



Buckingham Town Council

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Town Clerk: Claire Molyneux

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 08 November 2023

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 13th November 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 25th September 2023.

[Copy previously circulated](#)

4. Music in the Market

To receive a report from the Music in the Market organisers.
To receive a report from the Deputy Town Clerk.

[Appendix A](#)
[TCE/103/23](#)

5. Markets

To receive a written update from the Town Clerk.

[TCE/104/23](#)



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.

6. Budget

To receive and note the latest budget figures.

To receive a report from the Town Clerk.

To receive and recommend to Full Council budget for 2024/2025.

[Appendix B](#)

[TCE/105/23](#)

[Appendix C](#)

7. Youth project

To receive a report from the Deputy Town Clerk.

[TCE/106/23](#)

8. Small Business Saturday

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

[TCE/107/23](#)

9. Local Democracy Week update

To receive an update on Local Democracy Week from the Events Coordinator.

[TCE/108/23](#)

10. Street Food fair & Good Endings fair

To receive a report from the Deputy Town Clerk.

[TCE/109/23](#)

11. Celebrate Buckingham Day & Spring Green Fair

To receive a report from the Deputy Town Clerk.

[TCE/110/23](#)

12. Tourist Information Centre

Summary report of activities 2022 – 2023.

[TCE/111/23](#)

13. D-Day 80th anniversary

To receive a report from the Deputy Town Clerk.

To receive and discuss the request from the Pageant master.

[TCE/112/23](#)

[Appendix D](#)

14. Events contracts

To receive and agree the Charter Fair contract for 2024 – 2027.

To receive a verbal update on the Christmas Parade Committee contract.

[Appendix E](#)

15. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

16. Holocaust Memorial Day 2024

To receive a written report from the Estates Administrator.

[TCE/113/23](#)

17. Event reviews

17.1 Band Jam

[TCE/114/23](#)

17.2 River Rinses

[TCE/115/23](#)

17.3 Charter Fair

[TCE/116/23](#)

17.4 Lace Hill Halloween event

[TCE/117/23](#)

17.5 Bonfire and Fireworks

[TCE/118/23](#)

17.6 Remembrance Sunday (Verbal)

18. Calendar of events

18.1 To note the list of upcoming events.

[Appendix F](#)

18.2 To receive and agree the working calendar of events for 2024 - 2025.

[Appendix G](#)

19. Access**20. Action list**

To receive action reports and updates.

[Appendix H](#)

21. Climate Emergency Action Plan

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

[Appendix I](#)

22. News releases

23. Chair's items

24. Date of the next meeting: Monday 12th February 2024

To Committee Members:

Cllr. R. Ahmed

Cllr. F. Davies

Cllr. M. Gateley

Cllr. J. Harvey

Cllr. A. Mahi

Vice Chair

Cllr. L. O'Donoghue

Cllr. A. Schaefer

Cllr. R. Stuchbury

Cllr. R. Willett

Town Mayor

Chair

Music In The Market 2024 And Beyond

Background & History

Music In The Market (MITM) has been a significant popular culture event held in Buckingham town centre for over 20 years.

It is organised by Buckingham Acoustic Club (BAC) and the Town Council (BTC) and receives financial support from the council that covers: Staging, PA system, Security, Artiste fees.

The musicians have been traditionally drawn from the ranks of BAC plus other notable local performers. The emphasis has been acoustic music with more rock orientated groups appearing later in the day.

BAC is an informal organisation that is made up of musicians who have come together on a regular basis in and around Buckingham for nearly 25 years. For many years the 'club' met weekly, the many venues include: The Britannia, The New Inn, The Woolpack. BAC is a welcoming, supportive environment for new and seasoned performers.

Further to 'retirements' the 'club' has been run by Suzy Smith, Pete Thirlby and Udo Dolz since 2023.

COVID impacted BAC, and it was difficult to maintain support, meetings have dropped to monthly, and we have now moved to the Buckingham Football Club. However, support and enthusiasm to play and perform remains. We will continue to rebuild.

Recent Events, 2021, 2022 and 2023

MITM was also impacted by COVID. The 2020 event did not go ahead and, to reduce the concentration of people in small area, the 2021 event was held at the Buckingham Rugby Club.

The 2021 event was highly successful as Buckingham had its first major event since the pandemic. The attendance was impressive, the facilities safe and pleasant, parking easy, great access for artistes, local traders and food stalls did good business. Families attended and set up encampments around the field and enjoyed a safe day out in reasonable early summer weather.

The success of the 2021 event prompted BAC to propose that it returned to the Rugby Club in 2022. This received pushback from local publicans, the council subsequently refused to support the event unless it was held in the Town Centre. Ironically, some of the same publicans who were instrumental in ejecting BAC from its venue where it had met weekly for over 10 years. Some of the same group also declined to be involved in the Saturday prelude event – see later.

The 2022 event went ahead in the Town Centre and BINN and The Kings Head did good business as usual. The event was a great success. In 2022 Jon Howarth was the main organiser – he has since emigrated to Portugal.

In 2023 the new team [Suzy, Pete and Udo] put on the event.

What were the positives and negatives of 2023's MITM?

Positive:

- The music and other entertainments were well received.
- There were no major incidents.
- More community involvement: The early part of the program was adult and children's groups. This brought a lot of people into the town early to build an atmosphere.
- Dance: we had a Bollywood Dancer who got the crowd up and grooving and Morris Men who brought that folk feel
- Fringe Night: We ran a prelude night at the Grand Junction on the Saturday that had bands and BAC performers playing for free and collecting for Charity. It was reasonably successful and attracted people throughout the day. Generally, it was seen as a good idea and provided useful pointers for how it could be more successful in the future.
- Music: We broadened the line-up, some regular BAC performers were shifted to the Saturday event, notable local talents such as Smith and Brewer, Tu-Kay and Ryan, 60s Jukebox, Brothers Homebrew and the Toucans played. They were all superb.
- Poetry: Local Poet Paul Moss entertained in the intervals
- None of the organisers played on the main day – we played on Saturday for free.
- Innovation: We ended the Sunday night with a DJ. This idea had a mixed reception when first raised but proved to have been a good choice – though we would have liked a different DJ to the one we eventually booked. The DJ allowed us to control the end of the event, begin clearing the stage and elements of the PA.
- Negative:
 - The location is not people friendly:
 - Slopes
 - High Kerbs
 - No soft areas
 - No nearby public toilets
 - Difficult for a family to camp out and spend time.
 - The staging and PA were not suitable for community acts. The terrain made it difficult to set up.
 - Access for artistes is poor.

Options for 2024 and Beyond

Our vision for the future is to evolve Music In The Market to an event that mixes:

- Community Performers, choir groups, children’s groups
- More Dance
- More Poetry
- Acoustic Music, Jazz and World Music
- New Music from local talent and notable acts
- Performers representing Buckingham’s cultural make up.
- Engaging more venues in the event and creating a memorable and notable weekend that reaches out to an ever-growing young town
- Re-Brand to “Buckingham Live”
 - BAC will rebrand to “Buckingham Live Sessions”

“Buckingham Live 24” will involve:

- Creating a 3-day event:
 - Friday evening & Saturday afternoon/evening that takes place in venues on the High Street, inside Pubs/Cafes, outside the Old Gaol, Cattle Pens etc
 - Creating a main event on the Sunday in a safe, family friendly venue
 - Options:
 - The old Buckingham Town site – currently owned by UoB who we would need to approach.
 - The Buckingham Football Club ground
 - Benefits
 - No road closures.
 - Less BTC involvement

What we need from BTC:

- Continued financial support in terms of funding for:
 - Acts for Friday and Saturday fringe
 - Acts for Sunday main event
 - Stage Hire for Sunday
 - PA Hire for Sunday
 - PA Hire for Friday and Saturday
- In return for BTCs involvement Buckingham Live will:
 - Book and organise all music and acts for all 3 days
 - Book venue, stage and PA for Sunday
 - Seek out corporate sponsorship to lower the financial impact on BTC.
 - Work with local media
 - Liaise with venues.

We look forwards to continuing to work with BTC to create a truly great event that brings the people of Buckingham together, enlivens the Town Centre, brings trade to pubs, cafes and shops.

What we need today is a not necessarily a “yes” or “no” to our proposals, we would like to create a dialog with BTC so that we can move this event forwards.

Suzy Smith
Pete Thirlby
Udo Dolz

Buckingham Live

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Officer: Deputy Town Clerk

Music in the Market 2024

1. Recommendations

1.1. It is recommended that Members decide whether or not to approve the following recommendations from the Music in the Market organisers.

1.1.1. That the funding given by Buckingham Town Council to the Music in the Market organisers be used for 3 days of events, Friday to Sunday, rather than one day.

1.1.2. That the Friday and Saturday take place in the town centre, but with no requirement for road closures, eg in pubs/cafes, outside Old Gaol, Cattlepens etc.

1.1.3. That the Sunday take place at a family friendly venue near the town centre, eg Buckingham Football Club, or the old football club at Ford Meadow.

2. Background

2.1. The organisers of Music in the Market have written to the Town Council proposing a number of changes to the event. Many of these elements do not require the Town Council's agreement – for example, the decision to rebrand the event as "Buckingham Live 24" and to spread the events over more than one day.

