



Buckingham Town Council

Town Council Office, Buckingham Centre,
Verney Close, Buckingham, MK18 1JP
01280 816426

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 25 September 2024

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 30th September 2024 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 or call 01280 816426 for details.

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

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

Claire Molyneux
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

2. Declarations of interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes

To agree the minutes of the Town Centre and Events Committee meeting held on 22nd July 2024.

Copy previously circulated

4. Budget

To receive and note the latest budget figures.

Appendix A

5. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

6. Bonfire and Fireworks

To receive a report from the Town Centre and External Services Manager.

TCE/61/24



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.

- 7. Christmas Lights switch on**
To receive a report from the Town Centre and External Services Manager. [TCE/62/24](#)
- 8. Remembrance Day**
To receive a report from the Deputy Town Clerk. [TCE/63/24](#)
- 9. Charter Fair**
To receive a report from the Deputy Town Clerk. [TCE/64/24](#)
- 10. Mayor's Christmas Card Competition**
To receive a report from the Deputy Town Clerk. [TCE/65/24](#)
- 11. Calendar of Events 2025-2026**
To receive a report from the Deputy Town Clerk [TCE/66/24](#)
- 12. TIC opening hours**
To receive a report from the Compliance and Projects Manager. [TCE/67/24](#)
- 13. Event reviews**
Fringe week [TCE/68/24](#)
Summer youth activities [TCE/69/24](#)
Bandjam [TCE/70/24](#)
Dog Show [TCE/71/24](#)
Skate Park [TCE/72/24](#)
- 14. Best Kept Village**
To receive a report from the Estates Administrator. [TCE/73/24](#)
- 15. Action list**
To receive action reports and updates. [Appendix B](#)
- 16. News releases**
- 17. Chair's items**
- 18. Date of the next meeting:** Monday 18th November 2024

To Committee Members:

Cllr. R. Ahmed
Cllr. F. Davies
Cllr. L. Draper
Cllr. J. Harvey
Cllr. A. Mahi

Vice Chair

Cllr. L. O'Donoghue
Cllr. A. Schaefer
Cllr. R. Stuchbury

Town Mayor
Chair

Detailed Income & Expenditure by Budget Heading 25/09/2024

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	EXPLANATION
<u>TOWN CENTRE & EVENTS</u>								
<u>301 Town Centre & Events INCOME</u>								
1028 Lace Hill events income	0	850	850			0.0%		
1029 Good Endings Fair income	0	300	300			0.0%		
1062 Community Fair table income	0	230	230			0.0%		
1066 Comedy night income	923	1,500	577			61.5%		
1069 Charter fairs income	8,430	8,324	(106)			101.3%		Based on RPI, precepted before figures published
1091 Events Sponsorship Income	0	100	100			0.0%		
1092 Events Stall Income	273	1,100	828			24.8%		
1093 Dog Show Income	120	125	5			96.0%		
1094 Skate Park Income	25	0	(25)			0.0%		More income than expected
1099 Summer Art Trail Sponsorship	100	0	(100)			0.0%		Unexpected sale of swan
1104 Remembrance Contributions	1,200	1,150	(50)			104.3%		More income than expected
1107 Street Food Fair Income	0	300	300			0.0%		
<u>301 Town Centre & Events EXPENDITURE</u>								
3997 NI TC&E	1,624	6,379	4,755		4,755	25.5%		
3998 Pensions ERS TC&E	6,104	18,677	12,573		12,573	32.7%		
3999 Salaries TC&E	28,727	100,694	71,967		71,967	28.5%		
4042 Events equipment	0	1,500	1,500		1,500	0.0%		
4094 Youth project	4,790	6,000	1,210		1,210	79.8%		
4104 Town in Bloom	4,888	9,000	4,112		4,112	54.3%		
4107 Pride of Place	48	60	12		12	80.0%		
4115 River rinse	373	450	77		77	82.8%		
4126 Good Endings Fair	0	500	500		500	0.0%		
4128 Small Events	0	350	350		350	0.0%		
4166 Lace Hill events	898	1,600	702		702	56.1%		
4201 Christmas lights	2,292	13,800	11,508	6,695	4,813	65.1%		
4202 Firework display	1,061	7,000	5,939	520	5,419	22.6%		
4203 Community fair	0	300	300		300	0.0%		
4205 Christmas parade	49	5,250	5,201	120	5,081	3.2%		
4207 Remembrance parade	33	2,300	2,267	880	1,387	39.7%		
4208 Spring Fair	84	300	216		216	28.0%		
4211 Band Jam	5,020	5,100	80		80	98.4%		
4212 Christmas lights switch on	275	3,250	2,975		2,975	8.5%		
4213 Dog show	630	750	120		120	84.0%		
4220 Music in the Market	4,995	5,100	105		105	97.9%		
4241 Comedy Night expenditure	2,266	1,500	(766)		(766)	151.0%		Part cost of comedian to be taken from fringe budget
4243 Charter Fairs	570	5,500	4,930	4,467	463	91.6%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	EXPLANATION
4245 Street Food Fair	0	2,400	2,400		2,400	0.0%		
4260 Twinning	0	65	65		65	0.0%		
<u>302 Street markets INCOME</u>								
1005 Street markets	8,530	17,500	8,970			48.7%		
1006 Flea market	3,678	4,600	922			80.0%		
<u>302 Street markets EXPENDITURE</u>								
4017 Subscriptions	571	450	(121)		(121)	126.9%		General price increase
4225 Rates	1,672	2,100	428		428	79.6%		
4234 Market Entertainment	0	1,000	1,000		1,000	0.0%		
4235 Market infrastructure & Promotion	750	1,000	250		250	75.0%		
<u>303 Special events INCOME</u>								
1020 Food fair income	0	800	800			0.0%		
1083 Fringe income	449	400	(49)			112.2%		More income than expected
1094 Skate Park Income	0	1,000	1,000			0.0%		
<u>303 Special events EXPENDITURE</u>								
4169 Skate Park Event	994	2,000	1,006	150	856	57.2%		
4221 Fringe	1,441	2,150	709		709	67.0%		Underspend to cover Comedian
4242 Food fair	0	600	600		600	0.0%		
4244 Flags	0	600	600	113	487	18.9%		
4273 One-off events	0	500	500		500	0.0%		
4278 Celebrate Buckingham Day	1,552	2,000	448		448	77.6%		
<u>305 Tourist Information Centre INCOME</u>								
1084 TIC income	5,316	9,000	3,684			59.1%		
<u>305 Tourist Information Centre EXPENDITURE</u>								
4253 TIC tickets & produce	4,135	8,000	3,865		3,865	51.7%		
4255 Heritage app expenditure	0	300	300		300	0.0%		
4274 Tourism website	160	440	280		280	36.4%		
<u>306 Accessibility EXPENDITURE</u>								
4254 Accessibility Costs	200	2,250	2,050	1,250	800	64.4%		
Grand Totals:- Income	29,044	47,279	18,235			61.4%		
Expenditure	76,202	221,215	145,013	14,196	130,817	40.9%		
Net Income over Expenditure	(47,158)	(173,936)	(126,778)					

