



Buckingham Town Council

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office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 17 July 2024

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 22nd July 2024 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk 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/UC89BUTwVpjAOElIdSlfcZC9Q/>

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 3rd June 2024.

[Copy previously circulated](#)

4. Review of training needs

To note that relevant courses and training opportunities are circulated to Members throughout the year and that any requests for training may be made to the Town Clerk.



Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany



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

5. Budget

To receive and note the latest budget figures.

[Appendix A](#)

6. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

7. Forthcoming events

7.1 Local Democracy Week – To receive a report from the Estates Administrator.

[TCE/39/24](#)

7.2 River Rinses - To receive a report from the Estates Administrator.

[TCE/40/24](#)

7.3 BandJam - To receive a report from the Town Centre & External Services Manager.

[TCE/41/24](#)

7.4 Dog Show - To receive a report from the Town Centre & External Services Manager.

[TCE/42/24](#)

8. Calendar of Events

To note any amendments and updates to the current calendar of events.

[Appendix B](#)

9. Event reviews

9.1 Celebrate Buckingham - To receive a report from the Town Centre & External Services Manager.

[TCE/43/24](#)

9.2 Buckingham Live - To receive a report from the Town Centre & External Services Manager.

[TCE/44/24](#)

9.3 Buckingham In Bloom - To receive a report from the Estates Administrator.

[TCE/45/24](#)

10 Access

To consider sharing and publicising a letter from Colostomy UK with local businesses and others, as appropriate.

[Appendix C](#)

11 Action list

To receive action reports and updates.

[Appendix D](#)

12 News releases**13 Chair's items**

14 Date of the next meeting: Monday 30th September 2024

To Committee Members:

Cllr. R. Ahmed

Cllr. F. Davies

Cllr. L. Draper

Cllr. J. Harvey

Cllr. A. Mahi

Vice Chair

Cllr. L. O'Donoghue

Cllr. A. Schaefer

Cllr. R. Stuchbury

Cllr. R. Willett

Town Mayor

Chair

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
253 Cemeteries INCOME								
1041 Burial fees	2,456	29,400	26,944			8.4%		← This new header will appear on all reports
253 Cemeteries EXPENDITURE								
4225 Rates	2,421	2,349	(72)		(72)	103.1%		← This is how a normal overspend will show
4265 New cemetery maintenance	0	7,000	7,000	3,500	3,500	50.0%		
4601 Repairs & maintenance fund	730	5,825	5,095	205	4,890	16.0%		
4602 Electricity	0	1,000	1,000		1,000	0.0%		
4617 Memorial testing	4,770	4,330	(440)		(440)	110.2%	2,000	← If an EMR is used against a purchase from this expenditure code, then it will show the amount used from the EMR in these columns
4619 Cemeteries Development	89,531	106,415	16,884	35,000	(18,116)	117.0%	87,000	← EMR amounts are NOT added to the annual budget column, they are added to the YTD spend though, this will result in the budgets appearing to be overspent, the EMR figure used MUST be deducted to show the true expenditure in each expenditure code where an EMR has been used
4620 Expenses for burial duties	0	5,785	5,785		5,785	0.0%		
Cemeteries :- Indirect Expenditure	97,451	132,704	35,253	38,705	(3,452)	102.6%	89,000	← Total EMR spend for this cost code (253)
Net Income over Expenditure	(94,995)	(103,304)	(8,309)					
6002 plus Transfer from EMR	89,000							← This total shows the amount of funding transferred in from EMR's for this particular cost centre (253)
Movement to/(from) Gen Reserve	(5,995)							← This is the total YTD figure less any EMR spend

