

BUCKINGHAM TOWN COUNCIL

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

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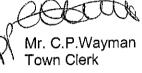
www.buckingham-tc.gov.uk

Town Clerk: Mr. C. P. Wayman

Tuesday, 10 October 2017

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Monday 16th October 2017** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm.



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 Tuesday 29th August 2017 ratified at Full Council on Monday 2nd October 2017. (TCE/03/17) Copy previously circulated

4. Action List

To receive action reports and updates

Appendix A

5. Budget

5.1 To receive the latest budget figures

Appendix B

- 5.2 To discuss the removal of budget lines 3997, 3998 and 3999
- 5.3 To receive and discuss proposed budgets for 2018/19 (Precept)
- 6. Planters outside of The Old Post Office

Sponsorship of the planters outside of the Old Post Office

7. Buckingham Basket Ball Sessions

To receive feedback on the 2017 Summer Basketball sessions

Appendix C

Buckingham







8. Forthcoming Events

- 8.1 Christmas Lights To receive a written report from the Events Coordinator and agree which company to use for the stage lighting TCE/25/17
- 8.2 Bonfire Fireworks To receive a verbal report from the Events Coordinator
- 8.3 Best Carved Pumpkin To receive a verbal report from the Events Coordinator
- 8.4 Christmas Parade To receive a verbal report from the Events Coordinator
- 8.5 Remembrance Day To receive a verbal report from the Events Coordinator
- 8.6 Community Fair To receive a verbal report from the Events Coordinator
- 9. Event Reviews
 - 9.1 River Rinse To receive a written report from the Events Coordinator

TCE/24/17

9,2 Charter Fair - To receive a verbal report from the Events Coordinator

10. Local Democracy Week

To receive a verbal report from Cllr. O'Donoghue

11. Buckingham Action Group

To receive a verbal report from Cllr. Smith

- 12. Access
- 13. Visitor Information Centre

To receive the latest visitor and accommodation statistics

Appendix D

14. Correspondence

14.1 Pancake Races/Party 2018

Appendix E

To receive correspondence from the Youth Pastor at Buckingham Parish Church

- 15. News Releases
- 16. Chairman's Items
- 17. Date of the next meeting:

Monday 4th December 2017

To:

Cllr. T. Bloomfield

Chairman

Cllr. H. Mordue

Cllr, Mrs. G. Collins

Cllr. L. O'Donoghue

Cllr. Mrs. M Gateley

Cllr. M. Smith

Clir. J. Harvey

Clir. Mrs. C. Strain-Clark

Clir. D. Isham

Cllr. R. Stuchbury

Clir. A. Mahi

Vice Chair

Town Mayor

Events - Action list

Subject	Action to	be taken	Response/ Agenda no.
	Date	Action	_
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
Training	30/8/16	Training – The Events Coordinator to liaise with Debbie Brook and investigate various options for training on raising awareness on sexual exploitation, terrorism and public place violence for presentation at the next TC&E Committee Meeting	October Agenda
Funeral Fair	5/12/16	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.
Planters & Baskets Contract	16/10/17	Members discussed and AGREED to investigate a 3 year contract with Buckingham Garden Centre, with the stipulation a durable replacement to the small adverts in each planter is installed. Three quotations to be discussed at the October Committee meeting for winter baskets.	October Agenda 02/1/17 Buckingham Garden Centre did not wish to continue sponsoring the planters outside of the old Post Office.
Comedy Nights		Advertorial on the success of previous acts	
Access – Pavements		Town Clerk to write to Cllr 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.	Ongoing
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).	October Agenda
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	Ongoing

		provisions there are currently available for Buckingham, and that this response be followed up with the Bucks Safeguarding Board.	
Christmas Lights Switch On	331.5/17	Members AGREED to arrange a separate meeting to discuss the particulars of the Christmas Lights Switch On. Cllr Smith asked the Events Coordinator to investigate if the power pillar by the Old Gaol had been upgraded	Arranged with Sparkx Electrical to upgrade to 32amp commando socket
Pride Parade	328/17	Write to Mr Ryan Willett and ask for an event plan and budget proposal	Events Co-ordinator waiting for a reply from Mr Willett

