2. Other budgets:

	Expenditure Budget Code 4241/301	Income Budget Code 1066/301**
Total Budget	£1,500	£1,500
Town Council costs: comedians, security, sound & lighting	£1,396	-
Ticket sales, after VAT	-	£1,070**
Actual	£1,396	£1,070
Profit/Loss		- £326

^{*}Please note ticket sales income for the Comedy Night exclude VAT and online transaction fees.

5. Environmental Impact

- 5.1. The environmental impact for the whole of the Fringe event was low, as the events were all within walking distance.
- 5.2. Junk modelling was a featured activity at the Buckingham Play Days, reusing materials that would otherwise go to waste.
- 5.3. The Jumble Sale was particularly sustainable as it allowed hundreds of items of used items to be reused, with leftover items donated to local charity shops.

Contact Officer: Amanda Brubaker - Events Coordinator

Buckingham Play Days

1. Recommendations

1.1. It is recommended that MK Play Association is booked again for 2024 as it provides all day play sessions that local children can attend.

2. Background

- **2.1.** Buckinghamshire Council are no longer providing Play Around The Parishes, so MK Play Association was booked to provide three free all day play sessions from 10:30am 3:30pm on Monday 24th July, Tuesday 8th and 22nd August in Chandos Park for children aged 0 11yrs of age.
- 2.2. The sessions are funded by Buckingham Town Council and are free for families to attend.
- 2.3. The first of the play sessions fell within the Fringe Week. And got off to a wet start but it didn't stop people from attending.
- 2.4. Pauline Quirkes Performing Arts Academy attended the July session and despite the rain did some paper puppetry with the children as well as promoting their business.
- **2.5.** The ECDI (Equality, Community, Diversity and Inclusion) group also braved the weather and came along to the July session and encouraged people to decorate cookies.
- **2.6.** The weather proved to be much better for the two sessions in August and the sessions were once again well attended.
- 2.7. At all three sessions, children had lots of fun playing on the bouncy castle, and with the giant games, scrap play, soft play and doing arts and crafts.

3. Cost for the event

Budget 301/4094 Youth project £3,495

Expenditure	Actual
3 x full day sessions +	
fuel	£2,815.50
Total	£2,815.50

Contact Officer: Amanda Brubaker – Events Coordinator

Turn Up And Play Basketball

1. Recommendations

- 1.1. Based on the ongoing success of the turn up and play basketball sessions it is recommended that we continue to fund these sessions in 2024.
- 1.2. It is recommended that the Events Coordinator and Deputy Town Clerk talk with coach Jenner and decide whether to hold the extra sessions for the over 12s next year.

2. Background

- 2.1. This year's free turn up and play basketball sessions ran every Monday from 24th July to 28th August.
- 2.2. Sessions for 8-12 yrs old were held in the MUGA in Chandos Park from 5:30pm 6:30pm and 12+ years in the Muga in Bourton Park from 6:45pm 7:45pm.
- 2.3. Two extra sessions for over 13's were held in the MUGA in Chandos Park on the 10th and 17th August.
- 2.4. The turnout this year was incredible with a record number of children attending the 8 -12 yrs session in Bourton Park.

3. Attendance Figures (where available)

	Monday 24 th	Monday 31 st	Monday 7 th	Thurs 10 th
	July	July	August	August
Chandos Park 8- 12 yrs	29	32	20	
Bourton Park 12+ yrs	12	12	12	
Chandos Park 12+ yrs				8

4. Coaches Comments

Monday 24th July - Will have to limit to 30 next week as the court literally cannot take anymore plus safety.

Monday 31st **July** – All basketballs used plus 3 children took their own. Rotating the children in half court match play. I have too many for full court matches. Everyone including parents loving it.

12 at older session which is very good and a real mix from 13-year-old girl to one of the boys' dads.

No figures available for August.

At the end of the sessions Coach Jenner said the following

Quite amazingly, we had no down time due to bad weather this year.

A very active delivery this year with lots of participants.