Detailed Income & Expenditure by Budget Heading 16/07/2024

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation
<u>TOWN CENTRE & EVENTS</u>									
<u>301 Town Centre & Events INCOME</u>									
1028 Lace Hill events income	0	0	850	850			0.0%		
1029 Good Endings Fair income	0	0	300	300			0.0%		
1062 Community Fair table income	0	0	230	230			0.0%		
1066 Comedy night income	0	0	1,500	1,500			0.0%		
1069 Charter fairs income	0	8,430	8,324	(106)			101.3%		Actual amount calculated on RPI figures after precept
1091 Events Sponsorship Income	0	0	100	100			0.0%		
1092 Events Stall Income	0	273	1,100	828			24.8%		
1093 Dog Show Income	0	0	125	125			0.0%		
1104 Remembrance Contributions	0	0	1,150	1,150			0.0%		
1107 Street Food Fair Income	0	0	300	300			0.0%		
<u>301 Town Centre & Events EXPENDITURE</u>									
3997 NI TC&E	0	1,097	6,379	5,282		5,282	17.2%		
3998 Pensions ERS TC&E	0	3,635	18,677	15,042		15,042	19.5%		
3999 Salaries TC&E	0	18,213	100,694	82,481		82,481	18.1%		
4042 Events equipment	0	0	1,500	1,500		1,500	0.0%		
4094 Youth project	1,820	4,790	6,000	1,210		1,210	79.8%		
4104 Town in Bloom	0	3,270	9,000	5,730	79	5,651	37.2%		
4107 Pride of Place	0	0	60	60	48	12	80.0%		
4115 River rinse	0	0	450	450	13	437	2.8%		
4126 Good Endings Fair	0	0	500	500		500	0.0%		
4128 Small Events	0	0	350	350		350	0.0%		
4166 Lace Hill events	0	800	1,600	800	220	580	63.8%		
4201 Christmas lights	1,990	2,292	13,800	11,508	6,695	4,813	65.1%		
4202 Firework display	0	561	7,000	6,439	1,020	5,419	22.6%		
4203 Community fair	0	0	300	300		300	0.0%		
4205 Christmas parade	0	49	5,250	5,201	120	5,081	3.2%		
4207 Remembrance parade	0	33	2,300	2,267	280	1,987	13.6%		
4208 Spring Fair	0	84	300	216		216	28.0%		
4211 Band Jam	255	569	5,100	4,531	1,452	3,079	39.6%		
4212 Christmas lights switch on	0	275	3,250	2,975		2,975	8.5%		
4213 Dog show	0	0	750	750	690	60	92.0%		
4220 Music in the Market	21	4,995	5,100	105		105	97.9%		
4241 Comedy Night expenditure	0	0	1,500	1,500	90	1,410	6.0%		
4243 Charter Fairs	0	570	5,500	4,930		4,930	10.4%		
4245 Street Food Fair	0	0	2,400	2,400		2,400	0.0%		
4260 Twinning	0	0	65	65		65	0.0%		

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>302 Street markets INCOME</u>										
1005 Street markets	1,056	5,042	17,500	12,458			28.8%			
1006 Flea market	447	2,193	4,600	2,407			47.7%			
<u>302 Street markets EXPENDITURE</u>										
4017 Subscriptions	0	137	450	313		313	30.4%			
4225 Rates	0	1,672	2,100	428		428	79.6%			
4234 Market Entertainment	0	0	1,000	1,000		1,000	0.0%			
4235 Market infrastructure & Promotion	0	750	1,000	250		250	75.0%			
<u>303 Special events INCOME</u>										
1020 Food fair income	0	0	800	800			0.0%			
1083 Fringe income	48	60	400	340			15.1%			
1094 Skate Park Income	0	0	1,000	1,000			0.0%			
<u>303 Special events EXPENDITURE</u>										
4169 Skate Park Event	750	750	2,000	1,250	150	1,100	45.0%			
4221 Fringe	0	1,441	2,150	709		709	67.0%			
4242 Food fair	0	0	600	600		600	0.0%			
4244 Flags	0	0	600	600		600	0.0%			
4273 One-off events	0	0	500	500		500	0.0%			
4278 Celebrate Buckingham Day	0	1,469	2,000	531		531	73.4%			
<u>305 Tourist Information Centre INCOME</u>										
1084 TIC income	1,204	5,059	9,000	3,941			56.2%			
<u>305 Tourist Information Centre EXPENDITURE</u>										
4253 TIC tickets & produce	48	1,085	8,000	6,915		6,915	13.6%			
4255 Heritage app expenditure	0	0	300	300		300	0.0%			
4274 Tourism website	0	129	440	311		311	29.2%			
<u>306 Accessibility EXPENDITURE</u>										
4254 Accessibility Costs	0	200	2,250	2,050	1,250	800	64.4%			
Grand Totals:- Income	2,756	21,057	47,279	26,222			44.5%			
Expenditure	4,884	48,865	221,215	172,350	12,107	160,243	27.6%			
Net Income over Expenditure	(2,128)	(27,808)	(173,936)	(146,128)						

**Buckingham Town Council
Town Centre & Events Committee
Monday 22nd July 2024**

Contact Officer: Nina Stockill, Estates Administrator

Local Democracy Week 2024

1. Recommendations

- 1.1. It is recommended that members note the report and agree who should be invited to Chair the event.