2.2. Music in the Market/Buckingham Live 24 is largely funded by Buckingham Town Council, and the committee can make a decision about whether or not to fund activities outside of the one-day festival the existing event partner contract covers. If the committee is agreeable to the proposals by Music in the Market, their contract would be updated with a memo of understanding that reflects these changes.

3. Budget

3.1. There is no change in budget proposed. A small increase for 2024 has been budgeted for, matching that proposed for Band Jam: Big Bash.

4. Environmental Impact

4.1. There is no significant environmental impact in agreeing to the changes proposed by the Music in the Market organisers.

**Buckingham Town Council
Town Centre and Events Committee**

Monday 13th November 2023

Contact Officer: Town Clerk

Markets Pricing 2024-2025

1. Recommendations

1.1. It is recommended that Members agree to add £1 to the price of a market pitch as per the table in item 3.

2. Background

- 2.1. In order to budget for the next financial year, it is necessary to agree new fees for both the Street Markets and the Flea Market.
- 2.2. The Market Manager has been consulted and his views on what is sustainable for traders have been sought.
- 2.3. Only small increases have been recommended as the current economic climate has put a strain on many traders.
- 2.4. Previously all traders paid in cash and therefore in order to not cause the Market Manager to require a huge amount of change, pitch prices have been kept to an amount divisible by £5. However, as the new card machine agreed by Resources should be in use before the start of the new financial year, it is practicable to have a £1 increase as most traders are expected to pay by card.

3. Table of current and recommended prices.

Pitch type	Current	New
Street Markets		
Up to 3m x 3m Pitch Casual	£20.00	£21.00
Up to 3m x 3m Pitch Regular	£15.00	£16.00
3.1m-5.9m x 3m Casual	£25.00	£26.00
3.1m-5.9m x 3m Regular	£20.00	£21.00
Over 6m x 3m Casual	£45.00	£46.00
Over 6m x 3m Regular	£30.00	£31.00
Flea Markets		
Single	£10.00	£11.00
Double	£15.00	£16.00

No other changes are recommended.

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>301 Town Centre & Events</u>						
1013 Hanging baskets	(333)	456	789			(73.1%)
1028 Lace Hill events income	317	847	530			37.5%
1062 Community Fair table income	18	230	212			8.0%
1066 Comedy night income	1,070	1,500	430			71.3%
1069 Charter fairs income	7,751	7,660	(91)			101.2%
1091 Events Sponsorship Income	324	50	(274)			648.0%
1092 Events Stall Income	285	800	515			35.6%
1093 Dog Show Income	48	125	77			38.4%
3997 NI TC&E	(1,953)	(4,323)	2,370		2,370	45.2%
3998 Pensions ERS TC&E	(7,212)	(19,863)	12,651		12,651	36.3%
3999 Salaries TC&E	(40,523)	(79,743)	39,220		39,220	50.8%
4042 Events equipment	(617)	(1,000)	383		383	61.7%
4094 Youth project	(3,456)	(3,485)	30		30	99.2%
4104 Town in Bloom	(4,787)	(9,000)	4,213		4,213	53.2%
4107 Pride of Place	(25)	(60)	35		35	41.7%
4115 River rinse	(360)	(450)	90		90	80.0%
4128 Small Events	0	(300)	300		300	0.0%
4166 Lace Hill events	(550)	(1,500)	950		950	36.7%
4201 Christmas lights	(3,761)	(12,800)	9,039		9,039	29.4%
4202 Firework display	(5,161)	(6,600)	1,439	(1,022)	417	93.7%
4203 Community fair	0	(490)	490		490	0.0%
4205 Christmas parade	(140)	(5,000)	4,860		4,860	2.8%
4207 Remembrance parade	(957)	(1,030)	73		73	93.0%
4208 Spring Fair	(40)	(300)	260		260	13.3%
4211 Band Jam	(4,449)	(4,792)	343	(259)	85	98.2%
4212 Christmas lights switch on	(185)	(3,000)	2,815	(2,560)	255	91.5%
4213 Dog show	(143)	(700)	557		557	20.5%
4220 Music in the Market	(4,407)	(4,721)	314	(330)	(16)	100.3%
4241 Comedy Night expenditure	(1,396)	(1,500)	104		104	93.1%
4243 Charter Fairs	(4,516)	(5,500)	984		984	82.1%
4260 Twinning	0	(65)	65		65	0.0%
<u>302 Street markets</u>						
1005 Street markets	11,449	16,944	5,495			67.6%
1006 Flea market	4,046	3,800	(246)			106.5%
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 & Promot	(750)	(1,250)	500		500	60.0%

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>303 Special events</u>						
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%
4169 Skate Park Event	0	(950)	950		950	0.0%
4221 Fringe	(1,964)	(2,000)	36		36	98.2%
4242 Food fair	0	(600)	600		600	0.0%
4244 Flags	(362)	(600)	238		238	60.4%
4273 One-off events	(13)	(1,100)	1,087		1,087	1.2%
4278 Celebrate Buckingham Day	(1,702)	(1,800)	98		98	94.6%
4279 Summer Art Trail	(922)	0	(922)		(922)	0.0%
<u>304 Youth Council</u>						
4238 Youth Council admin	0	(110)	110		110	0.0%
<u>305 Tourist Information Centre</u>						
1084 TIC income	4,878	9,000	4,122			54.2%
4253 TIC tickets & produce	(4,761)	(8,500)	3,739	(705)	3,034	64.3%
4255 Heritage app expenditure	(250)	(500)	250		250	50.0%
4274 Tourism website	(203)	(400)	197		197	50.7%
<u>306 Accessibility</u>						
4254 Accessibility Costs	(625)	(2,070)	1,445	(104)	1,342	35.2%
Grand Totals:- Income	31,395	43,133	11,738			72.8%
Expenditure	98,246	190,453	92,207	4,979	87,228	54.2%
Net Income over Expenditure	(66,852)	(147,320)	(80,468)			
Movement to/(from) Gen Reserve	(66,852)					

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Detailed Income & Expenditure by Budget Heading 30/11/2023**Month No: 8****Cost Centre Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>901 Ear-marked reserves</u>							
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%	
9030 Tourism leaflets	(1,521)	(2,404)	883		883	63.3%	
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			0.0%	
Expenditure	1,978	17,820	15,842	0	15,842		
Net Income over Expenditure	(1,978)	(17,820)	(15,842)				

Please note: Expenditure codes shown in ()

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Officer: Town Clerk

TC&E Budget 2024-2025

1. Recommendations

1.1. It is recommended that Members review, discuss and agree to send the attached Town Centre and Events budget 2024-2025 (Appendix C) to the Precept Meeting via the Resources Committee.

2. Background

2.1. Each budget line has been scrutinised and an explanation given.

2.2. This budget recommends a 7.9% overall increase although it needs to be understood that the wages, pension and NI figures are subject to change.

2.3. The wages, pensions and NI budgets are only estimates as the current year pay deal has only been agreed the day before this agenda was published and the Resources Committee have primacy on staffing matters.

