



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
BUCKINGHAM. MK18 1RP

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Town Clerk: Mr. C. P. Wayman

Monday, 21 August 2017

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Tuesday 29th August 2017** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm.

Mr. C.P. Wayman
Town Clerk

Please note that the Town Centre & Events Committee meeting will be preceded by Public Question time in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes

AGENDA

1. **Apologies for Absence**
Members are asked to receive apologies from Councillors.
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 receive the minutes of the Meeting held on Monday 10th July 2017 ratified at Full Council on Monday 14th August 2017. (TCE/02/17) **Copy previously circulated**
4. **Action List** **Appendix A**
To receive action reports and updates
5. **Markets**
To receive an update from the Deputy Town Clerk
6. **Budget** **Appendix B**
To receive the latest budget figures
7. **Pride Parade** **Appendix C**
To receive an event proposal from Mr. R. Willett
8. **Best Kept Village Competition 2017** **Appendix D**
To discuss Judges' comments

Buckingham



Twinned with Mouvaux, France

Members are reminded to declare any prejudicial interest as soon as it becomes apparent.
All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

- 9. Winter Baskets/Planters outside The Old Post Office**
Members to decide whether to ask the Buckingham Garden Centre to sponsor the Planter outside of the Old Post Office for the Winter
- 10. Forthcoming Events**
- 10.1 **River Rinse** (10th September & 1st October)
 - 10.2 **Charter Fair** (14th & 21st October)
 - 10.3 **Bonfire & Fireworks** (4th November)
 - 10.4 **Best Carved Pumpkin** (4th November)
 - 10.5 **Christmas Lights Switch On** (26th November)
 - 10.6 **Christmas Parade** (9th December)
 - 10.7 **Merchant Navy Day** (3rd September)
- 11. Event Reviews**
- 11.1 **Fringe Report** – to receive a written report TCE/20/17
 - 11.2 **Bandjam** – to receive a verbal report
 - 11.3 **Play around the Parishes** – to receive a verbal report
 - 11.4 **Dog Show** - to receive a written report TCE/21/17
- 12. Buckingham in Bloom**
- 12.1 To receive a verbal report from Cllr. Bloomfield
- 13. Buckingham Action Group**
To receive a verbal update from Cllr O'Donoghue
- 13.1 Supporting Young People in Buckingham - possible duplication of Buckingham Activities Group
- 14. Armistice 100**
To review and discuss Mr. Weston's plans Appendix E
- 15. Access**
- 16. Visitor Information Centre** Appendix F
To receive the latest visitor and accommodation statistics
- 17. Twinning**
- 18. Correspondence**
- 19. News Releases**
- 20. Chairman's Items**
- 21. Date of the next meeting:** Monday 16th October 2017

To:

Cllr. T. Bloomfield	Chairman	Cllr. H. Mordue
Cllr. Mrs. G. Collins		Cllr. L. O'Donoghue
Cllr. Mrs. M Gateley		Cllr. M. Smith
Cllr. J. Harvey	Mayor	Cllr. Mrs. C. Strain-Clark
Cllr. D. Isham		Cllr. R. Stuchbury
Cllr. A. Mahi	Vice-Chair	

Events - Action list

Appendix A

Subject	Action to be taken		Response/ Agenda no.
	Date	Action	
Disabled Access to Public events		Incorporate relevant parts into Event Management plan	Ongoing Cllr Strain -Clark to assist with assessment of venues for disabled access
		Continue to look at access requirements for the less able	Ongoing Cllr Strain-Clark
	02/02/15	Deputy Town Clerk to compile list of venues within the town including disabled access details.	Ongoing
Market Report	23.05.16	To provide a report taking the Nabma health check report into account	To be reviewed - ongoing
	17/10/16	Deputy Town Clerk and Market Manager to revise market contracts	On going
Licence for Chandos Park	11/07/16	Forms received from AVDC to cancel licence. Contacting Mike Hall, who holds the licence as he needs to complete the form.	Ongoing 3 May – Mike Hall is filling out the surrender form 11 May – completed form received sent to AVDC
Training	30/8/16	Events Coordinator to liaise with Debbie Brook and investigate various options for training on sexual exploitation, terrorism and public place violence.	Ongoing
	05/12/16		
Funeral Fair		Proposal from Cllr Harvey to run a Funeral Fair	Cllr Harvey & Cllr Bates to draft a report to outline anticipated production cost and likely officer time. 15/08 – Cllr. Harvey had nothing to report.
Events Report	58/17	Cllr Smith said this action was originally proposed by the Town Clerk and nothing has transpired, despite repeated requests for a report. Members discussed and AGREED that the Town Clerk be asked to confirm if and when a report will be provided.	03/07/17 Ongoing – Town Clerk to submit a report
Budgets		DTC to investigate whether budget line 505 Aylesbury Vale Shortfall should have been deleted.	DTC – This has been re-named to Aylesbury Vale Rate as per 2015 precept

			report.
Buckingham in Bloom	62/17	Members discussed and AGREED for Cllr. Stuchbury to talk to the Buckingham Allotments Society and see if they would be interested in participating in the competition for 2018/19.	Results from 2017 competition on the agenda for 29 th August 2017
Planter Contract		Undertake tender exercise for planters contract	Ongoing
Charter Fair 100 th Anniversary Nichols Amusements		Events Coordinator and Chair to come back to Committee with recommendation of a gift and the budget from which it will be paid.	Ongoing – Conversation with Robert Nichols he does not think this is the 100 th year. He is going to check with a relation who may know.
Comedy Nights		Advertorial on the success of previous acts	
Access – Pavements		Town Clerk to write to Cllr Warren Whyte regarding the state of the pavement outside Clay's butchers sets by the market and the section of pavement from Binn's Restaurant to the Post Office.	
Budgets	61/17	Proposed by Cllr. Smith, seconded by Cllr Mahi and AGREED Cllr Smith to delete lines 3997, 3998 and 3999 from the budget report (as per 58/17 above).	
Safeguarding	10/7/17 (207/17)	Proposed by Cllr. Stuchbury and seconded by Cllr. Smith, Members AGREED that Aylesbury Vale District Council and Bucks County Council be approached to ask what safeguarding provisions there are currently available for Buckingham, and that this response be followed up with the Bucks Safeguarding Board.	

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES

<u>PAGE No</u>	<u>CODE</u>	<u>COST CENTRE</u>	<u>EXPLANATION</u>
1	4220	301	This budget has an overspend showing. The overspend is correct and was because an extra member of security staff that had not been budgeted for was required to comply with government / security company advice in light of the recent terrorist activity.
3	9033	901	Overspend showing on expenditure code because income is shown separately as per auditors / accounting instructions.