2. Background

- 2.1. Local Democracy Week, established in 1997, is a vibrant annual celebration dedicated to fostering a deeper understanding of local governance. It provides a unique platform for pupils to engage with elected members, and local subject matter experts, to learn about the vital role of democracy at local level.
- 2.2. This year's Local Democracy Week will be hosted by The Royal Latin School on Tuesday 15th October from 11:00am to 1:00pm. All arrangements have been made in consultation with both senior schools to ensure pupils can participate in this year's Local Democracy Week.
- 2.3. As in previous years, we hope to include approximately 25 students from The Royal Latin School and 25 students from The Buckingham School to engage in a lively question and answer session with local Councillors, officers, and community representatives. The school's have provided an early indication of a theme for this year's event regarding community safety, litter and traffic outside of schools.
- 2.4. Invitations will be issued to representatives from the appropriate responsible authorities including, but not limited to, TVP and our new MP Callum Anderson.

3. Budget

- 3.1. There is no budget line for this annual event.

**Buckingham Town Council
Town Centre & Events Committee
Monday 22nd July 2024**

Contact Officer: Nina Stockill, Estates Administrator

River Rinses 2024

1. Recommendations

1.1. It is recommended that members note the report.

2. Background

- 2.1. For over 17 years Buckingham Town Council have joined forces with Stowe Sub Aqua Club and volunteers to work together to clean-up part of the River Ouse.
- 2.2. Everyone meets at 10.15am and volunteers are informed which part of the river is to be cleaned. The event usually finishes around 12pm.
- 2.3. The first rinse on Sunday 29th September will concentrate on the stretch of river from Cornwalls Meadow Car Park to the Flosch on Station Road.
- 2.4. The second rinse on Sunday 6th October will be from the Flosch along the river course until Fishers Field.

3. Information

- 3.1. The safety event paperwork has been sent to the advisory group at Bucks Council.
- 3.2. The Town Council facilitates the event and undertakes the liabilities under their insurance. Stowe Sub Aqua Club provides the volunteers to go into the water in wet suits and appropriate equipment associated with deep water.
- 3.3. Buckingham Town Council Green Spaces Team also come to help out with the Quad Bike and trailer. There will only be two members of the team attend each rinse.

4. Budget

4.1. Committed Expenditure so far:

Budget 301/4115**£431**

Equipment	Credits	Debits
Hire of 2 x skips		£360
Restock of gloves (various sizes)		£15.30
Contribution toward skip hire from Buckinghamshire Council and University of Buckingham	£TBC	
Total		£375.30

Buckingham Town Council
Town Centre & Events Committee
Monday 22nd July 2024

Contact Officer: Sam Hoareau, Town Centre & External Services Manager

Bandjam Update

1. Recommendations

1.1. It is recommended that members note the report.

2. Background

- 2.1. Organised by Aaron Finch Events and sponsored by Buckingham Town Council, Bandjam will be taking place on Sunday 25th August in the town centre.
- 2.2. A number of local bands and musicians will perform from 1pm – 10pm in the Bull Ring.
- 2.3. A road closure will be 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.

3. Information

- 3.1. The safety event paperwork has been sent to the advisory group at Bucks Council.
- 3.2. Mr Finch has confirmed that this year's event will mirror the same as last year with the only change being that they won't be using the lorry for a stage but will revert back to the usual setup. The promo material is nearly ready, and the lineup will be announced prominently.
- 3.3. Letters need to be delivered to The King's Head and the White Hart 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 usually comply to the request. A letter will also be sent to Tesco Express asking them to remove glass bottles from their shelves during the duration of the event.

- 3.4. Letters will also need to go out to residents and businesses within the area of the road closure informing them of the event and that a road closure will be in place from 7am until midnight.
- 3.5. Advance No Parking notices will need to be in place around the site two weeks beforehand.
- 3.6. Confirmed food vendors to date are the same as last year: Go Greek, Addys Chopz, The Vegan African and Marks Ices.
- 3.7. 3Bs radio station will be there broadcasting the whole event live on their show, and they will be doing interviews with bands and the crowd throughout the day.
- 3.8. At the event, BTC staff will run an information and lost child point.
- 3.9. BTC have booked bins from Bucks Recycling, First Aid, provided by ALR and security for the event by Complete Security.
- 3.10. The National Chopper Club has confirmed they will not be attending this year.

