



# BUCKINGHAM TOWN COUNCIL

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Think Mask, Think Lateral Flow Test

TOWN CENTRE &  
EVENTS COMMITTEE

Wednesday, 08 June 2022

## Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 13<sup>th</sup> June 2022 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email [committeeclerk@buckingham-tc.gov.uk](mailto:committeeclerk@buckingham-tc.gov.uk) or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:

<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Mr. P. Hodson  
Town Clerk

## AGENDA

### 1. Election of Chair

Members to elect a Chair of the Town Centre and Events Committee for 2022-2023.

### 2. Election of Vice Chair

Members to elect a Vice Chair of the Town Centre and Events Committee for 2022-2023.

### 3. Apologies for absence

Members are asked to receive apologies from members.

### 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.



Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

**5. Minutes**

To receive and agree as a correct record the minutes of the Town Centre and Events Committee meeting held on 11<sup>th</sup> April 2022 and received at Full Council on 30<sup>th</sup> May 2022. [Copy previously circulated](#)

**6. Action list**

To receive action reports and updates.

[Appendix A](#)

**7. Budget**

To receive and note the latest budget figures.

[Appendix B](#)

**8. Summer Trail**

To receive and discuss a written report from the Deputy Town Clerk

[TCE/12/22](#)

**9. Outdoor Theatre**

To receive and discuss a written report from the Town Centre Manager

[TCE/13/22](#)

**10. Other forthcoming events**

| Date     | Day       | Start Time | Event                            | Venue                  |
|----------|-----------|------------|----------------------------------|------------------------|
| 16/07/22 | Saturday  | 12:00      | FRINGE Skate Park Event          | Skate Park             |
| 16/07/22 | Saturday  | 20:00      | FRINGE Comedy Night TBC          | Community Centre       |
| 16/07/22 | Saturday  | TBC        | FRINGE Inspiration Art Trail Map | Town Centre            |
| 17/07/22 | Sunday    | 11:00      | FRINGE Lace Hill Fun Day         | Lace Hill pitches      |
| 19/07/22 | Tuesday   | 19:00      | FRINGE Oxford Fiddle Group       | Radcliffe Centre       |
| 20/07/22 | Wednesday | 19:45      | FRINGE Quiz Night                | Woolpack               |
| 21/07/22 | Thursday  | 11:00      | FRINGE Art event                 | Outside Old Gaol       |
| 22/07/22 | Friday    | 12:00      | FRINGE Event TBC                 |                        |
| 23/07/22 | Saturday  | 12:30      | FRINGE BFG (Wayno Promotions)    | Gawcott Playing Fields |
| 01/08/22 | Monday    | 17:30      | Free Basketball                  | Chandos Park           |
| 01/08/22 | Monday    | 10:00      | 3 x Play Around the Parishes     | Chandos Park           |
| 03/08/22 | Wednesday | 14:00      | Outdoor Theatre                  | Church Green           |
| 28/08/22 | Sunday    | 12:00      | Bandjam                          | Bull Ring              |
| 11/09/22 | Sunday    | 10:30      | Dog Show                         | Bourton Park           |
| 25/09/22 | Sunday    | 10:00      | River Rinse 1                    | TBA                    |
| 04/10/22 | Tuesday   | 19:00      | Bardic Trial                     | TBC                    |
| 09/10/22 | Sunday    | 10:00      | River Rinse 2                    | TBA                    |
| 14/10/22 | Friday    | 11:00      | Local Democracy Week event       | TBC                    |
| 14/10/22 | Friday    | 09:00      | Charter Fair arrives             | Town Centre            |
| 15/10/22 | Saturday  | 13:00      | Charter Fair checks and opening  | Town Centre            |
| 21/10/22 | Friday    | 09:00      | Charter Fair arrives             | Town Centre            |
| 22/10/22 | Saturday  | 11:00      | Charter Fair checks              | Town Centre            |
| 28/10/22 | Friday    | 18:00      | Lace Hill Halloween event        | Lace Hill Centre       |
| 05/11/22 | Saturday  | 18:00      | Bonfire and fireworks            | Bourton Park           |
| 13/11/22 | Sunday    | 10:30      | Remembrance Parade               | Town Centre            |
| 20/11/22 | Sunday    | 11:00      | Winter Fair                      | Lace Hill              |
| 26/11/22 | Saturday  | 18:00      | Christmas Light Switch On        | Town Centre            |
| 10/12/22 | Saturday  | 10:30      | Christmas Parade                 | Town Centre            |
| 10/12/22 | Saturday  | 12:00      | Community Fair                   | Community Centre       |

**11. May Day**

To receive and discuss a written report from the Events Coordinator

[TCE/14/22](#)

Attendees are encouraged to undertake a lateral flow test within 24 hours prior to attendance of any Council meeting. Consideration should be given to the wearing of face coverings to reduce the risk to individuals and others.

Email: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)

**12. Platinum Jubilee Weekend**

12.1. Celebrate Buckingham

To receive and discuss a written report from the Administrator

[TCE/15/22](#)

12.2. Beacon Lighting

To receive and discuss a written report from the Town Clerk

[TCE/16/22](#)

12.3. Music in the Market

To receive and discuss a written report from the Events Coordinator

[TCE/17/22](#)

12.4. Picnic on the Pitch

To receive and discuss a written report from the Lace Hill Sports and Community Centre Coordinator

[TCE/18/22](#)

12.5. Civic Service

To receive and discuss a written report from the Town Clerk

[TCE/19/22](#)**13. Sustainable Events**

To receive and discuss a written report from the Estates Administrator

[TCE/20/22](#)**14. Climate Emergency Action Plan**

To receive and discuss updates to the Climate Emergency Action Plan.

[Appendix C](#)**15. Fringe Week**

To receive and discuss a written report from the Events Coordinator

[TCE/21/22](#)**16. Arts and Cultural Strategy**

To receive and discuss a written report from the Town Clerk

[TCE/22/22](#)**17. Updates from Representatives on Outside Bodies**

To receive verbal updates from Councillors.

**18. Access****19. News releases****20. Chair's items****21. Date of the next meeting:** Monday 5<sup>th</sup> September 2022**To committee members:**

Cllr. R. Ahmed

Cllr. F. Davies

Cllr. Mrs. M Gateley Town Mayor

Cllr. S. Hetherington

Cllr. A. Mahi Vice Chair

Cllr. L. O'Donoghue

Cllr. A. Schaefer

Cllr. R. Stuchbury

Cllr. R. Willett

Mr. D. Jones

Chair

co-opted member

## Action List

## Appendix A

| No. | Committee | Minute No.         | Action                       | Action required  | Action Owner       | Update  | Deadline |
|-----|-----------|--------------------|------------------------------|--|--------------------|---|----------|
| 1   | TC&E      | 884/19             | Youth Council                | New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022.  | Events Coordinator | Options are being prepared for Councillors to discuss   | Sep-22   |
| 2   | TC&E      | 868/20;10<br>42/20 | Accessibility Workshop       | Members <b>AGREED</b> to host an Access Awareness Day at the first possible opportunity.   | Town Clerk         | Town Clerk in consultation with Access4All Group on how to take forward plans for a Accessibility Workshop. It is proposed to defer this to the equality and diversity group. | Ongoing  |
| 3   | TC&E      | 869/20             | Culture & Arts Strategy      | Members received a written report from the Town Clerk and unanimously <b>AGREED</b> for Council staff to provide a detailed plan for creating a culture and arts strategy. It was <b>AGREED</b> that a working group be set up, consisting of councillors and partners, at the appropriate time. | Town Clerk         | An options appraisal will be provided to the June meeting   | Agenda   |
| 4   | TC&E      | 1206/20            | Budgets and Cllr Recognition | Cllr. Mahi suggested the creation of a 'Cllr. Bloomfield trophy' to be awarded at the annual Buckingham in Bloom competition. Members <b>AGREED</b> for the Town Clerk to investigate options and to bring a report back to a future committee   | Events Coordinator | To be ordered for the 2022 awards   | Ongoing  |

## Action List

## Appendix A

|   |      |                   |                                   |   |                                       |   |                      |
|---|------|-------------------|-----------------------------------|---|---------------------------------------|---|----------------------|
| 5 | TC&E | 150/21            | Multicultural Celebration Evening | Members <b>AGREED TO RECOMMEND</b> the motion of action, and to refer the motion to the Diversity and Inclusion Working Group for their input and for a report to be brought back to a future meeting to consider any budget implications.  | Diversity and Inclusion Working Group | To be discussed by the Equality and Diversity Group                             | Ongoing              |
| 6 |      | 436/21;<br>508/21 | Comedy Night Venue                | <b>AGREED</b> for a written report to Committeer reviewing all suitable venues in Buckingham, including an assessment of facilities, pros and cons and breakdown of costs   | Events Coordinator                    | Ongoing; first stage is to identify a venue for the comedy night in Fringe Week | Agenda (Fringe Week) |
| 7 |      | 662.2/21          | Holocaust Memorial                | Members <b>AGREED</b> to the recommendation that next year the small car park is closed to the public to ensure that invited guests and those with disabilities can park safely.  | Events Coordinator                    |   | Jan-23               |
| 8 |      | 664/21            | Platinum Jubilee weekend          | Members agreed that the events are added to the government Jubilee events website and that the public are made aware that permission is required from Buckinghamshire County Council to close streets/road but that this is free of charge. | Events Coordinator                    | Complete  | Agenda               |

