



# Buckingham Town Council

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Town Clerk: Claire Molyneux

TOWN CENTRE &  
EVENTS COMMITTEE

Wednesday, 28 May 2025

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 2<sup>nd</sup> June 2025 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](mailto: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. Election of Chair

To elect a Chair of the Town Centre and Events Committee for 2025-2026.

### 2. Apologies for absence

Members are asked to receive apologies for absence.

### 3. Election of Vice Chair

To elect a Vice Chair of the Town Centre and Events Committee for 2025-2026..

### 4. 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.

### 5. Minutes

To agree the minutes of the Town Centre and Events Committee meeting held on 10<sup>th</sup> February 2025 and 31<sup>st</sup> March 2025.

[Copy previously circulated](#)  
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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.

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|---|---|---|
| <b>6. Budget</b>  | To receive and note the latest budget figures.  | <a href="#"><u>Appendix A</u></a>                                     |
| <b>7. Youth Council</b>                                 | To receive a report from the Committee Clerk.   | <a href="#"><u>TCE/15/25</u></a>                                      |
| <b>8. Old Gaol contract</b>                             | To receive a report from the Deputy Town Clerk.                                       | <a href="#"><u>TCE/16/25</u></a><br><a href="#"><u>Appendix B</u></a> |
| <b>9. Christmas Tree</b>                                | To receive a report from the Town Centre and External Services Manager.               | <a href="#"><u>TCE/17/25</u></a>                                      |
| <b>10. Bonfire and fireworks – DJ</b>                   | To receive a report from the Deputy Town Clerk.                                       | <a href="#"><u>TCE/18/25</u></a>                                      |
| <b>11. Buckingham in Bloom</b>                          | To receive a report from the Estates Administrator.                                   | <a href="#"><u>TCE/19/25</u></a>                                      |
| <b>12. Free Parking</b>                                 | To receive a report from the Deputy Town Clerk.                                       | <a href="#"><u>TCE/20/25</u></a>                                      |
| <b>13. Remembrance Sunday</b>                           | To receive a report from the Deputy Town Clerk.                                       | <a href="#"><u>TCE/21/25</u></a>                                      |
| <b>14. Street Collections</b>                           | To receive a report from the Deputy Town Clerk.                                       | <a href="#"><u>TCE/22/25</u></a>                                      |
| <b>15. Event reviews</b>                                | Spring Green fair - to receive a report from the Estates Administrator.               | <a href="#"><u>TCE/23/25</u></a>                                      |
|   | Easter Bazaar - to receive a report from the Town Centre & External Services Manager. | <a href="#"><u>TCE/24/25</u></a>                                      |
|   | May Day - to receive a report from the Town Centre & External Services Manager.       | <a href="#"><u>TCE/25/25</u></a>                                      |
|   | Good Endings - to receive a report from the Deputy Town Clerk.                        | <a href="#"><u>TCE/26/25</u></a>                                      |
| <b>16. Action list</b>                                  | To receive action reports and updates.  | <a href="#"><u>Appendix C</u></a>                                     |
|   | PSPO - to receive a report from the Compliance and Projects Manager.                  | <a href="#"><u>TCE/27/25</u></a>                                      |
| <b>17. BandJam</b>                                      | To receive a report from the Deputy Town Clerk  | <a href="#"><u>TCE/28/25</u></a>                                      |
| <b>18. Calendar of Events</b>                           | To receive the current Calendar of Events   | <a href="#"><u>Appendix D</u></a>                                     |
| <b>19. News releases</b>                                |   |   |
| <b>20. Chair's announcements – for information only</b> |   |   |
| <b>21. Date of the next meeting:</b>                    | Monday 21 <sup>st</sup> July 2025   |   |

**To Committee Members**

Cllr. R. Ahmed		Cllr. J. Harvey	
Cllr. T. Allen		Cllr. A. Mahi	
Cllr. F. Davies	Town Mayor	Cllr. L. O'Donoghue	
Cllr. L. Draper		Cllr. R. Stuchbury	Chair

21/05/2025  
15:26

# Buckingham Town Council

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## Appendix A

### Detailed Income & Expenditure by Budget Heading 01/04/2025

Month No: 1

### Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR	EXPLANATION
<b><u>TOWN CENTRE &amp; EVENTS</u></b>							
<b><u>301 Town Centre &amp; Events INCOME</u></b>							
1028 Lace Hill events income	0	850	850				
1062 Community Fair table income	0	230	230				
1066 Comedy night income	0	1,000	1,000				
1069 Charter fairs income	0	9,050	9,050				
1091 Events Sponsorship Income	0	100	100				
1092 Events Stall Income	126	1,150	1,024				
1093 Dog Show Income	0	300	300				
1094 Skate Park Income	0	25	25				
1104 Remembrance Contributions	0	1,250	1,250				
<b><u>301 Town Centre &amp; Events EXPENDITURE</u></b>							
3997 NI TC&E	0	8,055	8,055		8,055		
3998 Pensions ERS TC&E	0	19,102	19,102		19,102		
3999 Salaries TC&E	0	100,729	100,729		100,729		
4042 Events equipment	0	1,500	1,500		1,500		
4094 Youth project	0	6,180	6,180		6,180		
4104 Town in Bloom	0	9,900	9,900		9,900		
4107 Pride of Place	0	65	65		65		
4115 River rinse	0	464	464		464		
4128 Small Events	0	375	375		375		
4166 Lace Hill events	0	1,640	1,640		1,640		
4201 Christmas lights	0	14,000	14,000		14,000		
4202 Firework display	612	7,500	6,888		6,888		
4203 Community fair	0	310	310		310		
4205 Christmas parade	0	6,100	6,100		6,100		
4207 Remembrance parade	625	3,150	2,525		2,525		
4208 Spring Fair	0	300	300		300		
4211 Band Jam	240	5,253	5,013		5,013		
4212 Christmas lights switch on	240	3,364	3,124		3,124		
4213 Dog show	0	900	900		900		
4220 Music in the Market	174	6,100	5,926		5,926		
4241 Comedy Night expenditure	0	1,500	1,500		1,500		
4243 Charter Fairs	0	5,500	5,500		5,500		
4245 Street Food Fair	0	2,400	2,400		2,400		