10/10/2017

11:58

Buckingham Town Council

Detailed Income & Expenditure by Budget Heading 31/10/2017

Month No:7

Committee Report

Page No 1

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
TOWN	CENTRE & EVENTS					
<u>301</u>	TOWN CENTRE & EVENTS					
3997	NI TC & E	861	1,980	1,119		1,119
3998	PENSION EES TC & E	2,304	3,900	1,596		1,596
3999	WAGES & SALARIES TC & E	13,570	26,500	12,930		12,930
4079	FAIR TRADE PROMOTION	0	400	400		400
4094	YOUTH PROJECT	1,560	3,000	1,440		1,440
4104	TOWN IN BLOOM	3,370	6,300	2,930		2,930
4107	PRIDE OF PLACE	250	250	0		0
4115	RIVER RINSE	180	400	220		220
4201	CHRISTMAS LIGHTS	2,414	10,000	7,586	975	6,611
4202	FIREWORK DISPLAY	0	5,000	5,000		5,000
4203	COMMUNITY FAIR	0	500	500		500
4205	CHRISTMAS PARADE	0	3,000	3,000		3,000
4208	SPRING FAIR	0	500	500		500
4209	TRAFFIC ORDERS FOR EVENTS	0	1,100	1,100	850	250
4210	PANCAKE RACE	0	75	75		75
4211	BAND JAM	2,890	3,500	610		610
4212	CHRISTMAS LIGHT SWITCH ON	0	1,300	1,300		1,300
4213	DOG AWARENESS	638	300	-338		-338
4215	EVENTS PA SYSTEM	0	200	200		200
4216	MAY DAY EVENT	20	50	30		30
4220	MUSIC IN THE MARKET	3,613	3,500	-113		-113
4230	SCOUT PARADE	46	50	4		4
4241	COMEDY NIGHT EXPENDITURE	0	3,000	3,000		3,000
4243	CHARTER FAIR EXPENDITURE	0	3,700	3,700	3,718	-18
-	TOWN CENTRE & EVENTS :- Expenditure	31,714	78,505	46,791	5,543	41,248
1013	HANGING BASKETS	483	400	83		0
1062	COMMUNITY FAIR - TABLE	0	300	-300		0
1066	COMEDY NIGHT INCOME	0	3,000	-3,000		0
1069	CHARTER FAIR INCOME	6,400	6,400	0		0
	TOWN CENTRE & EVENTS :- Income	6,883	10,100	-3,217		
	Net Expenditure over Income	24,831	68,405	43,574		
<u>302</u>	STREET MARKET					
4017	SUBSCRIPTIONS	0	330	330		330
4225	RATES	1,825	4,000	2,175		2,175
4235	MARKET INFRASTRUCTURE &	537	2,200	1,663		1,663
	STREET MARKET :- Expenditure	2,362	6,530	4,168		4,168