Town Centre Events Committee Budget 2024 - 2025

Budget Code	Cost Centre	Name	Description	Budgeted Expenditure 2023 - 2024	Predicted Expenditure 2023 - 2024	Budgeted Income 2023 - 2024	Predicted income 2023 - 2024	Recommended budgeted expenditure 2024 - 2025	Recommended budgeted income 2024 - 2025	Reason
1013	301	Hanging baskets	Business contribution	£ -	£ -	£ 456	£ -		£ -	No longer looking for business contributions towards this project
1028	301	Lace Hill events income	Entry fees and stall fees at Lace Hill events	£ -	£ -	£ 847	£ 800		£ 850	Maintain at current rate.
1062	301	Community Fair table income		£ -	£ -	£ 230	£ 230		£ 230	Maintain
1066	301	Comedy night income		£ -	£ -	£ 1,500	£ 1,070		£ 1,500	This event made a loss of £326. Budget to be maintained.
1069	301	Charter fairs income		£ -	£ -	£ 7,660	£ 7,751		£ 8,435	Agreed by contract, TBC once Oct RPI rate released.
1091	301	Events Sponsorship Income	(for any event)	£ -	£ -	£ 50	£ 375		£ 100	One off skip sponsorship. Increased to cover predicted extra cost.
1092	301	Events Stall Income	(for any event, except Lace Hill, community fair or food fair)	£ -	£ -	£ 800	£ 700		£ 1,100	Includes more events than the 2023-24 budget
1093	301	Dog Show Income	Dog Show Entry Fees	£ -	£ -	£ 125	£ -		£ 125	Maintain
3997	301	NI TC&E		£ 4,323	£ 4,300	£ -	£ -	£ 4,500		To be confirmed after consultation with resources
3998	301	Pensions ERS TC&E		£ 19,863	£ 18,000	£ -	£ -	£ 19,800		To be confirmed after consultation with resources
3999	301	Salaries TC&E		£ 79,743	£ 79,743	£ -	£ -	£ 87,717		To be confirmed after consultation with resources
4042	301	Events equipment	Road signs, gazebos, lights etc	£ 1,000	£ 1,000	£ -	£ -	£ 1,500		Planned upgrades and replacement of road closure signage and portable lighting options.
4094	301	Youth project	Summer Basketball, 3x new summer youth activities	£ 3,485	£ 3,485	£ -	£ -	£ 6,000		Revert to one day a week Basketball, add new summer youth activities, look for grant income to fund these. Buckingham Play Days also paid from this line.
4104	301	Town in Bloom	Planters & Hanging baskets, winter & summer	£ 9,000	£ 8,500	£ -	£ -	£ 9,000		Planter contract expires end of 2024. Hanging basket contract to be put in place. Budget title to be clarified
4107	301	Pride of Place	Buckingham in Bloom prizes	£ 60	£ 25	£ -	£ -	£ 60		Maintain. Budget title to be clarified.
4115	301	River rinse	Skip hire	£ 450	£360	£ -	£ -	£ 450		Lower than usual costs this year due to contribution from Bucks for events on their land.
4128	301	Small Events	May Day, Pancake Races & scout parade, Art in the Market, SB Saturday	£ 300	£ 100	£ -	£ -	£ 350		Slight increase as Small Business Saturday added.
4166	301	Lace Hill events	Easter, Summer Fun Day, Halloween and Winter	£ 1,500	£ 1,400	£ -	£ -	£ 1,600		Increase as event costs are rising.
4201	301	Christmas lights	Hire of motifs, installation contract and icicle lights	£ 12,800	£ 12,800	£ -	£ -	£ 13,800		Christmas Lights and Christmas Lights installation contracts expire.
4202	301	Firework display	Event costs	£ 6,600	£ 6,600	£ -	£ -	£ 7,000		Firework contract to be put in place. High cost rises in key areas eg lighting, intention to reduce cost in other areas eg entertainment to focus on pre-fireworks entertainment.
4203	301	Community fair	Room hire	£ 490	£ 260	£ -	£ -	£ 300		Reduce as budget unspent and no significant increase in costs anticipated
4205	301	Christmas parade	Traffic control, contribution to Christmas Parade Committee	£ 5,000	£ 5,000	£ -	£ -	£ 5,250		Predicted price increase including for road closure traffic control
4207	301	Remembrance parade	Screen hire	£ 1,030	£ 1,030	£ -	£ -	£ 2,300		Predicted price increase for screen
4208	301	Spring Fair	Entertainment, road closure	£ 300	£ 40	£ -	£ -	£ 300		Maintain current budget towards entertainment
4211	301	BandJam	Road closure, security, contribution to BandJam committee	£ 4,792	£ 4,792	£ -	£ -	£ 5,100		Increase contribution due to anticipated price rises and towards new family friendly options
4212	301	Christmas lights switch on	Christmas Lights Switch On event	£ 3,000	£ 3,000	£ -	£ -	£ 3,250		Increase requested to upgrade sound and lighting
4213	301	Dog show	Event costs	£ 700	£ 144	£ -	£ -	£ 750		Predicted price increase for toilet hire
4220	301	Music in the Market	Road closure, security, contribution to Music in the Market committee	£ 4,721	£ 4,721	£ -	£ -	£ 5,100		Increase contribution due to anticipated price rises and towards new family friendly options
4241	301	Comedy Night expenditure	Event costs	£ 1,500	£ 1,396	£ -	£ -	£ 1,500		Maintain

Town Centre Events Committee Budget 2024 - 2025

4243	301	Charter Fairs	Road closure, removal of street furniture, other costs	£ 5,500	£ 5,000	£ -	£ -	£ 5,500		Maintain
4260	301	Twinning		£ 65	£ 65	£ -	£ -	£ 65		Maintain
1005	302	Street markets	Income from stalls	£ -	£ -	£ 16,944	£ 17,000		£ 17,500	Slight increase expected
1006	302	Flea market	Income from stalls	£ -	£ -	£ 3,800	£ 4,500		£ 4,600	Slight increase expected
4017	302	Subscriptions		£ 501	£ 400	£ -	£ -	£ 450		Reduce as budget underspent and no significant increase in costs anticipated
4225	302	Rates		£ 2,900	£ 1,672	£ -	£ -	£ 2,100		Expected increase
4234	302	Market Entertainment		£ 950	£ 950	£ -	£ -	£ 1,000		Slight increase
4235	302	Market infrastructure & Promot		£ 1,250	£ 1,250	£ -	£ -	£ 1,000		Slight reduction.
1020	303	Food fair income	Stall fees	£ -	£ -	£ 571	£ 596		£ 800	Increase in stall fees for indoor stalls inline with policy
1083	303	Fringe income	Ticket sales	£ -	£ -	£ 200	£ 395		£ 400	2023 produced higher income than budgeted, this is sustainable in 2024.
1094	303	Skate Park Income		£ -	£ -	£ 950	£ -		£ 1,000	To be sought from Bucks towards additional elements for event
4169	303	Skate Park Event		£ 950	£ 950	£ -	£ -	£ 2,000		Predicted increase in costs and budget for opening event. Request underspend to EMR
4221	303	Fringe		£ 2,000	£ 1,964	£ -	£ -	£ 2,150		Increased plans for next year so slight increase.
4242	303	Food fair	Hall hire costs, & entertainment	£ 600	£ 600	£ -	£ -	£ 600		Include budget for entertainment
4244	303	Flags	Flag replacement	£ 600	£ 600	£ -	£ -	£ 600		Maintain current contribution rate
4273	303	One-off events		£ 1,100	£ 1,100	£ -	£ -	£ 500		Reduce as budget underspent and no significant increase in costs anticipated
4278	303	Celebrate Buckingham Day		£ 1,800	£ 1,702	£ -	£ -	£ 2,000		Predicted increase in costs
4238	304	Youth Council admin		£ 110	£ -	£ -	£ -	£ 110		Maintain
1084	305	TIC income		£ -	£ -	£ 9,000	£ 8,800		£ 9,000	Maintain
4253	305	TIC tickets & produce		£ 8,500	£ 8,500	£ -	£ -	£ 8,000		Maintain
4255	305	Heritage app expenditure		£ 500	£ 150	£ -	£ -	£ 300		Reduce as budget underspent and no significant increase in costs anticipated
4274	305	Tourism website		£ 400	£ 400	£ -	£ -	£ 440		10% increase expected
4254	306	Accessibility Costs		£ 2,070	£ 1,000	£ -	£ -	£ 1,000		Reduce as underspent.
New		Street food fair	Income						£ 300	Realistic income
New		Street food fair	Expenditure					£2,400		£2100 matches the art trail budget. Plus £300 income.
New		Good endings fair	Income						£ 300	Realistic income
New		Good endings fair	Expenditure					£ 500		Hall hire and promotional material
New		RBL screen contribution							£ 1,150	
TOTALS				£ 190,453	£ 182,999	£ 43,133	£ 42,217	£ 206,342	£ 47,390	
				Budget 2023 - 2024	£ 147,320			Budget 2024 - 2025	£ 158,952	
				Predicted actual spend 2023 - 2024	£ 140,782			BUDGET increase/decrease	£ 11,632	
				ACTUAL UNDERSPEND	£ 6,538					
								Budget to budget precept percentage increase	7.90%	

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Officer: Deputy Town Clerk

Youth Projects

1. Recommendations

- 1.1. It is recommended that Members agree to continue to fund Buckingham Play Days in 2024.
- 1.2. It is recommended that Members agree to fund summer basketball sessions one day a week during summer 2024 alongside new summer activity sessions aimed at young people.

2. Background

- 2.1. Each year the Youth Projects funds summer Buckingham Play Day sessions and basketball coaching.
- 2.2. While the Buckingham Play Days are very successful and well loved, these are not youth projects as they are best suited to families with young children under 11.
- 2.3. Summer basketball sessions are held in the evenings by a qualified coach once a week during the summer holidays. In order to increase the youth provision in 2023 additional basketball sessions were held on 3 other weekday evenings, specifically targeted at teenagers. Although there was a reasonable take up of these sessions, they were not as popular as the regular Monday sessions, and the Coach reported back that they were not cost effective to run.

3. Plans for 2024

- 3.1. Continue to fund Summer Play Days sessions in Chandos Park in the summer holidays.
- 3.2. Monday night summer holiday basketball sessions to continue.
- 3.3. Instead of the additional basketball sessions, different activity sessions will be held on a different day of the week focused on different activities – these could be sporting or creative. For example: dance, photography, yoga. As with the basketball we would look for qualified coaches to run these sessions and they would be free for any teenage to turn up and attend. Ideally, we would use the parks, but Lace Hill Centre may also be used. A weakness of the youth provision currently is that it tends to attract teenage boys and not

girls. This is an opportunity to rethink and offer a mix of activities that appeal to all genders.

4. Budget

4.1. In order to provide a mixed offer, it is recommended that the Youth Projects budget increase. If possible, the Council will partner with existing local sports clubs and secure additional grant funding to reduce costs.

5. Environmental Impact

5.1. There is minimal environmental impact anticipated, as all activities will be local to facilitate active travel to and from.

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Officer: Sam Hoareau

Small Business Saturday

1. Recommendations

- 1.1. It is recommended that Members agree to support the Small Business Saturday event.
- 1.2. It is recommended that Members agree to the wet weather plan and enable the full event to go ahead.