)

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EARMARKED RESERVES	321,140.00	-321,140.00	0.00
325 EMR YOUTH COUNCIL	0.00	2,015.00	2,015.00
326 EMR CEMETERY DEVELOPMENT	0.00	77,033.50	77,033.50
327 EMR LEGAL COSTS	0.00	530.17	530.17
328 EMR FLOOD RELIEF FUND	0.00	826.00	826.00
329 EMR WAR MEMORIAL	0.00	600.00	600.00
330 EMR CHRISTMAS LIGHTS	0.00	2,171.00	2,171.00
331 EMR TOWN IN BLOOM	0.00	1,000.00	1,000.00
332 EMR CHARTER FAIRS	0.00	5,141.00	5,141.00
333 EMR PLAY AREA REPLACEMENT	0.00	57,932.00	57,932.00
334 EMR TOURISM LEAFLETS	0.00	883.00	883.00
335 EMR GREEN SPACES DEVELOPMENT	0.00	8,916.00	8,916.00
336 EMR NEIGHBOURHOOD PLAN	0.00	511.00	511.00
337 EMR BRIDGE REPAIRS	0.00	44,640.00	44,640.00
338 EMR OFFICE DEVELOPMENT / FURNI	0.00	156.00	156.00
339 EMR DEPOT EQUIPMENT	0.00	7,850.00	7,850.00
340 EMR AEDS	0.00	850.00	850.00
341 EMR LHSCC REPAIRS & MAINT	0.00	25,000.00	25,000.00
342 EMR CEMETERY LODGE REPAIRS	0.00	7,840.00	7,840.00
343 EMR BOWLS PAVILION REPAIRS	0.00	2,493.00	2,493.00
344 EMR MAKING GOOD/BOUNDARY REP	0.00	45,000.00	45,000.00
345 EMR EMERGENCY GRANTS	0.00	3,000.00	3,000.00
346 EMR TWINNING	0.00	2,483.00	2,483.00
348 EMR SCULPTURE TRAIL	0.00	800.00	800.00
349 EMR TRAINING	0.00	8,953.00	8,953.00
350 EMR COMPUTERS & SOFTWARE	0.00	5,633.00	5,633.00
351 EMR RATES	0.00	1,706.00	1,706.00
352 EMR ACCESSIBILITY	0.00	2,513.00	2,513.00
353 EMR WILDLIFE CONSERVATION VOLU	0.00	1,461.00	1,461.00
354 EMR MACHINERY REPLACE & REPAIR	0.00	9,949.00	9,949.00
355 EMR BUILDINGS REPLACE & REPAIR	0.00	6,500.00	6,500.00
356 EMR RESOURCING RESERVE	0.00	38,466.00	38,466.00
357 EMR VEHICLE REPLACEMENT & REPA	0.00	3,445.00	3,445.00
358 EMR STAFFING COSTS	0.00	4,005.18	4,005.18
	321,140.00	59,161.85	380,301.85

Earmarked Reserves (NEW LOOK REPORT)

	Account Opening Balance	Net Transfers	Closing Balance	EXPLANATION
320 EARMARKED RESERVES	321,140.00	-321,140.00	0.00	The remaining EMR figure in the accounts from 23/24 split between the new individual codes agreed for 24/25
325 EMR YOUTH COUNCIL	0.00	2,015.00	2,015.00	
326 EMR CEMETERY DEVELOPMENT	0.00	81,821.00	81,821.00	
327 EMR LEGAL COSTS	0.00	530.17	530.17	This EMR value was £6871 but £6340.83 has been spent leaving this balance of £530.17 to spend.
328 EMR FLOOD RELIEF FUND	0.00	826.00	826.00	
329 EMR WAR MEMORIAL	0.00	2,000.00	2,000.00	
330 EMR CHRISTMAS LIGHTS	0.00	2,171.00	2,171.00	
331 EMR TOWN IN BLOOM	0.00	1,000.00	1,000.00	
332 EMR CHARTER FAIRS	0.00	5,141.00	5,141.00	
333 EMR PLAY AREA REPLACEMENT	0.00	57,932.00	57,932.00	
334 EMR TOURISM LEAFLETS	0.00	883.00	883.00	
335 EMR GREEN SPACES DEVELOPMENT	0.00	8,916.00	8,916.00	
336 EMR NEIGHBOURHOOD PLAN	0.00	7,661.00	7,661.00	
337 EMR BRIDGE REPAIRS	0.00	44,640.00	44,640.00	
338 EMR OFFICE DEVELOPMENT / FURNI	0.00	156.00	156.00	
339 EMR DEPOT EQUIPMENT	0.00	7,850.00	7,850.00	
340 EMR AEDS	0.00	850.00	850.00	
341 EMR LHSCC REPAIRS & MAINT	0.00	25,000.00	25,000.00	
342 EMR CEMETERY LODGE REPAIRS	0.00	7,840.00	7,840.00	
343 EMR BOWLS PAVILION REPAIRS	0.00	2,493.00	2,493.00	
344 EMR MAKING GOOD/BOUNDARY REP	0.00	45,000.00	45,000.00	
345 EMR EMERGENCY GRANTS	0.00	3,000.00	3,000.00	
346 EMR TWINNING	0.00	2,483.00	2,483.00	
348 EMR SCULPTURE TRAIL	0.00	800.00	800.00	
349 EMR TRAINING	0.00	8,953.00	8,953.00	
350 EMR COMPUTERS & SOFTWARE	0.00	5,633.00	5,633.00	
351 EMR RATES	0.00	1,706.00	1,706.00	
352 EMR ACCESSIBILITY	0.00	2,513.00	2,513.00	
353 EMR WILDLIFE CONSERVATION VOLU	0.00	1,461.00	1,461.00	
354 EMR MACHINERY REPLACE & REPAIR	0.00	9,949.00	9,949.00	
355 EMR BUILDINGS REPLACE & REPAIR	0.00	6,500.00	6,500.00	
356 EMR RESOURCING RESERVE	0.00	38,466.00	38,466.00	
357 EMR VEHICLE REPLACEMENT & REPA	0.00	3,445.00	3,445.00	
358 EMR STAFFING COSTS	0.00	4,169.00	4,169.00	
	321,140.00	72,663.17	393,803.17	

Once an EMR has been spent it will not show up on this report. For example EMR number 359 Memorial Testing for £2000.00 has been spent and therefore does not appear. If you have a specific EMR query from the agenda reports then please email and I can check before the meeting

Buckingham Town Council
Town Centre and Events Committee
Monday 30th September 2024

Contact Officer: Sam Hoareau, Town Centre and External Services Manager

Bonfire and Fireworks

1. Recommendations

1.1. It is recommended that members note this report, and the estimated costs listed.

2. Background

2.1. The Bonfire and Fireworks event takes place in Bourton Park each year. This year's event will be on Saturday 2nd November from 6pm to 8pm.

