



BUCKINGHAM TOWN COUNCIL

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

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Town Clerk: Mr. C. P. Wayman

Tuesday, 15 May 2018

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on **Monday 21st May 2018** following an Extra-ordinary meeting of the Full Council of Buckingham Town Council in the Council Chamber, Cornwalls Meadow, Buckingham.

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. **Election of Chair/man**
To elect a Chairman of the Committee for 2018-2019
2. **Election of Vice Chair/man**
To elect a Chairman of the Committee for 2018-2019
3. **Apologies for Absence**
Members are asked to receive apologies from Councillors.
4. **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.
5. **Minutes**
To receive the minutes of the Meeting held on Monday 26th March 2018 ratified at Full Council on 8th May 2018
Copy previously circulated
6. **Terms of Reference**
To review and agree the terms of reference as agreed at Full Council **Appendix A**
7. **Action List**
To receive action reports and updates **Appendix B**
8. **Budget**
To receive the latest budget figures **Appendix C**
9. **Market Report**
To receive a written report from the Deputy Town Clerk **TCE/03/18**

Buckingham



Twinned with Mouvaux, France



10. Forthcoming Events

- 10.1 Music in the market – 27th May 2018
- 10.2 Dog Show – Sunday 15th July 2018
- 10.3 Fringe Week – Saturday 14th July – Sunday 22nd July
- 10.4 Bandjam – Sunday 26th July 2018
- 10.5 River Rinse – Sunday 23rd September & Sunday 7th October 2018
- 10.6 Good Endings Fair – Saturday 8th September 2018

11. Event Reviews

- 11.1 To receive a written report from the Events Co-ordinator – Spring Fair TCE/04/18
- 11.2 To receive a written report from the Events Co-ordinator – May Day TCE/05/18
- 11.3 To receive a written report from the Events Co-ordinator – Scouts' Parade TCE/06/18

12. Event Ownership

Appendix D

13. Easter Crafternoon

To receive a written report from the LHSCC Coordinator

TCE/07/18

14. Ice rink

To receive a verbal report from the Events Co-ordinator

15. Commemorating 100 years of WW1

To receive a verbal report from the Events Co-ordinator

16. Buckingham Activities Group update

To receive a verbal report from Cllr. O'Donoghue

17. Access

18. Correspondence

19. News Releases

20. Chairman's Items

21. Date of the next meeting: 9th July 2018

To:

Cllr. J. Bates
Cllr. T. Bloomfield Chairman
Cllr. Mrs. G. Collins
Cllr. Mrs. M Gateley
Cllr. D. Isham

Cllr. A. Mahi Vice Chair
Cllr. P. Collins
Cllr. L. O'Donoghue
Cllr. Mrs. C. Strain-Clark
Cllr. R. Stuchbury



BUCKINGHAM TOWN COUNCIL TOWN CENTRE AND EVENTS COMMITTEE

TERMS OF REFERENCE

Name

1. The Committee shall be known as the **TOWN CENTRE & EVENTS COMMITTEE**.
2. The Committee may be referred to as TC&E.

Membership

3. Membership of the committee is open to any Councillor who wishes to be a member
 - 3.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
4. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

5. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/Chairman's period of office is for one year.
6. The Committee shall elect a Vice-Chair/Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Vice-Chairman's period of office is for one year.
7. The Chair/Chairman if present shall Chair the Committee meeting.

Conduct of the Meeting

8. All meetings of the Town Centre & Events Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
9. All business undertaken at the Town Centre & Events Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Areas of Operation

10. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:

Markets

- 10.1 the day to day running of the Street, Flea, Farmers and Specialist Markets.
- 10.2 the promotion of environmentally friendly carrier bags.

Charter Fair

- 10.3 to organise and co-ordinate the Annual Charter Fair and set up contract.
- 10.4 to liaise with the Showmen's Guild and/or their representatives, the Police and the County Council.

Annual & Other Events

- 10.5 to set up Road Closure Orders.

- 10.6 to arrange and co-ordinate the Town Council's events being; May Day, Music Festivals, Buckingham Fringe Week, River Rinse, Spring Fair, Food Fair, Dog Show, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town and any other such events as agreed from time to time.
- 10.7 to organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.
- 10.8 to arrange the purchase of hanging baskets and similar floral arrangements, tubs and planters.

Promotion

- 10.9 to promote the Town through appropriate media and via the web site.
- 10.10 to work with the Town Centre Traders.
- 10.11 to support any other Council events in the Town Centre.

Youth Budget

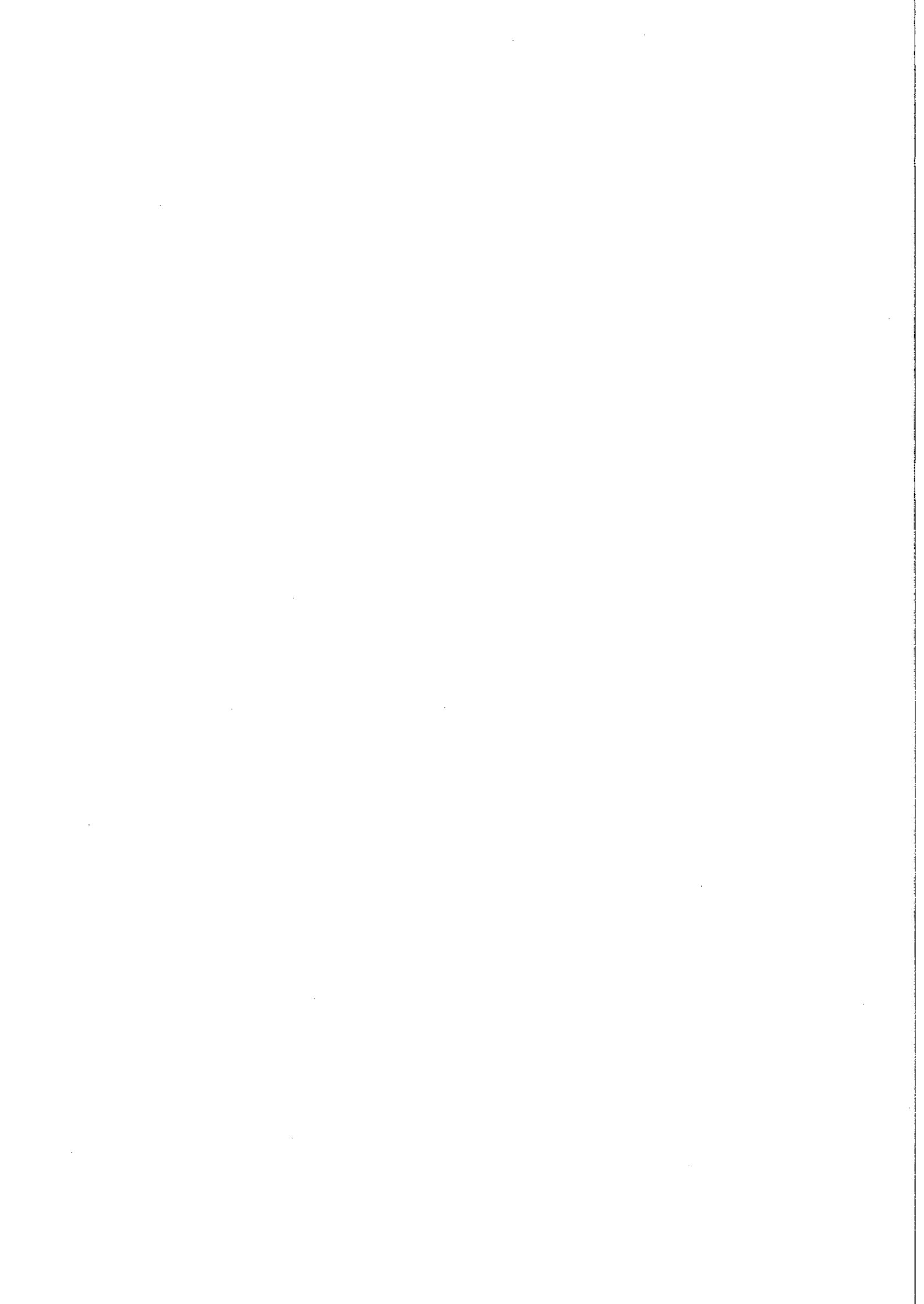
- 10.12 to set up Youth Projects.

