



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICE, BUCKINGHAM CENTRE,
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Town Clerk: Claire Molyneux

CSSC

26th February 2026

Councillor,

You are summoned to a meeting of the **Communications Strategy Sub-Committee** of Buckingham Town Council to be held on **Thursday 5th March 2026 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/UC89BUTwVpjAOEIdSIfcZC9Q/>

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 notes from the last meetings held on Thursday 15th January 2026 and Thursday 20th November 2025

[Copy circulated previously](#)

[Copy circulated previously](#)

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 agree objectives for the upcoming Fringe brochure.

[Appendix A](#)

5. Audio Newsletter

To decide who should record the audio copy of the 2026 Fringe brochure.

6. Motion – Cllr. Fran Davies

Due to the recent highlighting of X's deepfake AI chatbot, Grock's questionable practice, this council resolves that we as a Town Council cease use of X, close our account and the use of any platforms associated with X (formerly Twitter).

7. Newsletter Policy

To receive the Newsletter Policy and procedure and recommend any amendments to the Resources Committee

[Appendix B](#)

8. Social Media

To discuss regular promotion of grant recipients through the Council's social media channels.

9. Proposal from Life in Buckingham Magazine

To receive and consider the proposal submitted by *Life in Buckingham* magazine.

[Appendix C](#)

10. Chair's Items

11. Date of Next Meeting

9th April 2026 (informal) @ 1pm via Zoom

4th June (formal) @ 1pm in Chamber

To:

Cllr. R. Ahmed (Vice-Chair)

Cllr. J. Harvey (Chair)

Cllr. H. Haydock

Cllr. J. Mordue

Cllr. F. Davies (Mayor)

Cllr. M. Try



FAMILY FUN DAY LACE HILL

SUN
19TH JULY

REPTILES

TBC

EVENT

TBC

OXFORD FIDDLE GROUP

TBC

EVENT

TBC

EVENT

TBC

BITE CLUB

TBC

EVENT

TBC

EVENT

TBC

NATURE TRAIL

TBC

EVENT

TBC

Visit the Town Council website and social media to buy tickets and for the latest updates on Fringe Week events:
www.buckingham-tc.gov.uk



Message from your Mayor



Summer in Buckingham



Buckingham TownMatters



Summer 2026

BUCKINGHAM FRINGE WEEK

19 - 26 JULY 2026

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Cllr. Fran Davies
Mayor of Buckingham



Celebrate Buckingham Day	Saturday 20 th June	Bourton Park
Buckingham Play Days	Thursday 30 th July & Wednesday 12 th August & Tuesday 25 th August	0 - 11 yrs Chandos Park
Skatepark Jam	Saturday 16 th August	Bridge Street Skatepark
Band Jam	Sunday 30 th August (1 - 10pm)	Town Centre
Dog Show	Saturday 5 th September	Bourton Park



Useful Numbers

Buckingham Town Council	01280 816 426	NHS Urgent Care	111
Buckingham Cemetery	01280 816 801	Power Cut Helpline	105
Buckingham Shopmobility	07738 314 027	National Gas Helpline	0800 111 999
Lace Hill Sports & Community Centre	01280 816 426	Crimestoppers	0800 555 111
Buckingham Community Hall	01280 823 584	Floodline	03459 881 188
Buckingham Tourist Info Centre	01280 823 020	ChildLine	0800 11 11
Buckinghamshire Council	0300 131 6000	Samaritans	01908 667 777
Transport for Buckinghamshire	01296 382 416	Street Link	03005 000 914
Citizens Advice National Phone Line	0808 278 7938	Fraud	03001 232 040
Domestic Violence Helpline	0808 2000 247	Stop Scams UK	159
Thames Valley Police	101		

For Buckingham Town Councillors' contact details, please visit our website: www.buckingham-tc.gov.uk

This edition has been created in-house by Buckingham Town Council



Message from your Mayor | Useful Contacts
Buckingham Fringe Week | Future Events



Date agreed	Committee	Minute number	Renewal date
13 th June 2018	CSSC	159/18	June 2021

BUCKINGHAM TOWN COUNCIL NEWSLETTER POLICY AND PROCEDURE

This policy & procedure establishes guidelines for publishing Buckingham Town Council's newsletters.