4. Budget

4.1. Committed Expenditure so far:

ITEM	COST
First Aid	£400
Security	£972
Road Closure	£93.33
Music License	£220
Bucks Recycling	£325
TOTAL	£2010.33

4.2. Bandjam budget for 2024 is £5100, code 301 4211

**Buckingham Town Council
Town Centre and Events Committee
Monday 22nd July 2024**

Contact Officer: Sam Hoareau

Dog Show 2024

1. Recommendations

- 1.1. It is recommended that Members note the report.

2. Background

- 2.1. Buckingham Dog Show will take place on Saturday 7th September 2024 in the paddock at Bourton Park. The event will start at 11am with registration and shows commence at 12pm. The event will finish at 3pm.
- 2.2. The aim of the event is to educate dog owners and enjoy an afternoon of fun, bringing the local community and their best four-legged friends together.

3. Event Information

- 3.1. Safety event paperwork has been sent to the advisory group.
- 3.2. The event will mirror the format from previous years with eight classes including: Cutest Puppy 5-12 months, Fabulous Fella, Gorgeous Gal, Best Rescue Dog, Most Like Its Owner, Golden Oldie 7yrs & over, Waggiest Tail, Junior Handler 16yrs & under. Then the winner of each class goes through to Best in Show. To enter each class is £1.50 (cash only).
- 3.3. Prizes will be given to 1st, 2nd, and 3rd places including certificates, produced in house.
- 3.4. Alongside the show if budget allows, we plan to provide some free children's activities including a bouncy castle and colouring.
- 3.5. Mike Smith will take to the PA and compere for the day.
- 3.6. ALR First Aid has been booked.
- 3.7. Two portable loos including an accessible one are booked.
- 3.8. So far, three food and drink vendors are pencilled in to attend, including Good Times Café, Tribal Chilli, and Marks Ices.
- 3.9. More stall holders need to be sought to have information stalls or to sell dog/pet related items.

4. Sponsorship

4.1. Kimberley Cox Dog Training and Woofs and Washes have been long-time sponsors of the event. Kimberley Cox will be providing the rosettes and will help with judging on the day. Unfortunately, Natalie from Woofs and Washes will not be present but will provide a prize.

4.2. Numerous local businesses and organisations have been contacted to seek additional sponsorship and prizes. At present, Stowe Gardens have confirmed that they are happy to provide two guest passes for one day.

5. Budget

5.1. The event budget is £750, code 301 4213.

5.2. Event expenses breakdown so far:

ITEM	COST
Toilets	£270
First Aid	£120
TOTAL	£390

5.3. Certificate paper, soil, matting, bouncy castle (with generator and staff) and additional prizes may need to be purchased.

Annual Events Calendar 2024 - 2025

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

Bold indicates updates since last agenda.

2024 - Event	Month	Day	Location
Fringe: Family Fun Day	July	Sunday 21 st	Lace Hill sports & Community Centre
Fringe: Oxford Fiddle Group	July	Tuesday 23 rd	Radcliffe Centre
Fringe: Art in the Market	July	Wednesday 24 th	Cattle Pens
Fringe: ECD&I Disco Bingo	July	Friday 26 th	King's Head
Fringe: Comedy Night	July	Saturday 27th	Tanlaw Mill
Additional Fringe events (not hosted by TC)	July	Saturday 20 th - Sunday 28 th	Various
Summer Basketball	July/August	Monday 22nd & 29th July, 5th, 12th, 19th & 26th August	Chandos Park & Bourton Park
Buckingham Play Days	July/August	Thursday 25th July, 1st & 15th August	Chandos Park
Street Dance	July/August	Tuesdays in Summer Holidays Tuesday 30th July & 6th, 13th, 20th and 27th August	Lace Hill Sports & Community Centre
Skate Park Event	August	Saturday 17th	Skate Park
Band Jam	August	Sunday 25th	Town Centre
Dog Show	September	Saturday 7th	Bourton Park
River Rinse 1	September	Sunday 29th	TBC
River Rinse 2	October	Sunday 6th	TBC
Local Democracy Week	October	TBC, w/c Monday 7th	Buckingham School
Charter Fair 1	October	Saturday 12th	Town Centre
Charter Fair 2	October	Saturday 19th	Town Centre
Hallowe'en Disco	October	Friday 25th	Lace Hill sports & Community Centre
Bonfire & Fireworks	November	Saturday 2nd	Bourton Park Paddock
Remembrance Parade	November	Sunday 10th	Town Centre
Winter Fair	November	Sunday 24th	Lace Hill sports & Community Centre
Christmas Lights Switch On	November	Thursday 28th	Town Centre
Small Business Saturday	December	Saturday 7th	Town Centre
Community Fair	December	Saturday 14th	Buckingham Community Centre
Christmas Parade	December	Saturday 14th	Town Centre
2025 - Event	Month	Day	Location
Holocaust Memorial Day	January	Monday 27th	Bourton Park
Pancake Races	February	Thursday 20th	Green at St Peter & St Paul's Church
Food Fair	February	Saturday 22nd	Buckingham Community Centre