- 11. The committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.
- 12. The Committee shall undertake reviews of Terms of Reference as and when appropriate.

Events - Action list

Appendix B

| 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 |
| Comedy Nights | | Advertorial on the success of previous acts | |
| 04/12/17 | | | |
| Armistice 100 | 04/12/17 581/17 | AGREED to apply for a road closure for the event. AGREED for Cllrs Smith, Isham, Stuchbury, Town Mayor, TC&E Chair & Events Co-ordinator to meet with Mr Lionel Weston to discuss the event | Meeting took place on 12/01/18. Minutes to be circulated at 05/02/18 TC&E meeting |
| Bonfire & Fireworks | 575.1/17 | AGREED for the Events Coordinator to seek the advice of the Advisory Group on the points raised in the 2017 event report. | Ongoing |
| Ice rink | 576/17 | AGREED to investigate the potential of an ice rink and feedback at a future committee. March AGENDA | March Agenda Ongoing |
| 26/03/18 | | | |
| Commemorating 100 years of WW1 | 864/17 | Agreed to take part in the Silent Soldier Campaign Agreed to purchase a WW1 bench | Vire £285 from Community Fair to purchase the Soldier Ongoing Events Co-ordinator to arrange a 'Crowd Funding' scheme to purchase the bench. 18/04 e-mailed the Company for a quote for the bench. Ongoing |
| Charter Fair-Nichols Amusements | 867/17 | Agreed to commemorate 100 th anniversary | Obtain costs of silver tankards engraved - ongoing |
| Ice Rink | 868/17 | | Book Company |
| Armed Force Day | 870/17 | Investigate and take back recommendation for event | Ongoing |



Date :- 08/05/2018

Buckingham Town Council

Time :- 09:36

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 1

Ledger No 1 for Month No 1

Supplier A/c Order

Nominal I

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C |
|------------|-------------|------------|-----------------------|-------------------|-----------|----------|-----------|------|
| 19/04/2018 | 335552 | | AVDC | A001 | 6,347.73 | 1,269.55 | 7,617.28 | 4612 |
| 05/04/2018 | 05/04 | | MAXWELL AMENITY | A033 | 89.00 | 17.80 | 106.80 | 4601 |
| 12/04/2018 | 45496 | | ABBOT FIRE | A054 | 290.00 | 58.00 | 348.00 | 4609 |
| 01/04/2018 | 2018/19 | | BALC | B001 | 1,879.89 | 0.00 | 1,879.89 | 4017 |
| 25/04/2018 | 3010 | | COMMUNITY CENTRE | B002 | 239.53 | 0.00 | 239.53 | 4029 |
| 05/04/2018 | MOBAPR18 | | B.T. | B003 | 23.00 | 4.60 | 27.60 | 4018 |
| 18/04/2018 | 305964 | | BUILDBASE | B013 | 15.27 | 3.05 | 18.32 | 4253 |
| 01/04/2018 | 355260 | | BROWNS | B031 | 12,495.00 | 2,499.00 | 14,994.00 | 4063 |
| 01/04/2018 | 355724 | | BROWNS | B031 | 29.00 | 5.80 | 34.80 | 4112 |
| 01/04/2018 | 353399A | | BROWNS | B031 | 123.63 | 24.72 | 148.35 | 4063 |
| 12/04/2018 | 2018/19/BTC | | BLACK DOG DESIGN | B038 | 162.00 | 20.00 | 182.00 | 4608 |
| 03/04/2018 | 4637 | | CARA | C030 | 500.00 | 100.00 | 600.00 | 4038 |
| 01/04/2018 | H15A0FB7D | | E-ON | E006 | 448.91 | 89.78 | 538.69 | 4159 |
| 07/04/2018 | H15A7CAEC | | E-ON | E006 | 26.63 | 1.33 | 27.96 | 4602 |
| 08/04/2018 | H15A84DFC | | E-ON | E006 | 73.66 | 3.68 | 77.34 | 4602 |
| 10/04/2018 | H15AA3C71 | | E-ON | E006 | 75.13 | 3.76 | 78.89 | 4602 |
| 06/04/2018 | 6/4 | | FLAG & BUNTING | F012 | 167.87 | 33.58 | 201.45 | 4107 |
| 30/04/2018 | 188069 | | FIRE SAFETY | F018 | 630.00 | 126.00 | 756.00 | 4162 |
| 06/04/2018 | 5777 | | 4TH CORNER | F055 | 1,187.00 | 237.40 | 1,424.40 | 4162 |
| | | | | | | | | 4605 |
| | | | | | | | | 4605 |
| | | | | | | | | 4605 |
| | | | | | | | | 4605 |
| | | | | | | | | 4605 |
| | | | | | | | | 4605 |
| | | | | | | | | 4605 |
| 01/04/2018 | 12829 | | GANDERTON | G008 | 165.67 | 33.13 | 198.80 | 4063 |
| 01/04/2018 | 112853/201 | | GRENKE | G011 | 182.19 | 36.44 | 218.63 | 4012 |
| 01/04/2018 | 2401441 | | GRUNDON | G050 | 68.43 | 13.69 | 82.12 | 4162 |