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<u>TOWN CENTRE & EVENTS</u>								
<u>301</u>	<u>TOWN CENTRE & EVENTS</u>							
3997	NI TC & E	0	574	1,980	1,406	1,406	29.0 %	
3998	PENSION EES TC & E	0	1,536	3,900	2,364	2,364	39.4 %	
3999	WAGES & SALARIES TC & E	0	9,051	26,500	17,449	17,449	34.2 %	
4079	FAIR TRADE PROMOTION	192	0	400	400	400	0.0 %	
4094	YOUTH PROJECT	2,840	1,560	3,000	1,440	1,440	52.0 %	
4104	TOWN IN BLOOM	5,410	3,370	6,300	2,930	2,930	53.5 %	
4107	PRIDE OF PLACE	242	135	250	115	115	53.9 %	
4115	RIVER RINSE	108	0	400	400	400	0.0 %	
4165	WINTER HANGING BASKET	669	0	0	0	0	0.0 %	
4201	CHRISTMAS LIGHTS	7,997	0	10,000	10,000	10,000	0.0 %	
4202	FIREWORK DISPLAY	3,654	0	5,000	5,000	5,000	0.0 %	
4203	COMMUNITY FAIR	307	0	500	500	500	0.0 %	
4205	CHRISTMAS PARADE	3,180	0	3,000	3,000	3,000	0.0 %	
4208	SPRING FAIR	0	0	500	500	500	0.0 %	
4209	TRAFFIC ORDERS FOR EVENTS	0	0	1,100	1,100	850	250	77.3 %
4210	PANCAKE RACE	104	0	75	75	75	0.0 %	
4211	BAND JAM	3,417	0	3,500	3,500	3,500	0.0 %	
4212	CHRISTMAS LIGHT SWITCH ON	640	0	1,300	1,300	1,300	0.0 %	
4213	DOG AWARENESS	374	530	300	-230	-230	176.7 %	
4215	EVENTS PA SYSTEM	0	0	200	200	200	0.0 %	
4216	MAY DAY EVENT	8	20	50	30	30	40.3 %	
4220	MUSIC IN THE MARKET	3,515	3,613	3,500	-113	-113	103.2 %	
4228	ENTERTAINMENTS	528	0	0	0	0	0.0 %	
4230	SCOUT PARADE	0	0	50	50	46	4	91.4 %
4241	COMEDY NIGHT EXPENDITURE	1,497	0	3,000	3,000	3,000	0.0 %	
4243	CHARTER FAIR EXPENDITURE	1,778	0	3,700	3,700	2,445	1,255	66.1 %
	TOWN CENTRE & EVENTS :- Expenditure	36,461	20,388	78,505	58,117	3,341	54,776	30.2 %
1013	HANGING BASKETS	323	0	400	-400			0.0 %
1062	COMMUNITY FAIR - TABLE	180	0	300	-300			0.0 %
1066	COMEDY NIGHT INCOME	1,339	0	3,000	-3,000			0.0 %
1069	CHARTER FAIR INCOME	6,364	0	6,400	-6,400			0.0 %
1072	BUCKINGHAM ACTION GROUP	1,250	0	0	0			0.0 %
	TOWN CENTRE & EVENTS :- Income	9,456	0	10,100	-10,100			0.0 %
	Net Expenditure over Income	27,005	20,388	68,405	48,017			

Month No : 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
302 STREET MARKET							
4017 SUBSCRIPTIONS	318	0	330	330		330	0.0 %
4225 RATES	3,727	1,217	4,000	2,783		2,783	30.4 %
4226 SUPERVISORS	4,718	0	0	0		0	0.0 %
4235 MARKET INFRASTRUCTURE &	2,529	537	2,200	1,663		1,663	24.4 %
STREET MARKET :- Expenditure	11,292	1,754	6,530	4,776	0	4,776	26.9 %
1005 STREET MARKET	16,690	5,476	18,000	-12,524			30.4 %
1006 FLEA MARKET	3,658	2,443	4,000	-1,557			61.1 %
STREET MARKET :- Income	20,348	7,919	22,000	-14,081			36.0 %
Net Expenditure over Income	-9,056	-6,165	-15,470	-9,305			
303 SPECIAL EVENTS							
4242 FOOD FAIR	343	0	500	500		500	0.0 %
4260 TWINNING	1,000	0	0	0		0	0.0 %
SPECIAL EVENTS :- Expenditure	1,343	0	500	500	0	500	0.0 %
1020 FOOD FAIR INCOME	625	0	400	-400			0.0 %
1034 FESTIVAL OF HEALTH	2,000	0	2,000	-2,000			0.0 %
SPECIAL EVENTS :- Income	2,625	0	2,400	-2,400			0.0 %
Net Expenditure over Income	-1,282	0	-1,900	-1,900			
TOWN CENTRE & EVENTS :- Expenditure	49,096	22,142	85,535	63,393	3,341	60,052	29.8 %
Income	32,429	7,919	34,500	-26,581			23.0 %
Net Expenditure over Income	16,667	14,223	51,035	36,812			
<u>PARTNERSHIPS</u>							
505 AYLESBURY VALE RATE							
4219 BUCKINGHAM FRINGE	4,507	5,149	9,000	3,851		3,851	57.2 %
5001 TIC GRANT	26,000	27,000	27,000	0		0	100.0 %
AYLESBURY VALE RATE :- Expenditure	30,507	32,149	36,000	3,851	0	3,851	89.3 %
1065 BUCKINGHAM FRINGE INCOME	2,267	3,096	3,000	96			103.2 %
1068 COUNCIL TAX TOP UP GRANT	9,065	0	0	0			0.0 %
AYLESBURY VALE RATE :- Income	11,332	3,096	3,000	96			103.2 %
Net Expenditure over Income	19,175	29,053	33,000	3,947			
PARTNERSHIPS :- Expenditure	30,507	32,149	36,000	3,851	0	3,851	89.3 %
Income	11,332	3,096	3,000	96			103.2 %
Net Expenditure over Income	19,175	29,053	33,000	3,947			

EARMARKED RESERVES

Month No : 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>901</u> <u>EARMARKED RESERVES</u>							
9006 SPEED WATCH	0	0	598	598		598	0.0 %
9009 CAPITAL RESERVE	66,453	0	0	0		0	0.0 %
9012 CHRISTMAS LIGHTS	1,285	0	6,753	6,753		6,753	0.0 %
9015 CHARTER FAIRS	803	2,864	7,000	4,136		4,136	40.9 %
9018 REPAIR OF FOOTPATHS	2,966	0	0	0		0	0.0 %
9025 PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9027 GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029 CIRCULAR WALK MAINT	0	0	5,399	5,399		5,399	0.0 %
9030 TOURISM LEAFLETS	0	0	3,402	3,402		3,402	0.0 %
9032 BUCK NEIGHBOURHOOD DEV	1,200	0	0	0		0	0.0 %
9033 DESTINATION BUCKINGHAM	3,601	2,030	1,938	-92		-92	104.7 %
9035 PARKS DEVELOPMENT	35,842	2,100	4,275	2,175		2,175	49.1 %
9036 ELECTION COSTS	0	0	3,188	3,188		3,188	0.0 %
9038 NEW VEHICLE	13,815	0	0	0		0	0.0 %
9039 BARRIERS FOR EVENTS	409	0	0	0		0	0.0 %
9040 PARK RUN	20	0	132	132		132	0.0 %
9042 HOSTING OF TWINNING EVENT	938	0	0	0		0	0.0 %
9045 ACCESS FOR ALL	13	265	485	220		220	54.6 %
9046 PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242		5,242	0.0 %
9047 FUTURE EVENTS	335	0	0	0		0	0.0 %
9048 BAG FUND	0	-1,500	1,000	2,500		2,500	-150.0
EARMARKED RESERVES :- Expenditure	127,680	5,759	56,759	51,000	0	51,000	10.1 %
1070 DESTINATION BUCKINGHAM	0	20,000	0	20,000			0.0 %
EARMARKED RESERVES :- Income	0	20,000	0	20,000			
Net Expenditure over Income	127,680	-14,241	56,759	71,000			
EARMARKED RESERVES :- Expenditure	127,680	5,759	56,759	51,000	0	51,000	10.1 %
Income	0	20,000	0	20,000			0.0 %
Net Expenditure over Income	127,680	-14,241	56,759	71,000			

Amanda BrubakerPRIDE DAY

From:
Sent:
To:
Subject:

