



# Buckingham Town Council

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Town Clerk: Claire Molyneux

TOWN CENTRE &  
EVENTS COMMITTEE

Wednesday, 04 February 2026

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 9<sup>th</sup> February 2026 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, 3.f, and 3.g, which will last for a maximum of 15 minutes. A member of the public shall not speak for more than 3 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. Apologies for absence

Members are asked to receive apologies for absence.

### 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. Minutes

To agree the minutes of the Town Centre and Events Committee meeting held on 17<sup>th</sup> November 2026.

[Copy previously circulated](#)



Italy

Twinned with Mouvaux, France;



Neukirchen-Vluyn, Germany



Valmadrera,

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. Budget**  
To receive and note the latest budget figures. [Appendix A](#)
- 5. Careers Fair**  
To receive a report from the Business and Community Engagement Officer. [TCE/129/25](#)
- 6. Updates from representatives on outside bodies**  
To receive verbal updates from Councillors.
- 7. Sponsorship**  
To receive a report from the Business and Community Engagement Officer. [TCE/130/25](#)
- 8. Fringe Week theme**  
To receive a report from the Events Officer. [TCE/131/25](#)
- 9. Hanging baskets and planters**  
To receive a report from the Deputy Town Clerk. [TCE/132/25](#)
- 10. First Aid**  
To receive a report from the Deputy Town Clerk. [TCE/133/25](#)
- 11. Bonfire and Fireworks**  
To receive a report from the Deputy Town Clerk. [TCE/134/25](#)
- 12. Colouring sheet trail**  
To receive a report from the Business and Communications Officer. [TCE/135/25](#)
- 13. Dinosaur Easter holiday event**  
To receive a report from the Events Officer. [TCE/136/25](#)
- 14. Forthcoming events**  
Pancake Races - to receive a report from the Office Administrator. [TCE/137/25](#)  
Food Fair - to receive a report from the Events Officer. [TCE/138/25](#)  
Easter Event - to receive a report from the Lace Hill Coordinator. [TCE/139/25](#)  
Green and Crafts – to receive a report from the Events Officer. [TCE/140/25](#)  
Skatepark Event – to receive a report from the Deputy Town Clerk. [TCE/141/25](#)
- 15. Calendar of events**  
To receive the current calendar of events. [Appendix B](#)
- 16. Event reviews**  
Local Democracy Event – to receive a report from the Estates Administrator. [TCE/142/25](#)  
Remembrance Parade – to receive a report from the Deputy Town Clerk. [TCE/143/25](#)  
Winter Fair – to receive a report from the Lace Hill Co-ordinator. [TCE/144/25](#)  
Christmas Lights Switch On – to receive a report from the Deputy Town Clerk. [TCE/145/25](#)  
Christmas Parade – to receive a report from the Deputy Town Clerk. [TCE/146/25](#)  
    Christmas Parade accounts 2025 [Appendix C](#)  
    Christmas Parade post event report 2025 [Appendix D](#)  
Community Fair – to receive a report from the Deputy Town Clerk. [TCE/147/25](#)  
Holocaust Memorial Day – to receive a report from the Business and Communications Manager. [TCE/148/25](#)
- 17. Action list**  
To receive action reports and updates. [Appendix E](#)
- 18. Climate Emergency Action Plan**  
To note that there are no updates to the Climate Emergency Action Plan.

**19. News releases**

**20. Chair's announcements – for information only**

**21. Date of the next meeting:** Monday 30<sup>th</sup> March 2026

**To Committee Members:**

Cllr. R. Ahmed

Cllr. T. Allen

Cllr. F. Davies

Cllr. L. Draper

Cllr. J. Harvey

Town Mayor

Cllr. A. Mahi

Cllr. L. O'Donoghue

Cllr. R. Poppe

Cllr. R. Stuchbury

Vice Chair

Chair

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	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	281	850	569			33.0%		
1029 Good Endings Fair income	(30)	0	30			0.0%		Payment from 24/25 received in 25/26 unexpectedly
1062 Community Fair table income	240	230	(10)			104.3%		More income than anticipated
1066 Comedy night income	0	1,000	1,000			0.0%		
1069 Charter fairs income	9,111	9,050	(61)			100.7%		More income than anticipated due to RPi calculation used
1091 Events Sponsorship Income	0	100	100			0.0%		
1092 Events Stall Income	761	1,150	389			66.2%		
1093 Dog Show Income	636	300	(336)			211.9%		More income than anticipated
1094 Skate Park Income	0	25	25			0.0%		
1104 Remembrance Contributions	1,358	1,250	(108)			108.6%		More than expected due to different supplier used
<b><u>301 Town Centre &amp; Events EXPENDITURE</u></b>								
3997 NI TC&E	5,554	8,055	2,501		2,501	69.0%		
3998 Pensions ERS TC&E	9,722	19,102	9,380		9,380	50.9%		
3999 Salaries TC&E	56,385	100,729	44,344		44,344	56.0%		
4042 Events equipment	753	1,500	747	42	705	53.0%		
4094 Youth project	4,140	6,180	2,040		2,040	67.0%		
4104 Town in Bloom	11,193	9,900	(1,293)		(1,293)	113.1%	1,437	Covered by EMR
4107 Pride of Place	183	65	(118)		(118)	280.8%	118	Covered by EMR
4115 River rinse	396	464	68		68	85.3%		
4128 Small Events	121	375	254	78	176	53.2%		
4166 Lace Hill events	10	1,640	1,630		1,630	0.6%		Expenditure due.
4201 Christmas lights	12,581	14,000	1,419		1,419	89.9%		
4202 Firework display	7,073	7,500	427		427	94.3%		
4203 Community fair	248	310	63		63	79.8%		
4205 Christmas parade	6,893	6,100	(793)		(793)	113.0%		Covered by EMR
4207 Remembrance parade	2,715	3,150	435		435	86.2%		
4208 Spring Fair	0	300	300		300	0.0%		
4211 Band Jam	6,032	5,253	(779)		(779)	114.8%	779	Covered by EMR
4212 Christmas lights switch on	3,243	3,364	121		121	96.4%		
4213 Dog show	670	900	230		230	74.4%		
4220 Buckingham Live	5,641	6,100	459		459	92.5%		
4241 Comedy Night expenditure	0	1,500	1,500		1,500	0.0%		
4243 Charter Fairs	3,866	5,500	1,634	1,634	(0)	100.0%		
4245 Street Food Fair	550	2,400	1,850		1,850	22.9%		
4260 Twinning	100	100	0		0	100.0%		