Ledger No 1 for Month No 1

Supplier Alc Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier Alc Code | Net Value | VAT | Invoice | AVC | Centre | Amount | Analysis Detail |
|------------|-------------|------------|-----------------------|-------------------|-----------|--------|-----------|------|--------|-----------|-------------------------------|
| 01/04/2018 | 2401442 | | GRUNDON | G050 | 39.33 | 7.87 | 47.20 | 4112 | 201 | 39.33 | wheelie bins |
| 01/04/2018 | 4126/2018/1 | | INSTITUTE OF CEMETER | 1002 | 90.00 | 0.00 | 90.00 | 4017 | 102 | 90.00 | iccm subscription |
| 01/04/2018 | 18621 | | IMPACT | 1005 | 495.00 | 99.00 | 594.00 | 4041 | 102 | 495.00 | website support |
| 09/04/2018 | 93779 | | JANITORIAL DIRECT | J013 | 98.37 | 19.67 | 118.04 | 4161 | 250 | 98.37 | mopheads, blue roll, anti bac |
| 13/04/2018 | 93667 | | JANITORIAL DIRECT | J013 | 67.20 | 13.44 | 80.64 | 4161 | 250 | 67.20 | Mop Heads |
| 01/04/2018 | 01/04 | | JACKSON | J014 | 40.00 | 0.00 | 40.00 | 4253 | 305 | 40.00 | honey |
| 01/04/2018 | 12 | | JACKSON | J014 | 40.00 | 0.00 | 40.00 | 4253 | 305 | 40.00 | honey |
| 25/04/2018 | TWS02170 | | JUST TRADE | J017 | 162.50 | 32.50 | 195.00 | 4253 | 305 | 162.50 | Jewellery for TIC shop |
| 15/04/2018 | 32049 | 10111359 | LIGHTFOOT | L004 | 974.76 | 0.00 | 974.76 | 4601 | 251 | 974.76 | lamp post repair |
| 21/04/2018 | 6627 | | MICROSHADE | M063 | 442.87 | 88.57 | 531.44 | 4038 | 102 | 442.87 | monthly hosting |
| 01/04/2018 | 18/30 | | NABMA | N008 | 318.00 | 63.60 | 381.60 | 4235 | 302 | 318.00 | nabma subs 2018/19 |
| 10/04/2018 | 5311522 | | NAMESCO | N015 | 43.99 | 8.80 | 52.79 | 4041 | 102 | 43.99 | renewal of "uk.info" 2 yrs |
| 01/04/2018 | 70849 | | OAKPARK | O060 | 89.00 | 17.80 | 106.80 | 4162 | 250 | 89.00 | annual maint - intruder alarm |
| 01/04/2018 | 1689 | | PRESTON BISSET | P021 | 1,290.00 | 258.00 | 1,548.00 | 4104 | 301 | 1,290.00 | summer baskets |
| 11/04/2018 | 714223 | | QUEST | Q002 | 14.29 | 2.86 | 17.15 | 4235 | 305 | 14.29 | paint brush, varnish |
| 09/04/2018 | 5026ADV65 | | TRAVIS | T010 | 79.39 | 15.88 | 95.27 | 4161 | 250 | 79.39 | paint, ext pole, roller,brush |
| 10/04/2018 | 5026ADV71 | | TRAVIS | T010 | 6.97 | 1.39 | 8.36 | 4161 | 250 | 6.97 | masking tape |
| 11/04/2018 | 5026ADV75 | | TRAVIS | T010 | 21.67 | 4.33 | 26.00 | 4253 | 305 | 21.67 | paint |
| 08/04/2018 | 223545 | | VIKING DIRECT | V001 | 31.88 | 6.38 | 38.26 | 4010 | 102 | 31.88 | stat |
| 16/04/2018 | 243181 | | VIKING DIRECT | V001 | 102.92 | 20.58 | 123.50 | 4010 | 102 | 102.92 | stat |
| 01/04/2018 | 30368506 | | ZURICH | Z001 | 14,232.56 | 0.00 | 14,232.56 | 4022 | 104 | 14,232.56 | annual insurance |
| 01/04/2018 | 30892428 | | ZURICH | Z001 | 540.88 | 0.00 | 540.88 | 4022 | 104 | 540.88 | annual quad insurance |

TOTAL INVOICES 44,441.12 5,241.98 49,683.10 44,441.12

Month No : 2

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>EARMARKED RESERVES</u> | | | | | | | |
| <u>901</u> <u>EARMARKED RESERVES</u> | | | | | | | |
| 9006 SPEED WATCH | 0 | 0 | 598 | 598 | | 598 | 0.0 % |
| 9012 CHRISTMAS LIGHTS | 0 | 0 | 6,753 | 6,753 | | 6,753 | 0.0 % |
| 9015 CHARTER FAIRS | 0 | 0 | 4,136 | 4,136 | | 4,136 | 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 | 2,404 | 2,404 | | 2,404 | 0.0 % |
| 9033 DESTINATION BUCKINGHAM | 0 | 0 | 22,617 | 22,617 | 2,865 | 19,752 | 12.7 % |
| 9035 PARKS DEVELOPMENT | 0 | 0 | 2,025 | 2,025 | | 2,025 | 0.0 % |
| 9036 ELECTION COSTS | 0 | 0 | 3,188 | 3,188 | | 3,188 | 0.0 % |
| 9040 PARK RUN | 0 | 0 | 89 | 89 | | 89 | 0.0 % |
| 9045 ACCESS FOR ALL | 0 | 0 | 220 | 220 | | 220 | 0.0 % |
| 9046 PLANNING DISPLAY EQUIPMENT | 0 | 0 | 5,242 | 5,242 | | 5,242 | 0.0 % |
| 9048 BAG FUND | 0 | 0 | 2,071 | 2,071 | | 2,071 | 0.0 % |
| EARMARKED RESERVES :- Expenditure | 0 | 0 | 72,089 | 72,089 | 2,865 | 69,224 | 4.0 % |
| Net Expenditure over Income | 0 | 0 | 72,089 | 72,089 | | | |
| EARMARKED RESERVES :- Expenditure | 0 | 0 | 72,089 | 72,089 | | | 4.0 % |
| Income | 0 | 0 | 0 | 0 | | | 0.0 % |
| Net Expenditure over Income | 0 | 0 | 72,089 | 72,089 | | | |

Month No : 2

Committee Report

| | Actual Current Mth | 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 | 0 | 245 | 3,900 | 3,655 | | 3,655 | 6.3 % |
| 3998 | 0 | 416 | 13,200 | 12,784 | | 12,784 | 3.2 % |
| 3999 | 0 | 4,232 | 55,600 | 51,368 | | 51,368 | 7.6 % |
| 4079 | 0 | 0 | 400 | 400 | | 400 | 0.0 % |
| 4094 | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4104 | 0 | 1,290 | 6,300 | 5,010 | | 5,010 | 20.5 % |
| 4107 | 0 | 193 | 250 | 57 | | 57 | 77.1 % |
| 4115 | 0 | 0 | 400 | 400 | | 400 | 0.0 % |
| 4119 | 0 | 0 | 8,600 | 8,600 | | 8,600 | 0.0 % |
| 4125 | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4126 | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4166 | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4201 | 0 | 0 | 9,000 | 9,000 | | 9,000 | 0.0 % |
| 4202 | 0 | 0 | 4,500 | 4,500 | | 4,500 | 0.0 % |
| 4203 | 0 | 0 | 785 | 785 | | 785 | 0.0 % |
| 4205 | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4208 | 0 | 90 | 500 | 410 | | 410 | 18.0 % |
| 4210 | 0 | 0 | 75 | 75 | | 75 | 0.0 % |
| 4211 | 0 | 0 | 3,500 | 3,500 | | 3,500 | 0.0 % |
| 4212 | 0 | 0 | 1,300 | 1,300 | | 1,300 | 0.0 % |
| 4213 | 0 | 0 | 300 | 300 | | 300 | 0.0 % |
| 4216 | 0 | 0 | 50 | 50 | | 50 | 0.0 % |
| 4220 | 0 | 2,887 | 3,500 | 613 | | 613 | 82.5 % |
| 4230 | 0 | 0 | 50 | 50 | | 50 | 0.0 % |
| 4241 | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4243 | 0 | 0 | 4,445 | 4,445 | 2,445 | 2,000 | 55.0 % |
| | | | | | | | |
| TOWN CENTRE & EVENTS :- Expenditure | 0 | 9,353 | 128,155 | 118,802 | 2,445 | 116,357 | 9.2 % |
| 1013 | 0 | 233 | 400 | -167 | | | 58.3 % |
| 1028 | 0 | 0 | 1,000 | -1,000 | | | 0.0 % |
| 1029 | 30 | 30 | 1,000 | -970 | | | 3.0 % |
| 1031 | -30 | 0 | 500 | -500 | | | 0.0 % |
| 1033 | 0 | 0 | 8,600 | -8,600 | | | 0.0 % |
| 1062 | 0 | 0 | 300 | -300 | | | 0.0 % |
| 1066 | 0 | 0 | 3,000 | -3,000 | | | 0.0 % |
| 1069 | 0 | 0 | 6,400 | -6,400 | | | 0.0 % |
| | | | | | | | |
| TOWN CENTRE & EVENTS :- Income | 0 | 263 | 21,200 | -20,937 | | | 1.2 % |
| | | | | | | | |
| Net Expenditure over Income | 0 | 9,090 | 106,955 | 97,865 | | | |