2.2. The event plan and emergency plans, entrance and exits will be broadly the same as previous years.

3. Fireworks and Bonfire

3.1. Fireworks will be provided by Titanium Fireworks, who always bring a spectacular display. Risk Assessments and safety plans will be reviewed, and the positioning of fireworks and spectator areas adjusted, if necessary, both in advance and on the day dependent on the weather. The fireworks will be lit at 7pm.

3.2. The bonfire will have a central position. We may look at reducing the height but increase the width of the bonfire. In accordance with advice from our insurer, the bonfire procession and lighting of the bonfire will be after the fireworks.

4. Entertainment

4.1. DJ Dan Blaze has been booked to compere and play music throughout the whole event. A site meeting will take place shortly to plan final arrangements.

4.2. If the budget allows there will be extra roaming entertainment between 6pm and 7pm only.

5. Food and Drink Traders

5.1. Five to six food, drink and other stalls will be positioned along the footpath and will be open to trade between 5.30pm and 8pm, including a licensed bar. These are still to be confirmed.

6. Event Volunteers and Clean up

- 6.1. Members are invited to take part in the event as part of the torch lit procession that lights the bonfire each year. If members would like to take part in this, please advise officers as soon as possible.
- 6.2. Torches are made for the event by the Green Spaces team and then and will need to be prepared for lighting.
- 6.3. Volunteers are required to help clear up any litter left after the event on the morning on Sunday 3rd November.
- 6.4. The Air Cadets will again support the event through marshalling.

7. Budget

- 7.1. The budget for this event is £7000 code 301/4202
- 7.2. Estimated events costs so far:

ITEM	COST
Fireworks	£3874
Lighting, fencing and generators from Paragon	£1000
Matting	£300
Fencing	£145
First Aid	£220
Sound & engineer	£400
DJ Entertainment	£500
Music license	£561
TOTAL	£7000

Buckingham Town Council
Town Centre and Events Committee
Monday 30th September 2024

Contact Officer: Sam Hoareau, Town Centre and External Services Manager

Christmas Lights Switch On

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. This year's Christmas Lights Switch On event will take place on Thursday 28th November from 4pm to 7pm.

3. Event Plan

3.1. The stage will be the same layout and design as the 2023 event and will be provided by Strawberry Fields. The Mayor of Buckingham, Cllr. Anja Schaefer has agreed to act as MC for the event.

3.2. There will be a Festive Market at the Cattle Pens with festoon lighting. More stalls still need to be booked. We are also looking to secure some children's rides or activities to set up alongside the stalls.

3.3. Buckingham Table has confirmed they will attend with Santa and the Santa Van.

3.4. Roaming entertainment still needs to be booked.

3.5. The Great Horwood Silver Band will play from 4pm while people enjoy the entertainment and Festive Market.

3.6. A local children's Rock Choir has been invited to perform. Exact timing to be confirmed but it is hoped they can take the early slot from 4.30pm to 4.50pm.

3.7. The Royal Latin School has also been invited to perform. Again, exact timings to be confirmed but it is hoped they could play between 5pm and 5.20pm.

3.8. The Lights Switch On will take place at 5.30pm on the stage, with the Mayor joined by the winners of this year's Mayor's Christmas Card contest.

3.9. Great Horwood Silver Band will play sing-along carols after the light Switch On. The intention is to also have an adult singer to encourage participation in singing the carols.

- 3.10. Bucks Gospel Choir has kindly agreed to perform from 6.15pm to 6.45pm. Depending on space, they may bring a keyboard, bass guitar and lead guitar.
- 3.11. Like last year, the Chantry Chapel plan to open late to offer a warm space and free children's crafts during the event as an additional activity.
- 3.12. Local businesses will be encouraged to stay open later and BTC plan to promote this information to support them.

4. Budget

4.1. The Budget for this event is £3250, code 301/4212.

4.2. Event expenditure so far:

ITEM	COST
Stage, sound and lighting (Strawberry Fields)	£1260
Road closure	£54.90
PRS & PPL	£220.32
First Aid	£160
Silver Band	£100
Festoon lighting for Cattle Pens	£200
Entertainment	To be confirmed
TOTAL	£1995.22
OVER/UNDER	£1254.78

5. Other Budgets:

5.1. The 2024/25 Christmas Lights budget 301/4201 is £13,800.

5.2. A 25ft Christmas tree from supplier SparkX including install, lights and removal at a cost of £2,650 for one year has been agreed by Committee, minute 744/23.

5.3. The three-year hire of Christmas light motifs from Festoon Lighting at £3380 per annum has already been agreed, minute 744/23.

5.4. Installation and removal of all hired and BTC owned lights by WGS for £5850 per annum on a three-year contract has been agreed, minute 744/23.

5.5. The 2024/25 Christmas Lights expenditure so far is £11,880.

Buckingham Town Council
Town Centre and Events Committee
Monday 30th September 2024

Contact Officer: Zo Taylor, Deputy Town Clerk

Remembrance Day

1. Recommendation

1.1 It is recommended that Members note the report.

2. Background

2.1 Each year the Town Council work closely with the Buckingham Branch of the Royal British Legion (RBL) to arrange the annual Remembrance Day Service.

2.2 The arrangements are well established and the RBL have confirmed their participation again this year.

2.3 In recent years the Town Council has shared the cost to hire a large mobile screen to relay our Remembrance Day Service on the Church Green for those who are unable to see the event around the Memorial. The cost is taken from the Remembrance Parade budget code 4207/301. For 2024 the total screen cost is £2400 to be shared equally between BTC and RBL.