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
<u>302 Street markets INCOME</u>									
1005 Street markets	13,927	17,500	3,573			79.6%			
1006 Flea market	6,000	5,100	(900)			117.6%		More income than anticipated	
<u>302 Street markets EXPENDITURE</u>									
4017 Subscriptions	0	450	450	450	0	100.0%			
4225 Rates	1,672	2,000	328		328	83.6%			
4234 Market Entertainment	0	1,000	1,000		1,000	0.0%			
4235 Market infrastructure & Promotion	500	1,000	500		500	50.0%			
<u>303 Special events INCOME</u>									
1020 Food fair income	635	820	185			77.4%			
1083 Fringe income	170	437	267			38.9%			
<u>303 Special events EXPENDITURE</u>									
4169 Skate Park Event	1,917	2,000	83		83	95.8%			
4221 Fringe	2,633	2,150	(483)		(483)	122.5%	303	Should be covered by 4166 not EMR. To be corrected	
4242 Food fair	21	610	589	485	104	83.0%			
4244 Flags	257	610	353		353	42.2%			
4273 One-off events	0	500	500		500	0.0%			
4278 Celebrate Buckingham Day	3,137	2,000	(1,137)		(1,137)	156.8%	652	Covered by EMR	
4283 Small Business Promotion	142	1,200	1,058		1,058	11.9%			
<u>305 Tourist Information Centre INCOME</u>									
1084 TIC income	6,856	9,000	2,144			76.2%			
<u>305 Tourist Information Centre EXPENDITURE</u>									
4253 TIC tickets & produce	5,959	6,250	291		291	95.3%			
4255 Heritage app expenditure	0	300	300		300	0.0%			
4274 Tourism website	282	440	158		158	64.1%			
<u>306 Accessibility EXPENDITURE</u>									
4254 Accessibility Costs	258	2,250	1,992		1,992	11.5%			
Grand Totals:- Income									
Expenditure	154,847	227,247	72,400	2,689	69,710	69.3%			
<b>Net Income over Expenditure</b>	<b>(114,904)</b>	<b>(180,435)</b>	<b>(65,531)</b>						
plus Transfer from EMR	3,289	0	(3,289)						
<b>Movement to/(from) Gen Reserve</b>	<b>(111,615)</b>	<b>(180,435)</b>	<b>(68,820)</b>						

**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
325 EMR YOUTH COUNCIL	2,015.00		2,015.00
330 EMR CHRISTMAS LIGHTS	2,171.00		2,171.00
331 EMR TOWN IN BLOOM	1,000.00	-1,437.00	-437.00
332 EMR CHARTER FAIRS	5,141.00		5,141.00
334 EMR TOURISM LEAFLETS	883.00		883.00
346 EMR TWINNING	2,483.00	-587.00	1,896.00
348 EMR SCULPTURE TRAIL	800.00	100.00	900.00
352 EMR ACCESSIBILITY	2,513.00		2,513.00
361 EMR EVENTS RESERVE	0.00	2,800.00	2,800.00
	<b>17,006.00</b>	<b>876.00</b>	<b>17,882.00</b>

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> of February 2025**

Contact Officer: Business and Community Engagement Officer

**Careers Fair**

**1. Recommendations**

1.1. It is recommended that Members agree in principle to host a Careers Fair.

**2. Background**

2.1. During Local Democracy Week, one of the key event suggestions raised by students was the hosting of a local Careers Fair. This highlighted a desire among young people for greater access to information about local employment, training, and career pathways.

2.2. In addition to student interest, local businesses have independently expressed interest in attending a Careers Fair and hosting stalls to promote employment, apprenticeships, and work-experience opportunities.

2.3. A Careers Fair would provide an opportunity to connect residents, particularly students, school leavers, and jobseekers, with employers, education providers, and training organisations based in and around Buckingham.

2.4. Lace Hill has been identified as a potential venue due to its no cost, capacity, and suitability for hosting multiple stalls and attendees.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> of February 2026**

Contact Officer: Business and Community Engagement Officer

### Sponsorship pack

#### 1. Recommendations

1.1. It is recommended that members note the production of a sponsorship pack.

#### 2. Background

2.1. This report is being presented in order to increase sponsorship income.

2.2. The sponsorship pack will be designed to be accessible to local businesses and will outline opportunities for promotion in exchange for monetary contributions or in-kind support, such as prizes or materials.

2.3. Once drafted, the sponsorship pack will be brought back to Committee for approval, including agreement on which events will be eligible for sponsorship.

*Example page*

February
Annual Event

## PANCAKE RACE

The annual Pancake Race brings people of all ages together in the town centre for a light-hearted competition. Categories include: 5 years and under, 6–11 years, 12–17 years, adults, team relay, and walking race. Winners of each race receive a prize. (Approx 100 - 200 attendees.)

**Sponsor Contribution**

From **£15** per category

Provide 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> prizes for their category



**Sponsor Receives**

- Logo placement on social media and print promotion
- Announced as a race sponsor over the PA system on event day
- Thanked in post-event press release

Supporting the Pancake Race is a fantastic way to celebrate a much-loved Buckingham tradition while raising your profile in front of the local community.


3

**Buckingham Town Council  
Town Centre and Events Committee  
Monday 9<sup>th</sup> February 2026**

Contact Officer: Events Officer

**Fringe Week theme**

**1. Recommendations**

1.1. It is recommended that Members agree a theme for this year's Fringe Week.

**2. Background**

2.1. Fringe Week does not always have a theme. Themes in the past have included: space, Olympics, football World Cup and recycling.

2.2. Councillors and staff have made the following suggestions:

Magic  
Film and theatre  
Generations  
Myths, legends and folklore  
Friendship  
World Cup - nations  
National year of reading  
Nature and exploration (it is David Attenborough's 100<sup>th</sup> birthday this year).  
Local businesses and artists  
Our town  
Buckingham at work, rest and play  
Made in Buckingham

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> February 2026**

Contact Officer: Deputy Town Clerk

**Hanging Baskets**

**1. Recommendations**

- 1.1. It is recommended that Members accept the quote from Company A to supply our summer and winter Hanging Baskets for 2026.

**2. Background**

**Hanging Baskets**

- 2.1. This is an annual contract which ends 31<sup>st</sup> March 2025.
- 2.2. Each year, during the summer and winter, hanging baskets are displayed around the town centre.
- 2.3. The Town Council owns the hanging baskets, which are planted with seasonal plants, moss, and compost by the chosen supplier.

**2. Budget**

- 3.1. The budget for Planters and Hanging Baskets is £11925 for this year. Budget code is 4104/301 Town in Bloom.
- 3.2 Two quotes have been requested, one for an annual renewal, the other on a 3-year contract
- 3.3 Please note that the Planters are already on a 3 year contract, and we are in year 2 of that contract, the budget also takes this expense into consideration.