Month No : 2

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 302 STREET MARKET | | | | | | | |
| 4017 SUBSCRIPTIONS | 0 | 0 | 330 | 330 | | 330 | 0.0 % |
| 4225 RATES | 0 | 222 | 4,000 | 3,778 | | 3,778 | 5.5 % |
| 4235 MARKET INFRASTRUCTURE & | 0 | 318 | 1,950 | 1,632 | | 1,632 | 16.3 % |
| STREET MARKET :- Expenditure | 0 | 540 | 6,280 | 5,740 | 0 | 5,740 | 8.6 % |
| 1005 STREET MARKET | 0 | 623 | 14,000 | -13,377 | | | 4.5 % |
| 1006 FLEA MARKET | 0 | 252 | 5,500 | -5,248 | | | 4.6 % |
| STREET MARKET :- Income | 0 | 875 | 19,500 | -18,625 | | | 4.5 % |
| Net Expenditure over Income | 0 | -335 | -13,220 | -12,885 | | | |
| 303 SPECIAL EVENTS | | | | | | | |
| 4075 FESTIVAL OF HEALTH | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0 % |
| 4221 FRINGE | 0 | 0 | 6,000 | 6,000 | | 6,000 | 0.0 % |
| 4242 FOOD FAIR | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4244 REMEMBRANCE FLAGS | 0 | 0 | 420 | 420 | | 420 | 0.0 % |
| SPECIAL EVENTS :- Expenditure | 0 | 0 | 9,420 | 9,420 | 0 | 9,420 | 0.0 % |
| 1020 FOOD FAIR INCOME | 0 | 0 | 400 | -400 | | | 0.0 % |
| 1034 FESTIVAL OF HEALTH | 0 | 0 | 2,500 | -2,500 | | | 0.0 % |
| 1083 FRINGE INCOME | 0 | 0 | 3,000 | -3,000 | | | 0.0 % |
| SPECIAL EVENTS :- Income | 0 | 0 | 5,900 | -5,900 | | | 0.0 % |
| Net Expenditure over Income | 0 | 0 | 3,520 | 3,520 | | | |
| 305 TOURIST INFORMATION CENTRE | | | | | | | |
| 4253 TIC | 0 | 1,737 | 1,500 | -237 | 115 | -352 | 123.5 % |
| TOURIST INFORMATION CENTRE :- Expenditure | 0 | 1,737 | 1,500 | -237 | 115 | -352 | 123.5 % |
| 1084 TIC INCOME | 0 | 804 | 400 | 404 | | | 201.1 % |
| TOURIST INFORMATION CENTRE :- Income | 0 | 804 | 400 | 404 | | | 201.1 % |
| Net Expenditure over Income | 0 | 933 | 1,100 | 167 | | | |
| TOWN CENTRE & EVENTS :- Expenditure | 0 | 11,630 | 145,355 | 133,726 | | | 9.8 % |
| Income | 0 | 1,943 | 47,000 | -45,057 | | | 4.1 % |
| Net Expenditure over Income | 0 | 9,687 | 98,355 | 88,668 | | | |

BUCKINGHAM TOWN COUNCIL

TOWN CENTRE & EVENTS

Monday 21st May 2018

Agenda Item No.

Committee Chairman: Cllr Terry Bloomfield

Contact Officer: Claire Childs

Markets Summary 2017/18 and Update

The 2017-18 year was challenging with the weather and with the loss of some long standing stalls. There was also the terrible incident in September 2017, which impacted on stalls and traders.

The Tuesday Market was boosted with a number of additional stalls, though these predominantly only stayed within the summer / dry days and were absent when the weather turned bad. The Saturday Market has some core regular traders but it has been very difficult to identify new traders who want to attend as there are other much busier markets elsewhere, with much higher footfall.

The Flea Market, now coordinated through Russell Cross at Gilt Swan, thrived throughout the summer months, but was once again hit with bad weather which meant many traders could not attend.

The financial breakdown for the markets between Apr-17 and Mar-18 is as follows:

| | Tuesday Street Market | Saturday Street Market | TOTAL STREET MARKET | Saturday Flea Market | ALL MARKETS TOTAL |
|--------------|-----------------------|------------------------|---------------------|----------------------|-------------------|
| Apr-17 | £584.00 | £901.00 | £1,485.00 | £707.00 | £2,192.00 |
| May-17 | £783.50 | £720.00 | £1,503.50 | £546.00 | £2,049.50 |
| Jun-17 | £556.00 | £698.00 | £1,254.00 | £588.00 | £1,842.00 |
| Jul-17 | £571.50 | £792.00 | £1,363.50 | £735.00 | £2,098.50 |
| Aug-17 | £471.50 | £451.00 | £922.50 | £560.00 | £1,482.50 |
| Sep-17 | £402.00 | £697.50 | £1,099.50 | £742.00 | £1,841.50 |
| Oct-17 | £835.00 | £314.00 | £1,149.00 | £280.00 | £1,429.00 |
| Nov-17 | £636.50 | £516.00 | £1,152.50 | £84.00 | £1,236.50 |
| Dec-17 | £440.00 | £511.00 | £951.00 | £147.00 | £1,098.00 |
| Jan-18 | £586.00 | £558.00 | £1,144.00 | £21.00 | £1,165.00 |
| Feb-18 | £540.00 | £524.00 | £1,064.00 | £77.00 | £1,141.00 |
| Mar-18 | £608.00 | £582.00 | £1,190.00 | £175.00 | £1,365.00 |
| TOTAL | £7,014.00 | £7,264.50 | £14,278.50 | £4,662.00 | £18,940.50 |

| | | | |
|-------------------------|------------|-----------|------------|
| BUDGET 2017-2018 | £18,000.00 | £4,000.00 | £22,000.00 |
| Variance | -£3,721.50 | £662.00 | -£3,059.50 |
| % | -21% | 17% | -14% |
| Comparison to 2016-2017 | £16,690.00 | £3,658.00 | £20,348.00 |
| Variance | -£2,411.50 | £1,004.00 | -£1,407.50 |
| % | -14% | 27% | -7% |

The budget set for this financial year (2018-19) is £14,000 for the street market and £5,500 for the Flea Market.

A review has been conducted of attendance of traders:

Tuesday Market

Attendance over 80% - 9 traders (82%)

Attendance over 90% - 7 traders (64%)

Saturday Market:

Attendance over 80% - 6 traders (40%)

Attendance over 90% - 3 traders (20%)

Those signed up to regular contracts, that have not attended sufficiently (as per the regular contract requirements) have been changed to casual contracts from 1st May, and will therefore be charged casual rates.

Storage space has been secured at the Old Gaol, and the two existing Council gazebos have been placed there, along with some tables, which will now be available for rent by stall holders. This is predominantly expected to be traders on the Flea market so that they can continue to attend in poor weather, but also to encourage people who are just starting out or who do not have their own equipment. If there is sufficient interest and demand, additional equipment may be purchased for this purpose.