Appendix B

Good Endings Fair	March	Saturday 29th	Buckingham Community Centre
2025 – 2026 event dates known to date:			
Street Food Fair TBC	July	Saturday 26 th	Embelton Way Scout Hut & Community Centre TBC

Buckingham Town Council
Town Centre and Events Committee
Monday 22nd July 2024

Contact Officer: Sam Hoareau, Town Centre & External Facilities Manager

Celebrate Buckingham Day Event Review

1. Recommendations

1.1. It is recommended that Members note the report.

2. Information

2.1. Celebrate Buckingham Day 2024 took place on Saturday 22nd June from 11am until 3pm in Bourton Park. The event was opened by Town Crier Patrick Laws.

3. Event Review

3.1. The event enjoyed beautiful sunshine and featured nineteen community stalls brought together to showcase their organisations, including: WI, Rotary Club, AED Project, Panto, Autism Early, Twinning, National Women's Register, Angling Association, Buckingham River Wardens, Choral Society, Foster with Bucks, Salvation Army, The Buckingham Society, CRUK, Friends of George Grenville, Lace Hill PTA, Wildlife Trust, Manor Farm and Bucks Judo. Unfortunately, five groups cancelled prior to the event for various reasons.

3.2. The event had a slow start, and the official opening was delayed slightly by 20 minutes due to a sparse crowd. This was necessary as a Bollywood dancer, who needed audience participation, was scheduled to perform immediately after the Town Crier.

3.3. The event drew several hundred people including many families with young children who enjoyed a free bouncy castle, bungee and giant garden games.

3.4. The entertainment tent featured music by the Buckingham Ukulele Group, a performance by Adam O'Connell, and lively Bollywood dancing with Bobby, who had everyone, young and old, on their feet. Compered by local company G&T Mixers, The Buckingham Society also spoke about plans for an upcoming commemorative event and the Rotary presented trophies to fundraising champions.

3.5. Guests enjoyed a variety of street food from Sizzlers, We Will Wok You, Christabel's Brownies, Jay's Ices, Good Times Café and plenty of refreshments including a bar from by Lemon Tree Entertainments. The food traders were very happy with their sales.

3.6. Local community groups engaged attendees with activities at their stalls, from lifesaving CPR skills to duck racing, ground bait throwing, and a charity tombola. BTC ran stalls showcasing arts and crafts in support of Fringe Week, the new Love Exploring AI App by Bucks Council and information on the Buckingham Tourist Information Centre and Shopmobility services.

3.7. A face painter and henna artist also had a stall and were very busy throughout the event.

3.8. Straw bales kindly supplied by Manor Farm provided comfort for guests to sit and enjoy the show.

3.9. Buckingham and Stowe Running Club kindly loaned us two extra gazebos which we used for the main entertainment tent.

4. Budget

4.1. The budget for Celebrate Buckingham 2024 was £2000 (Special Events) code 303 4278.

4.2. Expense breakdown:

ITEM	COST
Toilets	£270
Inflatables, generator, staff	£390
First Aid	£120
Bollywood entertainment	£60
Adam O'Connell music	£80
PA and compere	£400
PRS & PPL Music License	£149.46
Garden Games hire	£26.63 (original price was £66.63 but a £40 credit on the account has been applied from the Dog Show in 2023)
Misc (supplies for BTC stall)	£32.45
Staff drinking water	£7.25
TOTAL	£1535.79

4.3. This year there was no purchase of soil to level out or matting because the ground conditions were good.

4.4. Event Income, code 301 1092 (Events Stall Income):

ITEM	AMOUNT EX VAT
3 X Community stalls who were charging for activities	£30
2x Non-food commercial traders	£30
5x Food & Drink Traders	£192.50
TOTAL	£252.50

5. Environmental Impact

5.1. BTC provided numerous general waste and recycling bins to encourage people to separate rubbish. The site was litter picked by staff throughout and at the end of the event.