4260 Twinning

0 100 100 100

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR	EXPLANATION
<u>302 Street markets INCOME</u>							
1005 Street markets	(617)	17,500	18,117				
1006 Flea market	(322)	5,100	5,422				
<u>302 Street markets EXPENDITURE</u>							
4017 Subscriptions	0	450	450		450		
4225 Rates	0	2,000	2,000		2,000		
4234 Market Entertainment	0	1,000	1,000		1,000		
4235 Market infrastructure & Promotion	0	1,000	1,000		1,000		
<u>303 Special events INCOME</u>							
1020 Food fair income	0	820	820				
1083 Fringe income	0	437	437				
<u>303 Special events EXPENDITURE</u>							
4169 Skate Park Event	0	2,000	2,000		2,000		
4221 Fringe	0	2,150	2,150		2,150		
4242 Food fair	0	610	610		610		
4244 Flags	0	610	610		610		
4273 One-off events	0	500	500		500		
4278 Celebrate Buckingham Day	163	2,000	1,837		1,837		
4283 Small Business Promotion	0	1,200	1,200		1,200		
<u>305 Tourist Information Centre INCOME</u>							
1084 TIC income	0	9,000	9,000				
<u>305 Tourist Information Centre EXPENDITURE</u>							
4253 TIC tickets & produce	0	6,250	6,250	750	5,500		
4255 Heritage app expenditure	0	300	300		300		
4274 Tourism website	0	440	440		440		
<u>306 Accessibility EXPENDITURE</u>							
4254 Accessibility Costs	0	2,250	2,250		2,250		
 Grand Totals:- Income	 (813)	 46,812	 47,625				
Expenditure	2,055	227,247	225,192	750	224,442		
<b>Net Income over Expenditure</b>	<b>(2,868)</b>	<b>(180,435)</b>	<b>(177,567)</b>				

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

Contact Officer: Committee Clerk

**Youth Council**

**1. Recommendations**

- 1.1. It is recommended that Members decide if they would like to take part in discussions regarding establishing a Youth Council and who will lead this.

**2. Background**

- 2.1. This is being discussed as it was agreed, following Cllr. Ahmed's Proposal, to bring an update (398/24) to Committee.
- 2.2. Contact was made with the Community Board. The Board liaised with a youth worker at The Hangout to establish if there was any interest.
- 2.3. The youth worker has made contact and he would like to arrange a meeting to discuss this.

**3. Budget**

- 3.1. There is currently an EMR of £2015 for Youth Council.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

Contact Officer: Deputy Town Clerk

**Old Gaol**

**1. Recommendations**

- 1.1. It is recommended that members agree the Memorandum of Agreement.

**2. Background**

- 2.1. This report is being discussed as the Memorandum of Agreement with the Old gaol has had its annual review. A copy of the new Memorandum is attached.
- 2.2. Meetings took place between Buckingham Town Council and the Old Gaol and all points were discussed at length.
- 2.3. The Memorandum has been reworded to more accurately reflect current practices.



**MEMORANDUM OF AGREEMENT  
FOR  
TOURIST INFORMATION CENTRE OPERATION  
BETWEEN  
BUCKINGHAM OLD GAOL TRUST  
AND  
BUCKINGHAM TOWN COUNCIL**



### **Introduction**

- 1 This Memorandum of Agreement is between Buckingham Old Gaol Trust (the Trust) and Buckingham Town Council (the Council) and is only in respect of the Council operating a Tourist Information Centre on Trust property.
- 2 This Memorandum of Agreement replaces any previous version and shall run from the date of signing for a period of three years. It may be revised in writing with the agreement of both parties, such written revision being attached to it; or cancelled by either party giving not less than three months' notice to the other party.

### **The Trust agrees that:**

- 3 The Council operates a Tourist Information Centre in the room to the right of the main entrance to Buckingham Old Gaol and has the right to store leaflets etc in the room housing the alarm system and use of the external (market) storage area.
- 4 The accommodation described at 3 above shall be provided free of any rental charge but subject to payment of the apportioned costs of services as described at 14 below, and in return for Museum assistance described at 15,16 & 17 below.
- 5 Keys to the premises and access alarm codes etc will be provided to those persons authorised by the Council to operate the Tourist Information Centre.
- 6 Tourist Information Centre staff shall have free access to either the tea point facilities located on the lower ground floor or on the mezzanine and any of the toilets in the building.
- 7 The volunteer shifts will overlap by 20 minutes (12:50 to 13:10) to allow the TIC staff to take an uninterrupted 20-minute break. The Trust will undertake volunteer induction and training and will request permission for TIC staff to attend when appropriate.
- 8 The floor in the room housing the Tourist Information Centre shall be regularly cleaned (either by vacuum or mopping, as appropriate) and the waste bin and recyclable waste receptacle emptied.
- 9 The Trust agrees to supply the mobile telephone numbers of the responsible trustees: chair / secretary / administrator / building responsibility and membership

### **The Council agrees that:**

- 10 Tourist Information Centre staff shall at all times pay due regard to the integrity and safety of any Museum artefacts and objects displayed that they may come into contact with, in pursuance of their normal activities (e.g., when carrying hot liquids to/from the tea point, etc).