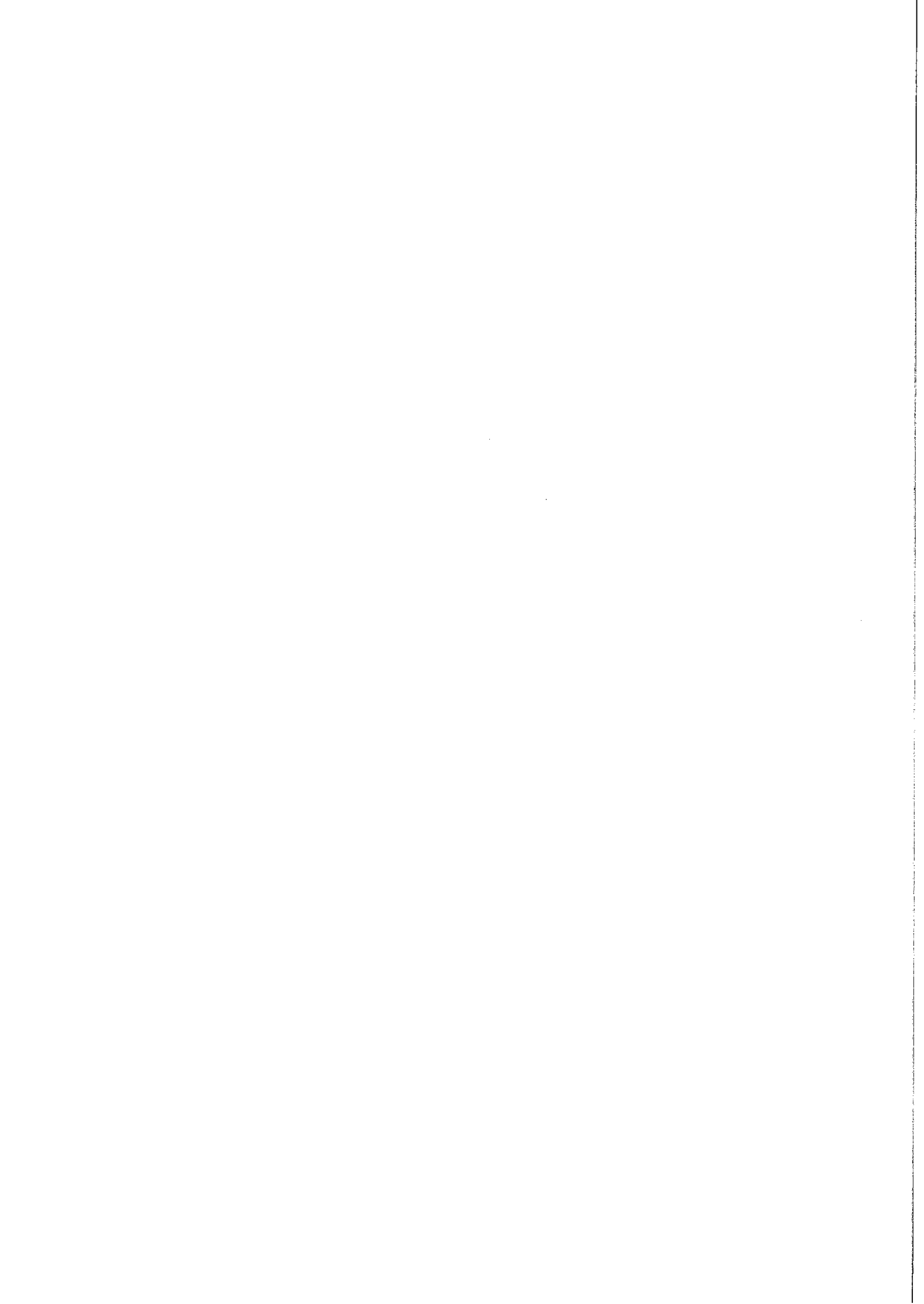
Dear Amanda,

I am writing to you with a proposition on the events and town centre committee because I believe that we could be more inclusive to people in our society. What I'd be suggesting is for the council to act as a mediator and a spur for local businesses and public sector establishments to be involved in an LGBT Pride day to celebrate diversity and include other events in this. A few things that were mentioned was a Christmas Parade and much more that I will list down from the page on Facebook of "Buckingham: What Matters to You", I understand not everything is possible but to have a Pride event would massively benefit the community with acts of tolerance and unity in these post Brexit times. Please could I ask for a 15 minute interlude to explain my ideas to the council at the next meeting,

Many thanks

Ryan Willett

Sent from my iPhone=

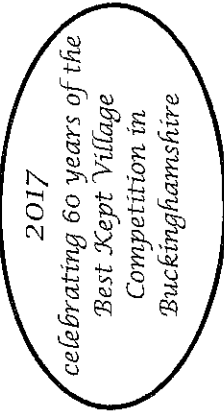


BUCKINGHAMSHIRE BEST KEPT VILLAGE COMPETITION

2017

MARKING SCHEDULE

Cup: MICHAELIS Village/town BUCKINGHAM



	Possible Marks	Marks Awarded
Principal features		
1A. Cemetery, graveyard (separate or attached to a place of worship)	10	9
1B. Common, green, playing field	10	9
1C. Children's play area	10	8
1D. Nature conservation areas	5	4
1E. Village hall, community centre, church hall	10	9
1F. General environmental features (hedges, verges, ditches, pond, stream, pump)	10	8
Other features		
2A. Areas around shops	5	4
2B. Areas around pubs	5	4
2C. Bus shelters	5	4
2D. Notice boards	5	3
2E. War memorial	10	9
2F. Overall appearance, lack of litter and evidence of community effort	15	12
TOTAL	100	83

Judges' signatures:

Date: July 2017

Notes:

- a) The whole village/town will be judged, not solely the specific features identified on the map.
- b) The community will be assessed as seen by the judges on the inspection day.
- c) Absent features will be awarded an average mark taking into account the other features in the category.

Best Kept Village Competition 2017, Michaelis Cup Judges' comments

VILLAGE/TOWN: Buckingham

Principal features

1A: Both Hunter Street and Brackley Road cemeteries were well tended, in keeping with their diverse characters.

1B: Buckingham is blessed with a profusion of open spaces, mostly bordering the river. These are well looked after and a credit to the town.

1C: The children's play area in Chandos Park was particularly well appointed and attractive.

1D: Though not specifically identified on the map, areas dedicated to nature conservation – nettle clumps for instance - were noted at Bourton Park.

1E: We found the Community Centre and associated complex to be smart, litter free and a hive of activity. The Church too hosts a number of community activities, including free lunches for students on Tuesdays during term time.

1F: Generally speaking, environmental features such as the river integrate well with the surrounding urban pattern and are given the attention they need to encourage wildlife while remaining an asset to the community.

Other features

2A: Areas around shops were generally tidy and litter free.

2B: Pub forecourts were similarly tidy, often made to look welcoming by appropriate hanging baskets or plant tubs.

2C: Bus shelters were in good use, clean and serviceable.

2D:

Notice boards were up to date and informative about various community events, but we did not see a Best Kept Village notice!

2E: The war memorial in front of the church is well and respectfully cared for.

2F: Buckingham is a town showing clear evidence of local support for keeping it presentable and pleasant.



Press release: July 2017

2017 BEST KEPT VILLAGES REVEALED

The judging of the 2017 Buckinghamshire Best Kept Village Competition has been completed and the results are now revealed:

Oving, winner of the Gurney Cup (villages with a population of 500 and under);
Ludgershall, runner-up

Cuddington, winner of the Morris Cup (villages with a population of 500 – 1500);
Castlethorpe runner-up

Stewkley, winner of the DeFraigne Cup (villages with a population 1501 – 3000);
Seer Green, runner-up

Chalfont St Peter, winner of the Pushman Cup (villages with a population over 3000);
Haddenham runner-up

Winslow, winner of the Michaelis Cup (small towns);
Marlow runner-up

Hanslope, winner of the Tindall Cup (2016 cup winners);
Weedon runner-up

Cuddington has been awarded the **Sword of Excellence** as the best overall winner.