10/10/2017

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Buckingham Town Council

Detailed Income & Expenditure by Budget Heading 31/10/2017

Page No 2

Month No: 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Availabie
1005	STREET MARKET	7,641	18,000	-10,359		0
1006	FLEA MARKET	3,584	4,000	-416		0
	STREET MARKET :- Income	11,225	22,000	-10,775		
	Net Expenditure over Income	-8,863	-15,470	-6,607		
<u>303</u>	SPECIAL EVENTS					
4242	FOOD FAIR	0	500	500		500
	SPECIAL EVENTS :- Expenditure		500	500		500
1020	FOOD FAIR INCOME	0	400	-400		0
1034	FESTIVAL OF HEALTH	500	2,000	-1,500		0
	SPECIAL EVENTS :- Income	500	2,400	-1,900		
	Net Expenditure over Income	-500	-1,900	-1,400		
TOW	N CENTRE & EVENTS :- Expenditure	34,076	85,535	51,459	5,543	45,916
	Income	18,608	34,500	-15,892		
	Net Expenditure over Income	15,468	51,035	35,567		
PARTN	NERSHIPS					
<u>505</u>	AYLESBURY VALE RATE					
4219	BUCKINGHAM FRINGE	5,210	9,000	3,790		3,790
5001	TIC GRANT	27,000	27,000	0		. 0
	AYLESBURY VALE RATE :- Expenditure	32,210	36,000	3,790	0	3,790
1065	BUCKINGHAM FRINGE INCOME	3,096	3,000	96		0
	AYLESBURY VALE RATE :- Income	3,096	3,000	96		
	Net Expenditure over Income	29,115	33,000	3,885		
	PARTNERSHIPS :- Expenditure	32,210	36,000	3,790	0	3,790
	Income	3,096	3,000	96		
	Net Expenditure over Income	29,115	33,000	3,885		
EARM/	ARKED RESERVES	\ <u></u>				
901	EARMARKED RESERVES					
	SPEED WATCH	0	598	598		598
9006	OI LLD WINGON					
9006 9012	CHRISTMAS LIGHTS	0	6,753	6,753		6,753

10/10/2017

11:58

Buckingham Town Council

Detailed Income & Expenditure by Budget Heading 31/10/2017

Month No:7

Committee Report

Page No 3

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Funds Expenditure Available
9025	PLAY AREA REPLACEMENT	0	17,121	17,121	17,121
9027	GREEN BUCKINGHAM GROUP	0	226	226	226
9029	CIRCULAR WALK MAINT	0	5,399	5,399	5,399
9030	TOURISM LEAFLETS	0	3,402	3,402	3,402
9033	DESTINATION BUCKINGHAM	2,030	1,938	-92	-92
9035	PARKS DEVELOPMENT	2,100	4,275	2,175	2,175
9036	ELECTION COSTS	0	3,188	3,188	3,188
9040	PARK RUN	0	132	132	132
9045	ACCESS FOR ALL	265	485	220	220
9046	PLANNING DISPLAY EQUIPMENT	0	5,242	5,242	5,242
9048	BAG FUND	-780	1,000	1,780	1,780
	EARMARKED RESERVES :- Expenditure	6,479	56,759	50,280	0 50,280
1070	DESTINATION BUCKINGHAM	20,000	0	20,000	0
	EARMARKED RESERVES :- Income	20,000	0	20,000	
	Net Expenditure over Income	-13,521	56,759	70,280	
EA	RMARKED RESERVES :- Expenditure	6,479	56,759	50,280	0 50,280
	Income	20,000	0	20,000	
	Net Expenditure over Income	-13,521	56,759	70,280	

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES

10/10/2017

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4220 4213

EXPLANATION

301 overspend due to extra security costs
301 overspend - a journal will be completed to transfer money from Fringe Budget.

Amanda Brubaker

From:

PETER JENNER

internet.com>

Sent:

11 September 2017 16:18

To:

Amanda Brubaker

Cc:

'Mike Smith'

Subject:

Re: Buckingham Basketball Sessions Summer 2017

Attachments:

Invoice 2680 Buckingham Summer 17.doc

Hi Amanda

Info and comments as follows

- No of players that attended Chandos Park sessions = 35
- No of players that attended the Bourton Park sessions = 13
- No of girls per session = 3
- Were there any players that had attended the sessions in the previous years? = yes at Chandos between 8 and 10 at Bourton only 2.
- Had any of the Bourton Park players attended the sessions in Chandos Park last year? = none from last year, 1 asked if he could do it this year but he is still too small at the age of 13. There is quite a difference in size between the older kids in the first session and the younger kids in the second. In the second they are really mostly 15 plus.

Couple of points

We have dob, parents name and email address of parents of all the kids at Chandos, also have some of the schools they attend.

At Chandos we had on average about 14 to each session
Clearly, the kids are on and off due to their taking 2 week holidays and other things etc.