- 11 The Trust's health and safety measures shall be complied with at all times.
- 12 Tourist Information Centre staff shall be responsible for keeping all cabinets and shelving in their office clean, and for the appropriate disposal of out-of-date leaflets etc.
- 13 No goods or items shall be sold in the Tourist Information Centre in direct competition with items sold in the Museum shop, unless otherwise agreed in advance with the Trust.
- 14 Apportioned service facility charges shall be paid quarterly in arrears, on demand from the Trust's Treasurer, as follows:
- (a) Telephone (01280 823020) including internet etc charges – 80% of the total billing;
  - (b) Electricity (as metered to the front of the building known as Keepers Cottage only, the remainder of the building being separately metered) – 25% of the total billing.
- 15 **Assisting the Trust**  
Tourist information Centre staff shall, in addition to their main duties, assist the Trust as follows:
- (a) **At the start of the day:**  
TIC staff should sign in on the sheet in the alarm cupboard.  
Prepare the Museum for visitors by opening internal access doors, turning on lights and any audio-visual equipment that may be in use. While undertaking this activity they will check the fire safety equipment has not been moved, the corridors and fire escapes within the museum are free of obstructions, the metal gates to the antiques shop are unlocked (see 16) and there is no new water ingress that will endanger the visitors or building. While in the TIC they should intermittently check the CCTV cameras are working. Any concerns should be relayed to the responsible person at the Council and the Trust [REDACTED]).
  - (b) Promote the Museum to visitors.
  - (c) Receive post for Trustees and other partners, and handing it to the appropriate persons.
  - (d) Dealing with Museum-related telephone or in person enquiries, taking appropriate messages and passing them to the relevant member of the Trust.
  - (e) Deal with telephone and in-person enquiries to hire any part of the Museum. Note the name, phone number and email address of the potential hirer and forward these details to [REDACTED] from the TIC email address. The Trust will issue booking forms and confirm arrangements with hirers. Completed booking details will be entered into both the TIC and the Trust diaries. In conjunction with the Trust administrator a caretaker will be arranged for any evening activity and Russell Cross will be informed to ensure the fire escape is accessible during the event and the building is secured at the end of the event. (See 16)
  - (f) Provide the volunteer in the shop with help and assistance with his/her role when requested, raising any unresolved issue or concern with the Trust administrator or other appropriate Trustee. Notify the Trust administrator, by telephone, of any volunteer unable to attend at short notice, to manage the Museum shop.
  - (g) Notify the trustee with the responsibility for the building of any faults that are noted in the museum or cabinets.
  - (h) Undertake the end of day cash-up of Museum takings and place in the upstairs safe.

- (i) When asked, admit contractors scheduled to visit the Museum during opening hours. Check credentials and monitor time of arrival and leaving. In the event of any issues with a contractor, contact the trustee with responsibility for the building.
- (j) Act as a point of contact for any first aid or accident requirements occurring while the building is open, and record all incidents in the accident book kept in the TIC. The Council will arrange for the appropriate staff training.
- (k) Undertake the daily and weekly Fire Safety checks, in accordance with the Trust's Fire safety arrangements and document them in the fire safety check book provided by the Trust and kept in the TIC. The daily check is a visual one during (a) above. Take part in an annual evacuation training exercise with the volunteers.
- (l) **At the end of the day:**  
When leaving the premises at the end of the day check no-one remains in the building, including the lower ground floors. Turn off all lights and audio-visual equipment and close and lock internal access doors, sign out and set the security alarm.

16 **Fire escape from the antique shop:**

Russel Cross will remove the two padlocks from the metal gates in front of his shop and unlock the external door, even if the shop is not opening. However, it is necessary that TIC staff confirm that this has indeed occurred before opening the museum. It is sufficient to check that Russell is present in his shop or has opened his gates, e.g. by direct observation or via the CCTV, or that he has at least removed the padlocks from the shop gates, which will normally require inspection from the outside. If the gates are still padlocked, the museum must not be opened until the gates and external door have been unlocked.

17 **Access for disabled visitors:**

When needed the TIC staff will assist the volunteer to allow any disabled visitor to access the lift or disabled toilet via the antique shop. The lift should be returned to its resting position on the lower ground floor when the disabled person has left the building.

Name & Position.....

Name & Position.....

Signed .....  
Buckingham Old Gaol Trust

Signed .....  
Buckingham Town Council

Date .....

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

Contact Officer: Town Centre & External Services Manager

**Christmas Tree Quotes**

**1. Recommendations**

- 1.1. It is recommended that Members agree to a 3-year contract with Company B at the cost of £2850 annually.

**2. Background**

- 2.1. Previously our town centre Christmas Tree had been covered financially by Buckinghamshire Council. However, this arrangement ended in 2024, and the responsibility now lies with the Town Council.
- 2.2. Given the size of the tree and the need for specialist equipment for installation, it is not feasible for the Town Council to manage this internally. Therefore, quotes were obtained from external contractors to deliver the full project.
- 2.3. In 2024, the Christmas Tree was provided by Company B on a one-year contract. Company B was also the original supplier used by Buckinghamshire Council.