The purpose of the Newsletter is to serve as a medium for communication between the Town Council and the residents of Buckingham. The Newsletter publishes articles and data deemed of interest for the residents of Buckingham.

Front page

- The nameplate Buckingham Town Matters (banner on the top front of the newsletter that identifies the publication) needs to have the Buckingham crest on the left side of the nameplate within the solid band. Which edition (season and year) needs to be underneath.
- The Thoroughly Modern Traditional Buckingham logo needs to be present.
- Desired front page picture, ideally relevant to the season it is distributed in.
- A brief list headlining what is in the issue, in order of appearance, at the bottom of the page.

Standard content

Permanent fixtures within the newsletters:

- Front page (see above)
- Inside front page, Mayoral message
- Inside back page, Buckingham Town Councillors / Your views count
- Back page, Events Diary
- Events Review
- Promotion of Events
- Additional annual articles

Appendix A

General awareness

- No third party advertising is accepted
- For a professional look and readability, no more than two text fonts or two or three headlines fonts should be used.
- Pictures that are provided by a third party shall be credited (courtesy of...)
- Page numbers on each page

Governance

The Newsletter shall be governed by the Communications Strategy Group acting as the editorial committee with delegated powers under standing orders, which can make recommendations to the Resources Committee, on issues of wider policy and strategic communication matters. The committee is composed of at least 4 members from the Full Council. The sub-committee is tasked with deciding content and can request articles to be written by staff members, councillors and partners as appropriate.

Procedure

The committee attend an Ideas/Content meeting approximately three months before the target distribution date. Once the content is agreed the CSG Clerk requests articles to be written by intended writers advising them of the return deadline date. The deadline date should be around 4 weeks (as many weeks as possible) from the Ideas/Content meeting and at least one week before the review article meeting.

The CSG Clerk will gather all articles including chasing any late submissions. All available articles are incorporated into the agenda for the review articles meeting and any last minute submissions are taken on the day. During the meeting the committee will review all articles and recommend any editorial changes.

Following the meeting the CSG Clerk will make the necessary changes before submitting them to the newsletter designer. This process should take approximately a week.

