



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Claire Molyneux

CSSC

27th August 2025

Councillor,

You are summoned to a meeting of the **Communications Strategy Sub-Committee** of Buckingham Town Council to be held on **Thursday 4th September 2025 at 1pm** in the Council Chamber.

Residents are very welcome to ask questions or speak to Councillors about any matter relevant to the meeting at the start of the meeting. Residents may attend in person or address the meeting virtually over Zoom. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part if you wish to speak over Zoom.

The meeting can be watched live on the Town Council's YouTube channel here:

<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Claire Molyneux
Town Clerk

Please note that the meeting will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

1. Apologies for Absence

Members are asked to receive and accept apologies from Members.

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. Meeting Notes

To review and agree the minutes from the meeting held on Thursday 5th June 2025 and the notes from the meeting held on Thursday 17th July 2025.

[Copy circulated previously](#)
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Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany

Valmadrera, Italy

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

4. Future Newsletter

To decide what we want to achieve with our next newsletter and outline the content.

[Appendix A](#)

5. Audio Newsletter

To decide who should record the audio copy of the Winter 2025 newsletter.

6. Chair's Items

7. Date of Next Meeting

16th October (informal) @ 1pm via Zoom

20th November (formal) @ 1pm in Chamber

To:

Cllr. R. Ahmed

Cllr. F. Davies (Mayor)

Cllr. J. Harvey (Chair)

Cllr. H. Haydock

Cllr. M. Try (Vice-Chair)

Winter Newsletter 2025 Article Ideas

Print date 4th November 2025

Letterbox distribution end date: 25th November 2025

Please note: 1 page = maximum 350 words, less with pictures. Each edition is a total of 16 pages.

Usual Pages:

Title	Page(s)	Content suggestions
Front Cover	1	Winter Event Picture
Message from your Mayor	1	As usual
Our Town Events	2	Dog Show, River Rinse 1&2, Charter Fair, Halloween Event, Bonfire & Fireworks, *note it is suggested that the approach of using pictures only for past events continues.
	1	Remembrance Parade, Winter Fair,
	1 page	Christmas Lights Switch On, Christmas Parade, Community Fair, Holocaust Memorial Day, Pancake Race, Food Fair
Your views count	¼ page	As usual
List of Councillors & Numbers	1 page	As usual
Events Diary	1 page	Dates until April 2025

Total = 8 ¼ pages

Winter articles required:

Title	Page(s)	Content suggestions
Where the Money came from and how we spent it infographic	2	Precept amount Pie chart / table to show spending Grant recipients current/past year
Christmas card competition	½	Winners and card sales promotion

Total = 2 ½ pages

Winter articles suggested:

Total space available = 4 ¼ pages

Title	Page(s)	Content suggestions
Buckingham In Bloom	½	Winners
BNDP	1	Update
Small business Saturday	1	Promote event
Cemetery and allotment	1	Update
Bourton Park Bridge	½	Update
Lace Hill Community Centre	½	Spotlight

Appendix A

Winter safety	$\frac{1}{4}$	Warm space, keeping safe, helpline numbers etc
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