Observation - it takes us nigh on an hour to get to Buckingham and around 45/50 mins to get back so delivering on Thursdays for just one hour between 6.45 and 7.45 (we get there a little earlier for sign up and leave a little later in closing down the activity and waiting for parents etc) takes up a whole evening and isn't an efficient payback on time. We will need to have a rethink on how best to meet your goals next year should you wish the program continue.

5. Cost for the event

Budget 301/4094 Youth Project £3,485.As previously agreed min.249/22, the small overspend on this project (£330) is to be taken from 901/9013 EMR.

Expenditure	Actual
6 weeks @ £140	£840
2 weeks @ £80	£160
Total	£1,000

BUCKINGHAM TOWN COUNCIL TOWN CENTRE & EVENTS COMMITTEE MONDAY 25th SEPTEMBER 2023

Contact Officer: Bethanie Dowden, Administrator

Dog Show

1. Recommendation

1.1 It is recommended that this report is noted.

2. Background

- 2.1. This year's Dog Show was due to be held on Sunday 10th September in the paddock in Bourton Park from 11am until 3pm.
- 2.2. Due to the high temperatures forecast and worries for animal welfare, the Dog Show was cancelled. Multiple weather reports were considered and the Town Council took advice from RSPCA and other professionals before a decision was made.
- 2.3. It was suggested to reschedule the Dog Show for Sunday 17th September but events sponsors and judges were not available on this date making the decision to reschedule not feasible. There also isn't the capacity to reschedule this event before the end of the year due to other large events taking place and weather-related issues with the paddock.
- 2.4. Sponsors, stall holders and food vendors were notified of the cancellation and were understanding of the decision. Before deciding to cancel the event, some stallholders pulled out due to the weather because they didn't want to be seen to encourage dogs and their owners to attend an event in extreme heat.
- 2.5. At the time we decided to cancel the event, we had organised First Aid and Toilets but payment for these hadn't been processed so were able to cancel at no cost.
- 2.6. We were not able to organise a bouncy castle for the event this year and instead hired giant games from Milton Keynes Play Association for £40. This was paid upfront because our existing membership with them doesn't include the hire of games. This payment has been credited to our account and can be used for another event in the future.
- 2.7. As well as prizes provided by event sponsors, other local organisations provided prizes. These include four free hydrotherapy sessions for the winner of the Golden Oldie class from Hills Canine Hydrotherapy and a long-time

- supporter of the dog show has provided a voucher for the winner of the Junior Handler class.
- 2.8. Local organisations were contacted to ask what they would like to do with their prizes. Hills Canine Hydrotherapy has accepted their voucher back and will organise the four free sessions to be given to the Dogs Trust to help treat dogs in refuge. The voucher given by long-time supporter is valid for two years and they would like for it to be used for next year's event.
- 2.9. Jedidiah has been contacted to arrange the collection of the expired dog food from last year's event as agreed by the committee.

2. Sponsorship

- 3.1. Kimberly Cox Dog Training and Woofs and Washes have been long-time sponsors of the event.
- 3.2. Last year, Kimberly Cox and Woofs and Washes were approached to see if they would be interested in paying a one-off sum towards purchasing the banners, with the agreement that their logo would be prominently included in the design and that they would continue to sponsor the event through their usual arrangements of judging and supplying the rosettes and some prizes for the next two years.
- 3.3. Kimberly Cox organised rosettes and prizes for the Dog Show. She has confirmed that no dates were put on them so they can be used for next year's event.
- 3.3. As the event was cancelled, the sponsorship which is to cover three dog shows, will now cover 2024 2026.

4. Budget

	Expenditure	Income
	Budget Code 4213/301	Budget Code 1093/301
Total Budget	£700	03
Town Council costs: Entertainment	£40	£0
Actual	£40	£0
Remaining	£660	£0
Budget		

4.1 We received two pitch fee payments from Natural Animal Nutrition (£18) and Ridiculous Foods (£30) which will be refunded as the event was cancelled.