**3. Environmental Impact**

- 4.1. Quotes have been requested from local companies.
- 4.2. The displays add to the flora of the local environment as well as having positive visual impact.

**4. Quotes**

**Hanging Baskets**

Supplier	Based	Observations	Summer Basket Cost	Winter Basket Cost	Total Cost exc VAT
Company A	Local	Established company, well regarded.	60 baskets @ £41.60 = £2496.00	31 baskets @ £41.60 = £1289.60	£3785.60
Company B	Local	Quote requested not received			
Company C	Local	Quote requested not received			

For a 3 year contract Company A stated that “there is likely to be an increase in line with inflation but no more than that”. They have not specified a percentage or amount. However, on their previous quote the increase from 2024-2025 was £1.60 per basket.

### 2024/2025 Costs

The cost of a hanging basket for 2024/2025 was £40.00 per basket so there has been an increase of £1.60 per basket.

Therefore the increase from 2024/2025 – 2025/2026 is £145.00

**BUCKINGHAM TOWN COUNCIL**  
**Town Centre & Events Committee**  
**MONDAY 9<sup>th</sup> February 2026**

Contact Officer: Deputy Town Clerk

**Annual First Aid Costs**

**1. Recommendations**

1.1. It is recommended that Members agree to use Company A to provide First Aid cover for events during 2025.

**2. Background**

2.1. We require external first aid cover for certain events including Buckingham Live, Celebrate Buckingham, Family Fun Day, Skatepark Events, Bandjam, Dog Show, Bonfire and Fireworks, Christmas Lights Switch On, Christmas Parade. Each event has different timings and requires separate levels of cover.

2.3. To ensure we are getting value for money and to align with our financial regulations, the cost of first aid coverage has been reviewed.

**3. Budget**

3.1. Any first aid cover will be taken from the relevant event budget.

**4. Suppliers**

4.1. The total cost of the following cover will be £2580 excluding VAT for this year. They complete their own risk assessments and paperwork, this does not require any office or administration time from BTC, and it means that we ensure the cover is sufficient, as well as being reassured the cover is correct and as needed as written by the experts.

<b>Supplier</b>	<b>Based</b>	<b>Observations</b>
Company A	Local	Experienced supplier of first aid for events.  They do not charge us any penalty for cancelled or postponed events.  They will accommodate more than we require if necessary.

4.2. A National provider of First Aid at Events. The total cost of the following cover will be £8038 excluding VAT.

<b>Supplier</b>	<b>Based</b>	<b>Observations</b>
Company B	National	Experienced at covering events and can provide what we need for the entire event calendar

## 4.3. Did not provide a quote

<b>Supplier</b>	<b>Based</b>	<b>Observations</b>
Company C	Southeast Region – Covering Buckinghamshire	Unable to comment as no quote was provided

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> February 2026**

Contact Officer: Deputy Town Clerk

**2026 Fireworks supplier**

**1. Recommendations**

1.1. It is recommended that Members agree to use Company A to host a 12-minute firework display. Although this is the most expensive quote, this is a trusted company who have experience of our needs. This is a high risk event and it is felt that the peace of mind and the longevity of the working relationship justifies the additional expense.

1.2. It is recommended that Members agree to a 3 year contract with Company A

**2. Background**

2.1. We require a company to provide our firework display for our Bonfire & Fireworks event in Bourton Park, which will be held on Saturday 31<sup>st</sup> October 2026.

2.2. To ensure we are getting value for money and to align with our financial regulations, we needed to review the cost of our firework display for this year.

**3. Budget**

3.1. The budget for this event is £7800 code 301/4202.

3.2. Quotes:

<b>Supplier</b>	<b>Based</b>	<b>Observations</b>	<b>Total Cost excl VAT</b>	<b>3 year contract exc VAT</b>
Company A (current provider)	Northamptonshire	Provide expert advice on the firing zone and how to get the most out of the display. Familiar with the event and site.	£4229 10 minute display	+5% annually
			£4863 12 minute display	+5% annually
Company B	Oxfordshire	Bespoke shows with over 25 years of experience	£3800 10 minute display	£3700 fixed for both displays for

			£3800 12 minute display	entirety of contract
Company C	Aylesbury	Provide displays for other Town Councils.	£3450 10 minute display £4140 12 minute display	£3192 for 10 minute display £3830 for 12 minute display Fixed for 3 years
Company D	East Sussex	Have worked for high profile UK events. Also work with other Town Councils.	£4000 10 minute display £4000 for 12 minute display	£3800 10 minute display £3800 12 minute display Fixed for 3 years
Company E	Hertfordshire	In business for over 30yrs, management team has over 80 years of combined experience	£3800 10 minute display £4200 for 13m minute display (quoted for 13 mins as same as 12 mins)	2026 £3800 10 minutes £4200 13 minutes 2027 £4010 10 minutes £4420 13 minutes 2028 £4255 10 minutes £4650 13 minutes

#### 4. Information

- 4.1. As of 4<sup>th</sup> February 2026 all companies quoting currently have availability to host our event.
- 4.2. Feedback from last year's event: it was the best display we have ever presented - Councillors, staff and local residents commented to this effect.

- 4.3. Members will be aware that they are not required to accept the lowest quote. Whilst Company A's quote this year is not the lowest, they have experience of this event and site and the quote is within budget.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> of February 2026**

Contact Officer: Business and Community Engagement Officer

**Buckingham Colouring Trail Initiative**

**1. Recommendations**

- 1.1. Members are recommended to approve the delivery of a colouring trail across independent businesses in Buckingham.
- 1.2. Members are asked 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.

**2. Background**

- 2.1. BAFA (Buckingham Art for All) has agreed to offer its members the opportunity to produce black-and-white-line drawing colouring sheets, themed around Buckingham, to be distributed across participating local businesses.
- 2.2. Each participating business will host a different colouring sheet. Members of the public will be encouraged to visit multiple businesses to collect all designs, enabling them to create their own Buckingham-themed colouring book.
- 2.3. A complementary colouring competition will run alongside the trail. Participants will be invited to submit their favourite completed colouring sheet. One winner will be selected from each category by the Town Mayor and awarded a small prize.
- 2.4. The initiative intends to increase footfall to small businesses, bring visibility to local artists and encourage residents and visitors to visit Buckingham town centre.