2. Background

- 2.1. Last year we organised a Buckingham Business Festive Trail which encouraged footfall to the town and shopping locally. Members agreed to support a future event and that the funding for the costume hire and prize money would come from the market entertainment budget, minute 354/22.
- 2.2. This year, the event will incorporate Small Business Saturday. Small Business Saturday is a national and international campaign which highlights small business success and encourages consumers to 'shop local' and support small businesses in their communities. The day itself takes place on the first Saturday in December each year, but the campaign aims to have a lasting impact on small businesses. On Small Business Saturday, customers across the U.K. go out and support all types of small businesses, online, in offices and in stores. Many small businesses take part in the day by hosting events and offering discounts.
- 2.3. The main event will take place on Saturday 2nd December between 10am until 1pm at various locations throughout the town. There will be free activities and entertainment which will provide a joyful atmosphere for shoppers and encourage people to stay a bit longer and visit more parts of the town.
- 2.4. At present, a face painter is booked and will occupy the Chantry Chapel. Outside the Council Chamber, Accent Percussion who are a new community percussion group will perform and also encourage people to have a go and learn to drum. It is hoped to have a character Mascot appearance at the Old Gaol Museum, but this still needs to be booked.
- 2.5. There will be a small Elf Hunt around the Market with treats. Children can find the Elf at each participating stall and then visit the TIC to tell us how many there are and collect a small treat.

2.6. For the big kids, the launch of the Buckingham Shoppers Passport will take place. The passport is a piece of folded card with a list of participating shops and spaces to add a stamp or sticker. The idea is to encourage people to support local and make small purchases this season. The Shoppers Passport will continue to run for two weeks. When shoppers have collected the set number of stamps, they can hand them into the TIC to enter a prize draw to win a £50 to spend in a Buckingham based, independent small business just before Christmas.

2.7. As a wet weather plan, the face painting and shopper's passport activity and Elf Hunt can easily still take place. But instead of having to cancel the entertainment and performers, it would be desirable to let local businesses who are happy and able to host them.

3. Budget

3.1. Proposed Event Cost

ITEM	COST
Face Painter	£140
Elf Hunt & Prizes	£40
Accent Percussion	£100
Character Meet & Greet	£250
Prize Draw Money	£50
TOTAL	£580

3.2. The Elf Hunt, prizes and Character Meet and Greet cost will come out of the 302/4234 Market Entertainment Budget. The remaining costs will be covered by the 303/4273 One-off events budget.

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Officer: Amanda Brubaker, Events Co-ordinator

Local Democracy Week Update

1. Background

- 1.1. The Local Democracy Week event is usually held in October with students from the Buckingham School and the Royal Latin School coming together to talk about a specified theme.
- 1.2. This year the schools have decided to set their own topics for discussion at the event.
- 1.3. The Events Coordinator and Deputy Town Clerk met with Mr Porteous from the Royal Latin School and Ms. McKeown from the Buckingham School and discussed the event and their suggestions.
- 1.4. It was agreed that the event would go ahead on Tuesday 10th October 2023 with the Buckingham School hosting the event this year. The event would run from 11am – 1pm giving the students more time to ask the questions they had come up with.
- 1.5. In September, both schools asked if they could rearrange the date of the event due to changes in the schools' calendars. Of the dates suggested, the one chosen was Friday 12th January 2024.
- 1.6. This has been agreed with both the Royal Latin School and the Buckingham School and those that were to form the panel notified.

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Officer: Deputy Town Clerk

Street Food Fair and Good Endings Fair

1. Recommendations

- 1.1. It is recommended that Members agree to host and budget for a Street Food Fair in 2024 and that, if successful, this event is alternated in future years with the Summer Art Sculpture Trail.
- 1.2. It is recommended that a Good Endings Fair is held in the 2024 - 2025 year.

2. Background – Street Food Fair

- 2.1. In July 2023, it was agreed that: *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.*
- 2.2. While Street Food Fairs can be bought in, with an external provider organising the food stalls, one of the key draws for visitors to Buckingham is its strong restaurant and café offer, with a wide variety of foods on offer from both high street traders and travelling traders based in the area.
- 2.3. While further research needs to be completed on the exact details of the event, an ideal Street Food Fair would engage both local traders and those from further afield offering something different for locals and increased footfall for local traders.

3. Background – Good Endings Fair

- 3.1. In September 2021, it was agreed that: *Cllr. Harvey Proposed that we find some space in the next year for a ‘Good Endings’ fair.*
- 3.2. Cllr. Harvey has agreed to act as Lead Councillor and provide support for this event.

4. Event Capacity

- 4.1. It is not possible within existing staff capacity to run Street Food Fair and the Good Endings Fair alongside other irregular major summer events, for example the Summer Art Sculpture Trail. Both proposed events would require a large amount of officer time to coordinate in advance and on the day and are therefore not compatible with being added to the schedule alongside the Summer Art Trail.

4.2. Due to officer capacity throughout the year, the proposed dates for the events are July 2024 for the Street Food Fair and March 2025 for the Good Endings Fair.

5. Budget

5.1. As the Street Food Fair would only be held in a year that the Summer Art Sculpture Trail was not being held, the budget that would otherwise have gone towards the Art Sculpture Trail could be allocated towards this event. This would be the equivalent of £2,400 in 2024-2025 with an expected income of £300.

5.2. When held previously, the Good Endings Fair had relatively low costs, mainly comprising of room hire at the Community Centre and brochures. The take-up of brochures was low, and it is recommended that these are replaced with flyers that list of the details of all the event attendees as well as advice services for those facing bereavement. The expected income for the event would be £300.

6. Environmental Impact

6.1. The Street Food Fair is likely to involve generators or vehicle engines running while the food stalls are open which will generate an environmental impact. However, requests can be made in other areas, for example recyclable and reusable food containers through the trader booking form, as usual for a large event.

6.2. The Good Endings Fair is anticipated to have a very low environmental impact. Environmental funeral options will be included amongst the stalls where possible.

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Officer: Deputy Town Clerk

Celebrate Buckingham Day & Spring Green Fair

1. Recommendations

- 1.1. It is recommended that Members agree to keep Celebrate Buckingham Day & the Spring Green Fair as separate events.

2. Background

- 2.1. In July 2023, members agreed that *“It is recommended that we consider merging Celebrate Buckingham Day with the Spring Green Fair to create one big community event, as there is considerable overlap in the attendees for both events.”*
- 2.2. This suggestion had come about as there are a number of similarities between the events, they are held close together (at the beginning and end of spring), focus on community groups, volunteering and activities for children. This meant that both the stall holders and those attending were typically very similar.
- 2.3. However, during discussion at the committee meeting at which this was agreed a number of other points were made by members, including that the disabled access for the Spring Green Fair was better for those with mobility problems, and that the Spring Green Fair had a distinct eco focus.
- 2.4. For this reason, having considered both positions, it is recommended that the events are not merged.

3. Budget

- 3.1. Merging the two events would have saved a significant amount on the annual budget as they are both held at weekends and are very staff intensive, including overtime and Time Off in Lieu, both in advance to prepare for each event as well as on the day.
- 3.2. There would be no budget impact in keeping the events separate.

4. Environmental Impact

- 4.1. There is a slight environmental impact in continuing to host both events separately, as one event would have minimised vehicle journeys including for staff and attendees. However, this would not be significant as the Spring Green Fair has very low overall impact.

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Officer: Town Centre and External Services Manager

Tourist Information Centre

1. Recommendations

1.1. It is recommended that Members note the report.

2. Tourist Information Centre Background

2.1. The Tourist Information Centre (TIC) is often the first port of call for tourism and promoting the Buckinghamshire economy and attractions in the surrounding areas to both tourists and residents. From our experience, visitors are always enthusiastic about their visit and certainly get blown away by the abundance of countryside, historic homes, museums, and quaint highstreets they have explored.

2.2. The TIC is a vital resource and our team enjoy the opportunity to welcoming visitors from around the world to Buckingham. Our knowledgeable team help point people in the right direction with the information they need armed with maps, visitor guides or a leaflet because people still really like a physical leaflet!

2.3. We stock a good range of leaflets covering Buckinghamshire, Oxfordshire, and Northamptonshire. Our giftshop sells a range of souvenirs and locally handmade gifts and products including honey, art prints and cards from local photographers and artists all produced in and around Buckingham which make unique mementos and gifts. Other services the TIC provides include selling tickets for local festivals and concerts, theatre tokens, and National Express Coach tickets.

2.4. The Discover Buckingham website was set up to increase awareness and encourage people to travel to the town to shop, dine, stay, and visit the numerous surrounding attractions. We also help promote local businesses and organisations by listing their shop or event on the website and on social media for free to support our visitor economy and build real relationships within the tourism industry.

2.5. As well as providing tourists with information on the borough's attractions, our team also help residents on a daily basis who do not have access to or go online to source information like national transport links.