2.4 The RBL will again supply the wreath at a cost to BTC of £25.

2.5 The RBL are seeking replacement pipers following the withdrawal of those they had booked.

2.6 BTC will support with road closures as usual.

Buckingham Town Council
Town Centre and Events Committee
Monday 30th September 2024

Contact Officer: Zo Taylor, Deputy Town Clerk

Charter Fair 2024

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. Buckingham's first charter to hold the annual market/fair was given by Mary I in 1554 with a second charter given by Charles II in 1658. The charter was only granted to the town to hold fairs on a Saturday and not any other day. Today the showmen arrive on the Friday and leave early on Sunday morning for both fairs. The annual Charter Fair takes place on the first Saturday after the 11th of October and then the following Saturday.

2.2. This year, the fair will arrive on Friday 11th October to set up ready to operate on Saturday 12th. It will leave in the early hours of Sunday 13th and returns the following Friday.

2.3. All the usual arrangements are in hand including letters to affected residents and businesses.

2.4. The Head Showman has confirmed he will allow the first hour of the first fair to be free to children with disabilities to have free rides on the rides. Disabled groups, Furzedown School and the Young Carers will be contacted and offered stickers for the first hour.

3. Opening of the Fair

3.1. Before the fair is able to open, a safety check will be carried out by the Town Clerk, Deputy Town Clerk and Head Showman to make sure that all cables were covered and that the rides were safe to operate. Copies of all the current insurance documents and test certificates will be collected by the Town Clerk and Deputy Town Clerk either by e-mail or paper copies.

3.2. The fair will be opened at 1pm by the Town Crier, the Major and Head Showman. Mr Marshall Nichols.

4. Budget

Budget Code 301/4243

	Expenditure Budget Code 301/4243	Income Budget Code 301/1069
Total Budget	£5500.00	£8430.36
Town Council costs (exc VAT): A Hickstead (bollard removal)	£3690.00	
Streetscene (rubbish)	£932.58	
Road Closure	£570.00	
Rent Income		£8430.36
Actual	£5192,58	
Total		£3237.78

Buckingham Town Council
Town Centre and Events Committee
Monday 30th September 2024

Contact Officer: Zo Taylor, Deputy Town Clerk

Mayor's Christmas Card Competition

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. The Mayor's Christmas Card competition has been running for a number of years. Each year the Mayor chooses a theme and invites children of the parish to submit artwork in line with that theme. This year's theme is "Giving at Christmas". There are 2 groups split by school year, namely:

2.1.1. Reception to Year 2

2.1.2. Year 3 to Year 6

2.2. Applications are sent to schools, can be collected from the library, or downloaded from the website, and are advertised across social media to try to capture as many qualifying children as possible.

2.3. The Mayor then judges these group, selects a winner from each category, and the winners will be invited to join her to turn on the Christmas Lights.

3. Budget

3.1. None required as BCQ Group Limited, who are based in Buckingham, have again generously offered to sponsor this event.

4. Dates

4.1. Competition launched by Monday 30th September.

4.2. Closing date 21st October. Consideration was given to extending this to beyond the half term holiday, however the dates this year (28th October to 1st November) mean that it would not leave sufficient time to allow collection of entrants, judging, and printing.

4.3. Cards to be produced and available by early/mid-November.

4.4. Winners will turn on Christmas Lights with the Mayor and are gifted a free pack of each winning card on 28th November.

**Buckingham Town Council
Town Centre & Events Committee
Monday 30th September 2024**

Contact Officer: Zo Taylor, Deputy Town Clerk

Proposed Events 2025 - 2026

1. Recommendations

- 1.1. It is recommended that members note and agree the proposed events list for 2025 – 2026.

2. Proposed events April 2025 – March 2026 (dates to be confirmed)

- Easter Fair
- Spring Green Fair
- May Day
- Buckingham Live (formerly Music in the Market)
- **NEW** VE Day Celebrations (80 years)
- Celebrate Buckingham Day
- Street Food Fair
- Fringe Week
- BandJam
- Buckingham Play Days (Quantity TBC)
- Basketball (Quantity TBC)
- Additional Summer Youth Project Activities (TBC)
- Skate Park event
- Dog Show
- River Rinses (2)
- Local Democracy Week
- Charter Fairs (2)
- Hallowe'en Event
- Bonfire & Fireworks
- Remembrance Parade
- Winter Fair
- Christmas Lights Switch On
- Small Business Saturday
- Community Fair
- Christmas Parade
- Holocaust Memorial Day
- Pancake Race
- Food Fair
- Buckingham in Bloom

3. Days to be marked with Flag Raising

- Commonwealth Day
- Armed Forces Day
- Pride
- Merchant Navy Day
- St George's Day
- King Charles III Birthday and Official Birthday
- Remembrance Sunday

Buckingham Town Council
Town Centre and Events Committee
Monday 30th September 2024

Contact Officer: Compliance and Projects Manager

Tourist Information Centre (TIC) Hours

1. Recommendations

- 1.1. It is recommended that Members agree that effective from week commencing 30 September 2024, the TIC will officially close between 12:50pm and 1:10pm daily to enable staff to have a formal break.
- 1.2. It is recommended that Members note that the TIC staff working day will therefore be extended by 20 minutes to facilitate the break so as not to unfairly reduce paid hours. Start and leave times shall remain flexible to need but are initially expected to be between 9:30am and 4:20pm.

2. Background

- 2.1. This is being discussed because a review of working hours has identified that staff in the TIC are scheduled to work a daily shift of 6.5 hours.
- 2.2. The Working Time Regulations 1998 give employees and workers the right to an uninterrupted 20-minute rest break if they're expected to work more than 6 hours during the day. The current arrangements mean staff are working 6.5-hour shifts without a formal break. TIC staff are not exempt from this requirement.
- 2.3. In accordance with the Memorandum of Understanding with the Old Gaol Trust, TIC staff are required to arrive before opening and to remain after closing to undertake duties on behalf of the Trust. They also have preparation and closing procedures for the TIC.
- 2.4. Staff are already in work earlier and later than the current starting and finishing times in order to achieve all of their duties in good time.
- 2.5. The recommended changes will mean that in future staff will be able to take a formal break as required by law; complete all of their duties within paid working hours; and will not reduce their contracted hours (and so not adversely impact their income). The lunchtime closure will be properly advertised.
- 2.6. TIC staff have been consulted and are in favour of the recommendations.

3. Budget

- 3.1. There will be no change to budgets as there will be no change in overall paid working hours.