**3. Budget**

- 3.1. A small budget would be required to supply gifts to each winner, for example a framed print of their completed colouring sheet.
- 3.2. Would also cost between £120 to £210 for printing of colouring sheets.
- 3.3. **303/4283 Budget Line**

**Printing Costs**

A4 uncoated

140gsm

1,125 - 15 versions (designs) 75 of each - £120

1,500 - 15 versions (designs) 100 of each - £140

2,250 - 15 versions (designs) 150 of each - £185

170gsm

1,125 - 15 versions (designs) 75 of each - £130

1,500 - 15 versions (designs) 100 of each - £155

2,250 - 15 versions (designs) 150 of each - £210



Colouring sheet provided by Clare Tebbboth.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> February 2026**

Contact Officer: Events Officer

**Market entertainment - Dinosaur puppet and craft event**

**1. Recommendations**

1.1. It is recommended that Members agree the free Easter Holiday event for children, to be held on Tuesday, 31<sup>st</sup> March 2026 from 10am to 2pm.

**2. Background**

2.1. The Town Centre and Events Committee recognised the value of free events for children and how well attended such events are (735/23.3).

2.2. Buckingham Town Council provides several free events throughout the year, for example Art in the Market, Family Fun Day at Lace Hill, Bonfire and Fireworks; these events are well attended by residents.

2.3. The new Events Officer would like to increase the number of free, low cost, low staff, events for residents of Buckingham. This event will also benefit the market by bringing families into town on a Tuesday.

2.4. The event will take place in the front of the Old Gaol and inside the Exercise Yard. Fun Factor Parties will bring along two baby dinosaur puppets with two members of staff. Activities will include meet and greet the dinosaurs, fossil casting and dinosaur mask colouring. There will be additional crafts in two outside gazebos, weather permitting. If the weather is poor, all activities will be in the Exercise Yard; this would mean offering time slots for attendees. The event will run from 10am until 2pm.

**3. Budget**

3.1. Market Entertainment (4234).

3.2. The cost of the event is £520. The Old Gaol have offered the Exercise Yard free of charge.



**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> February 2026**

Contact Officer: Administrator

**Title: Pancake Races 2026**

**1. Recommendations**

1.1. It is recommended that Members note this report.

**2. Background**

2.1. Buckingham's Pancake Races will be held on Thursday 19<sup>th</sup> February, 11:00am - 12.30pm.

2.2. The event is being held on Thursday to avoid clashing with the Church's weekly Tuesday event. The races have in previous years been held successfully on a Thursday.

2.3. We have been approached by Bonne Maman, who have generously agreed to support the event. They will supply mini jars of jams/spreads, goodie boxes for the winners, gingham bandanas, and children's aprons. This will be at no cost to Buckingham Town Council. In return we will feature Bonne Maman in some of our social media coverage.

2.4. A warmup session will take place before the races start. Local yoga studio, Urban Om yoga, have kindly agreed to do this.

2.5. There will be six race categories: 5 & under, 6-11, 12-17, adult, relay and walking

**3. Budget**

3.1. The cost for this event comes out of the small events budget code 301/4128

Trophies	£ 78.00
Tortillas for pancakes	£ 13.00
Sweets for children's races, runner ups	£ 9.00
Stickers for winners	£ 3.58
Craft supplies	£ 30.00
	<b>£133.58</b>

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> February 2026**

Contact Officer: Events Officer

**Food Fair**

**1. Recommendations**

- 1.1. It is recommended that Members note the report.
- 1.2. It is recommended that Councillors volunteer to help at the Food Fair with 'clicking' attendees, helping at the Mayor's stall and hosting the 'favourite dish' stall.

**2. Background**

- 2.1. The annual Food Fair will be held on 8<sup>th</sup> February 2026 from 10am to 3pm. This is a popular event with a high number of attendees.
- 2.2. There will be 23 stallholders inside the large hall, offering a wide variety of produce: handcrafted cheeses, wines, pies, pastries, cookies, honey, jam, flatbreads, coffee, olives, Indian snacks and more.
- 2.3. There will be four hot food traders outside the Chamber.
- 2.4. The WI will be offering refreshments in the small hall.
- 2.5. The Mayor will host a fundraising stall for the Mayor's charities and there will be a 'vote for your favourite dish' stall.

**3. Budget**

- 3.1. The budget for this event is £610.
- 3.2. Each trader will pay a £25 pitch fee exclusive of VAT, except for one charity stall which will pay a £10 pitch fee exclusive of VAT.

**4. Environmental Impact**

- 4.1. All stallholders have been asked to consider the environmental impact, to use recyclable materials when serving food and drink, to share transport where possible and to reduce waste.

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 9<sup>th</sup> February 2026**

**Contact Officer:** Hattie Chinn, Lace Hill Co-ordinator

**Easter Spring Fair, Sunday 29th March 2026**

**1.Recommendation**

1.1. Members to note the report.

**2. Information**

2.1. The event will be held at Lace Hill Community Centre on Sunday 29<sup>th</sup> March from 2 pm – 4 pm.

2.3. 14 tables will be set out around the hall from 1pm for the stallholders.

2.4. Aim of event: To provide a fun day with a different range of stalls including local charities, businesses and clubs. The hope is that a portion of the stallholders will be clubs and hirers of Lace Hill, to contribute to promoting the Centre. We ask that all our stallholders consider focusing their stalls to be of interest to families, especially those with young children.

2.6. The following organisations have confirmed that they will be attending the event:

- |  |  |
|--|--|
| ○ Marks Ices Ice Cream Van will be outside.                                    | ○ Face Painting  |
| ○ Committee room will be filled with games and crafts, including table tennis. | ○ Sweets   |
| ○ Buckingham Town Council deck chair.  | ○ Indoor Bouncy Castle in the corner of the room for children of all ages. |
|  | ○ Character costume hire   |

2.9. Town Council office staff will supervise the entry booking, the Hall with the stallholders and the Committee Room. However, supervision of the bouncy castle will be done by MKPA staff.

2.10: Considerations:

- Attendance of the event may be affected by the date: the event is taking place on the last day of Easter Holidays so people may be travelling back from holiday or starting to get ready for returning to school.
- Though charges are low, it may be off putting to some families.
- Low foot traffic on Sundays

- 2.11 The Lace Hill Easter Fair has been popular in the past with young families, although last year's event did not reach the aim of 100 adults - 72 adults attended the event.
- 2.12 A combination of promotion on social media and in notice boards around town will hopefully increase footfall this year, with the focus on young families, low cost of entry and a multitude of ways to entertain children.

**Buckingham Town Council  
Town Centre and Events Committee  
Monday 9<sup>th</sup> February 2026**

Contact Officer: Paula Cahill, Events Officer

**Green and Crafts – Sunday 12<sup>th</sup> April 2026**

**1. Recommendations**

1.1. It is recommended that Members note the report.

**2. Background**

2.1. This report is being discussed because Members agreed to adapt the Green Spring Fair to better match how the community is engaging with local events (56/25.1).