**3. Budget**

- 3.1. The budget for this year's Christmas Lights is £14,000, code 301/4201.
- 3.2. The 2025/26 Christmas Lights expenditure so far is £9,230.
- 3.3. As well as covering the cost of the Christmas tree, the budget line also covers 409 metres of icicle lights, owned by the Town Council, and hung around town centre building roof lines. Additionally, 16 hired Christmas themed motifs are installed on 5 lamp posts and on walls in the town centre. The budget covers the installation of all lights and hired motifs. The budget must also allow for contingencies, for example, replacement of faulty icicle lights or feeder pillar repair.

**4. Tree Quotes**

- 4.1. Contractors were invited to quote for the provision of a live, cut 25-foot Christmas Tree, including installation, dressing with white lights, and removal and disposal in January. Quotes were sought from four companies. Of these, one declined to quote, and another could not provide the full package of services.

## 4.2. Quotes received:

COMPANY	QUOTE 1 YR	LOCATION	NOTES
Company A	£3777	Hertfordshire	This includes a 30% early bird discount if booked by the end of June. Would hold the price for a 3-year contract.
Company B	£2850	Buckinghamshire	Previous supplier. Would hold the price for a 3-year contract.

**5. Options**

- 5.1. Following receipt of the quotes, discussions were held with both suppliers regarding multi-year pricing. Both confirmed they would hold their quoted prices for a three-year contract.
- 5.2. Entering into a three-year agreement is recommended. It offers price stability and protects against anticipated increases in costs for specialist transport, equipment hires, and installation over the coming years. Additionally, continuing with a known and reliable supplier ensures consistency and quality of service.
- 5.3. A longer-term contract would also reduce the amount of staff time required to obtain quotes annually, streamlining the procurement process and improving efficiency.

**6. Other Christmas Lights Contracts**

- 6.1. The three-year hire of Christmas light motifs at £3380 per annum was agreed, minute 744/23 from 2024 -2026.
- 6.2. Installation and removal of all hired and BTC owned lights for £5850 per annum on a three-year contract was agreed, minute 744/23 from 2024 – 2026.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

Contact Officer: Deputy Town Clerk

**Bonfire and Fireworks**

**1. Recommendations**

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

**2. Background**

- 2.1. Last year our regular contractor was not available to compere this event and a DJ compered the event with the use of equipment from the regular contractor. The feedback was that this was successful and worked very well.
- 2.2. Both the DJ and regular contractor have expressed a desire to follow the same format this year.
- 2.3. In order to secure the DJ's availability, he has been provisionally booked to cover this year.

**3. Budget**

- 3.1. Full costings for this event will be brought to a future meeting.

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

**Contact Officer:** Estates Administrator

**Buckingham in Bloom Competition 2025**

**1. Recommendations**

It is recommended the Members:

- 1.1 Note the contents of this report.
- 1.2 Form a panel of Councillors to act as judges for the competition.

**2. Background**

Buckingham in Bloom is an annual gardening competition organised by Buckingham Town Council to encourage community pride and engagement. The competition recognises outstanding gardening efforts across residential and business premises within the parish.

**3. Key Dates**

- 3.1 Entry Deadline: Friday 27th June 2025
- 3.2 Judging Period: Commencing week of Monday 7th July 2025  
(date(s) to be agreed based on availability of judges)

**4. Competition Categories**

4.1 Residential Categories:

- Best Front Garden
- Containers & Baskets
- Community Garden

4.2 Business Categories:

- Independent Business (<=10 employees)
- Large or Chain Business (>10 employees)

**5. Prizes**

5.1 Prizes will be awarded for 1st and 2nd place in each category.

- 1st Place (residential): £25 Garden Centre Voucher and certificate
- 1st Place (businesses): Shield
- 2nd Place (residential): £15 Garden Centre Voucher and certificate
- 1st Place (businesses): Certificate

5.2 Winners will also receive recognition via the Town Council's website and social media platforms.

## **6. Entry Process**

6.1 Residents and businesses may enter using an online form accessed via a QR code or by collecting a paper form from the Tourist Information Centre or Buckingham Library.

## **7. Financial Implications**

7.1 Costs associated with the competition (vouchers, printed materials) will be covered within the existing Pride of Place budget.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

Contact Officer: Deputy Town Clerk

**Free Parking Days**

**1. Recommendations**

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

**2. Background**

- 2.1. Historically Buckinghamshire Council (BC) issues four free parking days per year to Buckingham Town Council (BTC). Two of these are required to be used for Christmas Shopping days, one of which coincides with the Christmas Fair and Christmas Parade on 13<sup>th</sup> December 2025, the other is 20<sup>th</sup> December 2025. The remaining two are at the discretion of BTC and this Committee agreed previously that these should be allocated to the Charter Fair on 18<sup>th</sup> and 25<sup>th</sup> October; both dates were requested and are now confirmed.
- 2.2. There are ongoing communications between BTC and BC regarding the cost of free parking days. I held a meeting with the Head of Parking Services at BC and their Team Manager of Corporate Business Support where free parking days were discussed at length.
- 2.3. The outcome is that Parking Services will review the charges that they quoted for the day (over £7400) and are going to charge at a “not for profit” rate and instead consider its parking charges suspended. This rate has not as yet been confirmed, and they informed me that they would have these figures by the second week of June 2025.
- 2.4. Once this information has been received I will provide a further report to this Committee.



**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

Contact Officer: Deputy Town Clerk

**Remembrance Sunday**

**1. Recommendations**

- 1.1. It is recommended that Councillors agree to use Company A for Remembrance Parade.