3. Update Summary and Information for 2022/23

- 3.1. The new Town Centre & External Facilities Manager role has been in place since the beginning of the year and is focusing on building relationships with local businesses and organisations through promoting the town, its attractions, and working on events and projects together.
- 3.2. The new TIC and Shopmobility team have just completed their first year with us. A lot of time has been spent training and working together to ensure they are knowledgeable and understand all the procedures in place to keep the facilities running safely and smoothly.
- 3.3. The Discover Buckingham website is a beneficial resource for both residents visitors. Most of the traffic comes from Google and from direct link click throughs. Our 'What's On' page is the second most visited page other than the home page. Seventy-five percent of referred traffic comes through the University. Which are most likely students and parents who wish to know more about the local area.
- 3.4. From April 1st – November 1st there has been 14,166 visitors and 35k page reviews in total. Compared to 11,728 visitors and 25k page reviews for the same time last year and 9,151 visitors and 25k page views the year before that.
- 3.5. Keeping the website up to date is a challenge, it is a large job but as a team we have plans in place to do some more training together and take on certain tasks to complete the admin needed. One team member has already taken on the responsibility of ensuring our 'What's On' page is always full of lots of local events.
- 3.6. Some examples of the events we have listed for local tourism leads and businesses this year include 'Easter Wonderland' and other seasonal events at Hogshaw Farm, Easter at Stowe House, Silverstone Classic Car and Bike Meet Launch, Adderbury Ensemble Concert at the Radcliffe Centre, Buckingham Tennis Club Open Day, Phantom of the Opera Workshop with the Adstock Singers, Alpaca Evolution Spring Fair, Star Wats Lego Masters at Silvestone Museum, Buckingham County Show, Bucks Art Weeks, Buck Lit Fest, Buckingham Beer & Music Festival, Patch MK summer and autumn activities. All this information is emailed to the TIC and kindly requested that we add it to our 'what's on' listing page. We then share this via social media and if we can, display flyers or a poster. This year we also created a handy summary for summer events which was helpful for our regular visitors who do not use social media.
- 3.7. The TIC social media accounts have taken off and doubled its followers on Facebook and Instagram over the last year. It is a great resource to promote the town and its offerings and communicate instantly with business owners and managers. Social media can take up a lot of time but now we've had a full year of solid content, these posts will be utilised and reused in the future. Which

should give us a head start as there will be a social media content calendar in place.

3.8. The Buckingham Swan Trail project provided opportunities to work with many different organisations and businesses and enabled new relationships to be established. Other new partnerships also allowed us to work together on projects for Fringe Week. Our next event will be working with the town centre businesses for late night shopping at the Christmas Lights Switch on and something for Small Business Saturday.

3.9. The TIC Buckingham Calendar is back this year! It is on sale now and was printed by BCQ.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 13th November 2023**

Contact Officer: Deputy Town Clerk

D-Day 80th Anniversary

1. Recommendation

- 1.1. It is recommended that the Town Council support St Peter & St Paul's Church with the lighting of the beacon to mark the 80th anniversary of the D-Day landings in Normandy.

2. Information

- 2.1. An invitation has been received to take part in marking the 80th anniversary of the D-Day landing on 6th June 2024 with a beacon lighting ceremony.
- 2.2. Informal contact with Rev. Will Pearson-Gee has confirmed that St Peter & St Paul's were already intending to use their Jubilee Beacon to take part and would be delighted to have the Council involved.



Dear Town or Parish Clerk,

TOWN, PARISH & COMMUNITY COUNCILS - D-DAY 80 - 6TH JUNE 2024

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories in commemoration/celebration of the 80th Anniversary of the D-Day landings, in Normandy, France, on 6th June 1944. This will enable our Town, Parish and Community Councils to use their involvement as their 'tribute' to those many, many thousands that gave so much on the Beaches in Normandy, to help ensure our freedom we share today, especially as many members of your community will have had relatives that were either involved in the D-Day landings and/or WWII as a whole.

We feel sure you will agree with us when we say that individuals and communities of all sizes were deeply affected in many and various ways during WWII. With this in mind, we would like to encourage your Town, Parish or Community Council to take part in D-Day 80 on 6th June next year by lighting a Beacon. We are aiming to achieve the lighting of at least **14 Beacons** per County, within England and Wales, as part of this 80th Anniversary event. We would be extremely grateful if you would be kind enough to discuss your possible involvement with your Council members at your earliest convenience please, with the view to ensuring we achieve the lighting of this number of Beacons in your County at 9.15pm on 6th June 2024.

Those taking part will receive a Certificate of Grateful Recognition, enabling them to frame and display it as a lasting reminder of this moment in history commemorated/celebrated.

The Guide To Taking Part, message from the Prime Minister and other aspects of the event, including the Lamp Light of Peace are available to download from the D-Day 80 website - www.d-day80beacons.co.uk

From inside the Guide, you will see there are various types of Beacons that can be used on 6th June, which could be lit on town and village greens, local farms and country estates, or other locations of your choice that night. **(However, those that have existing Beacons, (including the gas fuelled ones used last year), are being encouraged to re-light these to save on funding).**

Those taking part are being asked to provide the following:

Name of Country, Name of County, Name of Town or Parish Council, Name of Contact, Email, Beacon Location, **Public or Private Beacon**.

Please forward this information to brunopeek@mac.com as soon as possible.

We do hope that your Town, Parish or Community Council will take part, and look forward to hearing from you in due course.

My warmest regards to you all,

Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster, D-Day 80, 6th June 2024
Telephone: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
www.d-day80beacons.co.uk





BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM. MK18 1JP

Telephone: (01280) 816 426

Email: Townclerk@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

Contract of agreement between

BUCKINGHAM TOWN COUNCIL

And

MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS of NICHOLS AMUSEMENTS

for the rent and fees relating to the annual fairs held in Buckingham Town Centre on the first two Saturdays after the 11th of October for the years 2024 to 2027.

The estimated rent due for the year 2024 will be £8,324, 2025 £8,828, 2026 £9,005, and 2027 £9,185. Exact rent is related to the Retail Price Index in October over the preceding 3 years, as agreed in 2010. Precise figures will be calculated as they become due.

The above rent will be paid to the Town Clerk one week before the first fair each year.

The agreement is that: -

1. MR. MARSHALL NICHOLS AND MR WILLIAM NICHOLS:

- 1.1. shall rent, for the purpose of holding the Buckingham Charter Fair, the area indicated on the attached map from 10am on the Friday preceding the Saturday fair day until 6 am on the Sunday following.
- 1.2. shall indemnify the Council against any accidents, incidents, or damage which occurs during the setting up, operating and the taking down of the Charter Fair.
- 1.3. shall ensure that all ride/stalls and associated equipment are operated with a minimum of £10,000,000 Public Liability Insurance; that all rides/stalls hold a current safety certificate; and that all rides/stalls adhere to all health and safety procedures prescribed by law.
- 1.4. shall supply Buckingham Town Council with copies of all insurance documents for all rides/stalls attending the fair.
- 1.5. A detailed layout plan for each Fair must be provided to the Council no later than 20th September each year. This information will be shared to the Safety

Advisory Group and other interested parties as required. The plan will indicate the pitch size, where major rides will be, where the emergency route is.

- 1.6. will ensure there are at least two clear accessible routes through the fair for wheelchair users.
- 1.7. will ensure a minimum of 3 metres unrestricted clearance along blue routes through the fair.
- 1.8. hold joint and several liability and responsibility in all matters relating to this agreement.
- 1.9. shall ensure that all food stalls display the appropriate Food Hygiene Certificate and the Operators must be able to provide a current copy of any apparatus test certificate.
- 1.10. shall ensure that trained first aiders are available nearby to each ride.
- 1.11. shall not open the fair before 12pm and shall close it no later than 12am each Saturday.
- 1.12. shall monitor noise levels at three designated points throughout the Fair particularly between 7.30pm and 12am. The Fair Stewards must take immediate action against any Operator where noise levels exceed 80 decibels. If the problem persists the Fair Steward will close down the Operator and the Guild will lay complaints under the relevant rules.
- 1.13. are responsible for ensuring that the fair site is clear and tidy each day. All Operators with food and similar stalls are required to provide suitable containers for the collection of rubbish and ensure that these are emptied on a regular basis so as not to cause a nuisance or health hazard. At the end of a fair, the fair site should be left safe for public use.
- 1.14. shall ensure that:
 - 1.14.1. All prices for rides, sideshows, games etc. are to be clearly displayed.
 - 1.14.2. No wild animals shall be exhibited within the Fair.
 - 1.14.3. No goldfish, tortoise, rabbit, cagebird or other living creature, or intoxicating liquor or balloon filled with hydrogen gas or solid particles (or fragments), ground or powdered substances shall be offered as a prize or for sale or form the subject of any similar transaction. All legal requirements, including Trading Standards criteria, must be adhered to.
 - 1.14.4. No pornographic material shall be exhibited, offered as a prize or for sale or form the subject matter of any similar transaction.
 - 1.14.5. No imitation or replica baseball bats or similar items which could be construed as or mistaken for an offensive weapon shall be offered as a prize or for sale or be the subject of any similar transaction. The same rule applies to imitation or replica guns; any such items considered as merely a "toy" gun will only be permitted as prizes if previously approved by the Council.

1.14.6. No laser pens or BB guns (or similar) are permitted.

2. **BUCKINGHAM TOWN COUNCIL:**

- 4.1. shall erect the advance warning signs no later than 3 weeks prior to the first fair at such places as the Town Council decides.
- 4.2. shall erect the road diversion signs on the Thursday prior to the first fair; will cover or remove the signs on the Monday after the first fair; will erect or uncover the signs on the Thursday prior to the second fair; will remove all signs on the Monday after the second fair.
- 4.3. will apply for all necessary road and traffic restriction orders and implement those orders once obtained.
- 4.4. will not be held liable for any loss of trade in the event a road closure is not obtained for reasons outside the Town Council’s control.
- 4.5. will provide wheelchair ramps.
- 4.6. shall inform, as soon as reasonably possible, **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** of any works or Highway alterations known to the Town Council which may affect the area designated on the attached map.
- 4.7. shall carry out an inspection of the Highway ideally with representatives of Nichols Amusements prior to and after any fair. The Operators will be liable for the cost of making good any damage caused by any Operator to pavements, the highway, town furniture or other property in the town. The Guild will be recharged by the Council for making good any damage not remedied and shall be responsible for collecting any money due from its members.