2.2. The event will still focus on environmental themes, in line with our Climate Emergency Action Plan.

2.3. Initial ideas for crafts:

- Learn to crochet
- Air dried clay/soil/seed decorated 'bombs'
- Twig dreamcatchers
- Painting
- Drawing and colouring
- Button crafts
- Decorative jam jar lanterns

**3. Budget**

3.1. 301/4208 Spring Fair.

3.2. Costs for the event will be reduced as a road closure will not be necessary and the majority of the crafts will be utilising recycled items.

**4. Environmental Impact**

4.1. Positive impact with the focus on re-using and recycling.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> February 2026**

Contact Officer: Deputy Town Clerk

**Skatepark 2026**

**1. Recommendations**

1.1. It is recommended that members agree to use Company A to host this year's Skatepark event.

**2. Background**

2.1. Buckingham Town Council will host a Skatepark event this year as agreed by Committee.

2.2. To ensure we are getting value for money and to align with our financial regulations, we needed to review the cost of the supplier of this event.

**3. Budget**

3.1. Quotes received:

<b>Supplier</b>	<b>Based</b>	<b>Observations</b>	<b>Total Cost excl VAT</b>
Company A	Winchester	A leading supplier of skateboard and scooter coaching for schools and councils.  Has proposed a jam style event which would include them providing equipment for children to use, coaching, demos, competitions, & prizes.	£1600
Company B	Hertfordshire	Specialists in mobile skateparks, skatepark design and build and running skateboard and BMX demonstrations and competitions.	£1950

## Events Calendar 2026

Event	Month	Day
<i>Holocaust Memorial Day - Cancelled</i>	January	Tuesday 27th
<i>Feb half term 16th - 20th</i>		
<i>Pancake Races</i>	February	Tuesday 19th
<i>Shrove Tuesday 17th Feb</i>		
<i>Food Fair</i>	February	Saturday 28th
<i>Commonwealth Day - Flag</i>	March	Monday 9th
<i>Annual Town Meeting</i>	March	Thursday 26th
<i>Easter Event LHSCC</i>	March	Sunday 29th
<i>Easter holidays 30th March to 10th April</i>		
<i>Green and Craft</i>	April	Sunday 12th
<i>St George's Day - Flag</i>	April	Thursday 23rd
<i>May Day</i>	May	Friday 1st
<i>Buckingham Live</i>	May	Sunday 24th
<i>May half term 25th to 29th May</i>		
<i>Pride Month - Flag</i>	June	Monday 1st to Saturday 30th
<i>Mayor Making</i>	June	Friday 5th
<i>Armed Forces Day - Flag</i>	June	Saturday 27th
<i>Celebrate Buckingham Day</i>	June	Saturday 20th
<i>Buckingham Summer Festival</i>	July	TBC
<i>British Grand Prix</i>	July	3rd to 5th
<i>Summer holidays 22nd July to 28th August</i>		
<i>Buckingham in Bloom presentation</i>	July	TBC
<i>Fringe Week</i>	July	Sunday 19th to Sunday 26th
<i>Fringe Event</i>	July	TBC
<i>Fringe Event - Oxford Fiddle Group</i>	July	TBC
<i>Fringe Event</i>	July	TBC
<i>Fringe Event - Art in the Market</i>	July	TBC
<i>Fringe Event - Bite Club</i>	July	TBC
<i>Fringe Event</i>	July	TBC
<i>Summer Basketball</i>	July/August	TBC
<i>Buckingham Play Days</i>	July	Thursday 30th
<i>Buckingham Play Days</i>	August	Wednesday 12th
<i>Skatepark Jam</i>	August	Sunday 16th
<i>Buckingham Play Days</i>	August	Tuesday 25th
<i>BandJam</i>	August	Sunday 30th
<i>Autumn term starts 2nd September</i>		
<i>Merchant Navy Day - Flag</i>	September	Thursday 3rd
<i>Dog Show</i>	September	Saturday 5th
<i>Launch of Mayor's Christmas Card competition</i>	September	TBC
<i>River Rinse 1</i>	September	Sunday 20th
<i>River Rinse 2</i>	October	Sunday 4th
<i>Charter Fair 1</i>	October	Saturday 17th
<i>Charter Fair 2</i>	October	Saturday 24th
<i>Alternative event Lace Hill</i>	October	TBC
<i>October half term 26th to 30th October</i>		
<i>Bonfire and Fireworks</i>	October	Saturday 31st
<i>Remembrance Parade</i>	November	Sunday 8th
<i>Remembrance - Flag</i>	November	Sunday 8th
<i>King's real birthday - Flag</i>	November	Saturday 14th
<i>Winter Fair Lace Hill</i>	November	Sunday 15th
<i>Local Democracy Week event</i>	November	TBC
<i>Christmas Lights Switch On</i>	November	Thursday 26th
<i>Small Business Saturday</i>	December	Saturday 5th
<i>Christmas Parade</i>	December	TBC - 12th?
<i>Community Fair</i>	December	TBC - 12th?

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**9<sup>th</sup> February 2025**

**Contact Officer: Nina Stockill, Estates Administrator**

**Local Democracy Week 2025**

**1. Recommendations**

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

**2. Event Summary**

- 2.1. Local Democracy Week, established in 1997, continues to be a vibrant annual celebration dedicated to strengthening young people's understanding of local governance. This year's event successfully upheld that tradition by providing students with an engaging platform to meet elected members and local specialists, gaining insight into the vital role of democracy at a local level.
- 2.2. This year's Local Democracy Week event was hosted by The Buckingham School on Thursday, 20th November, from 11:00am to 1:00pm, and was very well attended. All arrangements were made in collaboration with both senior schools, enabling students to take part fully in the activities.
- 2.3. A total of fifty students—twenty-five from The Buckingham School and twenty-five from The Royal Latin School—attended and took part in a lively and well-received question-and-answer session with local Councillors, officers, and community representatives.

Many questions were submitted in advance, which ensured a smooth and structured conversation, while additional questions were asked informally during the event. Importantly, students particularly appreciated the opportunity to speak with panel members without having to raise their hands, making the session feel more relaxed and accessible.

There was also time set aside for pupils and the panel to mingle informally, which proved extremely popular and encouraged further discussion.

- 2.4. An overwhelming theme raised by students was the lack of rural transport linking Buckingham with neighbouring towns and cities. Pupils expressed concern about how this issue affects access to further education, apprenticeships, and employment opportunities.