## Action List

## Appendix A

|    |  |        |             |   |            |  |         |
|----|--|--------|-------------|---|------------|--|---------|
| 9  |  | 665/21 | Fringe Week | Members discussed the possible of promotional bags but agreed that these may no longer be environmentally friendly. It was noted that the Town Council may have a supply of reusable water bottles. It was agreed that this point would be raised at a future meeting as an agenda item.  | Town Clerk | To be reviewed with the Town Centre Manager to identify future Options                         | Jun-22  |
| 10 |  | 814/21 | Access      | Members voted unanimously to circulate the photographs of the damage in the town to the principal Cabinet Member, asking if they have a budget for these works and if they could be costed. A programme of works over a period of time should also be requested. <b>ACTION TOWN CLERK</b> | Town Clerk | Correspondence sent awaiting response  | Ongoing |
| 11 |  | 814/21 | Access      | Cllr. Mahi PROPOSED that information is requested regarding the agreement between Gigaclear and Buckinghamshire Council regarding reinstating original material. Cllr. Gateley seconded.  | Town Clerk | Local Councillors clarified concerns which were met. Town Council to consider being monitored. |         |

08/06/2022

## Buckingham Town Council

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09:43

Detailed Income & Expenditure by Budget Heading 31/05/2022  
Committee Report

Month No: 2

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <b><u>EARMARKED RESERVES</u></b>            |                        |                       |                          |                          |                    |              |
| 901 Ear-marked reserves                     |                        |                       |                          |                          |                    |              |
| 9001 Youth Council                          | 0                      | 2,015                 | 2,015                    |                          | 2,015              | 0.0%         |
| 9002 Cemetery development                   | 13,825                 | 56,460                | 42,635                   |                          | 42,635             | 24.5%        |
| 9003 Legal Costs                            | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%         |
| 9004 Solar panels at Lace Hill              | 0                      | 6,379                 | 6,379                    |                          | 6,379              | 0.0%         |
| 9005 Website                                | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0%         |
| 9006 Speedwatch                             | 0                      | 598                   | 598                      |                          | 598                | 0.0%         |
| 9010 Flood relief fund                      | 0                      | 826                   | 826                      |                          | 826                | 0.0%         |
| 9011 War memorial                           | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |
| 9012 Christmas lights                       | 0                      | 2,279                 | 2,279                    |                          | 2,279              | 0.0%         |
| 9013 Youth projects                         | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0%         |
| 9015 Charter fairs                          | 0                      | 5,471                 | 5,471                    | 330                      | 5,141              | 6.0%         |
| 9025 Play area replacement                  | (2,491)                | 64,379                | 66,870                   | 15,852                   | 51,018             | 20.8%        |
| 9027 Green Buckingham                       | 0                      | 226                   | 226                      |                          | 226                | 0.0%         |
| 9029 Circular Walk                          | 0                      | 5,399                 | 5,399                    |                          | 5,399              | 0.0%         |
| 9030 Tourism leaflets                       | 0                      | 2,404                 | 2,404                    |                          | 2,404              | 0.0%         |
| 9035 Parks Development                      | 0                      | 21,405                | 21,405                   |                          | 21,405             | 0.0%         |
| 9040 Park run                               | 0                      | 89                    | 89                       |                          | 89                 | 0.0%         |
| 9045 Access for All                         | 0                      | 251                   | 251                      |                          | 251                | 0.0%         |
| 9049 Neighbourhood Plan                     | 0                      | 22,000                | 22,000                   |                          | 22,000             | 0.0%         |
| 9050 Bridge Repairs                         | 14,566                 | 40,450                | 25,884                   | 25,884                   | (0)                | 100.0%       |
| 9051 Office development / furniture         | 106                    | 6,172                 | 6,066                    | 4,301                    | 1,765              | 71.4%        |
| 9052 Depot equipment                        | 0                      | 15,000                | 15,000                   |                          | 15,000             | 0.0%         |
| 9053 AEDs                                   | 0                      | 555                   | 555                      |                          | 555                | 0.0%         |
| 9054 Lace Hil repairs & Maintenance         | 0                      | 25,000                | 25,000                   |                          | 25,000             | 0.0%         |
| 9055 River rinse                            | 0                      | 250                   | 250                      |                          | 250                | 0.0%         |
| 9057 Cemetery Lodge repairs                 | 4,820                  | 10,000                | 5,180                    |                          | 5,180              | 48.2%        |
| 9058 Bowls Club Pavillion repairs           | 7,230                  | 8,000                 | 770                      |                          | 770                | 90.4%        |
| 9059 Making good / boundary repairs         | 0                      | 45,000                | 45,000                   |                          | 45,000             | 0.0%         |
| 9061 Covid bounce back events               | 0                      | 906                   | 906                      |                          | 906                | 0.0%         |
| 9062 Grants                                 | 0                      | 2,280                 | 2,280                    |                          | 2,280              | 0.0%         |
| 9063 Twinning                               | 0                      | 361                   | 361                      |                          | 361                | 0.0%         |
| 9065 Purchase cemetery & allotment          | 0                      | 87,000                | 87,000                   |                          | 87,000             | 0.0%         |
| 9066 Swan Sculpture Project                 | 0                      | 1,474                 | 1,474                    |                          | 1,474              | 0.0%         |
| 9067 Training                               | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%         |
| 9068 Insurance                              | 0                      | 2,937                 | 2,937                    |                          | 2,937              | 0.0%         |
| 9069 Computer Equipment                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |
| 9070 Rates                                  | 0                      | 1,706                 | 1,706                    |                          | 1,706              | 0.0%         |
| 9071 Community Service                      | 0                      | 2,769                 | 2,769                    |                          | 2,769              | 0.0%         |
| 9072 One Off Events                         | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |
| 9073 Tourism Events                         | 0                      | 700                   | 700                      |                          | 700                | 0.0%         |
| 9074 Accessibility                          | 0                      | 2,513                 | 2,513                    |                          | 2,513              | 0.0%         |
| 9075 Recruitment                            | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |
| Ear-marked reserves :- Indirect Expenditure | <b>38,056</b>          | <b>457,754</b>        | <b>419,698</b>           | <b>46,367</b>            | <b>373,331</b>     | <b>18.4%</b> |
| EARMARKED RESERVES :- Income                | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    | <b>0.0%</b>  |
| Expenditure                                 | <b>38,056</b>          | <b>457,754</b>        | <b>419,698</b>           | <b>46,367</b>            | <b>373,331</b>     | <b>18.4%</b> |
| Grand Totals:- Income                       | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    | <b>0.0%</b>  |
| Expenditure                                 | <b>38,056</b>          | <b>457,754</b>        | <b>419,698</b>           | <b>46,367</b>            | <b>373,331</b>     | <b>18.4%</b> |
| <b>Net Income over Expenditure</b>          | <b>(38,056)</b>        | <b>(457,754)</b>      | <b>(419,698)</b>         |                          |                    |              |
| <b>Movement to/(from) Gen Reserve</b>       |                        | <b>(38,056)</b>       |                          |                          |                    |              |