We didnt lose any sessions to the weather

I know a number of the youngsters I have coached in the past have joined basketball clubs, mostly Milton Keynes Trojans (National League team) or Shenley Scorpions - as I have refereed some and also I have seen them playing in the Bucks junior basketball league where I run two aylesbury teams

One of the girls I coached at Chandos in a few sessions has come down to train with My National League U14 girls team. She is a tall 12 year old and has the potential to do very well.

Regards the Bourton Park session - have details of all the attendees - one of the lads from last year is now at Aylesbury College and I coach him there and a number from last year have now gone off to university,

A number of those last year Bourton park lads will be playing bball now at their new colleges

FINALLY

even though it was scheduled for 6 weeks, the kids were all up for it so Judy and I went back to both Chandos and Bourton on Monday 28th August and delivered a 7th session at no charge to you guys.

regards

Coach Jenner

07791844757

Cc: 'Mike Smith' < Mns47@tiscali.co.uk> Sent: Friday, 8 September 2017, 13:46

Subject: RE: Buckingham Basketball Sessions Summer 2017

HI Pete

Pleased to hear that the basketball sessions were very successful this year.

The information that I am interested in is as follows

- No of players that attended Chandos Park sessions
- No of players that attended the Bourton Park sessions
- No of girls per session
- Were there any players that had attended the sessions in the previous years?
- Had any of the Bourton Park players attended the sessions in Chandos Park last year?

Please can you send the invoice to me at the following address

Buckingham Town Council The Buckingham Centre Verney Close Buckingham MK18 1JP

Thank you for providing the sessions and I look forward to seeing you again next year.

Regards

Amanda

Amanda Brubaker
Events Co-Ordinator
Buckingham Town Council

Tele: 01280 816426

BUCKINGHAM TOWN COUNCIL TOWN CENTRE AND EVENTS COMMITTEE Monday 16th October 2017

Agenda item no.

Contact Officer: Amanda Brubaker

PROVISION OF STAGE & LIGHTING FOR THE CHRISTMAS LIGHT SWITCH ON

Last year we decided that we would hire a stage and lighting for the Christmas Light Switch On. This enabled the choir and others taking part to be raised up high enough for the audience to see them. Also, the audience was not mixed in with the choir when they were trying to perform.

It was decided that we would go ahead and do this again this year. I have obtained 3 quotes which are shown below.

Company A	£1,085
Company B	£585
Company C	£2,200

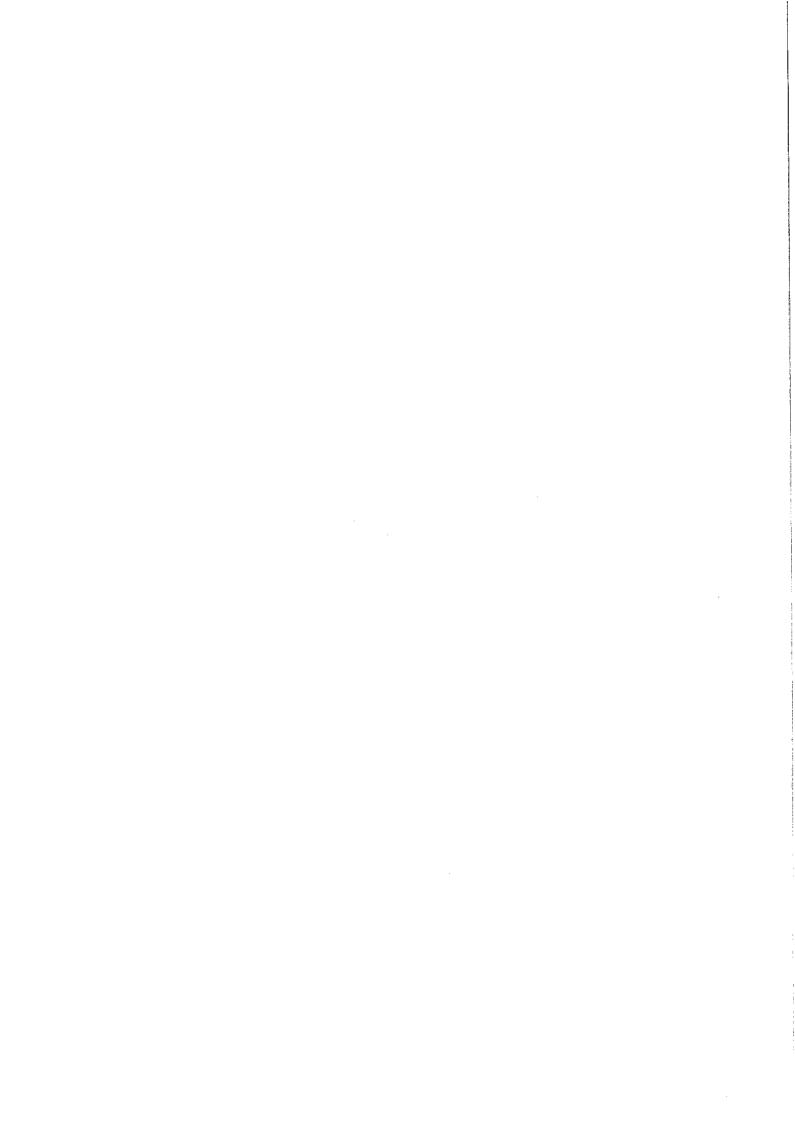
Company A is self sufficient and does not require any assistance from Town Council staff on the day.