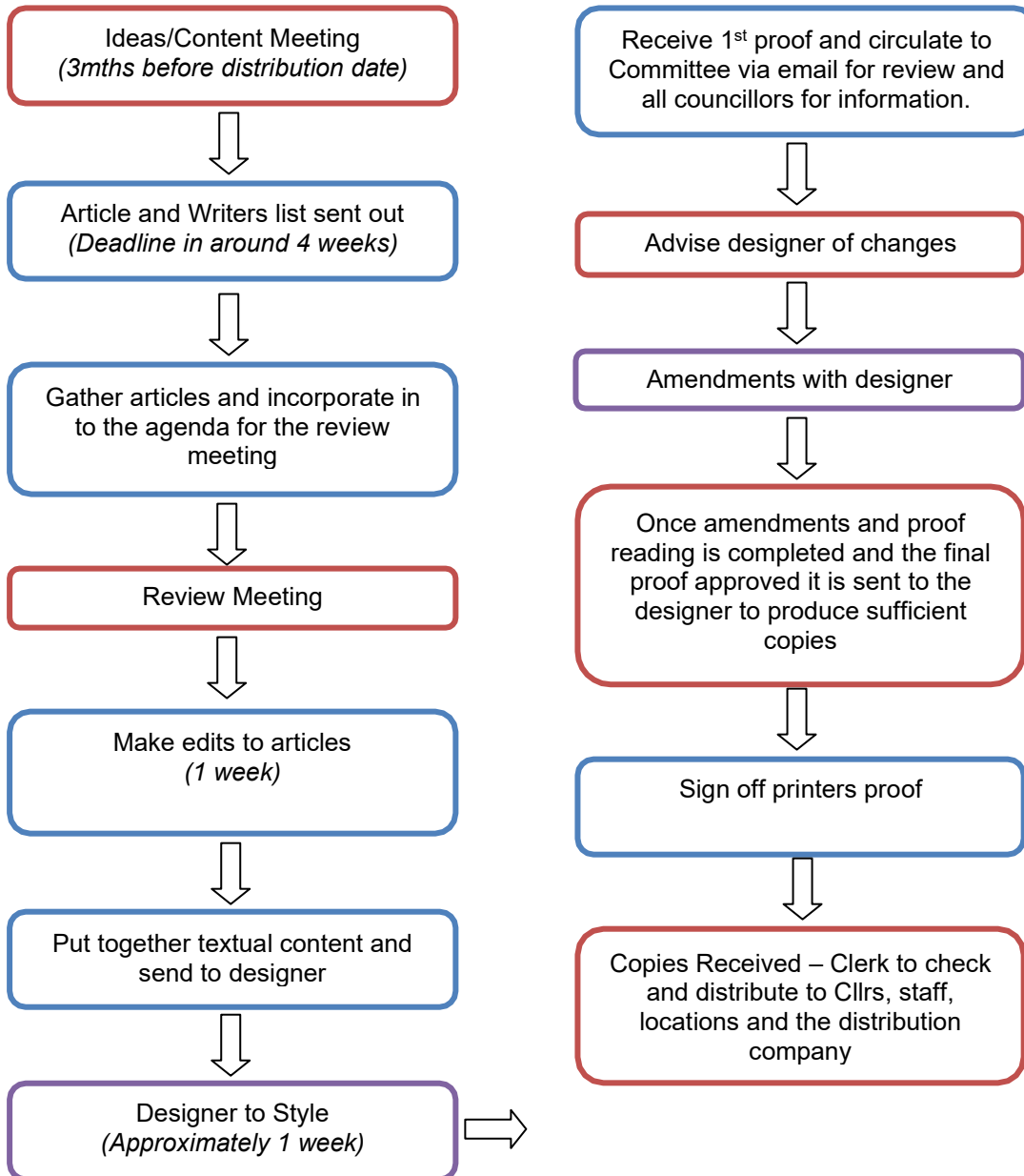
The designer will style the newsletter taking into account the above, front page, standard content & general awareness. This should take approximately a week.

On receipt of the first proof from the designer, the CSG Clerk will forward it onto the committee to review (via email). The committee should take approximately a week to review the proof and make any suggestions for changes, following which the CSG Clerk will advise the designer of the required changes.

Once changes, editing and proof reading is complete and confirmed by the committee the final draft is sent to the designer to produce enough copies for the houses and businesses of Buckingham. This should take approximately a week.