The **Dashwood Trophy** for the best runner-up goes to Castlethorpe

Oving's success is capped by being awarded the **Community Trophy** which is sponsored by Browns.

Richard Pushman, Chairman of the Best Kept Village Competition, comments: "Our popular Best Kept Village Competition highlights the great community activity that goes on in our lovely Buckinghamshire villages. It is a great way to recognise the contribution of many who give their time and effort to showcase and enhance their local environment. The Best Kept Village competition is not just for 'pretty' villages – we want to see communities where everyone makes an effort to keep their surroundings well maintained. The competition is a good opportunity for villages to celebrate all the positive aspects of life in their village and we warmly congratulate this year's winners for their superb efforts."

Chris Brown from George Browns comments, "We are delighted to be associated with the Buckinghamshire Best Kept Village Competition and particularly congratulate Oving the winner of the Community Trophy and being a resident of Winslow I am particularly pleased that Winslow won the Michaelis Cup. The villages and small towns which participate are taking pride in their surroundings, making them more attractive places for people to live, for tourists to visit and for people to do business. In Buckinghamshire we are blessed with vibrant, well-kept villages and we all share the responsibility for protecting and improving them, for current and future generations."

The Best Kept Village Competition is sponsored by George Browns and Bucks County Council with additional support from Milton Keynes Council and District Councils from Aylesbury Vale, Chiltern and Wycombe.

The cups will be presented in the winning villages by Sir Henry Aubrey-Fletcher, Lord Lieutenant on Saturday 16th September.

Further information regarding the competition is available from the Buckinghamshire Best Kept Village Competition Administrator by email at bkvbucks@gmail.com or by telephoning 07734 886540

- ends -

Further press information from: Clive Parker
tel: 07734 886540 email: bkvbucks@gmail.com

Notes to Editors:

The Buckinghamshire Best Kept Village Competition is run independently by a committee on a not-for-profit basis. The competition has been in existence for 59 years. www.bucksvoice.net/bestkeptvillage

George Browns Limited is a family run business founded in 1830 and now in the sixth generation. They have six branches, three in Buckinghamshire (Buckingham, Chesham and Haddenham) supplying and servicing Agricultural, Professional Grass Cutting and Garden Machinery as well as Fishing Stores at Haddenham and Leighton Buzzard.

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
Tuesday 29th August 2017**

Contact Officer: Amanda Brubaker

Buckingham Fringe Week 2017

Until this year the Buckingham fringe week was always held in the middle of June and in the last couple of years the Moretonville Football tournaments have started to clash with both weekends of the fringe. The tournaments draw a large number of families away from the town as a large number of children play in the matches. Therefore it was decided to move the fringe week to July and to incorporate the Dog Show into it. The fringe week took place from Saturday 15th July to Sunday 23rd July. As usual there was a week of events with some being organised by Buckingham Town Council.

A **Photographic Competition** was run for the duration of the fringe and the theme was 'Aspect of Community'. Warren Whyte of Flaneur and the Buckingham Camera Club were asked to act as judges. The closing date for the competition was Wednesday 26th July. Participants took their photos to the library where they were put on display ready for judging on Saturday 29th July. There were three age categories, Adult, Young Photographer (aged 11-17 yrs) and children (under 11yrs). There were three entries for the adult class and two for the Young Photographer. Winner of the Adult class was Nick Steadman and the Young Photographer was Isabelle patience-Slade aged 15.

Saturday 15th July a **Family Quiz Night** took place in the Community Centre this was sponsored by the Kings Head and The Woolpack, who provided platters of food for each table. Six teams took part and the winning team was the Heath Family.

Cllrs working at the event

Cllr Jon Harvey (Quizmaster)
Cllr Terry Bloomfield
Cllr Margaret Gateley

Cllrs attending event

Cllr Geraldine Collins
Cllr Paddy Collins

Turn Up & Play Basketball Sessions organised by the Buckingham Activities Group and Buckingham Town Council started on 17th July and ran until 21st August. These sessions have been very popular in the past and are free.

Cream Teas & Music at Villiers Hotel Tuesday 18th July. This year the music was supplied by 'Prosecco Notes' a flute and violin duo, consisting of sisters Camilla and Lucy. Number of cream teas sold this year were 15 which is down from 50 last year.

Cllrs Attending Event

Mayor Cllr Jon Harvey
Cllr Andy Mahi
Cllr Mike Smith

Tuesday 18th July also saw the annual **Youth Project**, a joint drama and art project between the Buckingham School and The Royal Latin School. When speaking to the drama teacher from Buckingham School, she commented that it had worked much better for them with the fringe being pushed back, as the students had got their exams out of the way and the Luffield Arts Festival which is a collaborative three day celebration of the arts with Year 9 students which is held at Stowe each year.

Cllrs Attending Event

Mayor, Cllr Jon Harvey
Cllr Lisa O'Donoghue

The ever popular **Oxford Fiddle Group** were back at the Radcliffe Centre the evening of Wednesday 19th July. They performed songs and tunes from England, Scotland, Ireland and the USA to a **sold out** audience.

Cllrs working at the event

Cllr Terry Bloomfield
Cllr Ruth Newell

Cllrs attending event

Cllr Mike Smith
Cllr Christine Strain-Clark
Cllr Howard Mordue

Heavy rain interrupted **An Afternoon Of Kite Flying** at the playing field on Embleton Way on Saturday 22nd. Members of the public were asked to bring their homemade kites to the playing field and to demonstrate that they flew. The Beavers and Cubs provided refreshments for the event and during the week they had been busy making their kites. Cllr Mahi's homemade kite flew and got to quite a good height. Prizes were awarded to the children whose homemade kites flew the best.

Cllrs working at the event

Cllrs attending event

Cllr Jon Harvey
Cllr Andy Mahi
Cllr Mike Smith

Joel Dommett Live 2017 One of the best comedy nights that we have had rounded off the fringe week. Tickets went on sale on the 15th May and the event was advertised on facebook and twitter straight away. By the end of the week 8,280 people had viewed the post on facebook and tickets were selling fast. Joel Dommett performed to a **sold out**

audience of 200 people in the Ballroom at The Old Town Hall. Joel had come second in 2016's 'I'm a Celebrity Get Me Out Of Here' and has built up a large fan base. The first 30 people through the door were women and were eager to get front row seats!.

Cllrs working at the event

Cllr Lisa O'Donoghue (taking tickets on the door)

Cllrs attending event

Cllr Robin Stuchbury
Cllr Jon Harvey

The fringe brochure was distributed to all residents and businesses within Buckingham by In Business Magazine. Brochures were available from Villiers Hotel, The Old Gaol, Buckingham Library and the White Hart.