Trader Incentive Scheme

The scheme, introduced in March 2017, has been taken up by 13 traders. Of those 13, three signed up as regular traders and three continue to attend as casual traders. Only two were introduced by existing traders, but work is ongoing with the Traders to introduce others to our market.

Advertising

The following advertising was carried out:

- Entry in market Yearbook
- Full page adverts in Market Trader Newspaper
- Quarter page advert for traders in Market Trader Newspaper
- 104 screenings at the FilmPlace
- Over 500 Market Postcards (advertising markets & trading opportunities) sent out in welcome packs
- Market Postcards handed out to attendees at the Food Fair
- Facebook & Instagram Advert (Sponsored) – 123 post engagements on Facebook, 102 likes on Instagram, reach of 785
- Email mailshot to 73 potential traders – only 3 responses received, 1 came onto the market
- New combined leaflet with Tourist Information Centre produced
- Regular posts on Facebook and twitter about the market

Future Plans

A meeting was held with the regular market traders on 10th April. We discussed how we could encourage more people onto the market and ideas included themed activities, specialist markets, discounts and offers. It is hoped to run some children's activities, 'taster days' from the food stalls; and to plan a 'treasure hunt' through the market, coordinated via the TIC, to encourage people to speak to the traders, and find items. It is also hoped to be able to provide some entertainment or music on market days as a draw for potential customers.

Loyalty Scheme

A meeting is being held with the Traders Association on 24th May. It is hoped that some form of loyalty card scheme can be introduced, which will include local traders from the market, shops, restaurants and other services. The card would be purchased by residents and each month offers would be available to those people who have purchased the cards - such as 10% off in certain shops; buy one get one half price etc...

Each shop / stall would commit to an offer that they are comfortable with, which can change each month, or only be offered in certain months, however there is no expectation for them to join, or to match the offers given by others.

This type of scheme operates well in other areas, and encourages people to check the offers and shop, eat, drink or take up services locally. The scheme will be aimed at local independent shops / services, rather than the bigger chains, celebrating what makes Buckingham unique.

It is anticipated that the scheme will be owned by the Traders Associations, and the Town Council will provide support in an administrative capacity updating the website with monthly offers, and selling cards through the TIC (they would also be available from some other shops).

Signage

A new finger post showing the market is being added onto the post near to the Council Chamber. The traders would also like to introduce signage to inform people arriving from Cornwallis Meadow Carpark that there is a market.



Rather than using A-boards which would need to be put out / taken in each day and could cause an obstruction or blow over, one suggestion would be to purchase three protruding signs (i.e. as example left) which would be installed above head height on the side of the Community Centre.



These would be located so as not to cause an obstruction as they would not protrude the walkway, and would not impact on the market or stalls when they form up on fair days / outdoor food fair events etc.

Each sign would be around 60cm x 40cm, planning permission would not be required due to the size of the signs and the cost will be approximately £100 (for 3), funded from the Market Infrastructure and Promotions budget (4235/302) which is delegated to the office.

Two sample designs are shown (right) – one in line with the lamppost / Destination Buckingham signs and one more traditional black design (favoured option).





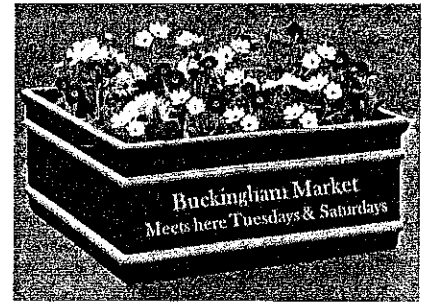
Another idea is to install some signage in the area where the Market meets up (similar to that in Brackley Town Centre – shown left; example Buckingham sign – shown right) which would act as permanent advertising to visitors that we have a market in that area on Tuesdays and Saturdays.



Permission has been granted from the Old Gaol that this can be mounted on the railings, and agreement is also being sought from BCC to locate this on the existing sign post.

The landlord of Jardines / Mark Scissors Green building is also being contacted to ask if signs could be placed on their railings. This would allow a sign to be installed at either end of Market Hill.

Permission could also be sought from AVDC to install a permanent sign on the Cattle Pens railings, advertising the Flea Market.



Another option is to add stickers to the Planters that are located on / around Market Hill with the same message.

Recommendation

To note the contents of the update.

To agree to music or entertainment activities to be arranged on some market days throughout the year.

To agree to the installation of the 3 x small signs (60cm x 40cm each) on the side of the Buckingham Community Centre (before the entrance to the council chamber and above the flowerbeds as shown above) and to choose a preferred design type.

To agree to the installation of signage in Market Hill (where / if permission is granted by landowners).

**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 21st May 2018**

Contact Officer: Amanda Brubaker

Spring Fair 2018

Information

This year's Spring Fair was held on Sunday 8th April in the cattle pens in Buckingham Town Centre.

Despite it being a wet day members of the public came out to look round the stalls and watch the Brackley Morris Men dance. Members of the public were invited to join in the last dance and the audience was then treated to a performance by the Morris Men working out with the people from Pure Gym.

Stall holders that took part were Proctors, who can normally be found on the Saturday market with all their flowers. Edible Woodland, Friends of the Old Gaol Museum, Buckingham Fairtrade, Buckingham WI who were raising money for their 2018 Community Project, The Woodland Trust, Buckingham's branch of Men In Sheds, Finca El Monte, and Pure Gym who performed a dance routine with the Brackley Morris Men.

Twenty stall holders were contacted regarding the event. Twelve responded two of those to say that they were unable to attend the event.

Advertising was done through social media, The Buckingham Advertiser and the Buckingham Town Matters. Some of the stall holders shared the event on their social media pages.

Comments received from stall holders after the event

Men In Sheds - The presence of the flower stall certainly attracted a few more customers. A few more stallholders would have been good but it was a good atmosphere

Proctors - regional food stalls, these, always interest people. We had a reasonable day, obviously the weather didn't help

Edible Woodland - We think that the horseradish we had was very popular. We suggest more advertising. Examples are.

- Putting up posters on the Saturday in the town.
- Putting up a banner on the railings several days before the event.
- Putting up signs along the road before the event.

We also suggest having attractions that bring people to the fair. People will not just visit stalls, they need something more interesting to draw them there. Also invite food producers. Also food to eat there and then

Buckingham WI - . We had a good response to our stall at the Spring Fair, lots of lovely feedback about the 'Blind Date with a Book' & a good amount raised towards our Community Project. I really can't think of anything that could be done to increase the number of stalls/footfall at this event. It was well publicised, & unfortunately, you can't control the weather. We made approximately £100 towards our Community Project