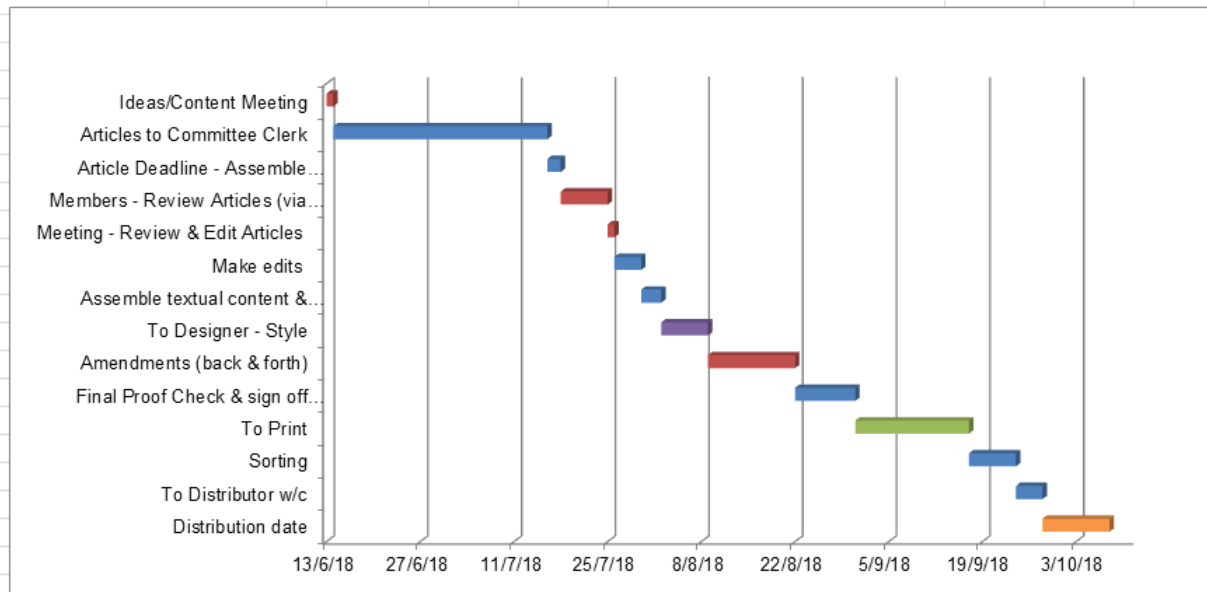
On receipt of the copies the CSG Clerk should check the newsletter is correct and distribute a copy to all Councillors and staff, keeping file copies and copies for the Legal Deposit Libraries. Copies also go to the Council Chamber, the Library, Lace Hill Sports & Community Centre, the Tourist Information Centre, the sheltered accommodation (Brooks Court, North End Court, Chandos Court) and other suitable venues as identified. All remaining copies should be given to the current distribution company to deliver to the residents of Buckingham.

Flow diagram of the procedure



Example of a Gantt chart – Time Line

Autumn 2018 Newsletter					
Task	Start Date	Duration	Task	Start Date	Duration
Ideas/Content Meeting	13/06/2018	1	To Designer - Style	02/08/2018	7
Articles to Committee Clerk	14/06/2018	32	Amendments (back & forth)	09/08/2018	13
Article Deadline - Assemble articles	16/07/2018	2	Final Proof Check & sign off (roundcllrs)	22/08/2018	9
Members - Review Articles (via agenda)	18/07/2018	7	To Print	31/08/2018	17
Meeting - Review & Edit Articles	25/07/2018	1	Sorting	17/09/2018	7
Make edits	26/07/2018	4	To Distributor w/c	24/09/2018	4
Assemble textual content & photos	30/07/2018	3	Distribution date	28/09/2018	10



ADDITIONAL ANNUAL ARTICLES

Spring Issue

- Annual Town Meeting advert
- Council Tax/Precept
- Grant recipient list

Summer Issue

- What has your local council achieved in the last year (reports from each committee)

Autumn Issue

- Where the money came from and how we spent it (pie chart)
- Grant application advert

Hi Claire / Office Team,

I hope this message finds you well.

I'm reaching out from *Life in Buckingham* magazine. As we plan our 2026 edition, we'd love to work more closely with the Town Council to help keep residents informed and highlight the fantastic work happening across Buckingham.

Specifically, we'd like to feature a "Council & Community" section where you can highlight council-led projects, services, and ways for residents to engage with you next year. Whether it's community initiatives, upcoming developments, or simply a message from the Council to Buckingham's residents, your voice is hugely important.

Would you be open to discussing how the Town Council might contribute? We could do a short interview, quote from a Councillor or the Town Clerk, or even run a small feature profiling a key initiative.

I'd be very happy to set up a meeting or email thread to explore ideas - whatever works best for you.

Thank you for considering this. We believe that working together will make the magazine even more meaningful for the community.

I look forward to hearing from you,

Charley

charley@brackley.co.uk

www.brackley.co.uk

Note from Estates Admin: Following clarification with Charley, I can confirm that this offer does not include any fees or subscriptions payable to BTC.