



Buckingham Town Council

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Town Clerk: Claire Molyneux

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 13 November 2024

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 18th November 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 30th September 2024.

[Copy previously circulated](#)

4. Markets

To receive a written update from the Town Clerk.

[TCE/85/24](#)



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.

5. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

6. Motion: Cllr. Harvey

"This Council already supports the partnership with the local Royal British Legion Branch in order to help organise the annual Remembrance Parade through road closures etc. Currently the local branch is in the process of reforming (new officers of the branch need to be found). It is reasonably possible that the Town Council may need to step in next year (this year's parade has already been mostly set up) to take more of lead role. As a consequence, this council resolves to ask the Clerk to prepare a budget for this role including monies for a marching band, the whole of the display screen cost, the road closures and some hours for a part time officer to make all the necessary arrangements; and to return to a future full council meeting with the budget to be signed off and added into the precept."

7. Town centre regeneration funding

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

[TCE/86/24](#)

8. Budget

8.1 To receive and note the latest budget figures.

[Appendix A](#)

8.2 To receive proposed budgets for 2025-26.

[Appendix B](#)

9. Charity collection licences for future events

To receive a report from the Deputy Town Clerk.

[TCE/87/24](#)

10. Forthcoming events

8.1 Holocaust Memorial Day 27th January 2025

To receive a report from the Estates Administrator.

[TCE/88/24](#)

8.2 Community Fair 14th December 2024

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

[TCE/89/24](#)

8.3 Small Business Saturday 12th February 2024

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

[TCE/90/24](#)

8.4 Christmas Parade 14th December 2024

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

[TCE/91/24](#)

11. Calendar of events

To receive the current calendar of events.

[Appendix C](#)

12. Event reviews

Halloween Disco

[TCE/92/24](#)

Bonfire & Fireworks

[TCE/93/24](#)

Christmas Card Competition

[TCE/94/24](#)

13. Action list

To receive action reports and updates.

[Appendix D](#)

14. Climate Emergency Action Plan

To note that there have been no updates to the Climate Emergency Action Plan.

15. News releases**16. Chair's items**

17. Date of the next meeting: Monday 19th February 2025

COMMITTEE IN PRIVATE SESSION**Exclusion of public and press**

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

18. Confidential matter

To receive a report from the Town Clerk.

[TCE/95/24](#)

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

**Buckingham Town Council
Town Centre and Events Committee**

Monday 18th November 2024

Contact Officer: Town Clerk

Markets Pricing 2025-2026

1. Recommendations

1.1. It is recommended that Members agree to add £1 to the price of a flea market pitch as per the table in item 3. There is no recommendation to increase the price of a street market pitch as the traders have had a particularly difficult year.

2. Background

2.1. In order to budget for the next financial year, it is necessary to agree the 2025/26 fees for both the Street Markets and the Flea Market.

2.2. The Market Manager has been consulted and has canvassed the views of traders, his view forms the basis of this report.

3. Table of current and recommended prices.

Pitch type	Current	New
Street Markets – No change proposed		
Up to 3m x 3m Pitch Casual	£21.00	£21.00
Up to 3m x 3m Pitch Regular	£16.00	£16.00
3.1m-5.9m x 3m Casual	£26.00	£26.00
3.1m-5.9m x 3m Regular	£21.00	£21.00
Over 6m x 3m Casual	£46.00	£46.00
Over 6m x 3m Regular	£31.00	£31.00
Flea Markets - £1 increased proposed		
Single	£11.00	£12.00
Double	£16.00	£17.00

No other changes are recommended.

Buckingham Town Council
Town Centre and Events Council
Monday 18th November 2024

Contact Officer: Town Centre and External Services Manager/Town Clerk

Town Centre Regeneration Project Update

1. Recommendations

- 1.1. It is recommended that Members agree to spend the £11,171 allocated via the Buckinghamshire Council's Buckingham & Villages Community Board towards town centre regeneration projects in line with the outline recommended expenditure in section 4.
- 1.2. It is recommended that a single meeting task and finish group be formed to meet before Christmas, to contribute greater detail to the outline plans.

