

TCE/5/25

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on Monday 9th February 2026 at 7.00pm in the Council Chamber at Cornwalls Meadow, Buckingham

Present: Cllr. R Ahmed
Cllr. T Allen
Cllr. F Davies Town Mayor
Cllr. L Draper(from minute 514/25)
Cllr. J Harvey
Cllr. L O'Donoghue
Cllr. R Poppe
Cllr. R Stuchbury Chair

Also attending: Ms. Z Taylor Deputy Town Clerk
Ms. P Cahill Events Officer
Ms. N Stockill Estates Administrator

Absent: Cllr. Mahi

Minute of Silence

Members observed a minute's silence in memory of Mr Steve Haywood, who passed away on 30 January 2026.

The Mayor paid tribute, noting that Mr Haywood was made a Friend of Buckingham in 2010 and highlighting his active involvement with the Lenborough Singers, the Friends of the University of Buckingham, and the Buckingham Christmas Parade.

No members of the public attended and so there was no public session.

512/25 Apologies for absence

Members received and accepted apologies from Cllr. Mahi.

513/25 Declarations of interest

There were none.

514/25 Minutes

Members **AGREED** the minutes of the Town Centre and Events Committee meeting held on 17th November 2025.

19.04 Cllr. Draper entered the chamber

515/25 Budget

515/25.1 Members received and noted the latest budget figures.

515/25.2 Members received and noted the earmarked reserves.

516/25 Careers Fair

Members received a report from the Business and Community Engagement Officer.
Cllr. O'Donoghue expressed an interest in leading on the event.

Cllr. O'Donoghue proposed, Cllr. Davies seconded and Members unanimously **AGREED** in principle to host a Careers Fair.

ACTION BUSINESS AND COMMUNITY ENGAGEMENT OFFICER.

517/25 Updates from representatives on outside bodies

There were no updates.

518/25 Sponsorship

Members received a report from the Business and Community Engagement Officer.

Members spoke enthusiastically about the sponsorship pack and commended the Business and Community Engagement Officer for her work. The report was noted.

The Events Officer explained that both larger national sponsors and smaller local sponsors would be considered, and that a draft sponsorship policy would be brought to TC&E for discussion.

Members discussed opportunities for cross-promotion through banners and newsletters and concluded that the Town Clerk would, at the appropriate time, determine the appropriate committee to review any future sponsorship policy.

519/25 Fringe Week theme

Members received a report from the Events Officer.

Cllr. O'Donoghue proposed, Cllr. Ahmed Seconded and Members unanimously **AGREED** to adopt a wildlife and nature theme to commemorate David Attenborough's 100th birthday for this year's Fringe week celebration.

ACTION EVENTS OFFICER

520/25 Hanging baskets and planters

Members received a report from the Deputy Town Clerk.

Cllr. Harvey proposed, Cllr. Davies Seconded and Members unanimously **AGREED** the recommendation to accept the quote from Company A to supply the Town Council's summer and winter Hanging Baskets for 2026.

Cllr. Davies proposed, Cllr. Draper Seconded and Members unanimously **AGREED** a three-year contract with Company A.

ACTION DEPUTY TOWN

CLERK

521/25 First Aid

Members received a report from the Deputy Town Clerk.

Cllr. Ahmed proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** to use Company A to provide First Aid cover for events during 2026.

ACTION DEPUTY TOWN CLERK

522/25 Bonfire and Fireworks

Members received a report from the Deputy Town Clerk.

Cllr. Draper proposed, Cllr. Davies Seconded and Members unanimously **AGREED** the recommendation to use Company A to host a 12-minute firework display.

ACTION DEPUTY TOWN CLERK

Cllr. O'Donoghue proposed, Cllr. Ahmed Seconded and Members unanimously **AGREED** a 3-year contract with Company A.

ACTION DEPUTY TOWN CLERK

Members thanked the Deputy Town Clerk for a thorough report.

523/25 Colouring sheet trail

Members received a report from the Business and Community Engagement Officer.

Cllr Harvey suggested producing a postcard version. Cllr Ahmed suggested that a prize could be a set of postcards. Members were keen on this option but noted the Deputy Clerk's comment that there was no budget at present, although this could be considered for future sale at the Tourist Information Centre. It was acknowledged that this year's trial would operate as a pilot, with a view to considering the introduction of postcards as a permanent option during next year's event review process.

Cllr. Ahmed proposed, Cllr. Harvey Seconded and Members unanimously **AGREED** to approve the delivery of a colouring trail across independent businesses in Buckingham.