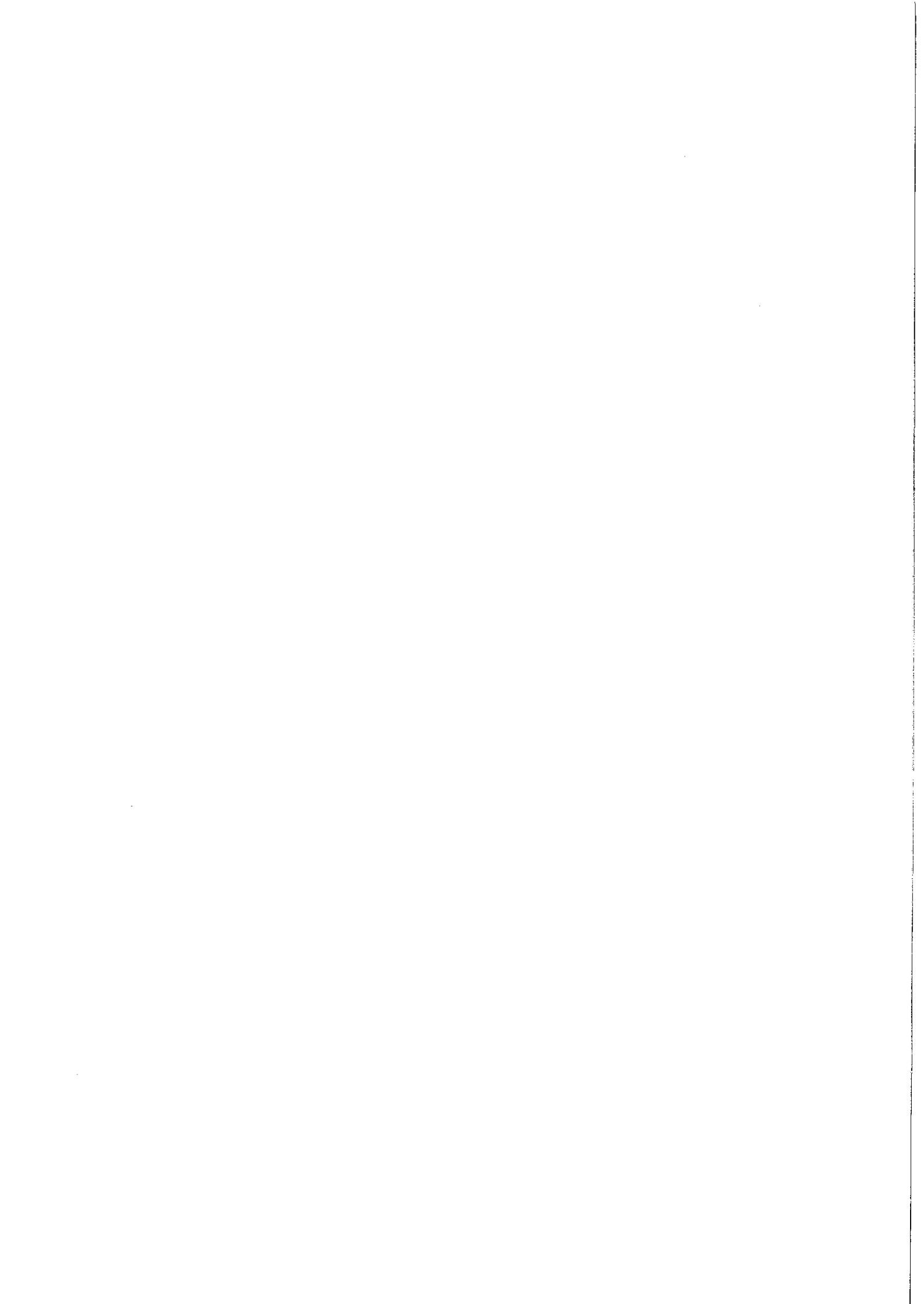
All events were advertised on the Town Council web site, Town Council Facebook page and twitter. The events were shared from there onto Buckingham What Matters to you and other facebook pages. The fringe was also advertised in the Buckingham & Winslow Advertiser and in noticeboards around town.

Recommendation

The week went very well and was varied. It was worth taking the risk and pushing the fringe back to July and I recommend that we do the same again next year.

With regards to the distribution of the fringe brochure I recommend that we once again use Business Magazine and continue to promote the events on facebook and twitter.

As the Cream Teas were not as successful this year as in previous year's, I recommend that this is dropped in 2018.



TCE/21/17

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
TUESDAY 29th August 2017**

Contact Officer: Amanda Brubaker

Buckingham Dog Show 2017

Dogs of all shapes and sizes took part in the annual Dog Show in Bourton Park on Sunday 16th July.

The Green Spaces Team with help from Cllrs Bloomfield, Mahi and O'Donoghue set up the arena and registration table ready for 10am when members of the public could start registering their dogs.

As well as regular sponsors The Vet Centre, Maids Moreton who provided the lovely rosettes and Arden Grange Dog Food who every year have provided bags of dog food, new sponsors Vets4pets and Leaders Letting and Estate Agents came on board. Vets4pets provided the winning cup and a lifetime vaccination package. Leaders provided advanced advertising boards which were placed at the main entries into Buckingham.

To help promote responsible dog ownership, Dog Poop Dispensers with bags were ordered with the Town Council logo and Buckingham Dog show printed on them. They were handed out to all members of the public at the event and also put into the prize bags. Any left over dispensers can be carried over to next year's event.

Judging started at 11am. The 8 classes were Cutest Puppy, Handsomest Dog, Prettiest Bitch, Best Rescue, Dog Most Like it's Owner, Best Veteran, Waggiest Tail and Junior Handler (handler to be under 16 yrs of age). The winner of each class then went through to Best In Show. Judges were Helen Holland from Barking Mad Dog Walking and Deputy Town Clerk, Claire Childs. Mayor, Cllr Jon Harvey was the MC for the day.

92 entry forms were completed and as you could enter more than one class 164 entrants took part. Winner of the Best Rescue class, Lucy, an Old English Mastiff went on to win Best In Show.

An online 'Best Dog Walk' competition was held and Vets4Pets offered a Complete Care Package for the winner. Unfortunately, only 4 entries have been received.

Kimberly Cox Dog Training School attended the event and ran a small demonstration showing what they do.

This year's sponsors as well as Kimberly Cox Dog Training have already been booked for next year.

Organisations that took part were Dogs For Good, Medical Detection Dogs, Hamilton's Hydro Therapy, Vets4Pets who were checking microchips and Pets At Home who were there to promote their Adoption Scheme and were handing out goodie bags.

Cllrs working at the event

Cllr Jon Harvey
Cllr Lisa O'Donoghue (Lead Cllr)
Cllr Terry Bloomfield
Cllr Andy Mahi

Cllrs attending event

Recommendation

As the event was successful again this year I recommend that we continue with it next year and promote responsible dog ownership.

Registration went smoother this year as the way that it was done was changed from last year. Registration forms were available before the event from the Buckingham Library so if people wanted to bring the completed form to the event on the day rather than complete it on the day. I recommend that we continue with this way of registration and tweek as necessary.

I recommend that next year all contact details are passed to me so that I can contact the various organisations as has been done in the past.

As the online competition for the 'Best Dog Walk' was unsuccessful I recommend that we do not do this again but look at something that would be of interest to dog owners.

Application to the Town Council to hold a musical event in the Town Centre of Buckingham on Sunday 11th November 2018:

This musical event is a concert with the programme specifically themed to celebrate the 100 years since the signing of the Peace Treaty in 1918.

"Armistice 100"

General Points:

- The programme of music for all the family with friends and extended families being particularly encouraged to attend together.
- All proceeds to be given to the British Legion Poppy Appeal.
- Concert time – 5pm until 8pm.
- Road Blocks will need to be applied for.
- Help from Town Council staff would be appreciated before, during and after the event if possible.
- The event will not impact on the regular remembrance Sunday arrangements.
- Local residents and businesses will be fully informed of the details of the event.
- The Community Centre will be needed for rehearsals and refreshments for performers and other preparations.
- Refreshment stalls will be available for the audience.
- All the music and drama will be "signed".
- It is hoped the Town Twinning Association will be involved.
- Local volunteers will 'marshall' the event.
- The Police will be fully informed and involved.