2. Background

- 2.1. In partnership with Buckinghamshire Council's Buckingham & Villages Community Board, Buckingham Town Council commissioned a Buckingham Town Centre Study from High Street Taskforce Experts People & Places in 2023.
- 2.2. The study involved:
 - Analysing a broad range of data about Buckingham.
 - Comparison in relation to other towns.
 - Analysing the ways in which Buckingham town centre has changed in recent years.
 - Officers working with the consultant to engage with the local community, ensuring as many individuals and businesses took part as possible, and providing additional local data.
 - Business confidence survey.
 - Consumer views survey.
- 2.3. This work resulted in a draft report, presented to Full Council on 13th May and a stakeholder meeting took place via teams on 24th June; this involved People & Places delivering a presentation of the results.
- 2.4. As well as the cost of the consultant fee to carry out the Town Centre Study, the planters outside Villiers Hotel were also included in this project. Going forward, the planters will be looked after and maintained by Villiers, meaning no further cost to Buckingham Town Council.

2.5. It was agreed at Full Council on 4th November 2024 that the most realistic deliverable projects, that fall within the scope of this funding, are marketing and events. As these fall within the terms of reference of TC&E the money has been delegated to this committee to spend within these parameters.

3. Update

3.1. The remaining project fund of £11,171 is available, to be spent on identified priorities by **March 2025**.

4. Recommended outline expenditure

Professional refresh and branding update of town maps and guides - £3500

Discover Buckingham website rebrand - £500

Professional tourism marketing videos - £2000

New QR stickers for shops and businesses - £1000

Public art piece - £4500

Standby float - £171

4.2. It is recommended that officers be given 15% flexibility on this spend, provided the total funds remain in budget.

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

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	160	850	690			18.8%		
1029 Good Endings Fair income	0	300	300			0.0%		
1062 Community Fair table income	30	230	200			13.0%		
1066 Comedy night income	923	1,500	577			61.5%		
1069 Charter fairs income	8,430	8,324	(106)			101.3%		More income than anticipated
1091 Events Sponsorship Income	0	100	100			0.0%		
1092 Events Stall Income	518	1,100	583			47.0%		
1093 Dog Show Income	299	125	(174)			239.3%		More income than anticipated
1094 Skate Park Income	25	0	(25)			0.0%		More income than anticipated
1099 Summer Art Trail Sponsorship	100	0	(100)			0.0%		More income than anticipated
1104 Remembrance Contributions	1,200	1,150	(50)			104.3%		More income than anticipated
1107 Street Food Fair Income	0	300	300			0.0%		
<u>301 Town Centre & Events expenditure</u>								
3997 NI TC&E	2,163	6,379	4,216		4,216	33.9%		
3998 Pensions ERS TC&E	8,590	18,677	10,087		10,087	46.0%		
3999 Salaries TC&E	39,246	100,694	61,448		61,448	39.0%		
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	6,053	9,000	2,947		2,947	67.3%		
4107 Pride of Place	48	60	12		12	80.0%		
4115 River rinse	193	450	257		257	42.8%		
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	7,195	13,800	6,605	1,502	5,103	63.0%		
4202 Firework display	2,518	7,000	4,482	4,184	298	95.7%		
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	2,433	2,300	(133)		(133)	105.8%		Price increases, 50% of total covered by RBL contribution
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	2,257	3,250	993	160	833	74.4%		
4213 Dog show	733	750	17		17	97.8%		
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%		Extra spend covered by underspend in Fringe budget
4243 Charter Fairs	1,347	5,500	4,153	3,690	463	91.6%		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
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	10,740	17,500	6,760			61.4%			
1006 Flea market	4,441	4,600	159			96.5%			
<u>302 Street markets EXPENDITURE</u>									
4017 Subscriptions	434	450	16		16	96.4%			
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	424	400	(24)			106.0%		More income than anticipated	
1094 Skate Park Income	0	1,000	1,000			0.0%			
<u>303 Special events EXPENDITURE</u>									
4169 Skate Park Event	997	2,000	1,003		1,003	49.9%			
4221 Fringe	1,294	2,150	856		856	60.2%			
4242 Food fair	0	600	600		600	0.0%			
4244 Flags	113	600	487		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	5,911	9,000	3,089			65.7%			
<u>305 Tourist Information Centre EXPENDITURE</u>									
4253 TIC tickets & produce	4,417	8,000	3,583		3,583	55.2%			
4255 Heritage app expenditure	0	300	300		300	0.0%			
4274 Tourism website	208	440	232		232	47.3%			
<u>306 Accessibility EXPENDITURE</u>									
4254 Accessibility Costs	200	2,250	2,050		2,050	8.9%			
Grand Totals:- Income	33,201	47,279	14,078			70.2%			
Expenditure	102,515	221,215	118,700	9,656	109,044	50.7%			
Net Income over Expenditure	(69,314)	(173,936)	(104,622)						

