

Meeting Notes from an informal meeting of the Communications Strategy Sub-Committee of Buckingham Town Council to held on Thursday 17th July 2025 at 12pm via Zoom.

Present: Cllr. J. Harvey (Chair)
Cllr. H. Haydock
Cllr. F. Davies
Cllr. J. Mordue

Also present: Ms. Z. Taylor Deputy Town Clerk
Mrs. N. Stockill Estates Administrator
Miss A. Smith Community & Business Engagement Officer

Absent: Cllr. M Try and Cllr. Ahmed

1. Apologies for Absence

Apologies were received and accepted from Cllr. M. Try.

2. Declarations of Interest

None declared.

3. Autumn Newsletter 2025

- a. Front Cover:
It was agreed to feature an image of the King's Beech Tree at Church Green on the front cover of the Autumn 2025 Newsletter.
- b. Message from the Mayor:
Cllr. Fran acknowledged that the message from the Mayor was still to be written.
- c. New Deputy Mayor:
Councillors selected the portrait image of Cllr. Mahi for this section.
- d. Mayor's Charities:
Cllr. Davies will send the edited text to the Estates Administrator for inclusion in the newsletter and verify the most appropriate logos. **ACTION: Cllr. Davies to send text to Estates Admin.**
- e. Our Town Events:
Estates Administrator to check with the Christmas Parade Chair on the theme for this year's event.
ACTION: Estates Admin to confirm with Parade Chair.
- f. What We Have Achieved:
The section will be retitled to "Here's What We've Been Up To." The following typographical amendments were agreed:
 - Ensure consistent formatting throughout.

- Change second paragraph under "Environment" to:
"We're pleased to have secured ownership and planning permission for the new Tingewick Road Cemetery and Derek Isham allotments, and we have started planting trees and wildflower meadows."
 - Replace 'complimented' with 'complemented'.
 - Remove the phrase "this summer" in the last paragraph under the "Planning" section.
 - Move the paragraph about the Tourist Information Centre and Shopmobility into the "Town Centre and Events" section.
- g. New Councillors
It was agreed to remove the word 'nearly' from Cllr. Haydock's section.
- h. Mayor Making/Civic Awards
Members selected the image of Cllr. Davies with the mace, alongside the group photograph, for inclusion.
- i. Grant Funding
The following typographical amendments were noted:
- Update formatting to correct inconsistency with red highlighting.
 - Change the section title to "Grant Application 2026 onwards".
 - Update "Four Year Grants" to "2026-2030".
 - Images for the section will feature River Wardens, Guides, and Tony Checkley.
- j. Buckingham Rotary Article
No comments or changes were suggested for this section.
- k. Events Diary
Councillors agreed to use the image of the Fair for the back page cover photo.
- l. List of Councillors' Names & Numbers
The 'c/o' notation will be removed from Cllr. Newell's entry.

4. Newsletter Review - Fringe Brochure/Summer 2025

Members were generally pleased with the print quality and design of the recent newsletter but noted concerns regarding the delivery. Several members reported that they had not received their copies.

Estates Administrator to follow up with the delivery company to investigate the issue. Additionally, members agreed to add an item to the next agenda regarding the delivery of newsletters to Fairhive sheltered accommodation, as well as alternative locations where copies could be left to improve community uptake.

ACTION: Estates Admin and Community & Business Engagement Officer to report at next meeting.

5. Chair's Items

None.

6. Date of Next Meeting

The next meeting of the Communications Strategy Sub-Committee will be held on Thursday, 4th September 2025 at 1:00pm in person at the Council Chamber.

CSSC/05/25

Meeting closed at 1:20pm

Chair

Date