07/06/2022

## Buckingham Town Council

Appendix B

10:07

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2022

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Month No: 2

## Committee Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <b><u>TOWN CENTRE &amp; EVENTS</u></b>       |                        |                       |                          |                          |                    |              |
| <u>301 Town Centre &amp; Events</u>          |                        |                       |                          |                          |                    |              |
| 1013 Hanging baskets                         | 0                      | 431                   | 431                      |                          |                    | 0.0%         |
| 1028 Lace Hill events income                 | 223                    | 1,077                 | 854                      |                          |                    | 20.7%        |
| 1062 Community Fair table income             | 0                      | 215                   | 215                      |                          |                    | 0.0%         |
| 1066 Comedy night income                     | 0                      | 3,233                 | 3,233                    |                          |                    | 0.0%         |
| 1069 Charter fairs income                    | 0                      | 7,189                 | 7,189                    |                          |                    | 0.0%         |
|  | <b>223</b>             | <b>12,145</b>         | <b>11,922</b>            |                          |                    | <b>1.8%</b>  |
| Town Centre & Events :- Income               |                        |                       |                          |                          |                    |              |
| 3997 NI TC&E                                 | 218                    | 5,400                 | 5,182                    |                          | 5,182              | 4.0%         |
| 3998 Pensions ERS TC&E                       | 1,375                  | 13,696                | 12,321                   |                          | 12,321             | 10.0%        |
| 3999 Salaries TC&E                           | 4,377                  | 74,340                | 69,963                   |                          | 69,963             | 5.9%         |
| 4042 Events equipment                        | 25                     | 1,000                 | 975                      | 5                        | 970                | 3.0%         |
| 4094 Youth project                           | 2,430                  | 3,152                 | 722                      | 720                      | 2                  | 99.9%        |
| 4104 Town in Bloom                           | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%         |
| 4107 Pride of Place                          | 0                      | 270                   | 270                      |                          | 270                | 0.0%         |
| 4115 River rinse                             | 0                      | 431                   | 431                      |                          | 431                | 0.0%         |
| 4166 Lace Hill events                        | 1,487                  | 2,541                 | 1,054                    |                          | 1,054              | 58.5%        |
| 4201 Christmas lights                        | 0                      | 11,856                | 11,856                   |                          | 11,856             | 0.0%         |
| 4202 Firework display                        | 0                      | 5,800                 | 5,800                    |                          | 5,800              | 0.0%         |
| 4203 Community fair                          | 0                      | 431                   | 431                      |                          | 431                | 0.0%         |
| 4205 Christmas parade                        | 0                      | 4,098                 | 4,098                    |                          | 4,098              | 0.0%         |
| 4207 Remembrance parade                      | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |
| 4208 Spring Fair                             | 257                    | 526                   | 269                      |                          | 269                | 48.8%        |
| 4210 Pancake Race                            | 0                      | 84                    | 84                       |                          | 84                 | 0.0%         |
| 4211 Band Jam                                | 0                      | 4,023                 | 4,023                    |                          | 4,023              | 0.0%         |
| 4212 Christmas lights switch on              | 0                      | 2,627                 | 2,627                    |                          | 2,627              | 0.0%         |
| 4213 Dog show                                | 0                      | 620                   | 620                      |                          | 620                | 0.0%         |
| 4216 May Day event                           | 0                      | 53                    | 53                       |                          | 53                 | 0.0%         |
| 4220 Music in the Market                     | 1,175                  | 4,403                 | 3,228                    | 3,149                    | 79                 | 98.2%        |
| 4230 Scout Parade                            | 0                      | 53                    | 53                       |                          | 53                 | 0.0%         |
| 4241 Comedy Night expenditure                | 0                      | 3,233                 | 3,233                    |                          | 3,233              | 0.0%         |
| 4243 Charter Fairs                           | 850                    | 4,375                 | 3,525                    | 374                      | 3,151              | 28.0%        |
| 4260 Twinning                                | 0                      | 2,101                 | 2,101                    |                          | 2,101              | 0.0%         |
|  | <b>12,194</b>          | <b>156,113</b>        | <b>143,919</b>           | <b>4,249</b>             | <b>139,670</b>     | <b>10.5%</b> |
| Town Centre & Events :- Indirect Expenditure |                        |                       |                          |                          |                    |              |
|  | <b>(11,971)</b>        | <b>(143,968)</b>      | <b>(131,997)</b>         |                          |                    |              |
| <b>Net Income over Expenditure</b>           |                        |                       |                          |                          |                    |              |
| <u>302 Street markets</u>                    |                        |                       |                          |                          |                    |              |
| 1005 Street markets                          | 1,683                  | 16,000                | 14,317                   |                          |                    | 10.5%        |

Continued over page



Month No: 2

Committee Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 1006 Flea market                                   | 499                    | 3,623                 | 3,124                    |                          |                    | 13.8%        |
| Street markets :- Income                           | <b>2,182</b>           | <b>19,623</b>         | <b>17,441</b>            |                          |                    | <b>11.1%</b> |
| 4017 Subscriptions                                 | 384                    | 473                   | 89                       |                          | 89                 | 81.2%        |
| 4225 Rates   | 2,121                  | 2,700                 | 579                      |                          | 579                | 78.5%        |
| 4234 Market Entertainment                          | 0                      | 950                   | 950                      |                          | 950                | 0.0%         |
| 4235 Market infrastructure & Promot                | 0                      | 1,576                 | 1,576                    |                          | 1,576              | 0.0%         |
| Street markets :- Indirect Expenditure             | <b>2,505</b>           | <b>5,699</b>          | <b>3,194</b>             | <b>0</b>                 | <b>3,194</b>       | <b>44.0%</b> |
| <b>Net Income over Expenditure</b>                 | <b>(323)</b>           | <b>13,924</b>         | <b>14,247</b>            |                          |                    |              |
| <u>303 Special events</u>                          |                        |                       |                          |                          |                    |              |
| 1020 Food fair income                              | 0                      | 539                   | 539                      |                          |                    | 0.0%         |
| 1083 Fringe income                                 | 0                      | 2,109                 | 2,109                    |                          |                    | 0.0%         |
| 1090 Theatre Production                            | 0                      | 4,200                 | 4,200                    |                          |                    | 0.0%         |
| Special events :- Income                           | <b>0</b>               | <b>6,848</b>          | <b>6,848</b>             |                          |                    | <b>0.0%</b>  |
| 4221 Fringe  | 80                     | 6,600                 | 6,520                    |                          | 6,520              | 1.2%         |
| 4222 Theatre Production                            | 3,783                  | 4,200                 | 418                      |                          | 418                | 90.1%        |
| 4242 Food fair                                     | 0                      | 539                   | 539                      |                          | 539                | 0.0%         |
| 4244 Flags   | 166                    | 830                   | 664                      | 243                      | 420                | 49.4%        |
| 4273 One-off events                                | 0                      | 1,035                 | 1,035                    |                          | 1,035              | 0.0%         |
| 4278 Celebrate Buckingham Day                      | 264                    | 1,800                 | 1,536                    | 1,500                    | 36                 | 98.0%        |
| Special events :- Indirect Expenditure             | <b>4,293</b>           | <b>15,004</b>         | <b>10,711</b>            | <b>1,743</b>             | <b>8,968</b>       | <b>40.2%</b> |
| <b>Net Income over Expenditure</b>                 | <b>(4,293)</b>         | <b>(8,156)</b>        | <b>(3,863)</b>           |                          |                    |              |
| <u>305 Tourist Information Centre</u>              |                        |                       |                          |                          |                    |              |
| 1084 TIC income                                    | 425                    | 10,885                | 10,460                   |                          |                    | 3.9%         |
| Tourist Information Centre :- Income               | <b>425</b>             | <b>10,885</b>         | <b>10,460</b>            |                          |                    | <b>3.9%</b>  |
| 4253 TIC tickets & produce                         | 923                    | 9,185                 | 8,262                    |                          | 8,262              | 10.0%        |
| 4255 Heritage app expenditure                      | 0                      | 776                   | 776                      |                          | 776                | 0.0%         |
| 4274 Tourism website                               | 42                     | 1,035                 | 993                      | 34                       | 959                | 7.3%         |
| Tourist Information Centre :- Indirect Expenditure | <b>965</b>             | <b>10,996</b>         | <b>10,031</b>            | <b>34</b>                | <b>9,997</b>       | <b>9.1%</b>  |
| <b>Net Income over Expenditure</b>                 | <b>(540)</b>           | <b>(111)</b>          | <b>429</b>               |                          |                    |              |
| <u>306 Accessibility</u>                           |                        |                       |                          |                          |                    |              |
| 4254 Accessability costs                           | 0                      | 2,070                 | 2,070                    |                          | 2,070              | 0.0%         |
| 4266 Accessability costs                           | 0                      | 531                   | 531                      |                          | 531                | 0.0%         |
| Accessibility :- Indirect Expenditure              | <b>0</b>               | <b>2,601</b>          | <b>2,601</b>             | <b>0</b>                 | <b>2,601</b>       | <b>0.0%</b>  |
| <b>Net Expenditure</b>                             | <b>0</b>               | <b>(2,601)</b>        | <b>(2,601)</b>           |                          |                    |              |

07/06/2022

## Buckingham Town Council

Appendix B

10:07

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2022

Page 3

Month No: 2

## Committee Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| TOWN CENTRE & EVENTS :- Income        | 2,830                  | 49,501                | 46,671                   |                          |                    | 5.7%    |
| Expenditure                           | 19,957                 | 190,413               | 170,456                  | 6,026                    | 164,430            | 13.6%   |
| <b>Movement to/(from) Gen Reserve</b> | <u>(17,126)</u>        |                       |                          |                          |                    |         |
| Grand Totals:- Income                 | 2,830                  | 49,501                | 46,671                   |                          |                    | 5.7%    |
| Expenditure                           | 19,957                 | 190,413               | 170,456                  | 6,026                    | 164,430            | 13.6%   |
| <b>Net Income over Expenditure</b>    | <u>(17,126)</u>        | <u>(140,912)</u>      | <u>(123,786)</u>         |                          |                    |         |
| <b>Movement to/(from) Gen Reserve</b> | <u>(17,126)</u>        |                       |                          |                          |                    |         |

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 13<sup>th</sup> June 2022**

Contact Officer: Sam Hoareau, Town Centre Manager

**2022 Art Trail Project Update**

**1. Recommendations**

That members note and agree the postponed swan trail update.