Contact Officer: Deputy Town Clerk

Christmas Lights Switch On

1. Recommendations

1.1. It is recommended that members agree to the hire of Gwynhaff, or a similar interactive sculpture, from Festive Road, as part of the 2023 Christmas Lights Switch On event.

2. Background

- 2.1. Following the success of the Christmas Lights Switch on in 2022, many of the same elements will be retained, for example, the position of the stage in the layby next to the Old Gaol.
- 2.2. Due to the difficulties in having the event on a Saturday, the event date and time for this year's event has been agreed by the Town Centre and Events Committee as Thursday 23rd November from 4pm to 7pm.

3. Christmas Market

- 3.1. As the Market Hill area alone has limited space for trading stalls, a Christmas Market will be set up in the Cattle Pens area. In order to ensure the safety of pedestrians crossing the Moreton Road, the high street area next to the Cattle Pens is also covered by a road closure order.
- 3.2. The maximum capacity for stalls is 8 in the Market Hill area (due to the slope, stage and entertainment in this area) and 16 in the cattlepens area. Additional lighting will be booked and provided in the cattle pens area. Stalls are being offered to community and charity groups as well as commercial traders.
- 3.3. Several local businesses have asked to bring stalls out to the trading area within the event, including a licensed bar. Wherever possible, we will aim to accommodate this over bringing in outside traders.

4. Stage

- 4.1. The stage will be the same layout and design as the 2022 event and will be provided by Strawberry fields. The Mayor of Buckingham, Cllr. Anja Schaefer has agreed to act as MC for the event.
- 4.2. The Buckingham School have confirmed that they will be attending the event performing songs from Frozen. Buckingham Stage Coach Performing Arts group are also booked to attend.
- 4.3. The Lights Switch On will take place at 5.30pm on the stage, with the Mayor joined by the winners of this year's Mayor's Christmas Card contest.
- 4.4. Great Horwood Silver Band will play sing along carols after the light switch on. The intention is to also have an adult singer to encourage participation in singing the carols.
- 4.5. An adult choir have also been approached to take part in 30 minute performance on stage.

5. Entertainment

- 5.1. Buckingham Table will bring along the Santa Van and Santa.
- 5.2. The Chantry Chapel plan to open late and offer a children's craft in the chantry chapel during the event as an additional activity.
- 5.3. We are also looking to secure some children's rides or activities to set up in the cattle pens area, alongside the Christmas market stalls.
- 5.4. A provisional booking has been made with Festive Road, who are based in Milton Keynes, and create giant moving sculptures out of recycled materials. The booking has been made to use "Gwynhaff" due to the festive red colour and popularity with children at past events. Gwynhaff has also been offered at a substantially reduced price of £1,200.
- 5.5. Information from Festive Road: Gwynhaff is Festive Road's larger-than-life, pedal-powered red Dragon. At 2m in width, 5.5m in length, and 2.4m in height, Gwynhaff is a magnificent creature and, despite her fearsome look, she is very friendly. The articulation of her neck and tail, together with the animation of her face, and movement of her legs & feet, makes her highly interactive and engaging generating a real buzz and sense of wonderment. Gwynhaff is fitted with internal lights (especially for after dark events), and bespoke noises and she is very proud of her ability to exhale smoke, as any self-respecting dragon would be! Video: https://www.festiveroad.org/portfolio-view/gwynhaff-the-dragon/

- 5.6. To fit the Christmas theme, Festive Road have suggested that their staff would dress as elves and present Gwynhaff as a life size toy dragon. We would site Gwynhaff in the Bull Ring near to the Santa Van.
- 5.7. Festive Road have not yet had a site visit, if for some reason the site proves to be unsuitable for Gwynhaff, we would look to hire a smaller but similarly interactive piece from Festive Road.



5.8. If there is any budget remaining, and depending on staff capacity during the event, a walk around character, similar to Olaf in 2022 would be hired.