Buckingham Town Council
Town Centre and Events Committee
Monday 30th September 2024

Contact Officer: Sam Hoareau, Town Centre & External Services Manager

Fringe Week 24 Review

1. Recommendations

- 1.1. It is recommended that Members note the report.
- 1.2. It is recommended that Members agree to participate in Fringe Week in 2025.

2. Background

- 2.1. Residents of Buckingham enjoyed over a weeklong series of special events, organised by BTC and various local organisations, businesses, and groups during this year's Fringe Week.

3. Event Reviews

3.1. Giant Art Display

Fringe Week took place from 20th to 28th July starting with a spectacular giant art installation at the Cattle Pens. The installation showcased 450 individually painted discs by local people from school children to professional artists. The artwork infused the Fringe experience with a unique and vibrant expression of our community.

3.2. Busking

Gracenotes, a local singing group, delighted visitors to the town whilst performing at the busking spot on the morning of Saturday 20th July. They raised over £300 for Buckingham Citizens Advice Bureau. The group would love to support more events in Buckingham and would like to know of any future opportunities.

3.3. Family Fun Day

Sunday 21st July saw the annual Family Fun Day at Lace Hill Sports & Community Centre. Hundreds of families with children turned up to enjoy an afternoon featuring an array of free activities including Zorb balls, inflatables, traditional games, badminton, table tennis, beat the keeper, a Stagecoach workshop and DJ.

3.4. Basketball

The first session of free Basketball coaching with Coach Jenner took place on Monday 22nd July which saw a good number of participants. Further sessions took place after Fringe Week.

3.5. Crafts at the Chanty Chapel

The National Trust team at Buckingham Chantry Chapel hosted free craft activities on Wednesday and Thursday morning, and face painting with a small cost on the Friday and Saturday morning. Like last year, they saw a lot of visitors and are very keen on future collaborations and for us to use their space for community events. They hope to have the correct licence in place for next year's Fringe Week for film showings.

3.6. Fiddle Group

The popular Oxford Fiddle Group returned to The Radcliffe Centre on Tuesday 23rd July with another sell out show. As usual they performed a variety of English, Irish, and American tunes and included a demonstration of Appalachian dancing.

3.7. Art in the Market

Art in the Market took place on Wednesday afternoon. Families and children young and old enjoyed an afternoon of arts and crafts in the sunshine surrounded by the art installation adorning the Cattle Pens. Activities included wand making, where children used their creativity to make a wand using coloured fabrics and feathers, reflecting their unique style and personality. Another favourite was painting and colouring with a variety of art materials. The entirely free event was extremely well attended and opened early due to an excited queue of children who couldn't wait to get started. The busy afternoon concluded with the last child sitting down to create a painting with only 10 minutes remaining.

3.8. The Buckingham Society Summer Lecture

The Buckingham Society hosted a free, well attended summer lecture at the Vincent Centre of the University of Buckingham on the Thursday evening. The topic was Sulgrave Manor and its connection with George Washington.

3.9. Buckingham Play Days

The MK Play Association hosted our first Buckingham Play Days session and even though the weather was not great, we welcomed over 300 people throughout the whole day.

3.10. Drag Night

Thursday night was another sell out show with the first ever Fringe Week Drag Night organised by the Grand Junction. Miss Sandy Flaps, MK's renowned Drag Royalty and Pride Ambassador, had everyone dancing and singing along to favourite tunes, making it a night to remember.

3.11. Disco Bingo

A busy night of Bingo-with-a-twist hosted by the Kings Head Coffee and Gin Bar on Friday evening. Combining the best of pop music and bingo, players created a great atmosphere singing along to the tunes, with some fabulous prizes won for a row and a full house.

3.12. Comedy Night

Comedy fans were treated to an evening of laughter at Buckingham University's Tanlaw Mill Building. Artists MC Russell Hicks, Eva Bindeman and the returning Angela Barnes had the large crowd in hysterics with their impromptu wit, hilarious insights and lively energetic delivery. Audience participation was a feature of the night for some of those lucky enough to choose front row seats.

3.13. Swan Singers Workshop and Concert

Sunday's finale should have ended with a Music and Song Workshop and concert with the Swan Singers. However this was cancelled due to unforeseen circumstances.

4. Budget

4.1. Fringe event cost breakdown:

EVENT	Expenditure Budget code 303/4221 TOTAL BUDGET £2150	Income Budget code 303/1083 TOTAL BUDGET £400
Art Installation	£403.86	
Contribution to Family Fun Day	£816.43	
Fiddle Group	£221	£449

TOTAL	£1441.29	£449
+/-	£708.71	£49

4.2. Due to the late confirmation by the agency affecting the number of tickets sold, and the increased booking cost of the comedy acts the underspend elsewhere in the Fringe Week budget was reallocated to cover the difference.

4.3. Other budgets (Comedy Night):

Comedy Night	Expenditure Budget code 301/4241 TOTAL BUDGET £1500	Income Budget code 301/1066 TOTAL INCOME £1500
Comedians	£1800	
Security	£90	
Sound & Lighting	£375.50	
TOTAL	£2265.50	£928
+/-	-£765.50	-£572

4.4. Other Budgets (Lace Hill Events):

Family Fun Day	Expenditure Budget code 301/4166 £1600
First aid	£90
DJ	£550
TOTAL	£640

4.5. The basketball and playdays event costs are part of the summer youth project budget which is included in another report.

4.6. There were no costs to BTC for this year's Art in the Market, Chantry Chapel activities, The Buckingham Society's Lecture, the Drag Night, or Music Bingo.

5. Environmental Impact

5.1. The environmental impact for the whole of the Fringe event was low, as the events were all central to Buckingham or within walking distance and close to bus links.

5.2. The MK Play Association use junk modelling as an activity at the Buckingham Play Days, reusing materials that would otherwise go to waste.

Buckingham Town Council
Town Centre and Events Committee
Monday 30th Sept 2024

Contact Officer: Sam Hoareau, Town Centre & External Services Manager

Summer Youth Activities Review

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. As well as our free annual basketball and play day sessions, BTC offered free street dance lessons for children throughout the summer holidays this year as part of our summer youth project. The aim was to offer something that could cater more towards young girls.

2.2. The basketball sessions were led by Coach Jenner from Ultimate Coach LTD, who provides professional basketball coaching across Bucks, Herts, and for Basketball England. Sessions for children aged 8 to 12 were held every Monday from July 22nd to August 26th at Chandos Park, from 5:30 pm to 6:30 pm. For ages 13 and up, sessions took place at Bourton MUGA from 6:45 pm to 7:45 pm.