**2. Background**

- 2.1. Historically Buckinghamshire Council used Company B for the screen and Company C for the PA system for Remembrance Sunday.
- 2.2. On 27<sup>th</sup> November 2024 a deposit of £750 was paid to secure the services of Company B for 9<sup>th</sup> November 2025.
- 2.3. On 30<sup>th</sup> April 2025 the invoice for the full booking was requested and Company B informed us that they would no longer honour this booking. I entered into communication with them to try and establish the reason for this but they have been uncooperative. It has been arranged that the deposit will be returned.
- 2.4. A number of enquiries with other companies but there was no local availability.
- 2.5. The original cost would have been £2500 plus VAT. A booking has been secured with Company A at a cost of £2715 plus VAT. They offer a slightly larger screen, a full PA system, floodlights, a silent built-in generator and a technician on site throughout the event.
- 2.6. The Royal British Legion cover 50% of the total cost of this booking.
- 2.7. Company C have kindly agreed to liaise with Company A directly to talk through the technicalities of the day, and has ensured their equipment can connect, as well as the video camera provided by the Church.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

Contact Officer: Deputy Town Clerk

**Street Collections**

**1. Recommendations**

1.1. It is recommended that Members note the report.

**2. Background**

2.1. This is being discussed due to the Street Collections Policy that was introduced by Buckinghamshire Council in April 2024 and the difficulties that have subsequently been encountered by BTC regarding street collections.

2.2. Following enquires the Licensing Team have offered the following explanation:

*Bucks Council's Charitable collection policy came into effect 1.4.24 following a consultation, which from memory Town and Parish council's were notified of and indeed commented on.*

*The Policy is clear that we have discretion to make decisions on applications on a case by case basis and we are aware that there will be situations where we need to deviate from this policy.*

*The Policy states that it is expected that benefitting charities would be registered with the charity commission. It sounds like the charities that the Mayor's Charity allocates it's money to **are** registered with the charity commission, so there is no issue there. Also, in it's own right I would say that the Mayor's Charity meets the definition of "charitable, benevolent or philanthropic", although it's not a registered charity.*

*We are familiar with the Mayor's Charity and whilst we would normally specify which charities money is being raised for on the permit (eg Mayor's Charity collecting money for XYZ), we would not count collections carried out by the Mayor's Charity as part of other charities' allocation of collections per quarter/year.*

*The Policy was written as it was to prevent issues such as one charity trying to block book weekly collections in the same location. This is unlikely to be the case in these circumstances.*

*So the collections carried out by the Mayor's Charity will not impact on individual charities being able to carry out other street collections.*

- 2.3 In light of this new information a copy of the proposed annual events calendar has been sent to the relevant department for them to confirm which we are permitted to collect at.

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

**Contact Officer:** Estates Administrator

**Spring Green Fair, Sunday 27th April 2025**

**1.Recommendation**

**1.1.** It is Recommended that Members consider changing the annual Spring Green Fair into a 'Green & Crafty' event to better match how the community is engaging with local events.

**2. Information**

**2.1.** The Spring Green Fair took place on Sunday 27th April 2025 in Buckingham town centre. The weather was warm and sunny, but very few people attended the event. This low turnout is part of a wider trend affecting similar eco-focused events.

**2.2.** Despite lots of effort through emails, phone calls, and social media, we had fewer stallholders than hoped. Many who took part in previous years chose not to return. Their main reasons included:

- Unpredictable weather with no backup plan for bad conditions
- Costs to take part
- Fewer people in town on Sundays
- Attendance at other community-based events such as Celebrate Buckingham (21st June) and the Lace Hill Easter Bazaar, which tend to draw bigger crowds or offer indoor space.
- Previously attended but found the level of engagement did not justify the effort required.

**2.3.** The following nine organisations did attend:

- Berks, Bucks & Oxon Wildlife Trust
- Climate Café
- Finca El Monte
- River Wardens
- Face Painting
- Waste Busters
- Flood Action Group
- Fostering and Adoption Services
- Repair Café

Two other groups pulled out at the last minute, which meant there weren't many stalls spread out across the site.

**2.4.** Sammie's Vintage Ice Cream Truck also joined the event, with its engine off all day - in line with the objectives within our climate emergency action plan.

**2.5.** Town Council staff ran two free children's craft tables, where families made noughts and crosses games from recycled materials. These were one of the busiest aspects of the event.

**2.6.** Many stallholders commented that eco-themed fairs have recently seen a drop in visitor numbers. They also said they were now more likely to attend general community events with a wider audience. All the local community groups who took part said they would also be attending Celebrate Buckingham, which is a bigger and more popular event. This made it harder for the Spring Fair to stand out.

**2.7.** Even though the event had a small turnout, the free craft activities were a hit with children, parents/carers, and older residents. A local care home brought residents to join in the crafts, highlighting how valued these free, art-based events are within the whole community.

### **3. Recommendation for Future Format**

**3.1.** Based on what we've seen this year and community feedback received over the past few years, we recommend changing the Spring Green Fair into a Green & Crafty event. This new version of the event would:

- Still focus on environmental themes in line with our climate emergency action plan.
- Offer more hands-on, creative activities that appeal to families and the wider community.
- Be held during the Easter holidays, when families are more likely to be looking for free activities.
- Eliminate the need for staff to manage road closures and significantly reduces the time spent coordinating with stallholders and handling related administrative tasks.
- Be hosted in the Cattle Pens or within the parks and rolled out as a feature within one of our other community events such as Celebrate Buckingham or Fringe Week.