6. Estimated budget

Budget 301/4212 Christmas Lights Switch On, £3,000

Item	Estimated Cost
Share of road closure cost	£80
Stage, sound and lighting + sound	£910
engineer	
ALR First Aid	£140
Additional lighting for Cattle Pens	£240
Concert Band, elf costumes, other	£450
entertainment costs	
Santa Van	£0
Tree	£0
Festive Road	£1,200

Contact Officer: Deputy Town Clerk

Bonfire and Fireworks

1. Recommendations

1.1. It is recommended that members note this report and the estimated costs listed.

2. Background

- 2.1. The Bonfire and Fireworks event takes place in Bourton Park each year. This year's event will be on Saturday 4th November from 6 – 8pm
- 2.2. Even in poor weather, the Buckingham event typically draws a large crowd. It has recently been announced that the Bonfire and Fireworks event in Milton Keynes has been cancelled, and this may lead to a higher turnout than usual at the Buckingham event.
- 2.3. The event plan and emergency plans, entrance and exits will be broadly the same as previous years, with some minor changes.

3. Fireworks and Bonfire

- 3.1. Fireworks will be provided by Titanium Fireworks, who always bring a spectacular display. Risk Assessments and safety plans will be reviewed, and the positioning of fireworks and spectator areas adjusted, if necessary, both in advance and on the day dependent on the weather. The fireworks will be lit at 7pm.
- 3.2. The position of the bonfire will be adjusted slightly from previous years, moving to a more central position and the maximum height of the bonfire will be reduced by one foot to 10' in order to reduce the intensity of the heat from the bonfire. In accordance with advice from our insurer, the bonfire will be lit after the fireworks.

4. Entertainment

4.1. After an impressive display last year, Cassia Chloe has been provisionally rebooked for a 45 minute introductory mixed LED performance including hula hoops, and roaming and interactive elements, and a 20 minute fire act including large scale FX and pyrotechnic finale.

4.2. In order to allow as many people as possible to see the mixed LED performance before the fireworks, and depending on site conditions and weather on the day, a performance area will be created close to the site entrance. The fire act will take place within the fire safety zone.

5. Event timetable

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6.00pm – event opens, Cassia Chloe mixed LED performance
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7.00pm – fireworks

7.20pm (after fireworks) – bonfire procession and bonfire lit

7.30pm – Cassia Chloe – 20 minute fire performance with pyrotechnic finale.

8.00pm – event closes

6. Food, drink and community traders

- 6.1. Four to five food, drink and community stalls will be positioned along the footpath and open to trade between 6 8pm. A number of new vendors have approached the council for stalls this year, and bookings are being finalised. It is expected that this will include a licensed bar.
- 6.2. Previously, one vendor has used a flood light to light the site entrance, this vendor is no longer trading, and additional lighting will be brought in instead.

7. Event volunteers and clean up

- 7.1. Members are invited to take part in the event as part of the torch lit procession that light the bonfire each year. If you would like to take part in this, please contact the Events Coordinator.
- 7.2. The torches are made for the event by the Green Spaces team and then prepared for lighting by Cllr. Mahi each year. Cllr. Mahi has kindly offered to teach another Councillor the process for doing this. Please contact Cllr. Mahi for details.
- 7.3. The Buckingham Table have kindly volunteered to help clear up any litter left after the event on the morning on Sunday 5th November. Additional volunteers are welcome. Please contact Cllr. Mahi for details.
- 7.4. The Air Cadets also support the event through marshalling each year.

8. Estimated budget

Budget 301/4202 Fireworks Display, £6,600

Item	Estimated Cost
Fireworks	£4,000
sound + sound engineer	£300
First Aid	£200
Lighting and additional equipment,	£750
generators, fencing etc	
Music licence	£255
LED and fire performance	£1,075

Contact Officer: Deputy Town Clerk

Skate Park update

1. Recommendations

1.1. It is recommended that, if no launch event occurs for the new skate park once it is built, Buckingham Town Council considers inviting Buckinghamshire Council to take part in a joint launch event for the new skate park in summer 2024.