2.3. The street dance sessions were hosted by the U DO IT Dance Foundation, a national charity that collaborates with Sport England to deliver inclusive street dance programs across England and Wales. These sessions took every Tuesday from July 30th to August 27th at the Lace Hill Centre, with the 8 to 12 age group attending from 3:00 pm to 4:00 pm, and the 13 and over group from 4:00 pm to 5:00 pm. One day was cancelled due to unforeseen circumstances and it was appropriate to make a refund for that session due to no availability at the Lace Hill Centre to make up the class at a later date.

2.4. The popular Buckingham Play Days sessions took place at Chandos Park from 10.30am until 3.30pm on Thursday 25th July, and Thursday 1st and 15th August. These sessions were hosted by MK Play Association, a charity who specialise in providing play to children, and training for teachers, carers and parents.

3. Basketball Review

3.1. The basketball sessions for 8-12-year-olds were well attended, with an average of 20 children per session. The sessions for those aged 13 and older saw an average participation of 7 to 10 individuals which is normal numbers based on previous years.

4. Street Dance Review

- 4.1. The 8-12 yrs Street Dance lessons have also been well attended, averaging at 15 children per session. Unfortunately, the older session didn't take off with no participants at any of the sessions despite the information being shared to both secondary schools.
- 4.2. Feedback received both directly and through our internal form from the younger girls' street dance sessions indicated they were very pleased with the availability of the free sessions and impressed by the instructors.

5. Buckingham Play Days Review

- 5.1. As always, all three sessions were extremely busy. At least 300 persons including adults and children attended each event. Many families organise their summer outings around these sessions, which highlights their significance to our community and annual event calendar.
- 5.2. The Buckingham Family Centre attended all three sessions and organised a craft table and brought a bubble machine. They were happy to have the opportunity to speak with parents and let them know how the service has changed in an informal way.

6. Budget

- 6.1. The budget for the summer youth project was £6000, code 301/4094.
- 6.2. Expenditure breakdown:

ITEM	COST
Basketball coaching	£1020
Street Dance sessions	£640 - after refund
Play Days	£2970
TOTAL	£4630

7. Options

- 7.1. There is scope to host another activity which could be added to the programme in the future if the budget allows. This activity could be something less physical something more inclusive for the less abled or just not sport. Future ideas could include, sewing classes, macrame, skin care, photography, social media, YouTube, DJ classes, radio broadcasting, cooking and baking.

Buckingham Town Council
Town Centre and Events Committee
Monday 30th September 2024

Contact Officer: Sam Hoareau, Town Centre & External Services Manager

Bandjam'24 Event Review

1. Recommendations

1.1. It is recommended that members note the report.

2. Background

2.1. Bandjam'24 took over Market Square in town on Sunday 25th August, from 1pm to 10pm. This was the second event with Aaron Finch Events as the lead organiser. Buckingham Town Council acts as an event partner, supporting the event with the road closure, partial funding and staffing throughout the day.

3. Event Review

3.1. In advance of the event officers followed usual procedures to notify the safety advisory group, as well as local businesses and residents about the road closures and no parking requirements in place for the event.

3.2. Local pubs were informed about the no-glass policy and requested to ensure that drinks were not taken off their premises. Additionally, local shops selling alcohol received a hand-delivered letter requesting that they kindly remove bottles from their shelves to help enforce the policy. Council Officers worked hard to enforce this as effectively as possible throughout the event.

3.3. Bandjam'24 was opened by the Town Crier, Patrick Laws and Deputy Mayor of Buckingham, Cllr Fran Davies.

3.4. The event was well attended, the Bank Holiday weekend festivities drew a diverse crowd with families, local care home residents and Bandjam regulars all enjoying the live music.

3.5. The event ran safely and smoothly thanks to our paid security team, Complete Security. No first aid incidents were reported. First Aid was provided by ALR Training.

3.6. This year's lineup featured Twisted Echo, Fraud Squad, Blagwagon, Krissy Matthews, the New Inn Credibles, Anton White ft Tom Crook and Identity Crisis, and headline act The Toucans – a Buckingham based band. All of whom took the audience on a nostalgic journey playing a massive mix of indie and

rock covers. There was also a standout guest performance by local young talent Adam O'Connell.

3.7. All acts were broadcasted live by 3B's radio who were present on the day and also played music in between sets which worked smoothly and created a better atmosphere between acts.

3.8. The stage, sound and lighting were provided and operated by local company Strawberry Fields. However, due to predicted wind gusts on the day, a last-minute decision was made to swap the stage from the inflatable to a marquee style platform due to safety.

3.9. A temporary events notice was in place to cover the Kings Head pop-up bar. This was purchased by the landlady.

4. Budget

4.1. The budget for this event was £5100 code 301/4211.

4.2. Cost breakdown:

ITEM	COST
First Aid	£400
Security	£972
PPL & PRS Music License	£220.32
Road closure	£93.33
Bucks Recycling bins	£255
Amount awarded to Bandjam to cover stage, sound, lighting and artists.	£3079
TOTAL	£5019.65

4.3. The slight underspend is due to the estimated weight of the Bucks Recycling bins. There was no extra carriage charge this time.

4.4. There is no income for this event. Street food traders were booked via Bandjam.

4.5. Aaron Finch C/o Bandjam was successful in securing a number of additional sponsors including Warm Conservatory Roofs, Dipalee Lounge, Paragon, and Timpson.

4.6. Money for the Mayors charity was raised, this is still to be received.

4.7. A statement of accounts from Bandjam is expected to be received at the event review meeting.

5. Environmental Impact

5.1. The main environmental impact from Bandjam is the use of generators. Electric feeder pillars are also used where possible, and this reduces the impact.

5.2. Most acts and vendors were local so limiting the environmental impact.

5.3. Recycling bins were available and fully utilised.

**Buckingham Town Council
Town Centre and Events Committee
Monday 30th September 2024**

Contact Officer: Sam Hoareau, Town Centre & External Services Manager

Dog Show '24 Review

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

- 2.1. Buckingham's Dog Show returned after a two-year break on Saturday 7th September at Bourton Park Paddock. The event was officially opened by the Mayor with over 140 enthusiastic furry contestants in attendance.
- 2.2. The day was a resounding success, drawing in a crowd of over 300 residents. Feedback from attendees has been overwhelmingly positive.
- 2.3. A busy registration process ran from 11am to 12pm, overseen by Cllr Lisa O'Donoghue, former Councillor Terry Bloomfield, and our Committee Clerk.
- 2.4. The arena looked delightful, decorated with bunting and surrounded by haybales—generously donated by Manor Farm—to ensure the comfort of spectators.
- 2.5. Judging was no easy task for Kimberly Cox, dog trainer, and Sophie Beacon of Woofs and Washes, who were also the event's main sponsors present on the day to lead the show.
- 2.6. The event was expertly compered by Freeman of Buckingham and former Councillor, Mike Smith.
- 2.7. All participants received certificates of participation, along with poo bag dispensers' courtesy of Buckingham Town Council (BTC), and some well-deserved dog treats donated by Pets at Home.
- 2.8. Due to the high number of participants, the judges adjusted the rules, awarding rosettes to those who placed 1st to 6th, with the rosettes provided by Kimberly Cox.
- 2.9. Additionally, those placing 1st, 2nd, and 3rd received extra gifts donated by Pets at Home and BTC. With First-place winners taking home a special prize from our other sponsors listed below.