That members agree to the alternative summer activity.

**2. Background**

Following the success of last year's Otter Trail, a Swan Sculpture Trail was planned to take place this summer. A budget has been agreed (667/21). The Buckingham & Villages Community Board has awarded the requested funding.

**3. Swan Trail Postponement**

However, due to a number of factors, including a delay in securing funding and the manufacturer having problems sourcing materials, it is recommended that the project be delayed.

Although the project has been well supported by local businesses the manufacturer is not able to guarantee a delivery date and we no longer have enough time to be sure of delivering the project to a high standard. It will also now be too late to involve the schools fully and this was one of the most important aspects of the project.

A delay in receiving the sculptures means less time for painting and fewer opportunities for community involvement. Engagement pre-trail is a big highlight of the project itself because it builds the excitement and anticipation that is needed to start promoting the trail.

The delay also impacts the gathering of information and content which is needed to create the trail on the Buxplore App and time to test and develop it properly. We do not want to release something that has bugs and generates negative feedback.

Working with a short timeframe on such a big project does not allow for time for any contingency plans.

#### **4. Swan Trail Replanned**

3.1 It is recommended that we postpone the swan trail until next year to ensure the project timescales and scope are fully achievable and the project is delivered successfully. We will aim to buy the sculptures in the autumn of this year. We will then have a number of months of community engagement focusing on the individual swans and building interest.

3.4 Local businesses who were going to support this year's trail with sponsorship of individual sculptures will be informed of the postponed trail and asked to participate next year instead. At this time no money has been taken from them.

3.5 The new project plan will commence in autumn with a town wide competition to design a sculpture. One winning design will be chosen and painted on BTC's sculpture.

3.6 Schools, artists and community groups will be contacted and will have plenty of time to get involved and plan their painting sessions.

3.7 Once the sculptures are painted, one by one they will be used throughout our Winter and Spring events to build the anticipation and promote the trail.

3.8 The trail will go live next June 2023, exact date TBC which means the trail will run for the whole of summer and increase the opportunities for visitors and community engagement.

The swans will be purchased well before the end of March 2023. This will enable the Community Board's funding to be spent during the current financial year (2022-23) to ensure the project still meets their requirements.

#### **5. Alternative 2022 Summer Activity**

4.1 To bridge the gap and provide residents and visitors with an additional activity to get them walking around town and increasing footfall to our high street shops we would like to buy in an augmented reality trail.

4.2 The trail works without the need for people to download or sign up to anything. It works with contactless QR codes that consist of story points, that local businesses host.

4.3 People start by simply scanning the first story point and playing for free. They can engage with the characters by seeing them come to life in augmented reality and follow the story.

4.4 Councils up and down the country are using these trails to create a unique high street family experience.

4.5 The exact trail is still to be decided but we have been informed that the trail can be installed in time for the summer holidays.

## **6. Resources for Alternative Summer Activity**

5.1 There is £1,000 in the ear-marked reserve for 'one off' events which it is proposed be used to cover this activity.

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 13<sup>th</sup> June 2022**

Contact Officer: Sam Hoareau Town Centre Manager

**Outdoor Theatre**

**1. Recommendations**

1.1. That members note the report.

**2. Information**

2.1 Following the success of last year's outdoor theatre performance it was agreed at committee that we would organise another performance this summer.

2.2 The theatre company we have booked is Illyria and the show is Peter Pan. Illyria has given more performances to more people across a wider area than any other open air touring theatre company.

2.3 There will be two showings on Wednesday 3<sup>rd</sup> August one at 2.30pm and one at 6pm to take place on the green at St Peter and St Paul's Church.

2.4 Tickets will be sold via their website and are available to purchase now. They cost £10 per child and £14 per adult. We will receive regular automatic updates of ticket sales. There is no fee to us for using their ticketing service but customers are charged a small booking fee.

2.5 The event has just been added to our website and will be highly promoted on social media. Advertising banners and posters are in the process of being displayed and circulated.

2.6 All advertising materials are included in the theatre cost.

2.7 An ice-cream van is already booked to attend both showings. We will also book a tea/coffee van too.

2.8 First Aid will be booked.

2.9 There will be a designated accessible viewing area and up to two free carer tickets are available per individual.

### 3. Resources

3.1 The budget allocated to this event is £4,200.

3.2 Current event cost breakdown:

| <b>ITEM</b>                  | <b>COST</b>   |
|------------------------------|---------------|
| Theatre                      | £3,783        |
| Food & drink for actors est. | £100          |
| First Aid est.               | £140          |
| <b>TOTAL</b>                 | <b>£4,023</b> |

3.3 250 tickets have been allocated per seating. If all tickets are sold, the Council will more than cover its costs.

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 13<sup>th</sup> June 2022**

**Contact Officer: Amanda Brubaker, Events Coordinator**

**May Day Celebrations**

**1. Recommendation**

- 1.1 To continue working with the local primary schools to put on Maypole and traditional country dancing on May Day each year.
- 1.2 To consider offering to arrange for training for newer teachers to teach maypole dancing in the future.

**2. Background**

- 2.1. For several years now Buckingham Town Council has worked with the local Primary Schools to hold May Pole Dancing and traditional country dancing on the green outside St Peter & St Paul Church to celebrate May Day.
- 2.2. The event was not held in 2020 and 2021 due to the coronavirus pandemic and the country being in lockdown.
- 2.3. Due to Lace Hill Academy, George Grenville and Buckingham Primary School having other commitments, only Bourton Meadow Primary School were able to take part this year.
- 2.4. Over 100 children from the school gathered on the green outside St Peter & St Paul Church in Buckingham to take part in traditional country dancing and to dance the maypole.
- 2.5. Greeted by the Town Crier and Buckingham's Mayor Cllr Margaret Gateley, Year 2 students performed a traditional country dance "I want to be near you". Traditional maypole dances, The Barbers Pole, Gypsy Tent and Crysanthumum were performed by students from Year 4.
- 2.6. The event was well attended from members of the public, parents and Town Cllrs.

**3. Environmental Impact**

- 3.1. This is a low impact event.
- 3.2. Electricity to run the PA system was provided by the Church



- 3.3. There was no need for litter picking at the end of the event as there was no litter
- 3.4. The children from Bourton Meadow Academy walked from the school to the Church green.

#### **4. Comments Received**

- 4.1. Bourton Meadow Academy teacher Debbie Dearlove, who has taught maypole and country dancing for several years at the school, said *“how proud she was in the way the children danced and the passion that they showed. All credit must go to the children for learning the dances and performing them in front of the public. This is a tradition that we must not lose”*.

#### **Future Considerations**

- 4.2. The event appears to currently rely on the enthusiasm and training of one teacher. Councillors may wish to consider offering to arrange for training for newer teachers to teach maypole dancing in the future.

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS COMMITTEE**  
**MONDAY 13<sup>th</sup> JUNE 2022**

**Contact Officer:** Bethanie Dowden, Office Apprentice

**Celebrate Buckingham Day**

**Recommendation**

1.1. It is recommended that Celebrate Buckingham Day is held again next year.

**1. Background**

- 1.1. The Celebrate Buckingham Day took place on Thursday 2<sup>nd</sup> June in the Paddock in Bourton Park from 11am – 3pm. It was the second year that the event has run and was also the first day of the Town Council's Platinum Jubilee celebrations.
- 1.2. The event was created to enable voluntary and community groups to promote their services and activities, recruit volunteers and raise funds. It was also to celebrate the Queen's Platinum Jubilee.
- 1.3. All stall holders were notified in March about the event and were sent parking permits once they had confirmed they were going to attend. All stall holders were encouraged to decorate their stalls in Jubilee decorations. The Town Council stalls, paddock fencing, drain and pylon fencing were decorated in union jack and red, white and blue bunting.
- 1.4. To help with managing the traffic going into the paddock to set up for the event, BORG (Buckingham Off Road Group) were asked to provide volunteer marshals but due to lack of numbers, they were not available. This meant that staff and some volunteers were marshalling vehicles in to and positioning them in the Paddock.
- 1.5. The Buckingham Society's annual Civic Day award was presented by Roger Edwards from the PA gazebo. The winner was Smith and Clay Butchers with Leaders Hardware as runners up.
- 1.6. The Jubilee Dress through the Ages Contest winners were also presented at the PA gazebo by the Mayor of Buckingham - Cllr. Gateley, Cllr. Ahmed and Cllr. Stuchbury. Prizes for this competition were supplied from local traders; Wood Bee Nice, Buckingham University Bookshop, Planet Refill, Cornwall Place Kitchen, Chafor Wine and The Little Buckingham Clinic.