Town Centre Events Committee Budget 2024 - 2025

Cost Centre	Budget Code	Name	Description	Budgeted Expenditure 2024 - 2025	Predicted Expenditure 2024 - 2025	Budgeted Income 2024-2025	Predicted income 2024-2025	Recommended budgeted expenditure 2025 - 2026	Recommended budgeted income 2025 - 2026	Reason
301	1028	Lace Hill events income				850	750		850	Balanced by underspend on 4166
	1029	Good Endings Fair income				300	300		0	Next financial year
	1062	Community Fair table income				230	230		230	To be held
	1066	Comedy night income				1,500	923		1,000	Income target not met
	1069	Charter fairs income				8,324	8,430		9,050	Estimate at this time as awaits Oct RPI
	1091	Events Sponsorship Income				100	0		100	Sponsors have made nonfinancial donations.
	1092	Events Stall Income				1,100	1,100		1,150	Small increase anticipated
	1093	Dog Show Income				125	300		300	Significantly more income generated.
	1094	Skate Park Income				0	25		25	Small unexpected income received.
	1099	Summer Art Trail Sponsorship				0	0		0	Not held
	1104	Remembrance Contributions				1,150	1,200		1,250	Small rise to cost expected cost of half of the screen.
	1107	Street Food Fair Income				300	0		0	Decision made to use an external provider.
	3997	NI TC&E		6,379	6,379			6,698		Holding figure of 5% increase - To be discussed by Resources
	3998	Pensions ERS TC&E		18,677	18,677			19,611		Holding figure of 5% increase - To be discussed by Resources
	3999	Salaries TC&E		100,694	100,694			105,729		Holding figure of 5% increase - To be discussed by Resources
	4042	Events equipment		1,500	1,500			1,500		Can be held
	4094	Youth project		6,000	6,000			6,180		Inflation increase
	4104	Town in Bloom		9,000	9,000			9,900		Expected 10% increase
	4107	Pride of Place		60	60			65		Small increase required
	4115	River rinse		450	193			464		Small inflationary increase for skip hire
	4126	Good Endings Fair		500	500			0		Next financial year
	4128	Small Events		350	350			375		Small increase
	4166	Lace Hill events		1,600	1,500			1,640		Small increase
	4201	Christmas lights		13,800	13,800			14,000		Small increase
	4202	Firework display		7,000	7,000			7,500		Large event - heavily attended, above inflation increase recommended.
	4203	Community fair		300	300			310		Slight increase for hall hire
	4205	Christmas parade		5,250	5,250			6,000		Expected traffic management increases.
	4207	Remembrance parade		2,300	2,433			3,150		Increase due to cost of band and hall hire.
	4208	Spring Fair		300	84			300		Underspend and can be held.

Town Centre Events Committee Budget 2024 - 2025

	4211	Band Jam		5,100	5,100			5,253		Small inflationary increase
	4212	Christmas lights switch on		3,250	3,250			3,364		3.5% increase
	4213	Dog show		750	733			900		A successful event - budget increase recommended.
	4220	Music in the Market		5,100	5,100			6,100		Increase recommended as the partnership struggled to keep to budget.
	4241	Comedy Night expenditure		1,500	2,266			1,500		Event overspent significantly.
	4243	Charter Fairs		5,500	5,100			5,500		No scope for reductions price increase expected on lighting and bollard removal.
	4245	Street Food Fair		2,400	0			2,400		Event did not take place this year, budget remains the same for next year
	4260	Twining		65	65			100		No event planned - small civic budget only. Any underspend to EMR.
302	1005	Street markets				17,500	17,000		17,500	To be held
	1006	Flea market				4,600	5,000		5,100	2% increase on expected due to the recommended £1 pitch increase.
	4017	Subscriptions		450	434			450		Can be held
	4225	Rates		2,100	1,672			2,000		Slight reduction
	4234	Market Entertainment		1,000	1,000			1,000		Can be held
	4235	Market infrastructure & Promot		1,000	1,000			1,000		Can be held
303	1020	Food fair income				800	800		820	Slight inflationary increase
	1083	Fringe income				400	424		437	Slight inflationary increase
	1094	Skate Park Income				1,000	0		0	Not required - this line was created in anticipation of grant funding. Stall fees to go to 1092
	4169	Skate Park Event		2,000	2,000			2,000		Will underspend by £1000 - to be moved to EMR and used for next year.
	4221	Fringe		2,150	1,294			2,150		Underspend balances the comedy night overspend.
	4242	Food fair		600	600			610		Slight increase
	4,244	Flags		600	600			610		Slight increase
	4,273	One-off events		500	500			500		Can be held
	4,278	Celebrate Buckingham Day		2,000	1,552			2,000		Underspent so can be held
305	1,084	TIC income				9,000	8,000		9,000	To be held
	4,253	TIC tickets & produce		8,000	7,000			5,500		Underspend balances the above. Reduction on predicted
	4,255	Heritage app expenditure		300	0			300		To be held
	4,274	Tourism website		440	400			440		To be held
306	4,254	Accessibility Costs		2,250	2,250			2,250		Underspend to EMR - can be held
New	New	Small Business Promotion		0	0			1,200		Small business Saturday and other business promotion
								0		