**3.2.** This change **would not** remove an event from the events calendar—it would simply reshape an event to better suit what the community is looking for and be a better utilisation of the Council's resources.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

Contact Officer: Town Centre & External Services Manager

**Easter Bazaar Event Review**

**1. Recommendations**

1.1. It is recommended that members note this report.

**2. Background**

2.1. This year's Easter Bazaar event at the Lace Hill Sports & Community Centre took place on Sunday 6<sup>th</sup> April from 2pm to 4pm.

2.2. As usual there was a small £1 entrance fee per adult with free entry for children.

2.3. In principle, Lace Hill events should be cost-neutral and self-sustaining.

**3. Review**

3.1. Attendance was strong, though slightly lower than last year, which affected overall event income. A total of 72 adults and 70 children attended, compared to an expected turnout of at least 100 adults. Unlike last year, this year's event took place during the holiday period, which may have influenced attendance.

3.2. The main hall featured a free bouncy castle and 10 craft and gift stalls by local organisations and makers selling a variety of handmade products such as jams, jewellery, crocheted teddies, art prints, lucky dips and tombolas. All ten traders paid £6 for a stall.

3.3. A free table was given to a new hirer to help promote their upcoming classes at the Centre and Well Street United Church who volunteered to help oversee the refreshments stall.

3.4. Leading up to the event, four stall holders cancelled due to various reasons, which has also impacted the event income.

3.5. The committee room hosted the children's craft activities. Children enjoyed making Easter cards, planting sunflower seeds, and rock painting. There was also a small egg hunt with a chocolate treat for the kids. Lots of leftover craft supplies and treats from previous events were repurposed to support this event.

3.6. Feedback on the day was mostly positive; visitors seemed to thoroughly enjoy the event and appreciated all the children's activities on offer.

3.7. We also raised £58 for the Mayor's Charities with donations for refreshments and a guess the sweets in a jar game.

#### 4. Budget

4.1. The expenditure budget for 2025/2026 Lace Events is £1640 code 301/4166.

4.2. The income budget for 2025/2026 Lace Hill Events is £850 code 310 1028.

4.3. Event expenditure and income breakdown:

	<b>Expenditure</b>	<b>Income</b>
Bouncy Castle, delivery fee, & staff hire	£155	
Soil	£3.99	
Tea, Coffee, milk, & biscuits	£15.45	
Stall fees		£50 excluding VAT
Entry fees		£72
<b>Total</b>	<b>£174.44</b>	<b>£122 excluding VAT</b>
<b>+/-</b>		<b>-£52.44</b>

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

Contact Officer: Town Centre & External Services Manager

**May Day 2025 Review**

**1. Recommendations**

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

**2. Background**

- 2.1. This year's May Day event took place on Thursday 1<sup>st</sup> May 2025, at Bourton Meadow Academy.
- 2.2. Five schools took part: Bourton Meadow Academy, Lace Hill Academy, George Grenville Academy, Buckingham Primary School and Akeley Wood. Each school performed traditional country and may pole dances. Many of the dances are taught by Debbie Dearlove of Bourton Meadow Academy, who coordinated the event and attendance of other schools.

**3. Review**

- 3.1. The event was held under beautiful sunshine and enjoyed its highest-ever attendance, with over 300 schoolchildren and 200 parents and members of the public. Attendees were able to access the school grounds and watch from a large, cordoned-off viewing area. Residents and staff from Akeley Wood Care Home also joined the celebration.
- 3.2. May Day should continue to be hosted at a local school to accommodate the large number of attendees. The spacious grounds at Bourton Meadow School proved well-suited for accommodating the large number of attendees—something that would not have been feasible at the Church Green.
- 3.3. In light of purdah, the event was officially opened by the Town Crier. A small, designated viewing area was also provided for dignitaries in attendance.
- 3.4. There were no significant traffic or parking issues reported. All school groups were able to travel safely to and from the event site.

**4. Budget**

- 4.1. There were no costs to holding the event.



**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

Contact Officer: Deputy Town Clerk

**Good Endings Fair**

**1. Recommendations**

- 1.1. It is recommended that members agree Option 4.1.

**2. Background**

- 2.1. The Good Endings Fair took place on 29<sup>th</sup> March 2025. This was the Saturday before Mothering Sunday which impacted the availability of local florists. Careful consideration should be given to the date and time of year.
- 2.2. Considerable office time was taken to contact over 200 businesses, charities and organisations regarding stalls. There were 22 stalls at the event with a good range of services surrounding the subject matter.
- 2.3. The event was heavily advertised in the months preceding the event on social media, and via posters in the town. Press releases were utilised along with an article in the Newsletter. Despite this the footfall was low. The event ran from 10am to 1pm and in that time approximately 120 people attended. A good percentage of these only attended to use the WI café rather than attending the Fair itself.
- 2.4. Feedback from the stallholders (on the date and post-event) indicates that, although it was a valued event, footfall was disappointing. The Fair did give the businesses an opportunity to network but this was not the purpose of the event.
- 2.5. Some stallholders have indicated that they would have to consider carefully before attending another event due to low footfall. Given the extensive advertising, it is difficult to see how more stallholders could be encouraged to attend.

**3. Budget**

- 3.1 There was a budget of £500.00 for this event. Expenses amounted to £248.00. There was an overall credit balance of £711.00 from the event.