2.10. This year's competition featured eight fun categories, with each winner competing for the coveted Best in Show title. This was awarded to a Patterdale terrier cross named Bruce who also won the fabulous fella category.

2.11. The categories and their sponsors were as follows:

- Cutest Pup - sponsored by Kimberley Cox who donated a voucher towards free puppy training.
- Fabulous Fella – sponsored by Woofs and Washes who donated a free grooming session.
- Gorgeous Gal - sponsored by Woofs and Washes who donated a free grooming session.
- Best Rescue – sponsored by Buckingham Dog Walking Field who donated a voucher worth £50.
- Golden Oldie – sponsored by Hill's Canine Hydrotherapy who donated a free treatment.
- Waggiest Tail – sponsored by Stowe Landscape Gardens who donated 3 one-day guest passes.
- Junior Handler - sponsored by Mole Country Store who donated a dog treat hamper.
- Best in Show – sponsored by Thornborough Paws who donated a voucher for a free dog walk and merchandise.

2.12. Alongside the show, children enjoyed free face painting, giant Jenga, rock painting and soft archery.

2.13. There were three stalls present: Marks Ices ice cream van, Tribal Eatz – a burger van, and Aaliyah's Sweet Side which sold freshly baked cakes.

2.14. There were three dog themed trade stalls present, including HB Pencil Portraits offering pet portraits, a new dog grooming business JoJo's Pet Grooming Services and LCA Pet Supplies selling a wide range of natural dog treats.

3. Feedback received via email and from Kimberley Cox:

3.1. *Please could you pass on our sincere thanks to Buckingham Town Council and everyone who volunteered their time on Saturday (and before the event) to make it such a wonderful day for the families of Buckingham. It was really well organised and executed and a really lovely and friendly day. My daughter got so much out of it. Because it was so inclusive [she] was able to take part and really enjoy herself. I'm sure this has boosted her confidence and self-esteem, and my husband and I were so proud of her for joining in.*

3.2. *It was a great event, so well organised. I had a lovely time. Have had a few people Facebook me and tell me it was great and to thank me. Am very happy to do next year's event x.*

4. Budget

4.1. The budget for this year's Dog Show was £750, code 301/4123.

4.2. Draft event cost breakdown:

ITEM	COST
Toilet hire	£270
First Aid	£120
Petrol for generator	£15
New cable for generator	£25
Water for staff	£3
Face Painter	£240
Soft Archery equipment	£47
Additional Prizes	£24
TOTAL	£744

4.3. This year there was no need to purchase any soil to level out the ground and we also cancelled the matting on hire from paragon which would have cost £300. We also didn't spend any money on crafts either or certificate paper as were able to use left over supplies from previous events.

4.4. The income budget for this year's event is £125, code 310/1093

4.5. Draft income breakdown:

ITEM	TOTAL EX VAT
3X trader pitch fee	£45
3x food vendor pitch fee	£75
Show class entry fee	£179
	£299

5. Information

5.1. Both main sponsors are committed until 2025.



Buckingham Town Council
Town Centre and Events Committee
Monday 30th September 2024

Contact Officer: Sam Hoareau, Town Centre & External Services Manager

Bridge Street Skatepark Jam

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. To celebrate the newly refurbished community asset, Buckingham Town Council (BTC) organised a free skatepark event which took place on Saturday 17th August from 12pm until 4pm. The event was hosted by Canvas Spaces who worked with Buckinghamshire Council on the refurb project.

2.2. The event was aimed at anyone age 8 and upwards for skateboarders, BMX riders and scooter enthusiasts.

2.3. On the day, Canvas Spaces provided the PA, background music and organised friendly competitions with prizes.

2.4. BTC added to the Canvas Spaces package and paid for three pro athletes to do some demonstrations and engage with the kids on the ramps.

3. Event Review

3.1. Feedback from the kids and parents was very positive in that they thoroughly enjoyed the event including thanking us for the organising it.

3.2. Over 300 children and adults turned up to participate or just watch and enjoy the atmosphere. The ramps were fully utilised in a safe manner.

3.3. The kids also really enjoyed having the athletes sign their autograph on their helmets and parents were taking photos of them with their kids.

3.4. There were no accidents that needed first aid.

3.5. The PA system was simply a speaker and microphone which made it quite difficult for some to hear the announcements.

3.6. The hosts organised the competitions in jam style formats and the number of competitions was dependant on the number of sign-ups on the day. Which meant there was no set schedule or timings to go by.

3.7. There was some spare time at the end due to no BMX sign-ups, so the kids asked for a scooter foot down jam competition.

4. Budget

4.1. The budget expenditure code is 4169/303 Skate Park event £2,000.

4.2. The budget income code is 1094/303 Skate Park income £1,000.

4.3. Budget Expenditure Update:

ITEM	COST
First Aid	£120
Pro Athletes (King Ramps)	£750
Bucks Park Fee	£124
TOTAL	£994

4.4. When the budget was set, it was thought that we would seek additional sponsorship or funding towards the full event cost. However, this was not needed because the package provided by Canvas Spaces via Buckinghamshire Council supplemented this year's event.

4.5. Income Budget Update:

ITEM	TOTAL EX VAT
1X Food trader	£25

5. Future Options

5.1. This event is quite costly to fund, with estimates suggesting it will likely cost at least £2,500 next year. However, it's very different to many of our other events and makes use of a community asset which is a positive thing. It specifically targets a younger demographic, engaging them in a way that our other events may not. By focusing on the skatepark, we're able to reach and involve youth who might not participate in our traditional events, fostering a stronger connection with this group and enhancing community engagement.