2. Background

- 2.1. It was agreed in at the June 5th 2023 meeting 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."
- 2.2. Construction on the skate park was expected to take place from July to October 2023. Work did not begin until slightly later than expected, and there is currently no completion date. However, progress can be seen on site.

3. Update

3.1. If, for any reason, no launch event is held when the new skate park is completed, it would not be possible for the Town Council to host a launch event themselves due to staff capacity and the winter weather (please see report TCE/13/23 for more details). However, plans could be made for a particularly special skate park event in summer 2024.

4. Budget

4.1. There would be no budget implications to choosing to invite Buckinghamshire Council to take part in a future event. The committee should plan to budget to cover the anticipated costs, with any additional funding secured through working with Buckinghamshire Council being used to for additional or upgraded elements for the event.

BUCKINGHAM TOWN COUNCIL TOWN CENTRE & EVENTS COMMITTEE

Monday 25th September 2023

Contact Officer: Town Clerk

The role of the Lead Councillor

1. Recommendations

1.1. It is recommended that Members note and discuss this report.

2. Background

- 2.1. Members have requested clarification on the role of a Lead Councillor for events. This report seeks to explain the situation as it stands and to reference relevant policies. No changes are recommended although members are encouraged to have an open discussion.
- 2.2. The Councillor -Officer protocol has been most often referenced as this is the most recent relevant document, however it should be noted that it corresponds to the long-standing policies in the Council Handbook, Scheme of Delegation and Standing Orders.
- 2.3. This document only discusses the role of the Lead Councillor. It does not cover Councillors volunteering at events or the role of the Events Committee (which has delegated authority as per its Terms of Reference).

3. Relevant Law.

3.1. Buckingham Town Council's Scheme of delegation notes the following:

"Under the Local Government Act 1972 s 101 (a) the Town Council has the power to arrange for the discharge of its functions by a committee, subcommittee, officer of the authority, or another local authority. The Town Council does not have the power to delegate a decision to an individual Councillor."

- 3.2. The Town Clerk is the Proper Officer of the Council and has legal responsibilities and training in matters such as H&S legislation. The Town Clerk is also responsible for the management and welfare of BTC staff.
- 3.3. Buckingham Town Council have formally named the Town Clerk as the person with overall responsibility for health and safety within the organisation.

4. The Councillor-Officer Protocol.

4.1. The Councillor – Officer Protocol details how the relationships between Officers and Councillors should be managed. The document notes:

"A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council."

Buckingham Town Council prides itself on having solid working relationships between Officers and Members. Members have good direct access to Officers and relationships are friendly and respectful. We work in partnership acknowledging the importance and differences of each other's roles.

4.2. The Protocol also notes that:

"Councillors should not involve themselves in the day-to-day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description."

"Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters."

"A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- Avoid personal attacks on, or abuse of, the officer at all times.
- Ensure that any criticism is well founded and constructive.
- Ensure that any criticism is made in private.
- Take up the concern with the Town Clerk."

"The Town Clerk is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Town Clerk, unless it is agreed by the Town Clerk that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Town Clerk's staff without the express approval of the Town Clerk."

5. The Lead Councillor

5.1. The Lead Councillor is an essential part of the team and is there to provide, advice, guidance, experience and strategic leadership. Officers should feel

- comfortable bouncing ideas off them, as well as talking through issues and concerns in confidence.
- 5.2. The Lead Councillor should feel involved and informed. They should expect their questions to be answered promptly and their views listened to. They should be treated with respect, dignity and courtesy.
- 5.3. If the Lead Councillor has concerns about the management of an event they should (following the protocol above) escalate the matter to the Town Clerk.
- 5.4. The Lead Councillor should feel confident that they have direct access to the Town Clerk to raise matters when required. They should expect (where relevant) any conversations to be dealt with in confidence.
- 5.5. While ultimately the Town Clerk will retain responsibility for implementing the decisions of the Council (and its delegated committees) they should expect to explain where required their reasoning. This includes reference to relevant legislation, policies, protocols and minutes.
- 5.6. The Town Clerk and other Officers **must** implement the lawful decisions of the Council and delegated committees.