- 2.5. A vote was held during the session, and pupils were in favour of the Town Council hosting a careers fair for local businesses. The aim would be to promote apprenticeships, employment, and work-experience opportunities for young people in the town. This received strong support from both students and attending staff.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> February 2026**

Contact Officer: Deputy Town Clerk

**Remembrance Day 2025 review**

**1. Recommendations**

1.1. It is recommended that Members note the report.

**2. Background**

2.1. The Buckingham Remembrance Parade took place on Sunday 9<sup>th</sup> November 2024.

2.2. This annual, and very popular, event is organised as a joint venture between Buckingham Town Council (BTC), who manage the road closure and risk assessments, and the Buckingham Royal British Legion (RBL) who liaise with the local groups taking part.

**3. Review**

3.1. The road closure went well, with some regular volunteers as well as BTC staff.

3.2. This was the first year the new representatives from RBL arranged the Parade and it was a steep learning curve for all involved.

3.3. We used a different screen provider this year due to difficulties with our previous provider. This went well, and without issue, we have therefore provisionally booked the same provider for 2026.

3.4. There was a small issue with an individual who interrupted the Ceremony, but this was quickly and swiftly dealt with by attending police and did not impact dramatically upon the event

3.5. The event itself was well attended by veterans, dignitaries, armed forces representatives, community organisations, guests and residents, who came along to pay their respects.

3.6. A review meeting with the RBL is still to take place to discuss the plans for 2026. Once this meeting has taken place, a report will be brought back to Committee.

#### 4. Budget

##### 4.1. Event expenses:

<b>Item</b>	<b>Expenditure Budget 301/4207 Remembrance Parade Budget £2300</b>
Large screen	£2715
Road Closure	£50.00
<b>TOTAL SPEND</b>	<b>£2765</b>
Less RBL Contribution	-£1375.00
	£1390

4.2. The Remembrance Wreath cost £28.50 which comes out of a stand-alone Account Code and is not part of this budget.

##### 4.3. Event Income:

The RBL agreed to contribute 50% towards the hire of the large screen, therefore the actual cost was £1375.50. We are still awaiting this payment - it has been chased, and we have been reassured that payment will be forthcoming.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Tuesday 9<sup>th</sup> February 2026**

Contact Officer: Lace Hill Co-ordinator

**LHSCC Winter Fair Review**

**1. Recommendations**

1.1. It is recommended that Members note the report.

**2. Background**

2.1. The annual Winter Fair event took place at Lace Hill Sports and Community Centre on Sunday 16<sup>th</sup> November from 2pm to 4pm.

2.2. A £1 entrance fee per adult was taken to help cover the costs related to this event.

2.3. Commercial stallholders pay a £6 fee for a table at this event.

**3. Review**

3.1. This community event saw 93 paying adults and 51 children attend (parents of children performers were not charged). Numbers were higher than last year (51 paying adults and 27 children). The fair was moved outside the holidays, which may have impacted the attendance.

3.2. The main hall hosted 11 craft and gift stalls and performances from Stagecoach who also provided entrainment from local children throughout the event. Four free stalls were given to local charities and organisations including Garden Organic, Well Street United Church, 7th Day Adventists and Inner Wheel Club.

3.3. The Committee Room hosted festive craft activities including Christmas card making, Christmas decoration making and drawing. Alongside this, we hired a Stitch costume, currently a popular character with children; the children were excited to see Stitch, as well as some stall holders eager to have their photo taken next to their wares.

3.4. Volunteers from Well Street United Church helped on the day by overseeing the refreshments table and were as always brilliant.

#### 4. Budget

4.1. This event comes out of LHSCC events budget which has a total of £1600

4.2. Event expense breakdown:

ITEM	COST
Costume hire	£35
Crafts	£45.73
Treats	£0
TOTAL	£80.73

4.3. Event Income:

ITEM	COST
Entry fee	£93
10 x stall fee	£60
TOTAL	£101 after VAT



**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> February 2025**

Contact Officer: Deputy Town Clerk

**Christmas Lights Switch-On 2025 Review**

**1. Recommendations**

1.1. It is recommended that Members agree Option 5.1.

**2. Background**

2.1. The 2025 Christmas Lights Switch-On event took place on Thursday 27th November from 4pm to 7pm.

**3. Event Review**

3.1. A large crowd joined us for a festive evening featuring:

Stilt walkers

The Buckingham Table

Santa Van

Christmas Market

Late night shopping opportunities

Crafts at the Chantry Chapel

Mulled wine,

Street food

Fabulous musical performances by the Great Horwood Silver Band, Stagecoach, and the Bucks Gospel Fellowship Choir.

3.2. The event was officially opened by the Town Crier and the Mayor at 4pm.

The lights were switched on halfway through the event by the Mayor and the winners of the Christmas Card contest were announced. The Mayor also personally thanked, and gave a gift to, all entrants of the competition; this took place outside the Old Gaol.

3.3. As last year, there was an accessible stage viewing area.

3.4. The BTC Quiet Zone gazebo was outside Specsavers, although it saw very low foot traffic this year. Despite this, the space remained essential as the event's information point, staff rest area, and designated lost child zone. Consideration should be given to having just one gazebo in 2026, as the space did not need to be as large.

- 3.5. ALR were booked to provide first aid for the event. No accidents or incidents were reported.
- 3.6. We had some issues with the Christmas tree prior to the event and the provider had to come out twice to correct the tree placement; issues were resolved by the time of the event.
- 3.7. This year we had all traders in the cattle pens. This seemed to work very well and there were people still browsing and enjoying what was on offer after the Switch On. The Market Manager believes that it was one of the best markets we had had with regards to range and attendance for this event.
- 3.8. Although the weather remained dry, the evening was chilly, leading many attendees to leave immediately after the lights were turned on. As a result, the Gospel Choir performed to a smaller audience.

#### 4. Budget

- 4.1. The 2025 expenditure budget for this event was **£3364 code 301/4212**.
- 4.2. Income is added to 301/1092 - events stall income
- 4.3. Event cost and income breakdown:

ITEM	EXPENDITURE	INCOME
Stage, sound, lighting	£1260	
First Aid	£250	
MJ Productions (street entertainment)	£1267	
Silver Band	£100	
PPL & PRS	£240.49	
Festoon Lighting	£126.00	
Stalls income		£300
<b>TOTAL</b>	<b>£3243.49</b>	<b>£300</b>

## 5. Options

5.1. The event is slow to start and there is very low foot fall in the town centre at 4pm. Furthermore, as soon as the lights are switched on, attendees tend to leave, meaning that the audience for performances is dramatically reduced. I suggest that the event starts at 4.30pm rather than 4pm, that we consider reducing to 2 performances rather than 3, one prior to the lights switch on and one after; this leaves time for people to go and enjoy the markets before it gets too late. The format will be:

4:30pm Event opens, festive music is played by 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 Finish.