5. **BUCKINGHAM TOWN COUNCIL, MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** will exchange their respective copies of any Event Management Plans or Risk Assessments in advance of the fair (not after 20th September).

Signature Print name

SIGNED BY MR. MARSHALL NICHOLS

Signature Print name

SIGNED BY MR. WILLIAM NICHOLS

Signature Print name

SIGNED ON BEHALF OF BUCKINGHAM TOWN COUNCIL

DATE

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 13th November 2023

Contact Officer: Nina Stockill, Estates Admin

Holocaust Memorial Day 2024

1. Recommendation

- 1.1. It is recommended that next year's Holocaust Memorial Day event takes place on Friday 26th January, in order that local schools can take part in the proceedings.

2. Information

- 2.1. Holocaust Memorial Day (HMD) is the "*international day on 27 January to remember the six million Jews murdered during the Holocaust, alongside the millions of other people killed under Nazi persecution of other groups and in genocides that followed in Cambodia, Rwanda, Bosnia and Darfur*".
- 2.2. This year's event (27th Jan 2023) was well attended by members of the public and local school children. The Royal Latin and Lace Hill Primary school pupils participated in the occasion, by painting memorial stones and reading poems. Attendance at the event supports the schools' classroom resources on Holocaust Memorial Day and WWII.
- 2.3. Next year, the 27th January falls on a Saturday. Organising a reflective ceremony on the weekend would prohibit local schools from attending the event.
- 2.4. Grenville Academy have expressed an interest in participating at next year's ceremony and waiting for confirmation from our two local senior school as to whether they're able to attend.
- 2.5. The Holocaust Memorial Day Trust were consulted, and confirmed that events are not always held on the 27th January 2023. We have confirmed that other Local Authorities have recorded Holocaust Memorial Day services in advance of the 27th January and then broadcast the recording online.

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Officer: Deputy Town Clerk

BandJam: Big Bash Event Report

1. Recommendations

- 1.1. It is recommended that members agree to support Band Jam: Big Bash with changes to create more family friendly spaces within the event boundary.

2. Background

- 2.1. Band Jam: Big Bash was held on Sunday 27th August 2023, from 1 – 10pm. This was the first event with Aaron Finch Events as the lead organiser. Buckingham Town Council acts as an event partner, supporting the event with the road closure, funding and staffing throughout the day.

3. Event report

- 3.1. Before the event officers worked with Band Jam on their ideas to reinvigorate the event, including several site visits and meetings. A number of changes were made to the event, including to the stage, which returned to the use of a flatbed lorry with hydraulic lift to level the space. 3Bs radio also ran a live broadcast of the event and new sound and lighting operators were contracted. A Band Jam raffle was also held on the day to raise money for the Mayor's Charities.
- 3.2. In advance of the event officers followed usual procedures to notify local businesses and residents about the road closures and no parking requirements. Local businesses selling alcohol were also asked to serve drinks in plastic glasses and to remove bottles from shelves.
- 3.3. BandJam: Big Bash was opened by the Town Crier, Patrick Laws and Deputy Mayor of Buckingham, Ade Osibogun.
- 3.4. Security was provided by Complete Security and First Aid by ALR Training.
- 3.5. The event playlist was as follows:
 - The Luke Combs Experience
 - Doctor Moonshine
 - Anton White Feat. Tom Crook
 - The Broadway Twisters
 - Harvey Fowler
 - Ricochet

- The Roberts Family Band
- Tiptoe Apollo
- Pick & Mix
- 2 Tone All Skas

3.6. An additional feature of Band Jam: Big Bash in 2023 was the arrival of hundreds of bikers from the National Chopper Club. In order to prepare, officers consulted with SAG (the Safety Advisory Group) and secured some additional security staff to work the event, in case of overcrowding in the event space. The visit from the Chopper Club went well and created a lot of interest. These additional visitors boosted trade for both the visiting trader stalls and local town centre businesses.

4. Feedback

4.1. The event went very well with positive feedback received. A number of small changes have been suggested for next year, including less single artist acts, extension to the stage area and stage area steps and a children's activity area. Aaron Finch events fed back that: *"I am extremely happy with all of the support I received, and am grateful for those who helped."*

5. Budget

5.1. The event shows a slight underspend due to an existing £259 committed expenditure for bins at the 2022 event which has never been invoiced by the supplier.

	Expenditure Budget Code 4241/301	Income N/A
Total Budget	£4,792	£0
Town Council costs: Security, road closure, bins, first aid	£1,722	N/A
BandJam costs: acts, staging, sound, lighting	£2,727	N/A
Actual	£4,449	£0

5.2. Aaron Finch Events were successful in securing a number of additional sponsors including Warm Conservatory Roofs, Club House Barbering, Aspin Carpentry, 3Bs Radio, Greek House Souvlaki, Alexander & Co and Paragon to contribute towards the event.

6. Environmental Impact

6.1. The main environmental impact from Band Jam is the use of generators. Electric feeder pillars are also used where possible, and this reduces the impact.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 13th November 2023

Contact Officer: Nina Stockill, Estates Admin

River Rinse 2023

1. Recommendation

- 1.1. It is recommended that the first of 2024's river rinses starts at Cornwall's Meadow car park and finishes at the Flosh, and the second rinse starts at the Flosh and finishes at Fishers Field.

2. Information

- 2.1. The first of this year's river rinses took place on Sunday 24th September. Officers and Councillors were met by four volunteer divers from the Stowe Sub Aqua Group and seven members of the public who litter picked along the riverbank.
- 2.2. The group met in Bourton Park and cleaned the stretch of river and surrounding parkland from opposite Bourton Park's dog paddock, upstream to Buckingham Athletics Club.
- 2.3. Two members of the Greenspaces Team used the Council pickup truck to transport rubbish into the nearby skip. Historical Rinses have required several trips to the skip to unload all the detritus uncovered on route. It is worth noting that the sustained effort of two annual River Rinses means significantly less litter is being uncovered.
- 2.4. Over the course of 2 hours, the volunteers worked diligently to remove an astounding amount of rubbish and debris from the river and its surrounding areas. Items retrieved by our hard-working divers, ranged from plastic bottles, and discarded shopping trolleys to old skateboards. Throughout the event participants and keen local environmental enthusiasts, discussed the importance of river ecosystems and the detrimental effects of pollution.
- 2.5. The second rinse took place the following weekend on Sunday 1st October, with eight divers and five members of the public. The group worked from the footbridge into Heartland's Park along to Cornwalls Meadow Car park. The original aim was to get upstream as far as the skate park, but due to accident on the skate park bridge, the decision was taken to finish the event at the Cornwalls Meadow swan statue.

- 2.6. Some of the interesting items pulled from this stretch of the river was a couple of office chairs, road signs, traffic cones, an old milk bottle from Brooks Dairy (circa 1950) and an unloved Barbie.
- 2.7. The event garners significant attention from passersby and fosters a sense of community unity and responsibility. This attention helps increase local awareness among participants and the wider community to protect and preserve our waterways.
- 2.8. Two skips were hired for the event. With permission from Buckingham Athletics Club, the first skip was in the Stratford Road car park. The second skip was in Cornwalls Meadow car park. As Buckinghamshire Council are the riparian owners for a large portion of the events' route it was agreed they would contribute toward 75% of the skip hire fee.

3. Cost for the event

Budget 301/4115 River Rinse

£431

Equipment	Credits 301/1091 Events sponsorship income	Debits 301/4115 River Rinse
Hire of 2 x skips		£360.00
Contribution toward skip hire from Buckinghamshire Council	£324	
Total		£36

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Officer: Amanda Brubaker, Events Co-ordinator

Charter Fair 2023

1. Recommendations

- 1.1. It is recommended that Buckingham Town Council continues to support the Charter Fair.

2. Background

- 2.1. Buckingham's first charter to hold the annual market/ fair was given by Mary I in 1554 and the second charter was given by Charles II in 1658. The charter was only granted to the town to hold fairs on a Saturday and not any other day. Today the showman arrive on the Friday and leave early on Sunday morning for both fairs. The annual Charter Fair takes place on the first Saturday after the 11th October and then the following Saturday.
- 2.2. This year, the fair arrived on Friday 13th October to set up ready to operate on Saturday 14th. It left in the early hours of Sunday 15th. The fair then returned the following Friday.
- 2.3. A Hickford were booked to remove the illuminated bollards to allow the fair to set up the rides.
- 2.4. Bus Stops were notified of the date of the fair so that they could let the bus companies know the dates of the fair so that they could arrange for bus diversions to be put in place.
- 2.5. At the beginning of September, letters were delivered to all the residents and businesses from North End Court to Market Square, informing them of the upcoming fair and road closure and the fact that they would not be able to park in the area stated.
- 2.6. The Head Showman allows the first hour of the first fair to be free to children with disabilities to have free rides on the rides. Disabled groups, Furzedown School and the Young Carers were contacted and offered stickers for the first hour.
- 2.7. The Events Coordinator contacted TVP Neighborhood Team to see if they would be able to provide Police cover the morning that the fair came in, with assistance in tracing owners of cars parked with in the road closure.