Cllrs Attending The Event

Mayor Cllr Jon Harvey
Cllr Robin Stuchbury

Staff Attending The Event

Nina Stockill

Cllrs Volunteering At The Event

Cllr Terry Bloomfield
Cllr Andy Mahi
Cllr Mike Smith

Staff Working At The Event

Amanda Brubaker

Cost for the event

Budget 301/4208

£500

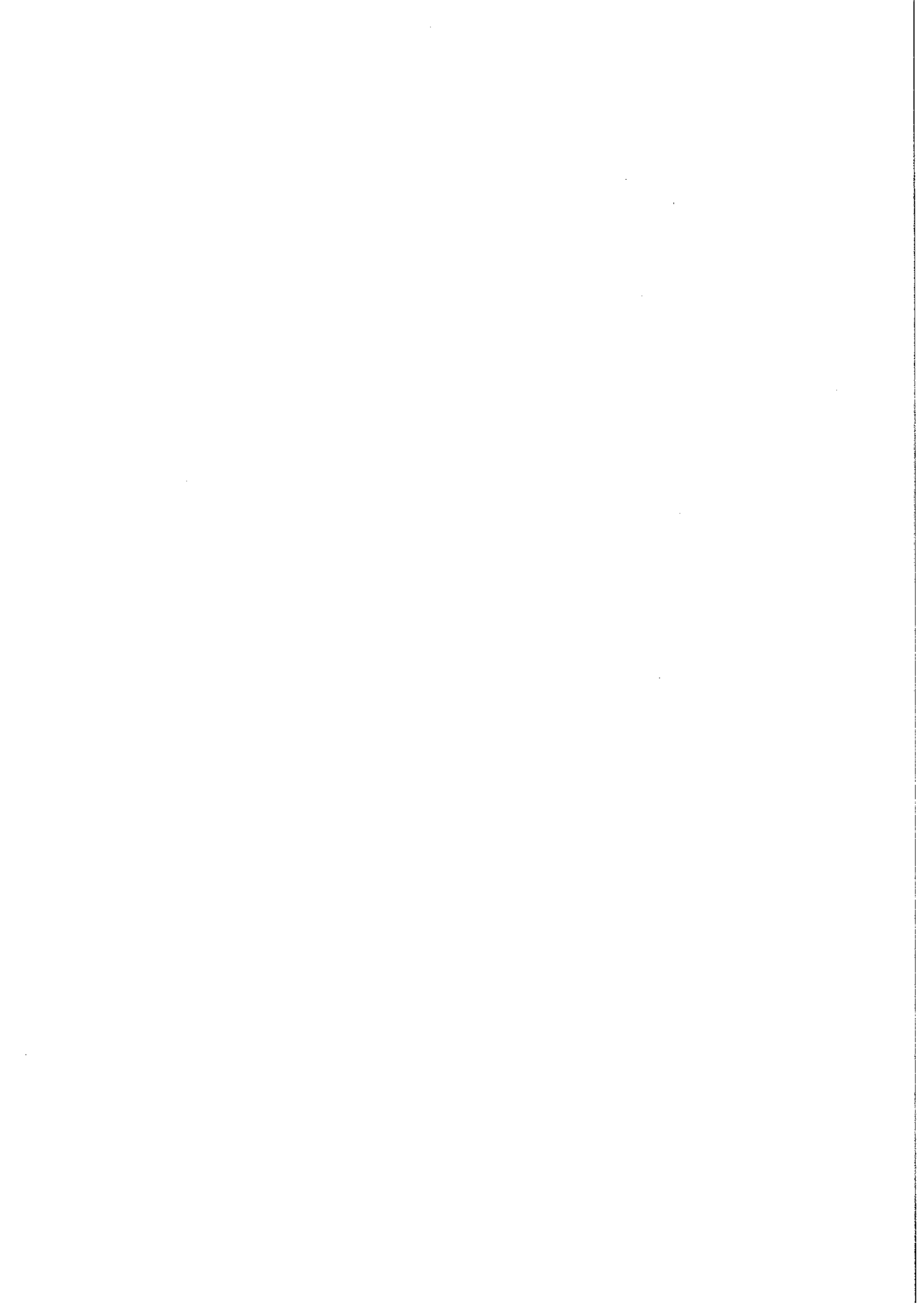
| | |
|--------------------------|----------------|
| Brackley Morris Men | £90.00 |
| Total Cost | £90.00 |
| Balance Remaining | £410.00 |

| | |
|--|--------|
| Staffing cost | |
| 1 member of staff 3 hours at double time | £64.44 |

Recommendation

If we decide to hold this event again in 2019 I recommend that we look at different ways to attract stall holders to take part in the event and even give the event a theme.

The date of the Spring Fair should to be pushed back to the end of April or even the beginning of May so that we can ensure better weather.



**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 21st May 2018**

Contact Officer: Amanda Brubaker

May Day Celebrations

Information

This year's May Day celebrations were held on Tuesday 1st May under clear blue skies and was opened by the Mayor Cllr, Jon Harvey.

Over 160 children from Buckingham Primary School, George Grenville Academy, Lace Hill Academy and Bourton Meadow Academy entertained the large crowd with traditional maypole and country dancing. Among the dances were The Spiders Web, Barbers Pole and Chrysanthumum.

The event was advertised on the Town Council Facebook page and Buckingham What Matters, and was seen by 2,545 people. A comment was made by someone wondering what had happened to the maypole that Well Street School used to have as he was a member of the maypole team in 1968.

Comments

A member of the public commented how nice it was that the tradition of maypole dancing was alive in Buckingham.

A mother and Grandmother had come all the way from Linslade and Heath and Reach to see the event. They had seen it advertised in one of the free magazines that goes through the door. They did not have anyone they knew performing.

Comment from Buckingham Primary School

Just wanted to say thank you for organising today's May Day event. Our Year 2 children enjoyed performing their dances so much and were very proud of themselves, as we were too. They also enjoyed the opportunity to take part in an event alongside other local schools and watch the other children perform.

Thank you also for organising the amazing weather!

Sam Brewer

Deputy Head, Buckingham Primary School

Cllrs Attending The Event

Mayor Cllr Jon Harvey
Cllr Terry Bloomfield
Cllr Mike Smith
Cllr Christine Strain-Clark
Cllr Ruth Newell
Cllr Margaret Gateley
Cllr Howard Mordue

Staff Attending The Event

Cllrs Volunteering At The Event

Cllr Terry Bloomfield

Staff Working At The Event

Amanda Brubaker

Cost for the event

Budget 301/4216

£50

There was no expenditure this year, as the children were not able to stay for refreshments as they had to walk back to the various schools for lunch.