Documents enclosed:

1. Risk Assessment
2. Method Statement
3. Ground plan of event
4. Ground plan for Road Block application and timing
5. Provisional programme of music and drama

David Weston
9.8.17

Armistice 100 Celebratory Concert

Sunday 11th November 2018

Start: 5pm

End: 8pm

*More information of plans for 'Armistice 100'
Celebratory Concert*

Location: Town Centre

Performance area: Flat area between Old Gaol and Buckingham Tea Rooms. Audience sitting/standing in road area in front of Alms House and Post Office

Map/Floor Plan:

- 1) Area for performance – tent covering
- 2) Audience placement – seating/standing
- 3) Lighting, sound gazebo and performers (Old Gaol); generator stored safely
- 4) Disabled parking areas

Concert

There will be 4 sections. The main theme of celebration is to spread the idea of families/extended families enjoying the entertainment i.e. different generations

- a) Children's songs. Actions and with everyone participating
- b) Tunes from all the decades
- c) Drama – local historical aural drama (World War 1 survivors)
- d) Traditional patriotic fervour

Richard Westa 9.8.17.

Buckingham Town Council

Risk Assessment: Armistice 100

Date of Event: Sunday 11th November 2018

Risk	Who is at risk and how	Existing measures of control	Further action required	Severity	Likelihood	Action taken by
Slips, trips and falls	Public and staff - injury from tripping over objects and cables or slipping on wet ground	<ul style="list-style-type: none"> Organising staff to pre-event, check area to remove hazards and ensure surfaces are as safe as possible Removal of all potential hazards before public arrive Any cables in public areas will be covered by protectors 				Organising personnel
Fire	Public and organising staff could suffer from smoke inhalation and burns	<ul style="list-style-type: none"> Fire blankets and fire extinguishers stored at PA point on performance area Good housekeeping strategies removing combustible material before the event Continuous monitoring of potential hazards and combustible material throughout event Emergency services will be informed of the event and may be present as appropriate 	<ul style="list-style-type: none"> Appropriate notices and signage posted for public and staff as to the location of fire fighting equipment One of organising staff in charge of fire safety No Smoking signs throughout 			Organiser
Electrical appliance malfunction	Public and organising staff subject to burns,	<ul style="list-style-type: none"> Generator is checked regularly throughout the event by dedicated, qualified 	<ul style="list-style-type: none"> Liaise with BAC? To confirm all equipment being 			

	electric shocks and fire	<ul style="list-style-type: none"> personnel All electricity supplies protected by RCB circuit breakers where appropriate Water resistant cable is used for main feeds and from generator Generator fuel stored in safe support vehicle during the event 	<ul style="list-style-type: none"> used has been PAT tested No Smoking signs throughout 			
Excessive loud noise	Public and surrounding residents	<ul style="list-style-type: none"> Sound levels constantly monitored All residents warned beforehand 				
Crowd behaviour	Public and staff subject to injury from crushing	<ul style="list-style-type: none"> Audience remain at safe distance from the stage using barriers All children should be under control of parents at all times Any disturbance will result in event being stopped either temporarily or until police are called to assist Compere reminds audience regularly of appropriate behaviour 	<ul style="list-style-type: none"> Pre-advertising to stress safety factors and behavioural levels Organising staff/security to be present at all times 			
High winds/heavy rain	Public and organising staff are at risk of being hurt by objects being blown about	<ul style="list-style-type: none"> Tent covering is securely anchored PA speakers and lighting fittings are all securely tethered and anchored 	<ul style="list-style-type: none"> Any advance weather warnings will be adhered to in terms of early decisions to cancel the event 			
Vehicle	Collisions	<ul style="list-style-type: none"> Road closure in effect so 	<ul style="list-style-type: none"> Advance 			

movement		there will be vehicle movement in the area until all public have left	instruction to all disabled audience members			
General - manual handling	Organising staff - strains and joint damage	<ul style="list-style-type: none"> Access by motorised disability vehicles will be monitored by parking marshalls 2 or more people to be involved in heavy lifting or movement of equipment 	<ul style="list-style-type: none"> Vehicles to use banksman when reversing 			
Evacuation procedure	Public and organising staff	<ul style="list-style-type: none"> Any serious incident requiring an evacuation the audience would be informed of procedures and meeting points by the compere If the public need to be held at a key location they will be directed to the Bull Ring 	<ul style="list-style-type: none"> Assess the evacuation process for disabled members of the audience 			
Welfare and hygiene	Public and organising staff - toilet facilities	<ul style="list-style-type: none"> Toilet and washing facilities Public - Waitrose car park Performers - Old Gaol 	<ul style="list-style-type: none"> Café and pubs may also make facilities available 			
First Aid	Public and organising staff	<ul style="list-style-type: none"> General duty of self care required by everyone First responders to be present during the event and during the preparation and dismantling processes 				

The screen will be positioned so that all the audience are able to see it clearly.

The screen will have its own power generator source and will be operated by the staff from (company name!).

T.B.C.

The sound levels will be adjusted to the required level for the audience.

Machinery

The generator will be delivered and connected up by Paragon.

The truck/trailer with the large screen will be driven into position (dimensions 8 x 2.5 m) (More details to follow)

No heavy machinery is required for the sound and lighting systems. One car and trailer will deliver the sound and lighting equipment.

General

will begin at 7am and
The tent erection will be completed by 12 noon on Sunday 11th November 2018. During the assembling of the Remembrance Sunday Parade erection work will be limited for proximity of personnel to the performance area.

The audio and power cabling will be installed early afternoon on Sunday 11th November (sound engineer's arrival depends on travel from Milton Keynes after a morning event).

It is anticipated that Rehearsals

..... Power

And details from Richard.

} *Five details of this to be discussed*

The sound check for some performers will take place at 3pm.

The tent, LED screen and generator will be removed after the end of the concert when the audience has dispersed.

Stewards will supervise the dispersal of the audience appropriately.

When all relevant vehicles and equipment have been removed the road blocks will be lifted, approximate time 9.30pm.

Richard Weston

9.8.17

Provisional Programme

Armistice 100 Concert

Children's Theme	Songs/Tunes	Performers/Details
5pm	Music Man	Sheridan - piano Chrissie, Brian, Chris
	Old MacDonald's Farm	Brian and all
	Puff the Magic Dragon	Neil, Tim, Simon and school choir
	Harry and the Dinosaurs	Narrator: Chris George Simon - drums - sound effects Children - dinosaur shapes School choir
	Teddy Bears' Picnic	All children with teddy bears Chrissie and piano
	Also perhaps	
	Court of King Caractacus	
	Ugly Duckling	
Music through the Ages		
Time	Songs/Tunes	Performers/Details
5.35pm	1920's piano rag	Miles +
	1930's Sweet Georgia Rag	↑ O' Non Rivers
	Tea for Three	

Happy Days Are Here Again
I'm Sitting On Top Of The World

Provisionally

Bands — Royal Engineers
Windsor Concert Band
March Gibbon Band
Brackley Brass Band
Milton Keynes Pipe Band

"Armistice 100 Voices" (Choir)

— Special volunteers from local choirs
— schools

Composers — Charlie Ross (BBC's Bargain Hunt)

Individual — local musicians

— Emily Haig — professional soprano

Blue birds over the white cliffs of Dover.