5.2. External sponsorship or funding could be sought to help supplement a future Skatepark event.



Buckingham Town Council
Town Centre and Events Committee
Monday 30th September 2024

Contact Officer: Nina Stockill, Estates Administrator

Best Kept Village Competition (BKVC) 2024 Review

1. Recommendations

1.1. It is recommended that Members agree to participate in the Best Kept Village Competition again in 2025.

2. Background

2.1. Established in 1957 by Sir Francis Dashwood and the Local Councils' Association, the Buckinghamshire Best Kept Village Competition aims to celebrate the beauty and cleanliness of local communities.

2.2. The competition features six classes based on the size of the town or village, with Buckingham competing in the Michaelis Cup, designated for towns with populations exceeding 3,000.

2.3. As part of the entry, a detailed map of the town highlighting parks, cemeteries, noticeboards, and other key locations was submitted, along with an entry fee of £25. Judging criteria focused on elements primarily but not exclusively within the Town Council's control.

2.4. Judging occurred between 1st June and 14th July 2024.

2.5. Buckingham last received a placing in the competition in 2011.

2.6. Judges evaluate various features such as floral displays, playing fields, children's play areas, cemeteries, and overall appearance, with particular attention to community involvement.

3. Information

3.1. This year, Buckingham achieved an impressive score of 190 marks out of 200, (up from 172 last year) securing the Runner-Up position to Marlow, which scored 192.

3.2. The judges were notably impressed with Buckingham Town Council's community efforts, resulting in Buckingham winning the Community Award. This accolade reflects the Council's dedication to maintaining the town's cleanliness and attractiveness. Initiatives like regular litter picking events, which have engaged local schools, residents, and councillors, exemplify the town's commitment. These

activities not only enhance the town's appearance but also foster community pride and involvement.

3.3. The launch of the annual Buckingham in Bloom competition, coinciding with the Best Kept Village judging, further underscores the town's commitment to community spirit and environmental care. Through these efforts, Buckingham has strengthened community bonds and cultivated a shared sense of purpose.

3.4. The town excelled in categories such as the Cemetery, parks and greenspaces, community centres, war memorial, and community engagement.

3.5. The category with the greatest room for improvement was shops and pubs, where Buckingham lost 4 points. Local businesses have made significant efforts to enhance their storefronts and surroundings, contributing to the town's overall charm. Their efforts were recognised in the Buckingham in Bloom competition, and these initiatives will be built upon for next year's BKVC entry.

3.6. The judges have expressed a desire to meet with the Mayor and Chair of TC&E Committee at 6.30pm on Monday 18th November 2024 to present the award certificates and take promotional photographs.

VILLAGE/TOWN BUCKINGHAM			Score	Possible Marks
JUDGES CH CA LW PW				
1	Cemetery/graveyard (separate or attached to a place of worship)	Excellent. Very well maintained.	20	20
2	Green, playing field, children's play area, outdoor recreation facilities, designated nature conservation area	Bourton Park exceptionally well kept and mown. All ages catered for. Great signage and lovely walks.	35	35
3	Floral displays, hanging baskets, tubs, planters, flower beds etc	Good...especially tiered displays in the High Street.	14	15
4	Community facilities (Village Hall, Community Centre, Church Hall)	Area around Lace Hill Community Centre very well kept. Lovely planters outside the hall. Scout Hut of a similar high standard.	20	20
5	General environmental features (hedges, verges, ditches, pond, stream, pump etc.)	Generally very good around the centre of the town.	18	20
6	Shops and Pubs	Tidy all round.	16	20
7	Bus stops, bus shelters, public seating, dog bins, notice boards, information signs	Bus stops being washed during our visit. Good public seating. Plenty of bins. Noticeboards had BKV posters up.	18	20
8	War memorial (Please include a photograph if the	Very well kept and lettering being re painted. Memorials inside church seen too.	20	20

	memorial is inside a locked building)			
9	Quality of Competition entry - up to date and detailed map with features highlighted	Very high standard although previous criteria used for features.	9	10
10	Evidence of community engagement (eg website, newsletter, magazine, posters and general community involvement in the Competition)	Excellent material produced for this. Thank you! Lots of evidence of community engagement.. website and Instagram being used.	20	20
	Additional Notes	A huge improvement on last year. Well done.	190	200

Minute No.	Action	Action Required	Action Owner	Update	Deadline
884/19 183/23	Youth Council	New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022. The Deputy Town Clerk will chase Buckinghamshire Council for an update.	Deputy Town Clerk Deputy Town Clerk.	The project will be run with Buckinghamshire Council. April 2023 Update: A survey of young people about youth space and youth council took place via Buckinghamshire Council. Buckinghamshire Council is now looking for a Youth Café venue and an update to TC&E will be provided once this is secured. UPDATE OCT 2023: Venue secured, negotiations with partners continue. FEBRUARY 2024: The Community Board now have plans for two community cafes, one at The Centre on Verney Close, and one at the Chantry Chapel. Buckingham Hang-Out will be opened by the Mayor and Chair of the Community Board on 30th September.	Ongoing
868/20;1042/20	Accessibility Workshop	Members AGREED to host an Access Awareness Day at the first possible opportunity.	Town Clerk	With ECDI - Project underway. First day completed.	Ongoing
869/20	Culture & Arts Strategy	Members received a written report from the Town Clerk and unanimously AGREED for Council staff to provide a detailed plan for creating a culture and arts strategy. It was AGREED that a working group be set up, consisting of councillors and partners, at the appropriate time.	Town Clerk	Discussed at BNDP - In progress	Ongoing
178/23	Street food	Motion Cllr. Davies: The option to hold a street food fair in the next financial year be explored and a report brought to a future meeting in time to be precepted for if agreed. Cllr. Stuchbury Proposed that a report be brought to the November meeting. Cllr. O'Donoghue Seconded. Members unanimously AGREED.	Deputy Town Clerk	Postponed to Fringe Week 2025. To be held on Saturday 26 July in collaboration with Bite Club as per minute 67/24.	Ongoing
315/23	Visitor economy report	Cllr. Harvey Proposed that we write stating that we note the report and would like to point them to the things that Buckingham Tourist Information Centre are doing. We would like this information included in their visitor economy strategy for Buckinghamshire and ask that they contact us so that we can work together on this. Cllr. Stuchbury Seconded and Members unanimously AGREED.	Deputy Town Clerk	Sent - awaits response. To be chased.	Ongoing
68/24	May Day	Cllr. Harvey asked if the school host for the event should be rotated. Members AGREED that Officers will discuss this with schools.	Town Centre & Ext. Facilities Manager	To be discussed with the schools at an appropriate time.	Ongoing