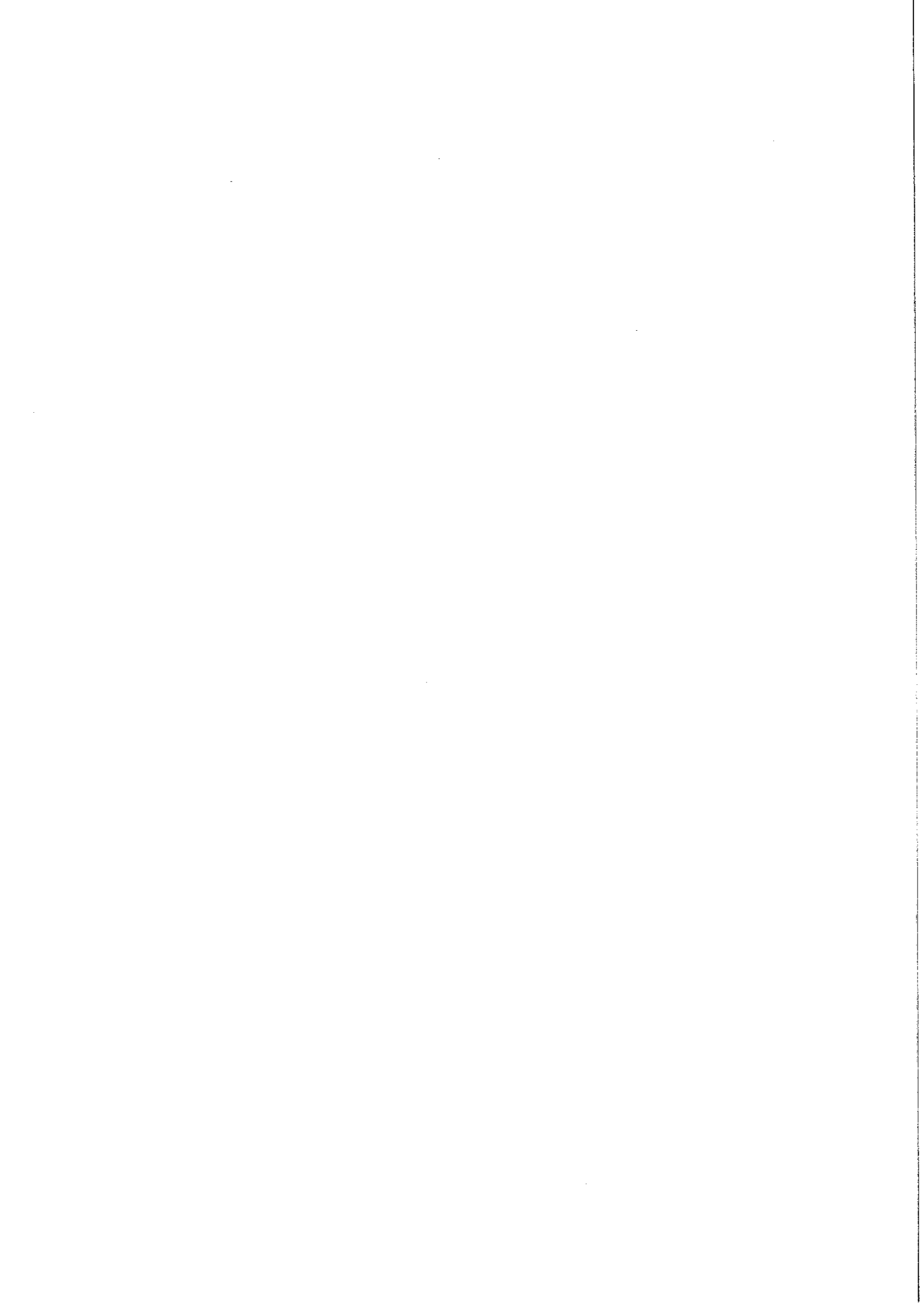
There are no staff costs involved as this was held during the day on a normal working day.

Recommendation

Over the last two or three years the event has been growing in attendance from the primary schools and members of the public.

On talking to one of the schools after the event, they commented that it is good for the children to know the English traditions, and would like to see the event grow a little bit more with a May Queen and King and also traditional May Day garlands.

The Event Co-ordinator recommends that we continue to hold the event and meet with the schools to discuss ideas for next year so that the event can start to grow.



**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
MONDAY 21st May 2018**

Contact Officer: Amanda Brubaker

Buckingham & Winslow District Scout Parade

Organised by the 3rd Buckingham Scout Group this year's Scout Parade was held on Sunday 22nd April. The Buckingham, Winslow and District Scouts which is made up of 12 groups that meet across North Bucks formed up on Market Hill. Led by the Oxfordshire Army Cadet Force Band & Bugles the parade marched to St Peter & St Paul Church for a Service.

After the parade the Scouts marched back to Market Hill taking the salute from the Lord Lieutenant of Buckinghamshire outside the White Hart Hotel.

A rolling road closure was in place for the parade. The road closure went on before the parade marched off and once everyone had reached the Church the road closure went off. It was the same for when the parade marched back to Market Hill.

The amount of traffic at the junction of West Street, Castle Street and Market Square was quite heavy. This could be put down to extra traffic in the vicinity due to a Classic Car meet at Silverstone. A vehicle ignored and drove around the road closure barrier on West Street. The marshal on duty at that point took the vehicle details.

The parade went well and even though there were some changes to timings when the parade marched back from the Church, the marshalls were able to re-schedule the time the road closure went on.

Rosemary Frohock, Deputy District Commissioner of the Buckingham, Winslow & District Scouts walked the parade route the day before the event and found that there were masonry bees nesting behind the wall of the flats between Top Nails and Sweet Dreams. Rosemary changed the risk assessment to include this as a risk and was going to inform the Scout Leaders of what she had discovered.

The marshal that was going to be in the vicinity of the bees, was briefed on the risk and informed that they could stand on the opposite side of the road if necessary.

Marshals

Marshalls this year were made up of Cllrs, office staff and members of the public. The members of the public were those which Rosemary Frohock was able to recruit for the event via the Scouts.

The marshals were briefed before the event and given maps of the road closure and evacuation points. Those that had not marshalled before were paired up with experienced marshals or put on non essential points.

Cllrs Attending The Event

Mayor Cllr Jon Harvey, Guest of the Scouts

Staff Attending The Event

Cllrs Volunteering At The Event

Cllr Terry Bloomfield
Cllr Andy Mahi
Cllr Mike Smith

Staff Working At The Event

Ian Saunders
Craig Calder
Jodie Baughan
Amanda Brubaker

Cost for the event

Budget (301/4230)

£50

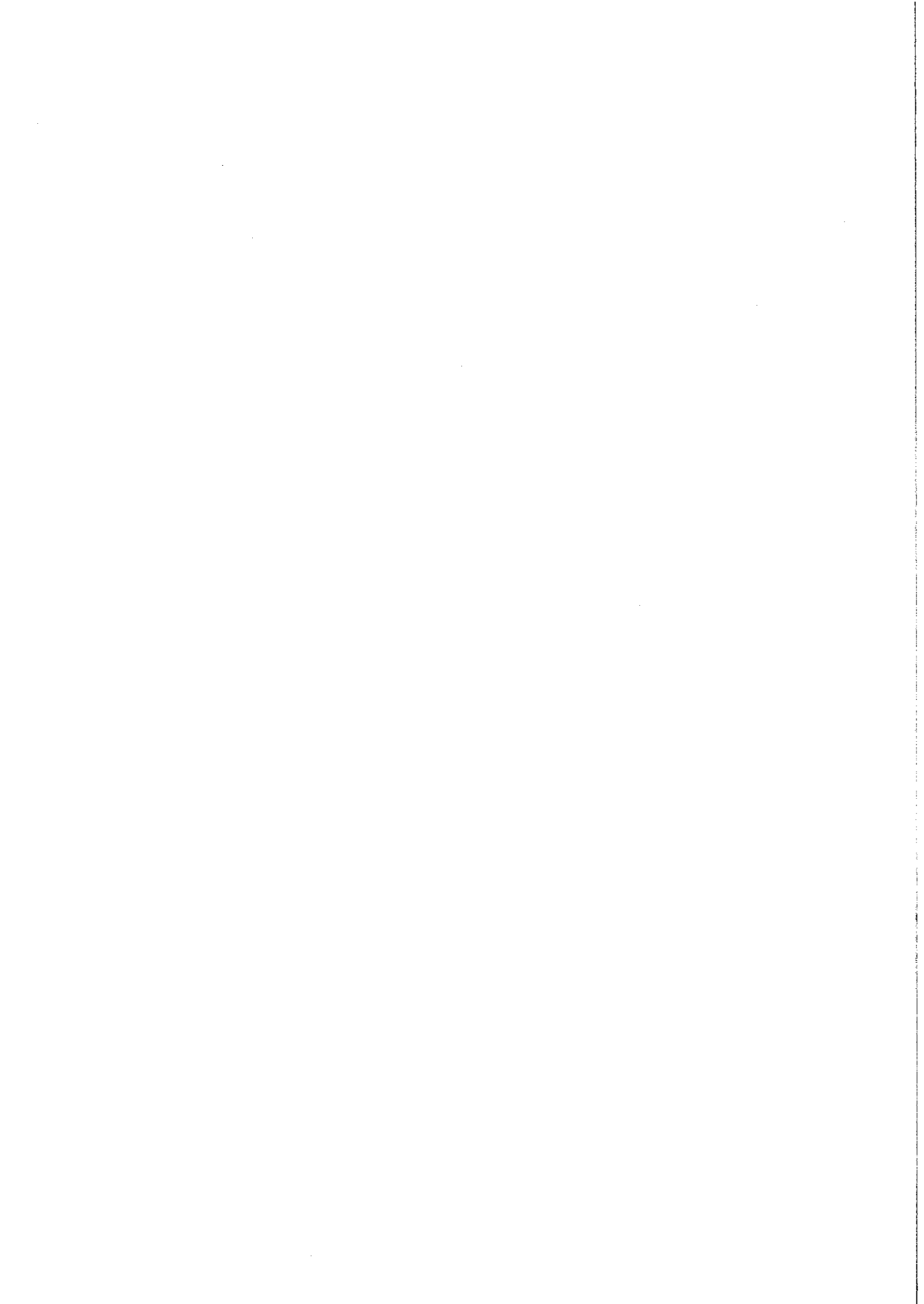
| | |
|-----------------------------------|----------------------|
| Staffing cost | |
| 2 x members of staff @ 3.75 hours | |
| 2 members of staff @ 5 hours | |
| all at double time | |
| | Total £404.74 |