5.2. Timings remain the same.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9th February 2025**

Contact Officer: Deputy Town Clerk

**Christmas Parade 2025 Review**

**1. Recommendations**

- 1.1. It is recommended that this Committee thank our partners in the Christmas Parade Committee for their work on this event.
- 1.2. It is recommended that Members receive and note the Parade Committee's Partner event report.

**2. Background**

- 2.1. The annual Christmas Parade took place on Saturday 13<sup>th</sup> December 2025. The Christmas Parade is a partnership event between Buckingham Town Council and the Buckingham Christmas Parade Committee.
- 2.2. An end of event report was requested from the Buckingham Christmas Parade Committee - this has been received and is attached to this report, as well as the accounts from the Parade Committee for 2025.
- 2.3. An additional road closure, supported by Core Highways was added, but the cost of these were borne by BTC.
- 2.4. A wash up meeting between BTC and the Parade Committee is planned to discuss any issues (date to be confirmed), and we are looking forward to planning the next event. A further report will be brought to this Committee following the wash up meeting to reflect on learning that has been identified.

**3. Budget**

- 3.1. The total budget for the event was £6100.
- 3.2. Non-staffing costs for the road closure were deducted by the Town Council from the £5250 and the remaining allocated to the Buckingham Christmas Parade Committee.

This is in line with the partner events contract:

10) a. ii. & iv. *"The Council will support your organisation in the following ways: in advance of the event: book road closure, external road closure contractor and first aid for your event, and any other costs required to run the road closure safely. This will be paid from the total budget awarded for your event... After costs identified in 10(a)(i) have been paid, an email will be sent*

*to you confirming that the bookings have been made and how much of the amount awarded remains to be transferred to your organisation towards other costs.”*

3.3. The Town Council paid £3712.76 to the Parade Committee.

3.4. The costs for the Town Council, excluding VAT, and paid from 301/4205 Christmas Parade:

<b>Items</b>	<b>Expenditure 301/4205 Christmas Parade Budget: £5,250</b>
Road Closure	£60.00
First Aid	£150.00
Road closure operatives/traffic management	£2177.24
<b>TOTAL</b>	<b>£2387.24</b>

3.5. Paid to date to the Christmas Parade Committee is £3712.76. In comparison, the amount paid to the Christmas Parade Committee in 2024 was £3911.83.

3.6. To note, the partner contract states:

*14.a, “the council reserves the right to ask for repayment of unspent funds **at the end of your Events Agreement period** which would future fund further Christmas events.”*

This allows event organisers to plan for the future and any contingencies they may have year to year. The end of events agreement period is **not until April 2027**. Therefore, it is expected that the Parade Committee will request the full amount that they are entitled to claim. As per the 2024 accounts the Parade Committee had a closing balance of £3319.63; the accounts from 2025 are attached.

#### **4. Event Review**

4.1. The Parade had many colourful and entertaining. The Christmas Parade Committee awarded prizes for the best floats.

##### **Parade Winners**

##### **Floats:**

1. Lace Hill Academy PTA
2. Buckingham Parish Church
3. 3<sup>rd</sup> Buckingham Young Farmers

##### **Adult Walkers:**

1. Buckingham Community Pantomime
2. Midland Bernese Carters

**Junior Walkers:**

1. Buckingham Primary School
2. Thornborough Infant School

**Commendations given to:**

3<sup>rd</sup> Buckingham Scouts, Repair Café, Buckingham Rainbows and Brownies, Field House Nursery, National Trust Stowe

- 4.2. Floats and walking groups followed the theme of “Christmas Films” and there were many examples on display.
- 4.3. BTC staff worked alongside TVP staff and were able to move all cars before the Parade began, without the need for any vehicle to be towed away.
- 4.4. The use of the additional traffic management assistance really made a difference and all staff reported that it had felt safer and less chaotic than last year.
- 4.5. BTC ensured that all marshals, when collecting their radios, were also aware of what was required of them and where they were to be stationed. Marshals then signed to say that they agreed and understood what was required of them. However, this process needs to be improved, and discussions will be had with the Parade Committee prior to the next Parade event as to how this could be streamlined and made more efficient.

**5. Changes for the future**

- 5.1. A number of topics are in discussion between the Christmas Parade Committee and officers, and these will be developed and dealt with through the usual ‘wash-up’ process in order to plan for the next event.

**6. Environmental Impact**

- 6.1. It was notable that many floats utilised recycled materials in their creations, which were very impressive.

## Buckingham Christmas Parade Balance sheet 2025

### Income

Opening balance 3319

Buckingham Town Council  
 Buckingham Town Council 3712.76  
 Waitrose Community Matters  
 Buckinghamshire Com Board

Sub Total 7031.76

### Outgoings

	2025	2024
Milton Kenyes Pipe Band	0	0
Solopress	73.04	
The Shires RBL Youth Band + Mini bus £100	0	0
Banbury pipe & Drums	450	450
The Earl of Northampton	120	120
Bedford Pipe band	500	500
Christmas Parade Signs / banners		
Cash prizes	790	320
Rosettes	202.99	187.34
MJ Productions	1619.75	
Phillips Print	0	79.5
Ted for the horseman	50.45	46
Marshals coffee	75	70
Engraving	53	291
PA system BTC	300	280
shop windows prizes	200	200
Events Direct	182	182

4616.23 2725.84

### Closing balance

2415.53 3319.63

## Buckingham Town Council: Partner Event Report

Please complete the following form on your use of the £3712.76 that was awarded to your organisation as event funding, by **Monday 2nd February 2026**, for our records.

Name of Organisation	Christmas Parade Committee
Name of event	Christmas Parade 2025
Amount awarded this year	£3712.76
How successful do you feel the event was?	It was felt there was an increased footfall over last year with 3000 people watching. The businesses in the Town benefited from the influx of people watching. Spectators, especially children, enjoyed the Parade and the street performers added to this year's Parade.
Can you identify any ways in which you ensured access to the event by those with protected characteristics?  <i>Under the 2010 Equalities Act, these are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.</i>	The event is held in public, in the open air and open to everyone.
Did you take any actions this year to reduce the event's impact on the climate emergency?	Horse drawn carriages and an increase in walking groups

<p>Is there any feedback you would like to give to the Town Council about the support they offered you for this event?</p>	<p>Parade committee is grateful for the financial and logistic support</p>
<p>Are there any changes to the event for next year that your organisation would like to discuss with the Town Council?</p>	<p>This will be raised at the joint meeting</p>

Alongside your report, please provide a short statement of accounts that shows how the money you were awarded for this event was spent.