Company B although cheaper requires the use of Town Council staff during set up and clear down at the end of the event. This would increase the number of hours worked by the Ground Maintenance team on the day as they will be assisting with the switch on of the lights in the evening and removing the road closure at the end of the event. This Company has also stated that they may need a generator with sufficient capacity at BTC expense which would be approx. £120.

Company C This Company is also self sufficient and will not require any assistance from the Town Council, but unfortunately, their quote is too high for the budget that we have for the event

Recommendation

Based on the information shown above I recommend that we go with Company A.



TCE/24/17

BUCKINGHAM TOWN COUNCIL TOWN CENTRE AND EVENTS COMMITTEE MONDAY 16th OCTOBER 2017

Contact Officer: Amanda Brubaker

River Rinse 2017

The first of this year's river rinses took place on Sunday the 10th September. As always volunteers from Stowe Sub Aqua Group, Bucks Fire & Rescue and members of the public helped with the event. The stretch of river concentrated on was between the skate park on Bridge Street up to the university. Amongst the finds on the day were children's scooters, old Victorian bottles and signs

The second rinse was on Sunday 1st October. As well as volunteers from Stowe Sub Aqua Group and members of the public, members from the Buckingham & Stowe Running Club also volunteered to help.

The rinse started at the packhorse bridge just the other side of the by pass on Bourton Road and worked up to the cricket club.

The finds included bits of wood, traffic cones, and a trolley. We also found a crayfish net that had about 20 crayfish in it. The owner of the net was also volunteering and he confirmed that he did have a license for the net. We did not find as much debris in this section as in previous years

A tree branch was down partly across the river by the cricket club. As the divers removed some of the debris, you could see the flow of water pick up. Estate Manager, Lee Phillips has been onto the Environment Agency who will be coming out to take care of it. There was also another branch down on the section of river that belongs to the cricket club. The cricket club will be contacted and asked to remove it.

2018's first rinse will start at the cricket club and go up towards Stratford Fields Football ground.