1.7. At 1pm, the Town Crier gave his formal proclamation followed by a speech from the Mayor of Buckingham, Cllr Gateley.

1.8. Groups and organisations that had a stall at the event were:

- Buckingham Town Council
- Buckingham Town Council - Climate Emergency Action Plan
- Tourist Information Centre
- Buxplore
- 1563 Buckingham Squadron ATC
- Berks, Bucks and Oxon Wildlife Trust
- Buckingham & District Angling Association
- Buckingham AED Project
- Buckingham Canal Society
- Buckingham Cancer Research UK
- Buckingham Choral Society
- Buckingham Community Pantomime
- Buckingham Evangelical Church (Be Church)
- Buckingham Fairtrade
- Buckingham Rotary Club
- Buckingham Twinning Association
- Buckingham Youth Club
- Chandos Park Bowls Club
- Community Care North Bucks – Hospital Car Service, Adult Care & Young Carers
- Friends of Buckingham Library
- Friends of The University of Buckingham
- Girl guides
- National Trust and Aylesbury Vale Portfolio
- National Women's Register
- The Buckingham Society
- The Film Place
- West End Bowls Club

1.9. There were 27 stall holders in total, each providing a children's activity. Some of the activities were maggot racing, trick cycle, treasure hunts and a children's wildlife watch.

1.10. There were five food and drink vendors at the event. These included: Good Times Café, Bee's Cakes, Mark's Ices, Pegasus Bar and Really Awesome Coffee. Roo's Food had to pull out two days before the event due to sickness. Other food vendors were contacted to fill this vacancy, but no one was available on such short notice.

1.11. Other entertainment consisted of a bouncy castle and bungee run. Musical entertainment was provided by the Winslow Concert Band, Buckingham Ukulele Group and Brackley Morris Men.

1.12. There was also a doodle artist who commissioned a piece of art capturing the day, a local face painter and our giant deck chair.

1.13. Martin Try provided the sound and commentary for the event.

1.14. Leaders' estate agents made advertising boards for the event free of charge. The boards were located on all the main roads into and out of Buckingham.

## 2. Expenditure

**Budget**

**£1,800**

| <b>Expenditure</b>                     | <b>Estimate</b> | <b>Actual</b> |
|--|-----------------|---------------|
| Home Counties Toilet Hire              | 270             | 220           |
| Bouncy Macs Bouncy castle & Bungee Run | 460             | 480           |
| First Aid ALR Training                 | 60              | 80            |
| Brackley Morris Men                    | 150             | 140           |
| Winslow Concert Band                   | 250             | 280           |
| Ukulele Group                          | 0               | 0             |
| Martin Try Compere & sound             | 400             | 400           |
| Mobile Bar                             | 0               | 0             |
| Water in a Box                         | 75              | 70            |
| Union Jack Bunting                     | 50              | 38            |
| Jubilee Dress Through the Ages Prizes  | 20              | 6             |
| Sweets for TIC/Buxplore Stall          | 5               | 5             |
| Artwork from Doodle Artist             | 50              | 50            |
| <b>TOTAL</b>                           | <b>1,790</b>    | <b>1,769</b>  |
| <b>Balance Left</b>                    |                 | <b>31</b>     |

## 3. Working at the Event:

### Staff

Bethanie Dowden, Office Apprentice  
 Paul Hodson, Town Clerk  
 Claire Molyneux, Deputy Town Clerk  
 Ian Saunders, Green Spaces team  
 Craig Calder, Green Spaces Team  
 Louise Stubbs Communication Clerk (stall holder)  
 Rosemary Frohock, Tourist Information (stall holder)  
 Amanda Brubaker, Events Coordinator (stall holder)

### Cllrs

Robin Stuchbury  
 Robina Ahmed  
 Anthony Ralph  
 Sue Hetherington  
 Martin Try

**4. Environmental Impacts**

4.1. All stall holders were asked to reduce their plastic waste prior to the event.

**5. Future Considerations**

5.1. Following on from last year, we have mown the paddock shorter to help alleviate difficulties for those with limited mobility or using mobility scooters and should continue to do so for next year.

5.2. To ask the Buckingham Society if they would like to organise the event with us to incorporate any other elements of their annual Buckingham Civic Day.

5.3. Investigate options for more children's activities. For example, giant Jenga, life size cheese board, cartoon characters, circus performers, beach cut out boards etc. Equipment could be purchased to be used for multiple events or hired for one of use.

**Buckingham Town Council**  
**Town Centre & Events Committee**

**Monday 13<sup>th</sup> June 2022**

Contact Officer: Paul Hodson, Town Clerk

**Beacon Lighting**

- 1.1. St Peter & St Paul' Church obtained funding from the Town Council's annual grants towards the cost of a beacon to be situated on the Church. The lighting took place in line with the nationwide beacon lighting at 21:45 on Thursday 2<sup>nd</sup> July 2022.
- 1.2. Refreshments were provided from 21:15. The Mayor was present, along with around 100 people. The beacon was prominent on the church tower.

**Buckingham Town Council**  
**Town Centre & Events Committee**  
**Monday 13<sup>th</sup> June 2022**

**Contact Officer: Amanda Brubaker, Events Coordinator**

**Music In The Market**

**1. Recommendation**

- 1.1. It is recommended that the Town Council continues to support Music In The Market as the event is very popular with residents and brings in people from the surrounding villages.

**2. Background**

- 2.1. This free event is organised by the Buckingham Acoustic Club, and supported by Buckingham Town Council, this year's Music In The Market was the 21<sup>st</sup> year it had been held. This year the event formed part of the Platinum Jubilee Celebrations.
- 2.2. The Acoustic Club book the stage which this year was provided by Strawberry Fieldz, as well as the performers and food vendors.
- 2.3. The Town Council provides the road closure, books the bins, first aid and security. The balance remaining from the budget is given to the Acoustic Club to help support the event.
- 2.4. Security was provided by Complete Security and first aid by ALR.
- 2.5. Food Vendors were Go Greek who is very popular with people, Marks Ices (Icecream man) and Farm Slice who were selling wood fired pizza. At 6pm the kebab van arrived to take up its regular pitch outside M & Co
- 2.6. The event started at 2pm and was opened by the Town Mayor Cllr Margaret Gateley.
- 2.7. A large crowd started to gather from 2pm to enjoy the sunshine and to watch the performers. Halfway through the day there was some drizzle but it did not deter the audience. Comments were made by members of the public

throughout the day that they had never seen such a big crowd so early in the day at the event.

2.8. The performers this year were Buckingham Ukulele Group, Udo Dolz, Crazy Heart, Mike Weston, 60's Jukebox, Fraser & Toots, Brothers Homebrew, Ukesnaile, Safari Boots and Muz and Jenks.

2.9. Muz & Jenks closed the evening with a string of 70's covers from artists such as Bay City Rollers, Mud, Suzi Quatro. The drummer in the band played in the Bay City Rollers and the keyboard player in Mud 2.

2.10. Litter picking was carried out by the Green Spaces Team, office staff and Councillors.

2.11. No notable incidents took place during the event. There was an allegation that someone had taken money from a kitty, the police were called by the individual but they made no arrests. One male started to become aggressive but he was dealt with promptly by security. Another male became intoxicated on alcohol he had bought with him and needed to be assisted to get home by security staff.

### 3. Cost for the event

**Budget 301/4220**

**£4,403**

|                          |                  |
|--------------------------|------------------|
| 5 x SIA Security         | £528.00          |
| 5 x Biffa Bins 1100 ltrs | £330.00          |
| Road Closure             | £78.75           |
| First Aid                | £300.00          |
| Buckingham Acoustic Club | £3,166.25        |
| <b>Total Cost</b>        | <b>£4,403.00</b> |
| <b>Balance Remaining</b> | <b>0</b>         |

### 4. Working The Event

#### Staff working over the event

Amanda Brubaker, Events Coordinator

Claire Molyneux, Deputy Town Clerk

Louise Stubbs, Communications Clerk



Craig Calder, Green Spaces Team  
Ian Saunders, Green Spaces Team  
Lachlan Corbett, Green Spaces Team  
Bethanie Dowden. Office Apprentice  
Paula Cahill, Committee Clerk

### **Cllrs volunteering at event**

Cllr Robin Stuchbury  
Cllr Andy Mahi

Town Mayor Cllr Margaret Gateley to open event

### **Environmental Impact**

We are working with the outside organisations that are involved in the event to help bring the environmental impact down.

Litter picking was carried out throughout the evening and separate bins were labelled glass only.

### **Comments received via the web page**

Great event as always. Town Council did a great job.