6. The Chair.

- 6.1. All of the above points also apply to the Chair of the Committee who should expect to be kept briefed on all events as required.
- 6.2. If no Lead Councillor is appointed by the Committee, then the role automatically falls to the Chair of the Committee.

EVENTS 2023/24

October 2023				
01/10/2023	Sunday	River Rinse 2	10:30 am - 12:30 pm	Location TBC
10/10/2023	Tuesday	Local Democracy Event	2 pm – 3 pm	Buckingham School
13/10/2023	Friday	Charter Fair arrives	10:30 am	Town Centre
14/10/2023	Saturday	Charter Fair	1 pm -11 pm	Town Centre
20/10/2023	Friday	Charter Fair arrives	10:30 am	Town Centre
21/10/2023	Saturday	Charter Fair	1 pm – 11 pm	Town Centre
27/10/2023	Friday	Halloween Event	TBC	Lace Hill Centre
November				
04/11/2023	Saturday	Bonfire and fireworks	6 pm – 8 pm	Paddock Bourton Park
12/11/2023	Sunday	Remembrance Parade	10:15 am – 12:30 pm	Parade forms up Bull Ring
19/11/2023	Sunday	Winter Fair	2 pm – 4:30 pm	Lace Hill Centre
23/11/2023	23 Thursday Christmas Light Switch On		4 pm – 7 pm	Market Hill And Cattle Pens
December				
02/12/2023	Saturday	Small Business Saturday	TBC	TBC
TBC	Weekday	*Winter Tree Planting	TBC	TBC
16/12/23	Saturday	Community Fair	11:30 am – 2 pm	Community Centre
16/12/2023			Town Centre	
January 2024				
27/1/24	Saturday	Holocaust Memorial		
February				
13/2/24	Tuesday	Pancake Race	11 am – 12 noon	Green outside St Peter & St Paul Church
24/02/24	Saturday	Food Fair	10 am – 3 pm	Community Centre
March				

Appendix D

4:30 pm Community Centre		24/3/24	Sunday	Easter Event	2 pm – 4:30 pm	Lace Hill Community Centre
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Winter Tree Planting is the remit of other committees and shown here for reference only

Contact Officer: Deputy Town Clerk

Proposed Events 2024 - 2025

1. Recommendations

1.1. It is recommended that members note and agree the proposed events list for 2024 – 2025.

2. Proposed events April 2024 - March 2025

- Easter Fair
- Spring Green Fair
- May Day
- Music in the Market
- Celebrate Buckingham Day
- Street Food Fair (TBC dependent on committee decision)
- Fringe Week
- BandJam
- Buckingham Play Days (Quantity TBC)
- Basketball (Quantity TBC)
- Skate Park event
- Dog Show
- River Rinses (2)
- Local Democracy Week
- Charter Fairs (2)
- Hallowe'en Event
- Bonfire & Fireworks
- Remembrance Parade
- Winter Fair
- Christmas Lights Switch On
- Small Business Saturday
- Community Fair
- Christmas Parade
- Holocaust Memorial Day
- Pancake Race
- Food Fair
- Buckingham in Bloom

TCE/79/23

3. Days to be marked with Flag Raising

- Commonwealth Day
- Pride
- Merchant Navy Day
- St George's Day
- King Charles III Birthday and Official Birthday
- Remembrance Sunday