**4. Options**

- 4.1 The event is changed to a general health and wellbeing fair, to take place every 2 years. This would include elements of the Good Endings Fair but

would also include holistic and alternative therapies, fitness, mental health etc. This would have a much broader reach in supporting local businesses and charities. The cost of the event could be considerably reduced by using Lace Hill Sports and Community Centre. This would also offer the opportunity for some additional family activities. The WI could still run their café from Lace Hill. This would remain a free event.

4.2 The event remains the same.

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
1	884/19  183/23  398/24 18/11/24	Youth Council	New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022.   Cllr. Ahmed Proposed a report to Committee on item 1 for clarity and update. Cllr. Stuchbury Seconded and Members unanimously <b>AGREED</b> .	Deputy Town Clerk  Deputy Town Clerk  Town Clerk	The project will be run with Buckinghamshire Council. <b>April 2023 Update:</b> 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. <b>UPDATE OCT 2023:</b> Venue secured, negotiations with partners continue. <b>FEBRUARY 2024:</b> The Community Board now have plans for two community cafes, one at The Centre on Verney Close, and one at the Chantry Chapel. Buckingham Hang-Out will be opened by the Mayor and Chair of the Community Board on <b>30th September</b> .  Contact with Alice Williams, Community Board. Alice will liaise with the Hangout Youth Worker to look at potential interest - awaiting further response. Chased up response. Hangout youth worker would like to meet to discuss a new Youth Council - on agenda.	On agenda
2	869/20	Culture & Arts Strategy	Members received a written report from the Town Clerk and unanimously <b>AGREED</b> for Council staff to provide a detailed plan for creating a culture and arts strategy. It was <b>AGREED</b> that a working group be set up, consisting of councillors and partners, at the appropriate time.	Town Clerk	With BNDP - In progress	Ongoing
3	68/24	May Day	Cllr. Harvey asked if the school host for the event should be rotated. Members <b>AGREED</b> that Officers will discuss this with schools. Outcome: no rotation took place.	Town Centre & Ext. Facilities Manager	On agenda	Ongoing
4	394/24 18/11/24	Charity collection licences for future events	Check if we can make a 'blanket' application at the start of the year.  Contact NALC and BMKALC for advice/opinion.  Members <b>AGREED</b> Cllr. Harvey's Proposal to find out if this is a national or local charity law.	Deputy Town Clerk	On agenda	
5	549/24 10/2/25	Free parking days	Cllr. Stuchbury Proposed that we: • Request a letter from Chesham Town Council confirming their five free parking days were funded by Buckinghamshire Council. • We follow Cllr. Harvey's suggestion to contact BMKALC. • We include that this year is the 80th anniversary of the end of World War Two. • We include the actual cost if all car parking spaces in Cornwall Meadow Car Park are used.	Deputy Town Clerk	On Agenda - ongoing	
6	550/24 10/2/25	Street collections	Members <b>AGREED</b> that a report is brought to the next meeting.	Deputy Town Clerk	On agenda	
7	553/24 10/2/25	PSPO	Press release <b>AGREED</b> if a response to the letter has not been received in four weeks.	Town Clerk	On agenda	
8	661/24 31/3/25	Skate Park event	Town Clerk agreed that we can approach the provider of the event to consider how to encourage girls as well as boys to attend.	Action Town Centre and External Services Manager	Done. A female pro-rider has booked to attend.	

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2 June 2025**

Contact Officer: Compliance and Projects Manager

**Public Spaces Protection Order (PSPO)**

**1. Recommendations**

- 1.1. It is recommended that Members support the Buckinghamshire Council Community Safety Manager's recommendation to expire the PSPO for Buckingham Town Centre in its entirety.

**2. Background**

- 2.1. This report is being discussed because the PSPO prohibiting the consumption of alcohol in Buckingham 'Town Centre' is due to expire and a consultation has taken place.
- 2.2. On 12 February (minute 553/24) Members agreed a draft response to the consultation which was accompanied by a full submission from the Compliance and Projects Manager.

**3. Outcome**

- 3.1. The following update has been provided by the Community Safety Manager at Buckinghamshire Council:

Thank you for your email and attached letter expressing the view of the Town Council on the current PSPO covering Buckingham Town centre. I am in the process of drafting the recommendation report and have considered your survey response and also the comments in your letter. I have also consulted with the Police, who have been unable to show any evidence of having enforced the PSPO in last 18 months, nor any evidence of any alcohol related ASB in public.

**It is therefore intended to expire the PSPO for Buckingham Town centre in its entirety. This will mean there are no restrictions in Buckingham for drinking alcohol in public places.**

I note your comments in your letter of 14 February 2025 citing the wording of the previous prohibition wording and also the continuing use of this across Milton Keynes. Buckinghamshire Council will not be reverting back to this wording for any of the PSPO's in the Local Authority area.

I would be grateful for the views of the town council on the intention above. If you wish to discuss this further, I am happy to arrange a Teams call.

**The final decision by Buckinghamshire Council on the recommendation to expire the PSPO will take place following our response.**

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 2<sup>nd</sup> June 2025**

Contact Officer: Deputy Town Clerk

**Band Jam**

**1. Recommendations**

- 1.1. It is recommended that members note this report.