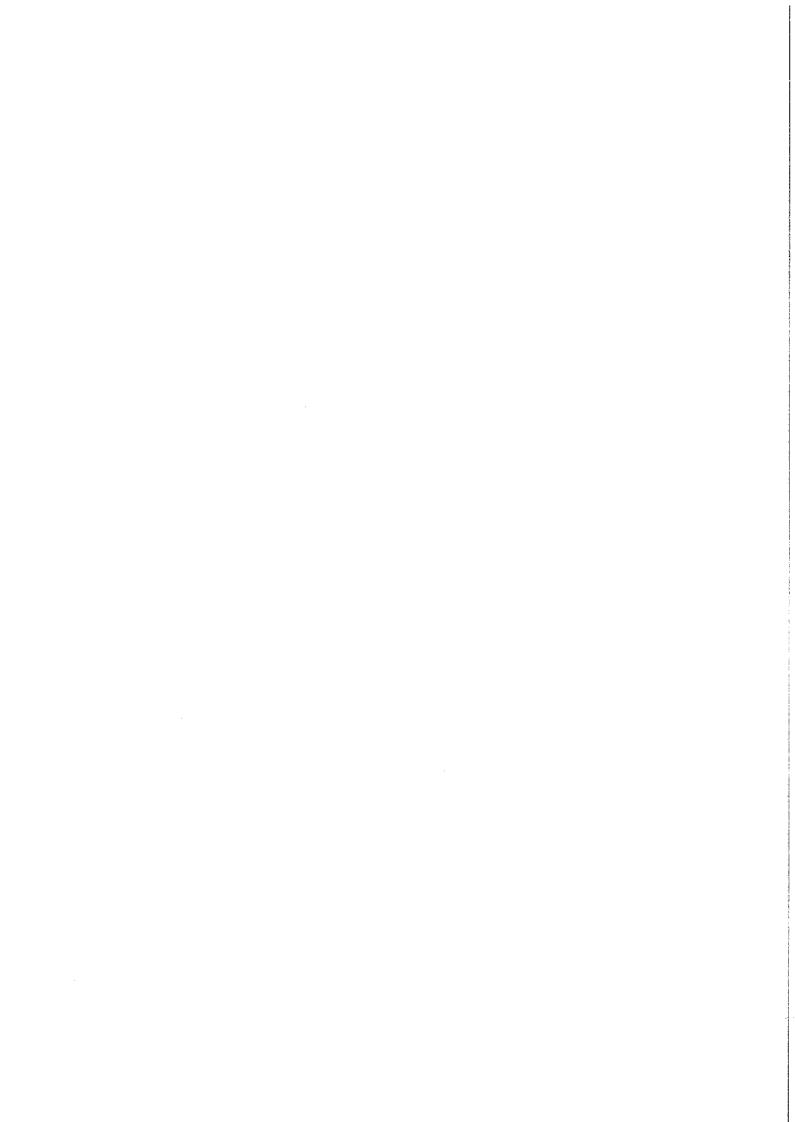
Cllrs That Took Part

10th September Rinse

1st October Rinse

Cllr Andy Mahi
Cllr Terry Bloomfield
Cllr Christine Strain-Clark
Cllr Robin Stuchbury
Cllr Mike Smith
Cllr Jon Harvey