5.2. Due to the nature of the event site, everything was powered by generators.

5.3. People either walked to the site or parked close by and then walked to the event.

5.4. Per the Town Council's Climate Emergency Action Plan and the stall trader booking form, most food traders confirmed they use local products. Some used eco-friendly, recyclable and compostable packaging where possible.

6. Feedback and Suggestions from participants

6.1. There was some positive and constructive feedback including suggestions from participants to consider for the future:

Feedback: Thank you so much for having us at the Celebrate Buckingham Day last weekend. We loved being a part of it! I'm thrilled to say we raised just under £100 – which for a community event selling tickets for £1 is pretty impressive. So, thank you!

Feedback: There seemed to be a good turnout with lots of stalls, and you organised decent weather as well. Nice to see so many people enjoying themselves.

Feedback: We have attended the event for the last few years. This year had the least footfall, the busiest was when the event was combined with the Jubilee. It was a lovely sunny day that should have brought lots of people out. It seems a shame that it wasn't well attended.

Feedback: We were positioned directly in front of a speaker (as we have been in previous years) this made it very difficult to have conversations with the people that were attending as it was far too loud.

Suggestion: *The event could be combined with another event to give people more reasons to attend i.e. if this was part of the dog show then you will have a bigger draw for people to attend.*

Suggestion: *It might make sense to hold the event a bit later as many families have Saturday morning activities to attend.*

7. Considerations For Future Event

- 7.1.** If an interactive performer, such as the Bollywood Dancer, is scheduled for future events, it makes sense to have them perform mid-event when more people have arrived.
- 7.2.** Extra gazebos should be purchased for this event. Could the underspend be spent on purchasing at least one, if the budget allows?
- 7.3.** Combining the event with the Dog Show could be an option, especially since the dog show is sometimes cancelled due to the weather.
- 7.4.** Starting the event slightly later at 11:30 am or 12 pm would work better around Park Run and allow families to finish their morning activities.

Buckingham Town Council
Town Centre and Events Committee
Monday 22nd July 2024

Contact Officer: Sam Hoareau, Town Centre & External Services Manager

Buckingham Live 24 (was Music in the Market)

1. Recommendations

- 1.1. It is recommended that the Town Council continue supporting Buckingham Live, as it provides a platform for local talent and residents an opportunity to come together and experience enjoyable events that they might otherwise miss the chance to experience.
- 1.2. It is recommended that Members agree to holding Buckingham Live at the Football Club in 2025.
- 1.3. It is recommended that a review of the memo of understanding for Buckingham Live be updated and reviewed by Committee before next year's event.

2. Event Update

- 2.1. Buckingham Live Weekend '24 – was the first of a brand new 3-day music and dance festival in Buckingham held from Friday 24th to Sunday 26th May 2024.
- 2.2. Organised by Buckingham Live Sessions (formally known as the Acoustic Club) and Buckingham Town Council with support from the Football Club the event featured various musical genres, dance, and spoken word, with 73 performances across multiple town venues.
- 2.3. Buckingham Live Sessions arranged for musicians to play at pubs, restaurants and in the town centre leading up to the main event, which featured a full day lineup of musical entertainment at the Football Club.
- 2.4. On the main event day, a yellow weather warning for thundery downpours led to a delay in the event's start from 1 pm to 2 pm, allowing extra time for setup in wet conditions and to avoid predicted thunderstorms.
- 2.5. Despite the unpredictable weather and some negativity about the new location, a large crowd attended the event, with noticeably higher attendance from start to finish compared to previous years. There was easily over 1000 guests that attended this event throughout the day as a whole.
- 2.6. £137.40 was raised for the Mayors Charities by Buckingham Live.

3. Information

- 3.1. A follow up meeting was held between BTC, Buckingham Live and the Football Club. All parties have agreed that the Football Club site was an ideal location for the grand finale, offering more space and a family-friendly environment compared to the town centre. The Football Club has also confirmed that they would be happy to be hosts to this event again.
- 3.2. It was also agreed that highlighting local venues and attracting visitors to their establishments was a positive initiative. However, it was suggested that future events should be scheduled on different days to avoid direct competition.
- 3.3. A memo of understanding for Buckingham Live '24 was created, detailing responsibilities for each party. It took a lot of planning, but the event was well-executed with no major issues. Suggested improvements have been recorded on a learning log for next time, but any formal changes should be included in the updated memo.
- 3.4. The Football Club operated indoor and outdoor bars, and Buckingham Live arranged for hot food traders. Although the children's inflatables booked by Buckingham Live couldn't be used due to the weather, the clubhouse provided sufficient shelter for families.
- 3.5. BTC liaised closely with the Bucks Licensing team to produce the event site plan and to ensure the correct licenses were in place and followed.
- 3.6. The green spaces team installed 45 Harris fencing panels to create a safe, enclosed area, particularly beneficial for families with young children.
- 3.7. BTC initiated an accessibility viewing area near the main stage and a temporary pathway from the entrance, making good use of designated disabled parking.
- 3.8. Security and First Aid services were booked by BTC and were also involved in the event planning process. On the day there were no First Aid incidents and no security issues.