**2. Background**

- 2.1. Members should note our usual partner who has previously collaborated with Buckingham Town Council in regards to BandJam is no longer able to continue with this partnership for personal reasons.
- 2.2. We have liaised with our partner and he is going to send a handover of all the work he has undertaken so far, and we will pick up from where he has left off.
- 2.3. 5 bands have been booked provisionally and eight will be needed. A list of potential bands has been provided by our BuckinghamLive collaborator.
- 2.4. Security has been booked.
- 2.5. Sound, light, and sound technicians are provisionally booked. The company who provided staging for BandJam last year are not available so the company who provided staging for BuckinghamLive this year have been provisionally booked. They are highly recommended and know Buckingham as well as the complexities of holding a multi band event in a town centre.
- 2.6. Food trucks are yet to be confirmed.
- 2.7. A local pub has been approached to see if they would like to collaborate, one meeting has taken place, and a further meeting has been requested.

**3. Budget**

- 3.1. The overall budget for BandJam is £5250
- 3.2. All quotes below do not include VAT
- 3.3. The stage, lighting, PA and sound technicians is £2400
- 3.4. Security is £972
- 3.5. First Aid, TRO as well as PPL and PRS are also booked and cost £786.32
- 3.6. Bucks Recycling Bins are £320, with a potential additional charge if bins are over a certain weight. This cannot be confirmed until after the event
- 3.7. There will be income generated from the food trucks which will need to be added to the budget

2025		Meeting	Clerk	Meeting	Clerk	Meeting/Events	Clerk
Jan	6	Interim	Paula	Planning	Paula		
	13	Resources	Paula			CSSC - Thurs 16th Jan @ 12 noon - Online	Nina
	20					BNPWG 20th Jan 10:30am	Nina
	27	Precept	Paula			Holocaust Memorial Day, Monday 27th January	
Feb	3	Planning	Paula			ECDI - Thursday 6th February @ 6pm	Paula
	10	TC&E	Paula				
	17	Environment	Paula			BNPWG 17th Feb 10:30am	Nina
						Pancake Races, Thursday 20th February	
Mar	24	Interim (Informal precedes)	Paula	Planning	Paula	Food Fair, Saturday 22nd February	
	3	Resources (Grants)	Paula			CSSC - Thurs 6th Mar @ 1pm - Chamber	Nina
						Annual Town Meeting Thursday 6th March	
	10						
Apr	17	Full Council	Paula			BNPWG 17th March 10:30am	Nina
						Pre-election period, Thursday 20th March	
	24	Planning	Paula			Good Endings Fair, Saturday 29th March	
May	31	TC&E	Paula			Easter Event Lace Hill, Sunday 6th April	
	7	Environment	Paula			CSSC - Thurs 10th Apr @ 1pm - Online	Nina
	14	Interim	Paula	Planning	Paula		
	21	Easter Monday				ECDI Thursday 24th April 6pm	Paula
June	28	Resources	Paula			Spring Green Fair, Sunday 27th April	
						May Day, Thursday 1st May	
						Local elections, Thursday 1st May	
	5	Early May bank holiday					
July	12	ASM & Full Council	Paula			BNPWG 12th May 10:30am	Nina
	19	Planning	Paula			Buckingham Live, Sunday 25th May	
	26	Spring bank holiday					
	2	TC&E	Paula			CSSC - Thurs 5th Jun @ 1pm - Chamber	Nina
Aug	9	Environment	Paula			Mayor Making Friday 6th June	
	16	Interim	Paula	Planning	Paula	BNPWG 9th June 10:30am	Nina
	23	Staffing & Resources	Paula			Celebrate Buckingham, Saturday 21st June	
	30					ECDI - Thursday 26th June @ 6pm	Paula
Sept	7	Full Council	Paula			BNPWG 7th July 10:30am	Nina
	14	Planning	Paula			CSSC - Thurs 17th July @ 1pm - Online	Nina
	21	TC&E	Paula			Fringe Week July: Oxford Fiddle Tuesday 22nd, Art in the Market Thursday 24th, Comedy Night Friday 25th, Street Food Fair Saturday 26th, Family Fun Day Sunday 27th.	
	28	Environment	Paula			BNPWG 28th July 10:30am	Nina
Oct	4	School summer holidays					
	11						
	18	Planning	Paula			BandJam, Sunday 24th August	
	25	Summer bank holiday					
Nov	1	Resources	Paula			CSSC - Thurs 4th Sept @ 1pm - Chamber	Nina
	8					Dog Show, Saturday 6th September	
	15	Full Council	Paula			River Rinse 1, Sunday 21st September	
	22	Planning	Paula			ECDI Thurs. 25th Sept @ 6pm	Paula
Dec	29	TC&E	Paula				
	6	Environment	Paula			River Rinse 2, Sunday 5th October	
	13	Interim	Paula	Planning	Paula	BNPWG 6th October 10:30am	Nina
	20	Resources	Paula			CSSC - Thurs 16th Oct @ 1pm - Online	Nina
Jan	27					Charter Fair 1, Saturday 18th October	
						Charter Fair 2, Saturday 25th October	
						Halloween Disco Lace Hill, Friday 31st October	
						Bonfire and Fireworks, Saturday 1st November	
Feb	3	Full Council	Paula			Remembrance Parade, Sunday 9th November	
	10	Planning	Paula			Winter Fair Lace Hill, Sunday 16th November	
	17	TC&E	Paula			CSSC - Thurs 20th Nov @ 1pm - Chamber	Nina
	24	Environment	Paula			Christmas Lights Switch On, Thursday 27th November	
Mar	1	Interim	Paula	Planning	Paula	ECDI Thursday 4th Dec @ 6pm	Paula
	8	Resources	Paula			Small Business Saturday, Saturday 6th	
	15	Full Council	Paula	Planning	Paula	Christmas Parade & Community Fair, Saturday 13th (TBC)	
	22						
Apr	29						