Minute No.	Action	Action Required	Action Owner	Update	Deadline
884/19	Youth Council	New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022. The Deputy Town Clerk will chase Buckinghamshire Council for an update.		The project will be run with Buckinghamshire Council. April 2023 Update: 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. UPDATE: AUG 2023 Youth Café update from the Buckingham & Villages Community Board: "our main challenge up until now has been identifying a suitable venue that would have availability and adequate facilities to meet the requirements for a specialist youth café. I am pleased to say that we recently identified a potential local venue that may be available and a suitable for the space. We are due to meet in due course and I will keep the board updated. Once we have our venue and delivery partner secured, we can really begin the ground work of shaping a café designed for and by our local young people. This is a great project to be involved with if you have a particular interest or experience in working with young people."	
868/20;1042/2 0	Accessibility Workshop	Members AGREED to host an Access Awareness Day at the first possible opportunity.	Town Clerk	On the next EDCI agenda. Consider transfering this action to them.	Ongoing
	Culture & Arts Strategy	Members received a written report from the Town Clerk and unanimously AGREED for Council staff to provide a detailed plan for creating a culture and arts strategy. It was AGREED 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
	Christmas Lights Switch On	Cllr. Stuchbury proposed that a report about the event plans is brought to committee in September.	Deputy Town Clerk		On agenda
				In progress, Music in the Market and BandJam contracts signed, final queries being resolved with Christmas Parade.	On agenda
34/23	Climate action plan	Proposed that post-event we monitor the outcomes against the agreed standard.	Event organiser	On going	On going
174/23	Lead Councillor	Cllr. O'Donoghue asked that the role of the lead councillor is discussed at the next meeting. Members AGREED . Members unanimously AGREED .		On agenda.	

Minute No.	Action	Action Required	Action Owner	Update	Deadline
176/23.1	Celebrate Buckingham Day/Spring Green Fair	Members AGREED an amendment to the recommendation: that a report is brought to the next meeting to look in more details at both events.			On going
176/23.2	Swan Trail	Members discussed the possibility of using the artwork for merchandise, for example postcards and calendars. The Deputy Town Clerk will talk to the Town Centre Manager who may already have plans/ideas.	Deputy Town Clerk	Completed. Town Centre Manager investigating options.	
176/23.4	Market entertainment	A group from the Buckingham Panto did a couple of sketches but due to the awful weather, the entertainment had to be abandoned. They are happy to come back next year. Members AGREED to write and thank them.	Manager	Completed.	
178/23	Street food	Motion Cllr. Davies: The option to hold a street food fair in the next financial year be explored and a report brought to a future meeting in time to be precepted for if agreed. Cllr. Stuchbury Proposed that a report be brought to the November meeting. Cllr. O'Donoghue Seconded. Members unanimously AGREED.	Deputy Town Clerk	Research in progress.	November
179/23	Buckingham in Bloom	Members AGREED that the prize is awarded to the one entrant and that this is discussed at a future meeting.	Events Coordinator	More than one entrant had entered, and judging continued as normal.	On agenda

Contact Officer: Deputy Town Clerk

Accessibility Budget

1. Recommendations

1.1. It is recommended that members agreed to the purchase of a Gazebo with sides, quiet zone banner signage and items for four sensory backpacks, at a cost of approximately £759 to be paid from budget 306/4254 Accessibility costs.

2. Background

- 2.1. Members requested that the accessibility budget be added to the agenda of the September 2023 Town Centre & Events Committee meeting.
- 2.2. The accessibility budget was previously used to fund DisabledGo (which later became AccessAble), this was a website that stored information about the accessibility of different venues and allowed people with disabilities to plan their visit. The contract for this was cancelled in November 2020.
- 2.3. The agreement of the Resources Committee, also included plans for the Town Centre & Events Committee consider setting up a working group in liaison with Access4All to examine the way forward. Although officers tried several times to make arrangements to do this, due to the impact of Covid, and the closure of the Access4All group this has not been possible. The E,CD&I Working Group is currently investigating possible alternative options to this proposal.
- 2.4. The total accessibility budgets are 306/4254 £2,070 and EMR 901/9074 £2,513. A small portion of this (around £250) was awarded specifically to Access4All and is held by the Town Council, and is not considered part of this report. The total available budget is around £4,333.