Super group last night, great dancing, thank you.

The stage situation doesn't work most of the audience have to stand to the sides and not in front. The event would be a much better experience if you could sit on the grass in the park or the rugby club. Sitting on the pavement is not a nice experience especially given how dirty they were will spilt drinks. Picnic blankets in the park or rugby club would work far better.

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS COMMITTEE**  
**MONDAY 13<sup>th</sup> JUNE 2022**

**Contact Officer:** Sam Hoareau, Lace Hill Sports & Community Centre Coordinator

**Picnic on the Pitch**

**1. Recommendation**

1.1. It is recommended that officers note the report.

**2. Information**

- 2.1. Picnic on the Pitch took place on Saturday 4<sup>th</sup> June at Lace Hill Sports & Community Centre from 11am – 3pm. The event was part of the town council's four-day platinum jubilee celebrations.
- 2.2. Guests were encouraged to bring picnics, blankets and share a memory. On the day despite a dry forecast, the weather was extremely poor with near continuous rain and a strong, cold wind. But the show went on as planned with a big stage and live music. Some people braved the wet and windy weather and set up their blankets and chairs. Many families took shelter inside the centre where there were crafts and activities. The weather improved slightly in the last hour and more people arrived, so the musician played on for an extra 30 minutes.
- 2.3. Throughout the afternoon children enjoyed having photos with Spider-Man and Elsa characters and had fun inside the centre completing the royal themed trail, making badges and painting rocks.
- 2.4. Although it was not possible to count attendance on the day, children attending the craft room made a free badge. Over 200 badges were used (although it is possible that the old child snuck through more than once).
- 2.5. A temporary event notice was in place for this event which was supplied by the bar. There was also a burger and ice cream van and a cake stall on site.
- 2.6. First Aid was provided by ALR and there were no incidents.
- 2.7. Feedback from people at the event and on social media has been positive.

Most relevant ▾

**Amy Russell**

Brilliant day, despite the slightly wet start! Thank you to everyone involved! Spider-Man in particular was a firm favourite!! 🧡🕷️❤️🎉

2 d Like Reply

**Roo's Food**

Thanks for having us!! Hope everyone enjoyed the food! Music was great! And my children loved the cake/ice creams! Beer went down a treat!

1 d Like Reply

Only one feedback form has been completed at this time. The event was rated as good and the comments -

*"Despite the rain and wind it was a great family event. We loved the crafts and atmosphere was great"*

*"It was a one off and made me feel proud of the town"*

### 3. 3. Expenditure

3.1 The budget for this event was £1500.

| ITEM  | COST  |
|---|-------|
| First Aid                                   | £100  |
| Entertainer<br>4hrs                         | £370  |
| Stage hire                                  | £280  |
| 2 x Children's<br>Character<br>Mascots 4hrs | £600  |
| Crafts &<br>Sweets                          | £25   |
| 2 x Reusable<br>Vinyl Banner                | £90   |
| <b>TOTAL</b>                                | £1465 |
| Underspend                                  | £35   |

### 4. Working During the Event

Sam Hoareau

Gina Smith

Claire Molyneux  
Bethanie Dowden  
Craig Calder  
Lachlan Corbett  
Cllr. Robin Stutchbury

## **5. Environmental Impacts**

- 5.1. Several small mixed recycling bins were positioned at various locations around the centre for people to use. These were then emptied into the big commercial bin so no recycling waste from our event will not be added to landfill.
- 5.2. The vinyl event banners will be reused for another event in the future.
- 5.3. The licensed bar was selling glass bottled drinks which had to be decanted into plastic cups for safety. However, they were keen to support our sustainability efforts and offered an incentive to people to reuse their plastic cups with 50p off their next drink to help limit the amount of single use plastic.
- 5.4. We used the power from the Centre for the musician, minimising generator use.

**Buckingham Town Council**  
**Town Centre & Events Committee**

**Monday 13<sup>th</sup> June 2022**

Contact Officer: Paul Hodson, Town Clerk

**Civic Service**

- 1.1. St Peter & St Paul's Church hosted a Civic Service to mark the Queen's Jubilee on Sunday 4<sup>th</sup> June 2022.
- 1.2. The service was attended by the civic party, including the Mayor Councillor Gately, Mayoral Consort Paul Gateley, the Mace Bearer and Town Crier. The service was led by the Rector Rev. Will Pearson-Gee supported by Canon Peter Williams.
- 1.3. The service followed the format recommended nationally for such events. The Mayor addressed those present, reminding the congregation of the queen's visits to the town, and the town's relationship with monarchs in previous centuries. The Mayor also reflected on the queen's embodiment of a life of service, and the ways in which mutual service continues to embody many aspects of life in Buckingham.

**Buckingham Town Council  
Town Centre And Events Committee  
Monday 13<sup>th</sup> June 2022**

Contact Officer: Estates Admin, Nina Stockill

**Sustainable Events**

**1. Recommendation**

- 1.1 To introduce an Environmental Impact Assessment for Town Council led events with over 250 participants/attendees, as part of the existing Events Management Plan.
- 1.2 To introduce an 'environmental sustainability' section within the Town Council's current external hirers booking form.
- 1.3 To update action ten within the Climate Emergency Action Plan to reflect recommendation 1.1

**2. Information**

- 2.1 On the 11<sup>th</sup> April 2022, the Town Centre & Events Committee discussed how best to measure the carbon footprint of Town Council events. The following is an extract from the Council's Climate Emergency Action Plan:

*10. Action – to investigate options for carbon offsetting Town Council events e.g. Bonfire & Fireworks.*

*Measure – publication of carbon offsetting certification for each event*

- 2.2 The Town Council is committed to leading on environmental responsibility and set out the first draft of its action plan back in July 2019. The Town Council's website summarise where we are in our environmental journey and what actions we have taken towards our aim to make the Town Council carbon neutral by 2030.
- 2.3 Bonfire & Fireworks is recognised as one of the largest, most popular events in Buckingham's calendar, attracting visitors and making the town a vibrant place to live. Buckingham's fireworks display is run by Titanium Fireworks who have supplied a copy of their environmental consideration policy and confirmed that they are committed to:
  - 2.3.1 A long term policy of carbon offsetting their footprint through an accredited approved worldwide scheme.
  - 2.3.2 Not knowingly sourcing fireworks that contain single use plastic elements
  - 2.3.3 Seeking assurance from suppliers that any plastic deployed during the firework shows are not 'single use' and are made from recycled or reclaimed materials.

- 2.3.4 Separation and recycling of all suitable materials, including copper wiring. Hazardous waste is always brought back from sites and disposed of either in- house or taken away by a local specialist company.
- 2.3.5 Reduction in the volume of space needed for firing equipment on vehicles.
- 2.3.6 Fireworks are approved by the Health and Safety Executive of the United Kingdom (HSE). All fireworks are authorised and classified by the HSE and appear on their List of Classified Fireworks and Explosives, (LOCEF). In addition, any pyrotechnic device imported by us or any of our suppliers since 2016 (which is over 99% of products in our inventory in 2020) has been marked as CE Standard.
- 2.4 Alongside Titanium's environmental policy, the Greenspaces team consider what materials are placed on the bonfire, ensuring only untreated, scrap pallets and combustible organic waste is used. The Town Council no longer accept waste from external organisations, to ensure no toxic or high flammable materials are used on the bonfire.
- 2.5 Although the Town Council has made commitments within its Climate Emergency Action Plan with an aim is to make the Town Council carbon neutral by 2030, the measurable actions only hold the Council to account and not the suppliers we employ or invite to our events. When utilising external suppliers, e.g. catering or entertainment, it is possible for the Town Council to ask traders to identify what actions they're taking to minimise negative impacts and maximise benefits to the environment, people and the local economy. An additional section can be added to the office's booking forms and hire agreements, that helps traders/hirers identify the actions they've taken, in turn helping the Town Council's event programme to provide support to local traders whilst minimising negative impacts and maximising benefits to the environment, local community and local economy.
- 2.6 By completing the form Traders/hirers are publicly show everyone involved with our event that they have taken actions to manage it in a responsible way and have chosen products and services that have a positive local economic and social impact. The information can be publicised within the lead up to events, further promoting local businesses, our climate commitment and demonstrating best practice in sustainable event management.
- 2.7 Drafts of the Environment Impact Assessment Booking Form's environmental section are attached.