Cllr Andy Mahi Cllr Mike Smith Cllr Robin Stuchbury



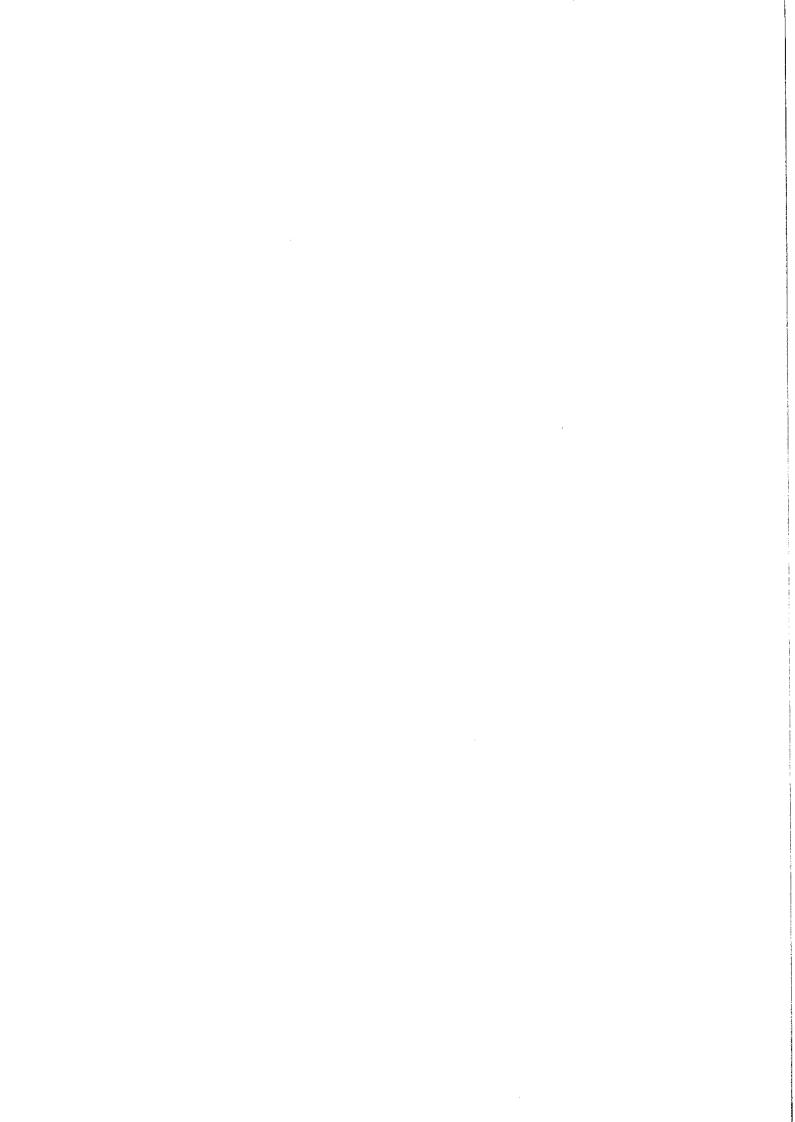
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BUCKINGHAM OLD GAOL MUSEUM & TIC VISITOR NUMBERS

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The second of th	-	1	Families	lies	TOTAL	1161.000		Overcose	TOTAL
	Adults		Tickets*	Number	<u></u>	5 5 5 5	Wilder On		2
2010	2,233	237	128	512	2,982	3.3	NO BREAKDOWN OF FIGURES	. FIGURES	35,470
2011	2,422	371	140	564	3,357		AVAILABLE		41,005
2012	2,513	254	187	748	3,515		32,708		33,392
2013	2,655	270	165	099	3,585	7,082	20,574		28,821
2014	2,635	320	145	280	3,535	14,616			30,833
2015 **	2,844	483	176	704	4,031	15,210	14,758	1,234	31,202
2016 **	3346	314	153	616	4276				30,682
2017									4
* * 20	190	0	4	16	206	1,464		32	2,122
Lob Lob	209	37	18	72	318	1,457	485	9/	2,018
Mar	184	08	∞	64	328	1,402	498	95	1,995
Na An	246	43	23	92	381		100	95	2,353
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Dec	0000	1/2	13/	7,68	3510	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)



Amanda Brubaker

From:

Emma King <

Sent:

11 September 2017 11:50

To:

Amanda Brubaker

Subject:

Pancake Races/Party 2018

Hi Amanda,

I just wanted to get in touch to see if you've had chance to explore the idea of working together next year for the Pancake Races Event? After serving pancakes at the Parish Church at the end of last year's races and also putting on our own Pancake Party event which was a great success, I suggested we could collaborate next year?

My idea was that the races could happen as normal on the church green with a Pancake Party following on afterwards at the church, from 12-2, serving lots of pancakes and toppings for families, plus some races and games for kids. Last year we did this in the evening and saw over 100 people from the town turn up.

I think this would be a great opportunity and wouldn't really add any work load other than advertising the two events together. I would take a lead organising the Pancake Party.

If you could let me know your thoughts as I will need to book the venue etc.

Thanks, Emma

Emma King

Youth Pastor Buckingham Parish Church