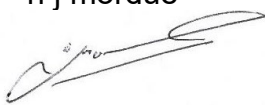
Please tick this box to confirm that you have submitted the event accounts with this report. Accounts to follow

If possible, we would like your report to be accompanied by photographs of the event. Ideally, these photographs should include images of people. We would prefer these to be sent by email, but paper copies can also be sent to our office.

Please tick this box to confirm that the photographs sent are authorised for use by the Council in the press, website and social media.

Name h j mordue

Signature:



Date: 22/01/2026

Electronic copies should be sent to [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk). To submit paper copies please drop them off at Buckingham Library for the attention of Buckingham Town Council or via post to:

Buckingham Town Council  
Verney Close,  
Buckingham  
MK18 1JP

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9th February 2025**

Contact Officer: Deputy Town Clerk

**Community Fair 2025 Review**

**1. Recommendations**

1.1. It is recommended that Members note the report.

**2. Background**

2.1. The annual Community Fair took place on Saturday 13<sup>th</sup> December from 11.30 am to 2.30 pm at Buckingham Community Centre, following the Christmas Parade.

2.2. Stallholders pay a fee to help cover the venue hire cost.

2.3. The full list of participants included: 3Bs Radio, Face Painter, Film Place, Buckingham Inner Wheel, Heritage and Sons, Buckingham and District Stroke Association, Men in Sheds, Medical Detection Dogs, Buckingham Canal Society, A & A Cat Rescue, Girl Guides, Buckingham Twinning Association, Buckingham and Winslow Scouts, The Wildlife Trusts, Swan Pool & Leisure Centre, R & J Pet Co, Popaholics, Buckingham Society, Buckinghamshire Community Energy.

**3. Event Review**

3.1. Approximately 1500 people attended the event. This is a dramatic increase from last year (968). Stallholders were extremely happy with this year's attendance and monies raised. Many emails of thanks have been received, but as examples, Medical Detection Dogs and Buckinghamshire Community Energy specifically expressed their gratitude and requested to be involved again next year.

3.2. A free table was given to Katharine McElligott who raised money for the Mayor's Charities.

3.3. This community event is a fantastic way to bring charities, groups, and organisations together with local residents, raising awareness and much-needed funds for vital work.

3.4. 3B's Radio had a table and played festive background music which worked well.

**4. Budget**

4.1. The expenditure budget for this event was £300, code 301/4203.

4.2. Event Cost breakdown:

<b>ITEM</b>	<b>COST</b>
Hall Hire	£247.50
Crockery Hire	£7.48
<b>TOTAL</b>	<b>£254.98</b>

4.3. The income event budget was £230 code 301/1062.

4.4. Expected income breakdown:

<b>ITEM</b>	<b>COST</b>
19 x Stall Holders	<b>£228 (after VAT)</b>

4.5 Please note that only £138 has been received so far because a £12 payment has not cleared the bank and is being investigated.

4.6 More stall holders were initially booked to attend however four cancelled in the week leading up to the event (NSPCC, Community Board, Friends of the University and U3A) and were not charged.

**Buckingham Town Council**  
**Town Centre and Events Committee**  
**Monday 9<sup>th</sup> of February 2026**

Contact Officer: Business and Community Engagement Officer

## **Holocaust Memorial Day – Cancelled Event**

### **1. Recommendations**

- 1.1. Members are asked to note that the Holocaust Memorial Day event, on Tuesday 27 January 2026, was cancelled due to safety concerns relating to ground conditions.

### **2. Background**

- 2.1. Buckingham Town Council had planned to host the annual Holocaust Memorial Day commemoration in Bourton Park on Tuesday 27 January at 11:00am. Unfortunately, due to prolonged heavy rainfall and unsafe ground conditions, the decision was taken to cancel the event in the interests of public safety.
- 2.2. This is the first time since the event's inception that the Town Council has had to cancel the public commemoration.
- 2.3. In the days leading up to the event, the Town Council team closely monitored weather forecasts and undertook multiple site inspections at Bourton Park. Persistent heavy rain resulted in widespread flooding and ground saturation across the park.
- 2.4. While alternative locations within Bourton Park were considered, these areas were also heavily waterlogged. The saturated ground conditions would have posed a significant risk, particularly for wheelchair users and those using mobility scooters. Footpaths across the park were silted and flooded, making safe access to and movement within the park extremely difficult.
- 2.5. Given these conditions, it was not possible to safely host an outdoor commemoration at the memorial stone or elsewhere within Bourton Park.
- 2.6. In addition to ground conditions, the Town Council team has been liaising closely with Thames Valley Police in light of heightened national unrest relating to public events of this nature. Any last-minute rearrangement or relocation would have presented significant challenges in terms of safe event management and security planning.
- 2.7. Members are reminded that this is the only Holocaust Memorial Day commemoration in the entire Thames Valley area that is not invite-only and is

hosted in a public open space, which adds further complexity to event management and safety considerations.

- 2.8. The memorial stone is located within one of the wettest areas of Bourton Park. Over the past five years, the park has experienced a consistently high water table in this area, increasing the likelihood of flooding during winter months.
- 2.9. Given the recurring issues with ground conditions, it is worth considering whether the memorial stone should be relocated to an alternative, drier area location with public access and hard standing.
- 2.10 It should be noted that, if the memorial stone remains within a floodplain and Holocaust Memorial Day continues to be held annually on 27 January, there will always be a risk of last-minute cancellation due to weather conditions. Officers have discussed at length the possibility of alternative locations on Town Council owned land for future commemorations. It is therefore suggested that a report be brought to a future meeting of the appropriate committee to consider potential alternative sites and to determine the most suitable long-term location for the memorial and annual event.

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
1	884/19 183/23  398/24 18/11/24  48/25 2/6/25	Youth Council	New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022.  The B&CEO is working on a youth survey.	Deputy Town Clerk  Deputy Town Clerk	    Cllr. O'Donoghue, Cllr. Ahmed and Cllr. Draper would like to be involved in the Youth Council - minute 48/25.	In progress
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	Section 106 working group being established.	Ongoing
3	176/25 21/7/25	Request from Buckingham Society	Gift the swan to The Buckingham Society with the understanding that they take full responsibility of it and it is acknowledged that Buckingham Town Council made the donation.	Deputy Town Clerk	Discussion completed awaits collection	
4	395/25.5 17/11/25	Bonfire and fireworks	Members <b>AGREED</b> to write and thank J&L snacks who provided free food to cadets, staff and volunteers and The Buckingham Table for their help in cleaning up after the event.	Deputy Town Clerk	Letters written	