**Example Only****Environmental Impact Assessment****Event Name and Date:** Town Council Spring Green Fair – 24<sup>th</sup> April 2022**Location:** Cattle Pens, Buckingham.

| Activity                | What we are aiming for                             | How can we achieve it?  | Action taken   |
|-------------------------|--|---|--|
| Staff and public travel | High or increased car occupancy                    | Communicate clear travel information in advance with maps of site and clearly marked walking routes from public car parks | <i>Town centre events where many people will walk or visit enroute to shops/restaurants.</i>   |
|                         | More people using public transport                 | Highlight bus stops and link to local bus service information   | <i>Arriva invited to attend the event but cancelled at the last minute.</i>  |
|                         | More people walking or cycling to event            | Highlight bike rack parking   | <i>Bike parking and bus stops are highlighted from within the Town Council's maps. Electric bike company was invited to the event and their stall was very popular with visitors</i> |
| Food & drink            | Local and seasonal food and drinks where possible. | Set a minimum standard for food at your event - see certifications to consider below.                                     | <i>Local cake baker invited to event, who provided a mixture of vegan and non-vegan baked goods.</i>   |
|                         | Use of ethical (Fairtrade) produce where possible  | Work with traders to reduce food waste by placing importance on the issue. For example, avoiding bringing excess food     | <i>Communicate in advance of event.</i>  |



|        |  |   |  |
|--------|--|---|--|
|        |  | onto site.  |  |
|        | Sustainably sourced or Good welfare standards for sourced meat products  | Specify compostable serve-ware for all traders, to reduce the impacts of the materials you use and so that it can be composted with food waste                | <i>Communicate these requirements in advance of the event and build into booking forms and hire agreements.</i>  |
|        | Healthy, delicious and nutritious food!                                  | Work with local food and drink providers that offer a mixture of vegan, vegetarian and non-vegetarian options.  | <i>Local ice cream van was available in the cattle Pens. Future year should consider whether this is appropriate given the diesel engine was running for the duration.</i> |
|        | Using re-usable and recyclable materials used for serving food and drink | Ban single sachet servings of ketchup, salt, milk etc. – it creates waste and often litter on your site, and a large bottle is a much better use of resources | <i>Communicate these requirements in advance of the event and build into booking forms and hire agreements.</i>  |
| Water  | Reduced water consumption, and particularly unnecessary use of water     | Consider water efficient toilets.   | <i>Nearest toilets are Cornwall's Meadow public toilets, which are fitted with low flush cistern.</i>  |
|        |  | Provide staff with re-usable bottles (or ask them to bring their own) to reduce disposable plastics   | <i>All staff are asked to bring their own water in a reusable water bottle.</i>  |
|        | Use tap water where possible rather than bottled water.                  | Provide easy and visible access to taps/jugs for drinking water   |  |
| Energy | Reducing the amount of diesel used at                                    | Use energy efficient equipment  | <i>Traders were asked to provide their own electricity.</i>  |

|                       |  |   |  |
|-----------------------|--|---|--|
|                       | event  |   | <i>The majority of the event did not require any heat of power generation.</i>   |
|                       | Increasing renewable energy – solar, waste vegetable oil biofuel, wind or pedal power. | Ask power users, if they can reduce the amount of power they require. For example, LED stage lighting reduces power demand significantly. | <i>Bucks Energy attended the event and their stall was well attended.</i>  |
| Materials & equipment | Using materials from sustainable sources.  | Avoid materials which cannot be recycled, such as PVC banners and Correx board.   | <i>All publicity for the event used non-PVC banners</i>  |
|                       |  | Purchase things with the view to being reused again   | <i>The Town council's stalls used sustainable materials (knitted bees and wildflower seeds) that will be deployed again at the Celebrate Buckingham event.</i> |
|                       |  | Use local companies where possible to reduce delivery distances   | <i>Built into our sustainable purchasing policy</i>  |
|                       |  | Use products that are certified sustainable or fairtrade.   | <i>As above</i>  |
| Waste                 | Reduce the total amount of waste produced  | Traders – encourage them to use either re-usable or compostable food and drink containers.  | <i>More work is required to ensure future stall holders do not provide single use items as prizes.</i>   |
|                       | Increase the amount of recycling at event  | Make sure that the bins are clearly labelled, so it is easy for people to understand what they are supposed to do                         | <i>Recycling bins were provided at the events, clearly labelled and placed in visible locations.</i>   |

|  |                                       |   |  |
|--|---------------------------------------|---|--|
|  | Reduce or eliminate disposal plastics | Make sure bins are easy to see and that they can be spotted from any location in the event. Brief staff to separate when picking up waste from the floor. |  |
|--|---------------------------------------|---|--|

**Example only****Environmental Section** *[to be inserted into Town Council booking forms/hire agreements and completed by traders/hirers]*

Events are a vital part of our town's economy; attracting visitors and making Buckingham a vibrant place to live and visit. The Town Council is committed to leading on environmental responsibility and set out the first draft of its action plan back in July 2019. The Town Council's website summarise where we are in our environmental journey and what actions we have taken towards our aim to make the Town Council carbon neutral by 2030. We are working to increase the sustainability of all our public events and require your help in achieving this aim.

**What you can do to help?**

Please identify what actions you have taken that improve sustainability of this event. Just choose activities from any of the below sections and annotate what action you've already take or are willing to take. By making this information clear, you can publicly show everyone that you have taken actions to manage your service in a responsible way and you have chosen products and services that have a positive local economic and social impact. Some of the actions you will take will save you money too. The Town Council can use this information within the event publicity, further promoting your businesses, our climate commitment and demonstrating best practice in sustainable event management.

| Activity                       | What we are aiming for   | What action you're willing to take |
|--------------------------------|--|------------------------------------|
| <b>Staff and public travel</b> | High or increased car occupancy travelling to site   |                                    |
|                                | Consider asking additional staff to use public transport, walk or cycle to the event       |                                    |
| <b>Food &amp; drink</b>        | Local and seasonal food and drinks where possible.   |                                    |
|                                | Use of ethical (Fairtrade) produce where possible  |                                    |
|                                | Sustainably sourced or Good welfare standards for sourced meat products                    |                                    |
|                                | Healthy, delicious and nutritious food options for vegans, vegetarians and non-vegetarians |                                    |
|                                | Use of re-usable and recyclable materials for serving food and drink                       |                                    |

|                                  |  |  |
|----------------------------------|--|--|
| <b>Water</b>                     | Reduced water consumption, and particularly unnecessary use of water                   |  |
|                                  | Use tap water where possible rather than bottled water.                                |  |
| <b>Energy</b>                    | Reducing the amount of diesel used at event  |  |
|                                  | Increasing renewable energy – solar, waste vegetable oil biofuel, wind or pedal power. |  |
| <b>Materials &amp; equipment</b> | Avoid materials which cannot be recycled, such as PVC banners and Correx board.        |  |
|                                  | Using materials from sustainable sources.  |  |
|                                  | Avoid single use plastics items being sold or given away as prizes                     |  |
| <b>Waste</b>                     | Reduce the total amount of waste produced  |  |
|                                  | Increase the amount of recycling at event  |  |
|                                  | Reduce or eliminate disposal plastics  |  |



**Buckingham Town Council  
Climate Emergency Action Plan Updated  
April 2022**

At Full Council on the 15<sup>th</sup> July 2019 Members AGREED:

*“That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to make the Town Council carbon neutral by 2030 and encouraging the town’s population, organisation and businesses to work with us in that aim.”*

Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness “people power” to make that change possible at all levels, especially driving higher levels of government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

This action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an over-arching pledge that identifies the following priority areas of change:

**Objectives**

- a) Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
- b) Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.
- c) Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.
- d) Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water
- e) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

## Buckingham Town Council's Climate Emergency Action Plan

| Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts. |  |  |                                |  |
|---|--|--|--------------------------------|--|
|   | Action   | Measure                                | Responsibility                 | Update   |
| 3.  | <b>Encourage practical action by local people through proactive communication campaigns.</b> | Number of visitors per year to webpage | TC&E and Environment Committee | <p>Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives</p> <p>The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action. It is suggested that the office contract local schools and ask what additional information/input they would like from the Town Council.</p> <p>As a way of generating further engagement, competitions and awards for innovative</p> |



|   |  |                                     |                               |   |
|---|--|-------------------------------------|-------------------------------|---|
|   |  |                                     |                               | approaches to tackle the climate emergency should be promoted by the council.   |
| 5.  | <b>Encourage the formation of Local Climate Action Groups.</b>     | One formed                          | Climate Champions             | Due to lack of interest, it is suggested this action is revisited in 2023.  |
| 6.  | <b>Host a public meeting on the issue.</b>                         | One per year                        | Climate Champions             | It is suggested that the Town Council host an information stall on climate change at every public event in Buckingham, as deemed appropriate. Feedback from each event is to be reviewed in line with the objectives of the Climate Emergency Action Plan's objectives. |
| <b>Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat</b> |  |                                     |                               |   |
|   | <b>Action</b>  | <b>Measure</b>                      | <b>Responsibility</b>         | <b>Updates</b>  |
| 10.   | <b>Investigate the environmental impact of Town Council events</b> | Publication of Environmental Impact | Town Centre & Event Committee | To be discussed at TC&E 13 <sup>th</sup> June 2022  |