Recommendation

This event is organised by the 3rd Buckingham Scouts and will not be something that will take place every year.

However, I recommend that if we are approached by them again in the future that we consider assisting them with the road closure and providing marshals.

Event though it is the Scouts event we should encourage them to advertise the event with posters so that members of the public are aware that the event is taking place.



EVENTS 2018/19

| | Event | Lead Cllr | Deputy |
|------------------|------------------------------------|------------------|------------------|
| | | | |
| | | | |
| | | | |
| 2018 | | | |
| | | | |
| | | | |
| | | | |
| May | | | |
| Sun 28th | Music In The Market | | |
| | | | |
| | | | |
| July | | | |
| Sat 14th | Fringe Week - Rugby Club Event | n/a | n/a |
| Sun 15th | Fringe week - Dog Show (see below) | | |
| Mon 16th | Fringe Week | | |
| Tues 17th | Fringe Week - Oxford Fiddle Group | | |
| Weds 18th | Janey Betts | n/a | n/a |
| Thurs 19th | Fringe Week - Youth project | | |
| Fri 20th | Fringe Week - Quiz Night | Terry Bloomfield | |
| Sat 21st | Fringe Week - Family Camp Out Day | | |
| | | | |
| July | | | |
| Sun 15th | Dog Show | Lisa O'Donoghue | Terry Bloomfield |
| | | | |
| August | | | |
| Sun 26th | Band Jam | | |
| | | | |
| | | | |
| September | | | |
| Sun 23rd | River Rinse | | |
| | | | |
| | | | |
| October | | | |
| Sun 7th | River Rinse | | |
| Fri 12th | Charter Fair | Robin Stuchbury | |
| Fri 19th | Charter Fair | Robin Stuchbury | |
| | | | |
| November | | | |
| Sat 3rd | Bonfire & Fireworks | Andy Mahi | |
| | | | |
| | | | |
| | | | |
| December | | | |
| Sat 1st | Christmas Light Switch On | | |
| Sat 15th | Christmas Parade | Howard Mordue | |
| Sat 15th | Community Fair | | |
| | | | |
| | | | |
| 2019 | | | |
| | | | |
| | | | |
| February | | | |
| TBC | Pancake Race | | |
| TBC | Food Fair | | |
| | | | |
| March | | | |
| | | | |
| April | | | |
| TBC | Spring Fair | | |
| | | | |
| May | | | |
| TBC | May Day Celebrations | | |
| 26th May | Music In The Market | | |
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| | | | |
| | | | |

BUCKINGHAM TOWN COUNCIL

TOWN CENTRE & EVENTS

MONDAY 21st MAY 2018

Committee Chairman: Cllr. T Bloomfield

Contact Officer: Sam Hoareau

Report for the Easter Crafternoon Tea Fair at Lace Hill Sports & Community Centre.

The event took place on March the 24th 2018 2pm – 4.30pm. 149 people attended the event. Guests were greeted by an Easter Bunny; children enjoyed the Easter treat hunt and the many craft activities on offer. The craft activities were supervised by a local business women and her team of volunteers. Adults and children enjoyed the various stalls selling homemade crafts and pocket money toys. Fair Trade tea and coffee was available to purchase along with scrummy cakes made by a local business. There was also a competition for the adults to get people to engage with the event and the winner won a free, three hour hall party. The cost of this and all other expenses have been covered by the actual income taken.

FORECAST BUDGET:

| FORECASTED EXPENSES | |
|-----------------------------------|--|
| Face Painter | £70 |
| Crafts | £40 |
| Treats & Prizes | £25 |
| Decorations | £20 (Seen as Investment. Will be deducted from the LHSCC equipment budget) |
| Tea, coffee, milk, juice and cake | £35 |
| Napkins and straws | £5 |
| TOTAL | £175 (Decorations not included in this total) |

| FORECASTED INCOME | |
|--------------------------|-----------------------------------|
| 14 Stall holders (£6) | £67.20 (£16.80 VAT accounted for) |
| 25 Adults (£3.50) | £70 (£17.50 VAT accounted for) |
| 35 Children (£1.50) | £42 (£10.50 VAT accounted for) |
| TOTAL | £179.20 |

ACTUAL BUDGET:

| TOTAL EXPENSES | |
|-----------------------------------|----------------|
| Bunny Mascot Costume hire | £50 |
| Crafts & Decorations | £59.33 |
| Treats & Prizes | £21.96 |
| Tea, coffee, milk, juice and cake | £9.32 |
| Napkins and straws, cups | £11.99 |
| TOTAL | £152.60 |

| TOTAL INCOME | |
|-----------------------|----------------|
| 12 Stall holders (£6) | £57.60 |
| Attendees (£1) | £149 |
| TOTAL | £206.60 |

The price of admission was altered so as not to put families off from attending, and as there was a positive response to the initial advertising of the event it was forecasted that more people would attend so costs would be covered.

We received many compliments and thank you's as people were leaving and we even received this feedback by email:

To whom it may concern,

I would just like to take this opportunity to express my thanks to Sam Hoareux, for organising the Easter Crafternoon based at Lace Hill Community Centre on Saturday 24th April. My daughter (aged 9) and I attended along with two of our friends, we had a super afternoon and would like to see more of such events on a regular basis.

The event was very well organised with welcoming people to greet us as we arrived. Our children initially took part in the Treasure Hunt, which was very much enjoyed, they then went into the Craft room, where they made an Easter card for their grandparents, joined us for a drink and a delicious cake and finally perused the pocket money stalls. The Crafts, Treasure Hunt and Stalls were of high quality, suitable for all ages and very good value for money.

We live in Buckingham and were pleased to be able to walk to the event from Mount Pleasant. It's encouraging to see the Community Centre being used for such an engaging event, it was well attended by the community. These sorts of events are a super way for the Council to advertise the potential use of the Community Centre as a whole or just individual room for the communities personal & business use.

The event was advertised in numerous places, we particularly found out about it via a poster in Buckingham Library and look forward to attending future events.

Recommendation

To support a similar Easter event next year, date tbc.