4. Budget

4.1. Budget for Buckingham Live 2024 was £5100 code 301/4220.

4.2. Budget breakdown:

ITEM	COST
Security	£756
TENS	£21
Bins	£220
Toilets	£335

Music License PRS & PPL	£159.49
First Aid	£400
Matting	£200 (taken from the accessibility budget code)
Fencing	£300
To Buckingham Live Sessions	£2803.51
TOTAL	£4995

- 4.3. Extra matting was paid for out of the accessibility budget, code 306 4254.
- 4.4. Buckingham Live Sessions raised £3900 additional sponsorship to help pay for the stage, sound, lighting and artists.
- 4.5. Buckingham Live Sessions provided initial income and expenditure details at the follow up meeting and formal accounts have been requested.

5. Environmental Impact:

- 5.1. Although the event took place at a new location, the location is still central to town and within close proximity to the main car park which meant people were easily able to walk to the event.
- 5.2. Numerous bins were located throughout the event for people's rubbish and were emptied on a regular basis by our green spaces team. Two 24ltr commercial bins were hired. These were placed in the car park away from the main event site.
- 5.3. There was a no glass policy in place due to the nature of this event which meant that drinks were served in disposable plastic cups.
- 5.4. The site was litter picked throughout the event by our team and at the end of the event with no complaints from the Football Club about leftover rubbish.
- 5.5. The Football Club's power was not sufficient for the stage, sound, and lighting requiring Buckingham Live to hire a generator at the last minute.

Buckingham Town Council
Town Centre & Events Committee
Monday 22nd July 2024

Contact Officer: Nina Stockill, Estates Administrator

Buckingham in Bloom 2024

1. Recommendations

- 1.1. It is recommended that members note the report and consider recommendations for next year's competition.

2. Background

- 2.1. This year's Buckingham in Bloom competition was launched to coincide with the Best Kept Village judging. Buckingham in Bloom is all about celebrating the beauty, creativity, and community spirit in Buckingham and there were four fabulous categories: Best Kept Front Garden, Best Hanging Baskets/Containers, Best Wildlife Garden, and Best Community Garden. This year, a brand-new category was introduced just for local businesses.
- 2.2. Judging commenced after the 5th July 2024, with a panel of esteemed Buckingham Town Councillors on the lookout for diverse plant varieties, eye-catching designs, and gardens that attract delightful insects and wildlife. They also considered garden maintenance, sustainable planting schemes, clever use of space, and originality.
- 2.3. The competition saw an increase of four entries compared to last year, primarily due to the introduction of the business category. Most entries and winners were repeat participants. Almost all entrants used the Town Council's online entry form, highlighting the convenience and accessibility of the digital submission process.
- 2.4. Prizes for first place in the residential categories will be a £30 gardening voucher and second place will be £20. All business winners will receive an engraved wooden shield and presentation certificate.
- 2.5. This year's winners are:

Containers/Hanging Baskets
1st Trevor Lawler
2nd Anthony Bryant

Front Gardens
1st Brian Wilkins
2nd Sam Hurdman

Community Garden
1st Paynes Court

Small Business
1st Larder Café
2nd Finca El Monte

Large Business
The Woolpack

2.6. All winners have been notified and a presentation will be arranged at the nearest possible opportunity.

2.7. A press release will be issued at the appropriate time once all prizes have been distributed.

3. Budget

The combined budget for Buckingham in Bloom is £305, this amount is an amalgamation of the following budget lines:

Budget	
Pride of Place 301/4107	£60
Town in Bloom 391/4104	£35
Spring Green Fair Budget 301 4208	£210
Total Budgets	£305

Equipment	Debits
Award shield	£48
Gardening Vouchers	£130
Total	£178

4. Recommendations for Next Year

- 4.1. To enhance the Buckingham in Bloom competition next year and further foster community engagement, the following suggestions are proposed:
- 4.2. Expand promotional efforts to reach new participants, including targeted outreach to schools, community groups, and local businesses.
- 4.3. Simplify the online entry process further and ensure it is accessible to all community members, including those less familiar with technology.
- 4.4. Include community voting or a people's choice award to encourage broader community involvement in the judging process.