- 2.8. The Events Coordinator arranged with CMG tow truck hire to arrange for a tow truck to be on standby in case required.
- 2.9. No Parking Notices were put up 2 weeks before the first fair arrived alerting motorists of the upcoming road closures.
- 2.10. The week the fair was due to come in, No Parking Notices were placed on cars in the area that would be affected by the road closure.
- 2.11. The day before the fair came in the Green Spaces Team set out cones with No Parking Notices attached to them. These were situated in North End Court, High Street, Market Hill and Market Square.
- 2.12. The day before the fair came in the Green Spaces Team set out all the signage on the bypass and town centre ready for the following day.

3. Fair Week One

- 3.1. The Green Spaces started at 6am setting out the signage, barriers and cones in the town centre and on the bypass.
- 3.2. 7am the Events Coordinator and Deputy Town Clerk arrived and did a check of the town centre, North End Court and Market Hill to see if there were any cars that had been left overnight. North End Court and the cattle pens were closed to all vehicles.
- 3.3. 8am the Events Coordinator called TVP to report the vehicles that were causing an obstruction and waited for the Neighbourhood Team to show up.
- 3.4. When the Neighbourhood Team showed up, they attempted to contact the vehicle owners.
- 3.5. 8:45am Market Hill was closed to all traffic.
- 3.6. 10am the bus diversions went on and marshalls gave out copies of the bus diversions to those waiting at the bus stop.
- 3.7. The fair started coming into North End Court and the cattle pens to set up at just after 10am. Marshalls were on hand to close the road.
- 3.8. TVP had been unable to trace the owner of one of the vehicles and through social media the owner was traced and arrived to claim his vehicle just before the tow truck arrived.

- 3.9. 11:00am The Head Showman instructed the marshalls to close the road from The White Hart down to the Old Gaol, so that the rest of the fair to come in.
- 3.10. Access to the hospital and Dr's surgeries was kept open as was Paynes Court.
- 3.11. Marshals were made up of fully trained Town Council Staff and volunteers.
- 3.12. Medical incidents took place when both fairs were coming in. These were unrelated to the fair. First aid was required for both incidents and Town Council staff assisted with this.

4. Opening of the Fair

- 4.1. Before the fair was able to open, a safety check was carried out by the Town Clerk, Events Coordinator and Head Showman to make sure that all cables were covered and that the rides were safe to operate. Copies of all the current insurance documents and test certificates were collected by the Events Coordinator and Town Clerk either by e-mail or paper copies.
- 4.2. The fair was opened at 1pm by the Town Crier, Friend of Buckingham, Mr Mike Smith, and Head Showman. Mr Marshall Nichols. As we were in Purdah, the Mayor was unable to open the fair this year.

5. Fair Week Two

- 5.1. Same as 2.7 to 2.11 above
- 5.2. The Green Spaces started at 6am setting out the signage, barriers and cones in the town centre and on the bypass.
- 5.3. 7am the Events Coordinator and Deputy Town Clerk arrived and did a check of the town centre, North End Court and Market Hill to see if there were any cars that had been left overnight. North End Court and the cattle pens were closed to all vehicles.
- 5.4. 8:30am TVP Neighbourhood Team arrived and contacted vehicle owners of vehicles left in the area.
- 5.5. 10am Buses were diverted and the fair started coming into North End Court and the Cattle pens shortly after.
- 5.6. 12 noon the Head Showman instructed that the road should be closed in order for the rest of the fair to come in.

5.7. The following morning the Deputy Town Clerk and Events Coordinator did the safety check with Head Showman Mr Marshall Nichols.

5.8. Radios were used to communicate between marshals who were manning the road closures. The marshals were made up of fully trained staff and volunteers.

6. Complaints Received

6.1. Complaints were received after the first fair on the following things:

- Music on rides in the vicinity of Paynes Court and North End Square was very loud.
- People manning some of the stalls were swearing.
- Inappropriate and offensive music was being played on one of the rides.
- The charter fair makes the town centre unsafe when the ride are being set up and taken down.

Action taken: All complaints were addressed with Mr Nichols, Head Showman and he said he would speak with the relevant Showman.

- A resident of North End Square was upset that she has to vacate her premises every year because of the noise and the fact that it upsets her dog.

Action taken: The resident has been invited to attend the TC&E meeting on 13th November.

- Tickets for free rides for the disabled were being abused and that people who were not disabled or not a carer were using the tickets.

Action taken: The tickets for the free hour for the disabled, are issued through the Town Council and this has been noted for next year.

6.2. No complaints were received after the second fair.

7. Budget

Budget Code 301/4243

	Expenditure Budget Code 301/4243	Income Budget Code 301/1069
Total Budget	£5,500	£7,751
Town Council costs: Road Closure, removal of bollards, rubbish removal, kerb ramp	£4,721	
Rent Income		£7,751
Actual	£4,721	
Total		£3,030

There is an additional £2,445.16 in the budget as we have not been invoiced for the removal of the bollards in 2017.

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Office: Sam Hoareau

Halloween Disco

1. Recommendations

1.1. It is recommended that Members agree to organise a similar event next year.

2. Background

2.1. Our annual Family Halloween Disco took place on Friday 27th October at Lace Hill Sports & Community Centre (LHSCC). Due to legal capacity numbers, it was a ticketed event only. We sold 55 tickets out of a possible 62. Tickets were £8 per child, with free entry for adults. In total there were 110 people at the event, excluding staff.

2.2. Tickets were sold at the Tourist Information Centre, the LHSCC and on the door on the day of the event. It was suggested to look at running two Disco events, one after the other because we usually sell out of tickets very quickly. This was looked into but only one DJ could make the timings and the cost was £600 which was deemed excessive.

2.3. A DJ was booked to host the disco in the main hall. The committee room was set up with lots of craft activities for the children to enjoy and prizes for the best costumes.

2.4. On the day of the event, our licensed bar informed us they would not be able to attend. After getting confirmation from Buckinghamshire Council licensing department, we phoned round and told guests we would supply free squash but they could bring their own drinks, including alcohol.

2.5. The audience were diverse, some new and regular faces, including residents from the estate and Buckingham. Everyone seemed to thoroughly enjoy themselves and all feedback has been really positive.

3. Budget

3.1. The intention is that our small indoor events organised at the LHSCC are neutral meaning that the event pays for itself. The Halloween Disco came in within budget.

3.2. Event Budget breakdown:

ITEM	Expenditure 301/4166 Lace hill events	Income 301/1028 Lace hill events income
Budget	£1,500	£847
DJ	£300	
Supplies – including treats, prizes, crafts & squash	£27	
55 x Tickets		£367
Total	£327	£367
Profit		£40

4. Environmental Impact

4.1. Recycling bins were well used. Reusable plastic cups were also used to provide the squash.

5. Feedback comments received:

“Was really good, nice how it had area for kids to do arts and crafts as well as dance.”

“Very well organised. Great price and great fun. This is our 3rd year coming and we always have a great time ... children and adults!”

“Amazing event, fun, lovely DJ, great music, definitely will come again!”

“Great Halloween event – loads of activities for the children to do as well as the fun disco – very well organised. My granddaughter loved it.”

Buckingham Town Council
Town Centre and Events Committee
Monday 13th November 2023

Contact Officer: Amanda Brubaker, Events Co-ordinator

Bonfire & Fireworks

1. Recommendations

- 1.1. It is recommended that Members go out for quotes for a fireworks provider in the new year, for the next 3 years.
- 1.2. It is recommended that stall holders are encouraged to bring their own lighting to the event to illuminate their stall.

2. Background

- 2.1. This year's annual Bonfire & Firework event went ahead as planned on Saturday 4th November.
- 2.2. With Storm Ciaran due to hit Wednesday and Thursday with high winds and heavy rain predicted Officers monitored the weather in the days leading up to the event. On Friday, the conditions in the paddock were assessed and it was decided that the event could go ahead.
- 2.3. Pallets had been collected during the week from ORN a local pallet Company who every year donate the pallets for the bonfire. Harres fencing was put around the bonfire to stop people adding to it and climbing on it. The cardboard to go inside the pallets was picked up on the Friday from Waitrose who had put aside two cages of cardboard for the event.
- 2.4. As the river had burst its banks by the weir in Bourton Park and flooded some of the pathways, signage was put up in the affected areas warning of the flooding. Despite heavy showers on the morning of the event Officers finished building the bonfire.
- 2.5. Titanium Fireworks, Mr. Try, Cassia Chloe, the traders and ALR had been called the day before and briefed on the site conditions in the paddock and given advice about how to access the site safely. One trader decided that they would not attend.
- 2.6. When the Air Cadets and ALR arrived they were briefed on the current conditions of the site and ALR were guided to where they could set up without the risk of getting stuck and still be able to get to the public if required.