	1940's Don't sit under the apple tree Pennsylvania 6-500	
	1950's Eddie Calvert - trumpet solo "Oh my Papa"	
	1960's Beatles/Elvis 1970's <i>Love me Tender Teddy Bears</i>	
	1980's Abba	
	1990's Do you hear the people sing 2000's Soldier's Wives choir song	Sheridan, Brian, Chris
Drama		
Time	Songs/Tunes	Performers/Details
6.15pm	It's a long way to Tipperary	
	Pack up your troubles	
	Keep the home fires burning	
	They'll never believe us	
Band Spectacular		
Time	Songs/Tunes	Performers/Details
6.50pm	Dambusters	All Bands

	British Grenadiers	All Bands
	Colonel Bogey	All Bands
	Life on the Ocean Wave	All Bands
	Oh when the Saints	All Bands
	Nimrod	All Bands
7.05pm	Anthems/National favourites	British Engineers
	Wales: Cwm Rhonda Anthem	Male choir and full choir
	Ireland: Fields of Athenry	Full choir
	Ireland's Call	
	Scotland: Highland Cathedral	Piper
	My love is like a red, red rose	Emily Haig/Chrissie
	Proclaimers	
	France? Anthem?	
Finale		
Time	Songs/Tunes	Performers/Details
7.35pm	Sailor's Hornpipe	Paul Harris +
	Abide With Me	Emily Haig + choir
	Jerusalem	Sheridan, Chris, Brian
	Rule Britannia	Emily Haig
	Auld Lang Syne	MK Pipe Band

		Emily, Sheridan
	The Queen	Everyone

Armistice 100

Further information regarding the planned celebrations for the event in November 2018.

- **The 'Armistice 100' Tapestries**

The 'Armistice 100' Tapestries will be on display in Buckingham Library from Saturday 20th October until Monday 19th November. Ten tapestries will depict the major events of each decade since 1918. Local artists, including 'A' Level students from the Buckingham School and the Royal Latin, have created the designs and local people have stitched them. It is anticipated that visitors will make contributions and that the proceeds will go towards the British Legion Poppy Appeal.

- **Living Drama**

Saturday 10th November 2018. Eleven young people will take part in a living history drama at various places in Buckingham Town Centre between 8.00am and 1.00pm. These young people will be members of local schools and the University of Buckingham and will represent men of Buckingham who fought in WW1. These 'soldiers' all have relatives currently living in and around the Buckingham area. At approximately 12.00pm these individual actors will gradually migrate towards the area outside the Old Gaol where they will perform as a group.

- **Advertising**

Please would it be possible to use the flag pole fixings currently in place around Buckingham for specially designed 'Armistice 100' flags?

Thank you.
Lionel

9.8.17

For Town Council Review.

Method Statement for Armistice 100 Celebration

Background

This is the first event of its kind in the planned location. The event provides an opportunity to raise funds for the British Legion poppy appeal. The site is appropriate for a standing/sitting audience with access and nearby parking opportunities for disabled people.

No raised stage will be necessary for good visibility ^{and} as using the natural light of the existing performance area.

A tent/canvas covering will be erected over the performance area (dimensions) before other preparations.

A PA/sound reinforcement system and a hearing loop system will then be installed on Sunday 11th November after the tent covering is complete.

A lighting system will be installed to illuminate the performance area only.

The present street lighting will provide sufficient illumination for the audience to enter and depart from the audience area.

Tent Erection

A canvas cover over the performance area will be constructed by (name of firm!), T.B.C

The general public/audience will have seats at the front of the spectator place and standing room will be available over the roadway in front of the Alms Houses and post office.

The choir/band conductor will be standing on a specially constructed raised platform.

The tent covering will be constructed with open ends so that performers have on/off access.

The tent covering will be fully erected/secured before any works can commence to install the sound and lighting system.

Lighting System

A non-dimming lighting system will be installed to provide a colour wash to the performance stage.

The frames of the tent covering will be used to hang PAR 56's to give a coloured wash to the stage.

A 20 generator will be installed by Paragon staff and situated by the Old Gaol (see ground plan). Any further power needed will be fed from the existing power points near the Old Gaol/performance area.

Sound System

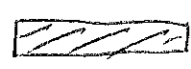
Microphones and speakers will be confined to the performance area. The operating desk would be at the side of the performance area (see ground plan).

A speaker system will be installed to provide suitable sound levels for the audience. Speakers will be mounted on robust tripod stands.

LED TV Screens

The large screen and trailer will be driven in place (see ground plan) after the road closure

KEY



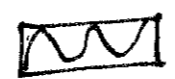
Possible areas for the 'BIG SCREEN'
① ② ③



Tent covered performing stage area.



Audience (standing) area.



Sighting of Generator



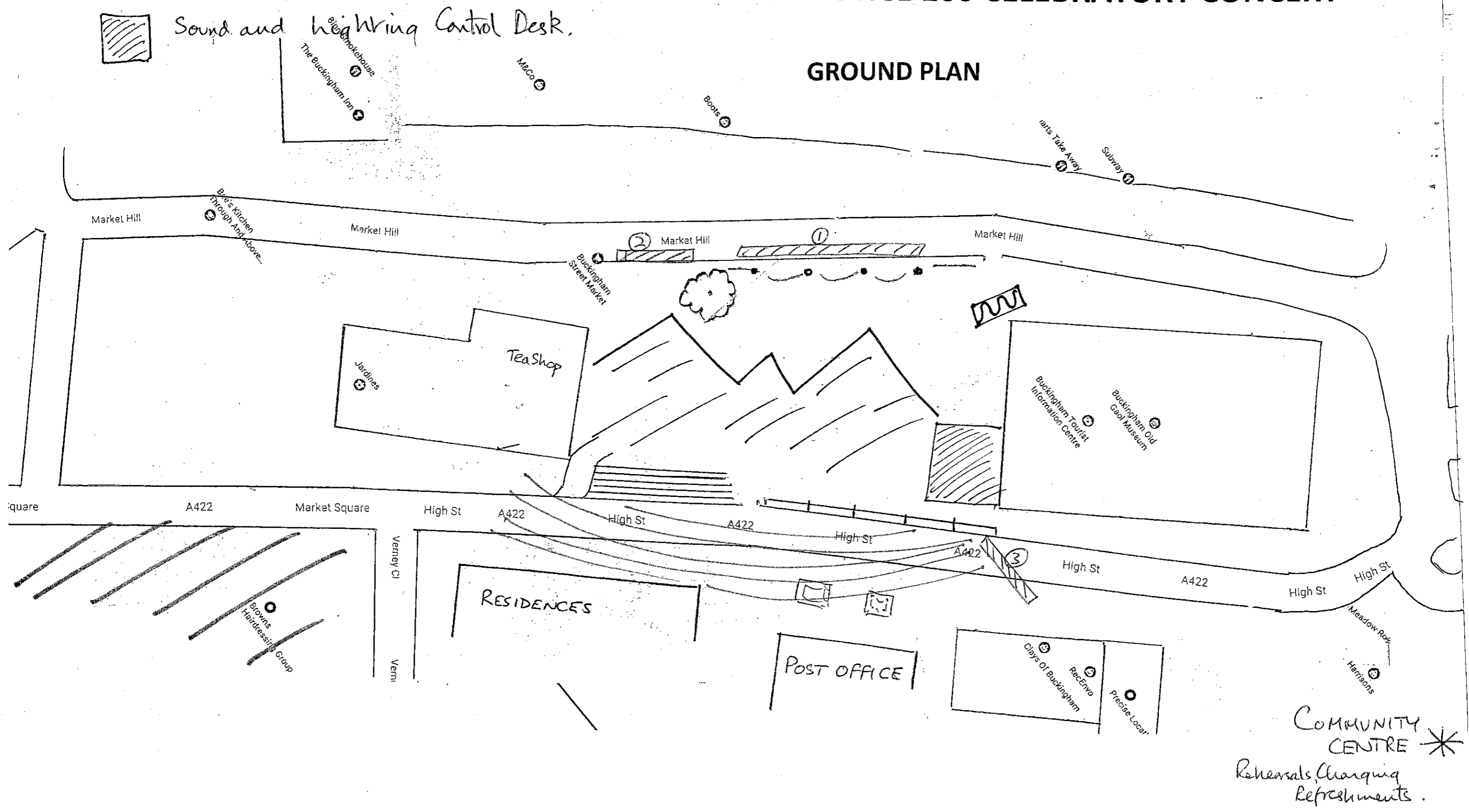
Refreshment Area.