3. Officer recommendations

- 3.1. Officers considered a number of options that this funding could be spent on. One pressing need was identified to improve accessibility at town council events
 - 3.1.1. Sensory backpacks are offered at many venues including the National Trust, Museums and Festivals. These are simple drawstring backpacks

- that contain ear defenders, some sensory toys and accessible activity cards using sign language or PEC cards.
- 3.1.2. For families with neurodiverse members, arriving at an event and finding that it is louder, or busier than expected, can mean having to leave the event. Ear defenders in particular, can be difficult to buy in person. Having sensory backpacks that can be lent out means that everyone can enjoy all of the town council's events, even if they are louder than expected.



(Image: National Trust/Dania Schmitz-Vaughan)

- 3.1.3. 3m x 3m Quiet zone gazebo an additional a gazebo could be purchased to use at events with enough space to accommodate a gazebo. This would be a clearly marked as a 'quiet space' for event guests with SEND. Chairs would be provided, and sensory backpacks with ear defenders and sensory toys or simple activities like colouring.
- 3.2. Not all town council event site layouts would be able to accommodate a 3m x 3m Quiet Zone Gazebo. However, Celebrate Buckingham Day, Family Fun Days, The Christmas Lights Switch On and others could accommodate this.
- 3.3. Where an additional gazebo would not fit, for example Music in the Market or Bonfire and Fireworks, the sensory backpacks could still be brought along and stored in the BTC staff Gazebo, ready to be lent out if required.

4. Budget

Item	Estimated Costs
Sensory backpacks: 4x backpacks, adult and child size ear defenders, sensory toys, accessible activity cards, storage box	£155
3m x 3m Gazebo with sides, incl. delivery	£559
Quiet zone reusable banner signage	£45
Total	£759



Buckingham Town Council Climate Emergency Action Plan

At Full Council on the 15th 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

	Action	Measure	Responsibility	Update
3.	Encourage practical action by local people through proactive communication campaigns.	Number of visitors per year to webpage	TC&E and Environment Committee	Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives. The office has engaged with local schools to discuss our
				Action Plan and how they can get involved in community climate action. As a way of generating further engagement, competitions and awards for innovative approaches to tackle the climate emergency are promoted by the council.
5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	A Community Climate café hosted it's first meeting on 22 nd April 2023 @ 10am in Buckingham Library and also attended Celebrate Buckingham to consult on the public's climate prioritises.
6.	Host a public meeting on the issue.	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.



Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat

	Action	Measure	Responsibility	Updates
10	Investigate the environmental impact of Town Council events		Town Centre & Event Committee	Introduced an Environmental Impact Assessment for Town Council led events with over 400 participants/attendees, as part of the existing Events Management Plan. A summary of which, is reviewed by TC&E Committee.

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

now being provided at all Town Council
now being provided at all Town Council
success of recycling Biffa bins at Music in
am.
offices (including Lace Hill Centre's public
ented.
Picking kits are housed at the Town
d Buckingham Library for community use.
in regular use by community groups,
er picks by pupils at Furze Down School.



Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles. Action Measure Responsibility **Updates** 22. Consider holding an event To Town Centre & Cycling and walking trails are promoted through the Tourist be l considered on **Events** Information Centre and will be publicised at the Spring Green promotes that cycling around the town Committee Fair. The Spring Green Fair 2023 featured a stand from Dr future Bike, offering cycle repairs and second hand bike sales. of agenda TC&E 23. Replace BTC owned Replace each Environment One Electric van, leased Summer 2020. Aim for full vehicles and green spaces vehicle at the Committee replacement of all vehicles with electric alternatives by 2030. equipment with suitable appropriate Once the new cemetery is up and running there are plans to point in its purchase other electric powered machinery, such as ride-on electric models when existing petrol, and diesel lifecycle. mowers. vehicles come to the end of their usable life, aiming for full replacement with electric vehicles by 2030. Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.

33 Purchase (where possible) All BTC Town Centre & Incorporated within planning for all T		Action	Measure	Responsibility	Updates
	33.	locally produced and fair- trade food for the Council's	events	Events	Incorporated within planning for all Town Council events. Referencing the Town Council's Sustainable Procurement Strategy