ACTION BUSINESS AND COMMUNITY ENGAGEMENT OFFICER

Cllr. Ahmed proposed, Cllr. Harvey Seconded and Members unanimously **AGREED** the recommendation to approve the use of age-based categories (Under 10s, 11–18, 19+), with an additional 'Mayor's Choice' award to recognise creative merit across all entries.

ACTION BUSINESS AND COMMUNITY ENGAGEMENT OFFICER

524/25 Dinosaur Easter holiday event

Members received a report from the Events Officer. The Committee was very positive about the event, and Cllr Harvey commented that the ammonite outside Buckingham Taylors on Castle Street could potentially be linked to the event.

Cllr. Davies proposed, Cllr. Draper Seconded and Members unanimously **AGREED** the recommendation for a free Easter Holiday event for children, to be held on Tuesday, 31st March 2026 from 10am to 2pm.

Cllr. Stuchbury proposed, Cllr. Harvey Seconded and Members unanimously **AGREED** for the office to issue a press release.

525/25 Forthcoming events

525/25.1 Pancake Races – Members received and noted a report from the Office Administrator.

525/25.2 Food Fair – Members received and noted report from the Events Officer.

Cllr Davies proposed, Cllr Draper seconded, and Members unanimously **AGREED** that all Councillors were asked to email the Events Officer to confirm availability, and the invitation would also be circulated to Full Council.

ACTION EVENTS OFFICER

525/25.3 Easter Event – Members received and noted report from the Lace Hill Coordinator.

525/25.4 Green and Crafts – Members received and noted a report from the Events Officer.

525/25.5 Skatepark Event – Members received a report from the Deputy Town Clerk.

Cllr. O'Donoghue proposed, Cllr. Harvey Seconded and Members unanimously **AGREED** the recommendation to use Company A to host this year's Skatepark event.

Cllr Stuchbury proposed, Cllr Harvey seconded, and Members unanimously **AGREED** that Cllrs O'Donoghue and Harvey would provide quotes for the press release for the skate park event nearer the time.

526/25 Calendar of events

Members received and noted the current calendar of events.

527/25 Event reviews

527/25.1 Local Democracy Event – Members received and noted a report from the Estates Administrator.

527/25.2 Remembrance Parade – Members received and noted a report from the Deputy Town Clerk and recorded their thanks to the volunteers and office staff.

527/25.3 Winter Fair – Members received and noted a report from the Lace Hill Coordinator.

527/25.4 Christmas Lights Switch On – Members received a report from the Deputy Town Clerk.

Cllr Davies proposed, Cllr O'Donoghue seconded, and Members unanimously **AGREED** the recommendation that, due to the event being slow to start and very low footfall in the town centre at 4.00pm, the start time be moved to 4.30pm. It was further noted that attendees tend to leave once the lights are switched on, significantly reducing audiences for performances.

Members agreed to reduce the number of performances from three to two: one before and one after the lights switch-on, allowing time for attendees to visit the markets.

The agreed format is as follows:

- 4.30pm – Event opens; festive music played by the stage and sound provider
- 5.15pm – First performance
- 6.00pm – Town Crier and Mayor; announcement of Christmas Card Competition winners
- 6.10pm – Second performance
- 7.00pm – Event closes

527/25.5 Christmas Parade – Members received and noted a report from the Deputy Town Clerk.

Cllr. Davies proposed, Cllr. Ahmed Seconded and Members unanimously **AGREED** to thank our partners in the Christmas Parade Committee for their work on this event.

ACTION DEPUTY TOWN CLERK

527/25.8 Community Fair – Members received and noted a report from the Deputy Town Clerk.

527/25.9 Holocaust Memorial Day – Members received and noted a report from the Business and Community Engagement Officer

Cllr Stuchbury proposed, Cllr O'Donoghue seconded, and Members unanimously **AGREED** that a report on the potential relocation of the stone be brought to a future meeting of TC&E.

ACTION ESTATES ADMIN

528/25 Action list

Members received action reports and updates.

- Cllr Draper to be removed from the list of volunteer Councillors on the Youth Council.
- The painted swans have now been delivered to the Buckingham Society.

ACTION COMMITTEE CLERK

529/25 Climate Emergency Action Plan

Members noted that there were no updates to the Climate Emergency Action Plan.

530/25 News releases

Members noted that press releases for the Skate Park and Easter events will be issued at the appropriate time.

531/25 Chair's announcements – for information only

There were no announcements.

532/25 Date of the next meeting: Monday 30th March 2026

Meeting closed at 8.22pm

Signed Date