|  |   | Assessment for each relevant event  |                   |   |
|--|---|---|-------------------|---|
| <b>Economy, Housing &amp; Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water</b> |   |   |                   |   |
|  | Action  | Measure   | Responsibility    | Update  |
| 13.  | <b>Provide recycling facilities at all Town Council Events and within Town Council owned buildings.</b>                             | One mixed recycling bin per event   | TC&E /Environment | Recycling bins are now being provided at all Town Council events. In particular, noting the success of recycling Biffa bins at Music in the Market & Bandjam. Recycling in all BTC offices (including Lace Hill Centre's public areas) now implemented.                   |
| 14.  | <b>Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events.</b> | One Town Council event per year in addition to the two annual river rinses. | TC&E Committee    | Quick Litter Pick project launched in Bourton Park in June 2020 and second bin to be placed in Chandos Park.<br><br>Litterlotto scheme to be publicised in conjunction with the Chandos Park Quick Litter Pick bin.<br><br>April 2022 - Assisted Lace Hill primary school |



|  |  |   |                                |  |
|--|--|---|--------------------------------|--|
|  |  |   |                                | <p>with advice and the supply of litter pickers for this year's Great Big School Clean.</p> <p>Buckingham Community Board (from the Build Back Better fund) have donated:</p> <p><i>30 x litter pickers and hoops</i></p> <p><i>50 x rolls of biodegradable bin bags (these come in boxes of 20)</i></p> <p><i>30 x hi-vis</i></p> <p><i>30 sets of gloves</i></p> <p><i>1 x pop-up storage bins</i></p> <p>All of the equipment will be housed at the Town Council's depot for community use.</p> |
| <b>Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.</b> |  |   |                                |  |
|  | Action   | Measure                                     | Responsibility                 | Updates  |
| 22.  | <b>Consider holding an event that promotes cycling around the town</b> | To be considered on a future agenda of TC&E | Town Centre & Events Committee | An electric bike company invited to the Spring Green fair in April 2022 with demo models.  |



| Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water. |   |                |                                |   |
|--|---|----------------|--------------------------------|---|
|  | Action  | Measure        | Responsibility                 | Updates   |
| 33.  | <b>Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.</b> | All BTC events | Town Centre & Events Committee | Incorporated within planning for all Town Council events. Referencing the town Council's Sustainable Procurement Strategy |

**Buckingham Town Council  
Town Centre & Events Committee  
Monday 13<sup>th</sup> June 2022**

**Contact Officer: Amanda Brubaker, Events Coordinator**

**Buckingham Fringe Week 2022**

**1. Recommendations**

- 1.1. It is recommended that members note the programme of events for the Buckingham Fringe Week as outlined below.
- 1.2. It is recommended that members agree the ticket price for the comedy night.

**2. Background**

- 2.1. The Fringe week is a week of events organised by Buckingham Town Council and local organisations.
- 2.2. This year the event will run from Saturday 16<sup>th</sup> July to Sunday 24<sup>th</sup> July.

**3. Theme**

- 3.1. Each year Fringe Week has a theme. The theme this year is 'Buckingham Is Back'.

**4. Events**

- 4.1. The following events are proposed for the Fringe Week.
- 4.2. Saturday 16<sup>th</sup> - St Mary & St Giles Church Band, Cattle Pens  
Stilt Walkers, Town Centre,  
Skatepark Event 12pm – 5pm Skate Park  
Launch of Inspiration Art Trail  
Comedy Night 8pm Community Centre,
- 4.3. Sunday 17<sup>th</sup> – Family Fun Day, Lace Hill
- 4.4. Monday 18<sup>th</sup> – TBC
- 4.5. Tuesday 19<sup>th</sup> – Oxford Fiddle Group 8pm, Radcliffe Centre

4.6. Wednesday 20<sup>th</sup> - Quiz night at the Woolpack 7:45pm

4.7. Thursday 21<sup>st</sup>

- Art in the Market Place 1 – 5pm
- Youth Project TBC

4.8. Friday 22<sup>nd</sup> – TBC

4.9. Saturday 23<sup>rd</sup> –

- The BFG organised by Wayno Productions 1pm, The Playing Fields, Gawcott
- Udo Doltz, Classical and acoustic fingerstyle guitar, Cattle Pens

4.10. Sunday 24<sup>th</sup> – TBC

5. Family Fun Day will take place at the Lace Hill Sports & Community Centre on Sunday 17<sup>th</sup> July 1 PM – 4 PM. Hirers and local organisations are invited to be part of the event to help organise and host activities for the community to enjoy. The event will include inflatables, musical entertainment, craft stalls, food and a bar, a colour dash along with traditional games and activities.
6. The BFG (Sat 23<sup>rd</sup>) organised by Wayno Productions is a large event being held at Moretonville FC, The Playing Fields, Gawcott. This event will attract a large crowd and take a lot of people away from the town that day.
7. The Skatepark event will be run by KingRamps who are the UK's leading wheeled sports events company. They have run the event for us in the past. There will be a professional skateboard and BMX demonstration. The event will start at 12 noon with a professional skateboard and BMX demonstration. There will be workshops hosted by two of the country's top professionals, professional skateboard and BMX demonstration, skateboard/BMX/Scooter community jam (competition) which will be split into age groups. Event will finish at 5pm.
8. Market Entertainment - On Saturday 16<sup>th</sup> July St Mary and St Giles Church Band will be performing an array of classical music at the Cattle Pens and stilt walkers will be entertaining visitors by Market Square outside the Old Gaol. On Saturday 23<sup>rd</sup> July local resident and member of Buckingham Acoustic Club Udo Dolz will be playing acoustic fingerstyle and classical guitar at the Flea market.
9. Art in the Market – easels will be set out in the cattle pens market place area and local artists invite to create art in the square. Blank easels, paper and materials will be available for passersby to join in. At the same time a large scale 'art

attack' will use rags donated by the local charity shops to create a giant image of a swan on the ground, using the space in front of the Old Gaol.

**10. Comedy Night** – The agent is currently looking for Comedians that are available that day. At this time we do not know who we will get.

10.1. The Community Centre is booked for the event and can hold a max of 200 people. The cost of the event is predicted to be £3,248. In order to breakeven, the minimum we could charge is £16.25 but we would need to sell out. Therefore it is recommended that the ticket price is raised to a minimum of £17.50. This would allow the event to breakeven if 186 tickets are sold. The last comedy night sold 132 tickets. To breakeven at this number the ticket price would need to be £25.

Costs for the event are as follows:

|                           |                  |
|---------------------------|------------------|
| community centre          | £313.00          |
| sound and lighting        | £350.00          |
| Comedians x 2             | £2,500.00        |
| Door Staff                | £85.00           |
| <b>Total</b>              | <b>£3,248.00</b> |
| Ticket Price to Breakeven | £16.24           |

|               |        |
|---------------|--------|
| 186 tickets @ | £17.50 |
| income        | £3,255 |
| expenditure   | £3,248 |
| Profit        | £7     |

Ticket sales for the previous four comedy nights:

Angela Barnes (2020) – 132 tickets sold

Joel Dommett (2020) – 180 tickets sold

Joel Dommett (2017) – 200 tickets sold (sold out)

Tom Allen (2017) – 107 tickets sold

**Buckingham Town Council**  
**Town Centre & Events Committee**

**Monday 13<sup>th</sup> June 2022**

Contact Officer: Paul Hodson, Town Clerk

**Culture and Arts Strategy**

**1. Recommendation**

- 1.1. It is recommended that Members note the report and agree for Council staff to provide a detailed plan for creating a culture and arts strategy.
- 1.2. It is recommended that a working group be set up, consisting of councillors and partners, at the appropriate time.

**2. Background**

2.1. Members have previously agreed for Council staff to provide a detailed plan for creating a culture and arts strategy. It was also agreed that a working group be set up, consisting of councillors and partners, at the appropriate time. (869/20). A Culture & Arts Strategy for the town would identify and map the town's unique assets and opportunities, and set out a vision which was agreed by local cultural organisations and partnerships; creative industries and artists, public sector organisations, businesses, voluntary groups and residents. The strategy would guide future investment in cultural developments in the town, and could underpin bids and fundraising for substantial projects, such as the new cultural arts centre alluded to in the Neighbourhood Development Plan. The strategy would identify current levels of participation, any trends, and the demographics/diversity of current and potential audiences in Buckingham.

2.2. The stages in developing the plan would be:

- i. Initial questionnaire to all stakeholders
- ii. Drafting the strategy
- iii. Detailed consultation

2.3. While this would not be part of the neighbourhood plan work directly, the outcome would influence the development of the plan.

2.4. It is proposed that officers draft the questionnaire in time to be issued this year. It is also proposed that a working group of interested councillors and partners be established to provide practical advice to officers and to support the consultation at the relevant stage.