Sound and Lighting Control Desk.

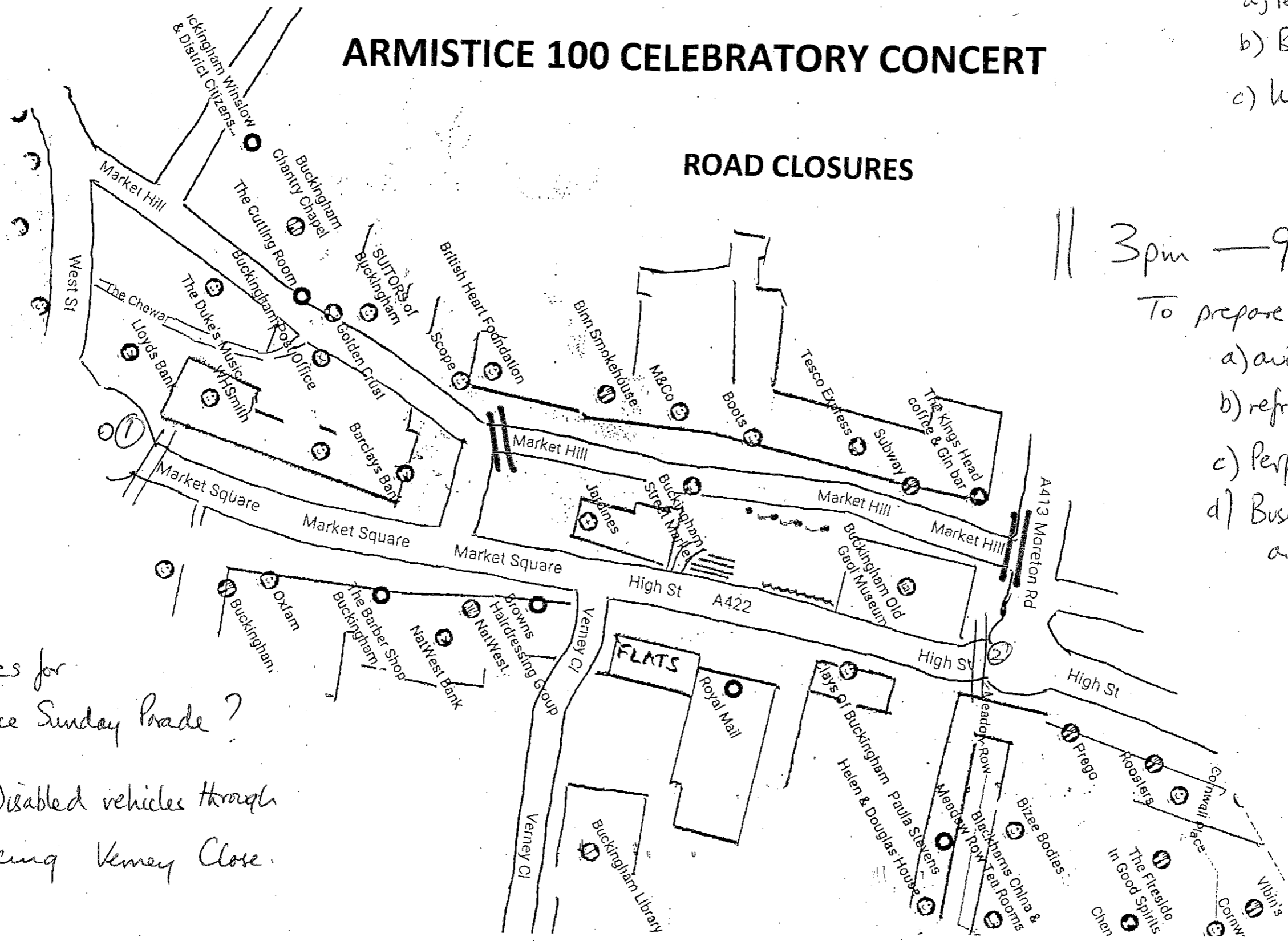
ARMISTICE 100 CELEBRATORY CONCERT

GROUND PLAN



ARMISTICE 100 CELEBRATORY CONCERT

ROAD CLOSURES



|| 7am — 10pm

- To allow vehicles for
- a) Tent erection
 - b) Big Screen
 - c) Lighting and Sound Preparation

|| 3pm — 9pm ① ②

- To prepare for arrival of
- a) audience
 - b) refreshment set up
 - c) Performance
 - d) Buses acting as HQ. / and First Aid

Normal closures for Remembrance Sunday Parade?

Access for Disabled vehicles through ① Parking Verney Close

TIC Daily Enquiries 17/18

Buckingham Monthly Visitor & Accommodation Statistics 2017-18

Month	Personal		Social Media		Social Media		Social Media		Social Media		Local bookings		Incoming BABA				Outgoing BABA							
	Walk-in visitors	Walk-in overseas visitors	Twitter followers	New Twitter followers	Twitter Mentions	Facebook Likes	Facebook posts	Media	Emails received	Total number of enquiries	Local bookings	Telephone bookings	Bed nights booked	Total People booked	Value of local bookings	Incoming BABA Bookings	Incoming BABA Bed nights	Incoming BABA People booked	Incoming BABA value	Value of local bookings & BABA in	Outgoing BABA Bookings	Outgoing BABA Bed nights	Outgoing BABA people booked	Outgoing BABA value
April	2,158	195	72	11	17	8	0	0	0	2,502	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00
May	2,250	292	66	8	21	7	0	27	23	2,694	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00
June	1,841	116	120	11	0	17	0	0	19	2,124	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00
July	1,650	140	117	3	0	13	0	1	13	1,945	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00
August	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
September	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
October	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
November	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
December	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
January	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
February	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
March	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
Total	7,889	743	375	33	38	45	8	28	96	9,285	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00

BUCKINGHAM OLD GAOL MUSEUM & TIC VISITOR NUMBERS

YEAR	MUSEUM						TOURIST INFORMATION CENTRE						
	Adults	Children	Families Tickets*	Number	TOTAL	UK Local	Wider UK	Overseas	TOTAL	UK Local	Wider UK	Overseas	TOTAL
2010	2,233	237	128	512	2,982	NO BREAKDOWN OF FIGURES AVAILABLE			35,470				
2011	2,422	371	140	564	3,357				41,005				
2012	2,513	254	187	748	3,515			684	33,392				
2013	2,655	270	165	660	3,585	7,082	20,574	1,165	28,821				
2014	2,635	320	145	580	3,535	14,616	15,010	1,207	30,833				
2015 **	2,844	483	176	704	4,031	15,210	14,758	1,234	31,202				
2016	3346	314	153	616	4276	15,837	13,822	1,023	30,682				
2017													
Jan **	190	0	4	16	206	1,464	626	32	2,122				
Feb	209	37	18	72	318	1,457	485	76	2,018				
Mar	184	80	8	64	328	1,402	498	95	1,995				
Apr	246	43	23	92	381	2,158	100	95	2,353				
May	187	73	13	52	312				0				
Jun	202	54	2	8	264				0				
Jul	260	32	15	60	352				0				
Aug					0				0				
Sep					0				0				
Oct					0				0				
Nov					0				0				
Dec					0				0				
TOTALS	1478	319	83	364	2161	6,481	1,709	298	8,488				

* Museum Family tickets are for up to five people (2 adults and up to 3 children)

** Museum closed for part of January for new lighting installation (2015) and re-decoration (2017)