- 2.7. Due to the muddy conditions and puddles the gate leading into the paddock was closed and a barrier placed in front of the other entrance by the gate to stop members of the public entering the paddock at that entrance point. Two Air Cadets were placed at the barriers and instructed to direct members of the public further down the path and to enter through the gap in the hedge where two more Air Cadets had been placed to help direct the public.
- 2.8. Officers monitored the traffic coming into Burleigh Piece to discourage antisocial parking.
- 2.9. The evening started with an LED display by Cassia Chloe, who walked amongst the crowd entertain them as she went.
- 2.10. At seven pm the countdown began for the firework display. Which went off successfully.
- 2.11. After the fireworks, five Cllrs lined up to carry the flaming torches to light the bonfire. The bonfire was monitored by Town Council Officers carrying fire extinguishers.
- 2.12. The evening finished with a fire performance by Cassia Chloe. There was a small delay between the bonfire and the display due to a piece of broken equipment, which Mr. Try helped to fix.
- 2.13. All traders and those taking part in the event were able to leave without getting stuck in the mud.

3. Budget

Budget Code 301/4202

	Expenditure Budget Code 301/4202	Income Budget Code 301/1092
Total Budget	£6,600	£800
Town Council costs: Firework display, first aid, lighting towers, fencing, generator, entertainer, PA	£6,471	
Stall holder income		£150
Actual	£6,471	£150
Total		£6,321

4. Traders

4.1. The following traders attended the event

J & L Snacks burgers, hotdogs, donuts
Siverstone Brewery, alcoholic drinks
Oh So Dough, fancy donuts
Average Joe Coffee, coffee tea, hot chocolate
Mr Glow, Battery operated reusable glow toys

5. Environmental Impact

5.1. Members of the public were encouraged to walk to the event and park in Cornwall's Meadow Car Park.

5.2. Buckingham Table volunteer every year to help litter pick in the paddock the following day after the fireworks and bonfire. This year they were assisted by two Cllrs.

5.3. Environmental impact reports from the traders included: *"all stock is fairtrade and ethically sourced"*, *"cups can be home composted or recycled"*, *"vegan and vegetarian options"*, *"do not use plastic to sell our products"*, *"bottles to be recycled."*

6. Comments Received

6.1. A stall holder thanked the Town Council for allowing them to have a stall at short notice and commented on how friendly everyone was.

EVENTS 2023/24

October 2023				
November				
19/11/2023	Sunday	Winter Fair	2 pm – 4:30 pm	Lace Hill Centre
23/11/2023	Thursday	Christmas Light Switch On	4 pm – 7 pm	Market Hill And Cattle Pens
December				
02/12/2023	Saturday	Small Business Saturday	various	Town Centre
16/12/23	Saturday	Community Fair	11:30 am – 2 pm	Community Centre
16/12/2023	Saturday	Christmas Parade	10:30 am – 12:30 pm	Town Centre
January 2024				
26/1/24	Friday	Holocaust Memorial	11am	Bourton Park
February				
15/2/24	Thursday	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				
24/3/24	Sunday	Easter Event	2 pm – 4:30 pm	Lace Hill Community Centre

Proposed Annual Events Calendar 2024 - 2025

Appendix G

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

2024 - Event	Month	Day
Skate Park launch event	April	Saturday 6th
Spring Green Fair	April	Sunday 28th
May Day	May	Wednesday 1st May
Music in the Market	May	Sunday 26th
Celebrate Buckingham Day	June	Saturday 22nd June
<i>Street Food Fair</i>	<i>July</i>	<i>TBC, Saturday 20th</i>
Fringe: Family Fun Day	July	Sunday 21st
Fringe: Oxford Fiddle Group	July	Tuesday 23rd
Fringe: Art in the Market	July	Thursday 25th
Fringe: Comedy Night	July	Saturday 27th
<i>Additional Fringe events</i>	<i>July</i>	<i>Saturday 20th - Sunday 28th July</i>
Summer Basketball	July/August	6 dates in July/August
Buckingham Play Days	July/August	3 dates in July/August
New summer youth activities, TBC	July/August	dates in July/August
BandJam	August	Sunday 25th
Dog Show	September	Saturday 7th
River Rinse 1	September	Sunday 29th
River Rinse 2	October	Sunday 6th
Local Democracy Week	October	TBC, w/c Monday 7th
Charter Fair 1	October	Saturday 12th
Charter Fair 2	October	Saturday 19th
Hallowe'en Disco	October	Friday 25th
Bonfire & Fireworks	November	Saturday 2nd
Remembrance Parade	November	Sunday 10th
Winter Fair	November	Sunday 24th
Christmas Lights Switch On	November	Thursday 28th
Small Business Saturday	December	Saturday 7th
Community Fair	December	TBC, Saturday 14th
Christmas Parade	December	TBC, Saturday 14th
2025 - Event	Month	Day
Holocaust Memorial Day	January	Monday 27th
Pancake Races	February	Thursday 20th
Food Fair	March	Saturday 8th
<i>Good Endings Fair</i>	<i>March</i>	<i>Saturday 22nd</i>
Easter Event*	April	Sunday 7th

*please note that due to the timing of Easter, the expenditure for this event is included in the 2024 - 2025 budget, but the event will take place in the 2025 - 2026 financial year.

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.	Deputy Town Clerk	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 OCT 2023: Venue secured, negotiations with partners continue.	Ongoing
183/23		The Deputy Town Clerk will chase Buckinghamshire Council for an update.	Deputy Town Clerk.		
868/20;1042/20	Accessibility Workshop	Members AGREED to host an Access Awareness Day at the first possible opportunity.	Town Clerk	On the next EDCI agenda.	Ongoing
869/20	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	This is currently being explored as part of the BNDP process. Work is ongoing.	Ongoing
761/22	Partner events contracts	It is recommended that the 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 AGREED the recommendation.	Deputy Town Clerk	Music in the Market, BandJam and Christmas Parade signed. Charter Fair on agenda.	Final Contract - Charter Fair - 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 .	Town Clerk	Completed and to be noted by the next Full Council	
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.	Deputy Town Clerk	On agenda	On going
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.	On agenda
308/23	Best Kept Village	Cllr. Harvey Proposed that we write to the Committee and request further feedback; we should also look at which town won and if there are any towns that consistently win. Cllr. Mahi Seconded and Members unanimously AGREED	Events Coordinator	Awaits updates	

Minute No.	Action	Action Required	Action Owner	Update	Deadline
312/23	Fringe Week	Cllr. Harvey Proposed that we ask the Fringe Committee to come up with a theme for next year. Cllr. Willett Seconded. Members unanimously AGREED . Cllr. Stuchbury suggested setting a date for a Fringe Committee meeting.	Events Coordinator	Meeting to be arranged for January.	
312/23	Band Jam	Cllr. Stuchbury Proposed that we write and thank the Club for coming to the town. Cllr. Davies Seconded. Members unanimously AGREED . Members unanimously AGREED that a Band Jam report will be brought to a future meeting.	Events Coordinator		On agenda
315/23	Visitor economy report	Cllr. Harvey Proposed that we write stating that we note the report and would like to point them to the things that Buckingham Tourist Information Centre are doing. We would like this information included in their visitor economy strategy for Buckinghamshire and ask that they contact us so that we can work together on this. Cllr. Stuchbury Seconded and Members unanimously AGREED .	Deputy Town Clerk	Initial report on agenda for discussion.	
316/23	Skate park event	Members discussed the timing of an event and expressed interest in an Easter Holiday date if possible. A report will be brought to the next Committee meeting.	Deputy Town Clerk	In progress	February
319/23	Pride flag	Report for the next Committee meeting.	Deputy Town Clerk	This action should belong to Full Council who made the original resolution.	On the next FC agenda



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
3.	Encourage practical action by local people through proactive communication campaigns.	Number of visitors per year to webpage	TC&E and Environment Committee	<p>Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.</p> <p>The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action.</p> <p>As a way of generating further engagement, competitions and awards for innovative approaches to tackle the climate emergency are promoted by the council.</p>
5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	A Community Climate café hosted its first meeting on 22 nd April 2023 @ 10am in Buckingham Library and also attended Celebrate Buckingham to consult on the public's climate priorities.
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	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 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				
	Action	Measure	Responsibility	Update
13.	Provide recycling facilities at all Town Council Events and within Town Council owned buildings.	One mixed recycling bin per event	TC&E /Environment	Recycling bins are now being provided at all Town Council events. Noting the success of recycling Biffa bins at Music in the Market & Bandjam. Recycling in all BTC offices (including Lace Hill Centre's public areas) now implemented.
14.	Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events.	One Town Council event per year in addition to the two annual river rinses.	TC&E Committee	Community Litter Picking kits are housed at the Town Council's depot and Buckingham Library for community use. The equipment is in regular use by community groups, including weekly litter picks by pupils at Furze Down School.

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 that promotes cycling around the town	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 2023 featured a stand from Dr Bike, offering cycle repairs and second hand bike sales.
23.	Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life, aiming for full replacement with electric vehicles by 2030.	Replace each vehicle at the appropriate point in its lifecycle.	Environment Committee	One Electric van, leased Summer 2020. Aim for full replacement of all vehicles with electric alternatives by 2030. Once the new cemetery is up and running there are plans to purchase other electric powered machinery, such as ride-on mowers.
Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
33.	Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the Town Council's Sustainable Procurement Strategy