To whom it may concern

I am writing to request that the accessible toilets in your organisation are made 'stoma-friendly'. This is quick and inexpensive to do and will make a positive difference to lives of many people like myself, who have undergone life-changing surgery.

In case you didn't know, a stoma is a surgical opening in a person's abdomen through which bodily waste is collected in a bag. Stoma surgery is used in the treatment of many things, including bowel cancer, Crohn's disease, diverticulitis, and child-birth trauma. People of all ages have stoma surgery, even babies and children. There are approximately c200,000 people with stomas in the UK, that's 1 in 335 of us.

After you have had stoma surgery, your needs change. In particular it is very important that you have easy access to appropriately equipped toilet facilities. Without these, many people with stomas are fearful about the everyday things in life that most people take for granted, like going shopping, or visiting the cinema, or going to work. In some cases, it can lead to them becoming lonely and isolated.

All a toilet needs to be 'stoma-friendly' is a hook to hang personal possessions, a clean shelf on which to lay out stoma/medical supplies, inclusive signage and a mirror to help with changing a stoma bag. To find out more details I suggest visiting Colostomy UK's website: <https://www.colostomyuk.org/campaigns/toilets/>.

You will see that Colostomy UK produce toilet stickers to show that a toilet is stoma friendly. You can obtain these by emailing getinvolved@colostomyuk.org. As well as despatching the stickers to you, the team would be delighted to work on a joint communications piece to promote that your toilets are Stoma Friendly.

This charity also provide other services that might be of interest, such as providing 'Stoma Aware' training to employers and employees (including those in customer-facing roles) and HR departments. So that your employees and customers feel supported and understood.

Yours sincerely

Minute No.	Action	Action Required	Action Owner	Update	Deadline
884/19 183/23	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.	Deputy Town Clerk 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. FEBRUARY 2024: The Community Board now have plans for two community cafes, one at The Centre on Verney Close, and one at the Chantry Chapel. Once these are established plans will be made to visit and survey the group. JULY 2024 visit will be arranged upon confirmation both established.	Ongoing
868/20;1042/20	Accessibility Workshop	Members AGREED to host an Access Awareness Day at the first possible opportunity.	Town Clerk	EDCI progressing. 63 business responses received so far. Results being analysed. On agenda for May meeting. JULY 2024 scheduled for 4 September 2024. Four more councillor volunteers are required.	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	Discussed at BNDP - expected to be on September 2024 TC&E agenda for noting as approved by FC.	Ongoing
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	Postponed to Fringe Week 2025. To be held on Saturday 26 July in collaboration with Bite Club as per minute 67/24.	Ongoing
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	Sent - awaits response.	Ongoing
59/24	Fire of Buckingham	The Deputy Town Clerk to check with the organisers before contacting parish councils and the Community Board.	Deputy Town Clerk	The organiser declined this offer as they will do it themselves.	Completed

Minute No.	Action	Action Required	Action Owner	Update	Deadline
62/24	Skate park event	<p>Cllr. Draper Proposed that we write a letter to Buckinghamshire Council to request that the park hire fee is waived. Cllr. O'Donoghue Seconded.</p> <p>Cllr. Davies Proposed an amendment to replace waived: that as this is a collaborative event and Town Council staff will be working, we trust that the park fee should be considered part of the contribution from Buckinghamshire Council. Cllr. Draper accepted the amendment and Members unanimously AGREED.</p>	Town Centre & Ext. Facilities Manager	Done but they have not agreed to waive the park fee. Buckinghamshire Council consider this a BTC event, the costs of which have been reduced through use of the Canvas Spaces (via Bucks Council) offering and which should be subject to the usual event fees with a 40% discount as this is a community event.	Completed
68/24	May Day	Cllr. Harvey asked if the school host for the event should be rotated. Members AGREED that Officers will discuss this with schools.	Town Centre & Ext. Facilities Manager	To be discussed with the schools at an appropriate time.	Ongoing
68/24	Buckingham Live	Members unanimously AGREED that we send two letters of thanks: to Suzy and her team and to the Football Club.	Deputy Town Clerk	Sent	Completed