TOTALS	£221,215	£215,636	£47,279	£44,482	£230,549	£46,812
Budget 2024 - 2025	£173,936					
Predicted actual spend 2024- 2024	£171,154					
PREDICTED UNDERSPEND	£2,782					
			Budget 2024 - 2025		£183,737	
			BUDGET increase/decrease		£9,801	
			Budget to budget precept percentage increase		5.63%	

Buckingham Town Council
Town Centre and Events Committee
Monday 18th November 2024

Contact Officer: Zo Taylor – Deputy Town Clerk

Charitable Collections

1. Recommendations

- 1.1. It is recommended to note that BTC are applying for a single permit on Christmas lights switch on.
- 1.2. It is recommended to not attempt to collect via QR code as it is not cost effective taking into account the limited occasions, we will be able to collect.

2. Background

- 2.1. It was requested that enquiries be made with regards to permissions and licensing permits to be applied for to allow for charitable collections at Buckingham town Council Events.
- 2.2. It was requested that using QR codes more readily to collect charitable donations at events be explored.

3. Information

- 3.1. The Deputy Town Clerk has made enquiries of the Licensing department at Buckinghamshire County and has the following information to report:
 - 3.1.1. Licensing Policies dictate that the street collections have to be applied for by the collecting charity and not a third party.
 - 3.1.2. Licensing Policies will not provide a permit that runs for any period of time it has to be applied for independently for every event
 - 3.1.3. Licensing Policies will only issue a permit daily and only use one charity per quarter.
 - 3.1.4. The Council will only deviate from the policy in the pre-Christmas period or for other cultural and calendar events, or during a nationwide campaign.
 - 3.1.5. Only one Street Collection can be applied for per event eg., Rotary collect at Bonfire and Fireworks which means no other charity can collect
 - 3.1.6. Charitable Collections Policy is attached for information
[Street Collections | Buckinghamshire Council.](#)
- 3.2. The Deputy Town Clerk requested further clarification with regards to the position to be able to collect for the Mayor's charities, however Licensing Policies were clear that apart of the exemptions that could be possible at 3.1.4, applications have to be made by the collecting charity directly.

- 3.3. The Deputy Town Clerk then requested the process to collect at the Christmas Light Switch on and if that would fall under the permissions.
- 3.3.1. Licensing have confirmed that we could apply to collect for Mayor's Charities on 28th November 2024 and to do so we would need to provide copies of the following:
- 3.3.2. A letter of authorisation between the benefiting charity and the street collection organiser
- 3.3.3. Public Liability Insurance Cover – Minimum £5M
- 3.4. The Deputy Town Clerk can confirm that the application is in process.
- 3.5. With regards to the question of QR codes to collect charitable donations, there is a cost attached to this which under the current Licensing Policy would prove somewhat onerous. Reports have been provided previously that outline how these processes work. Unless we change the way we collect for charities, we will be limited to cultural and significant events only, and only as long as no other charity has applied for a Street Collection permit.

4. Conclusion

- 4.1. It is not possible for Buckingham Town Council to apply for a general street collection permit, they do not exist.
- 4.2. As BTC are not a 'direct applying charity' it is only possible to collect on behalf of other organisations (charities) on "cultural days and festive days" when Licencing may grant an exemption at their discretion following a completed application including a letter from both charities.
- 4.3. The Christmas lights switch on event is the only event that BTC can collect at that would fit the above criteria. Currently the Rotary Club collect at bonfire and fireworks, in exchange for assisting with the clean-up and all BTC staff are committed at the Christmas parade and only one street collection is permitted. No other events planned for this year fit the criteria.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 18th NOVEMBER 2024

Contact Officer: Nina Stockill, Estates Admin

Holocaust Memorial Day (HMD) 2025

1. Recommendation

1.1. It is recommended that Members note the contents of this report.

2. Information

2.1. Holocaust Memorial Day (HMD) is observed internationally on 27th January each year to remember the six million Jewish people who were murdered during the Holocaust, along with the millions of others who were persecuted and killed under Nazi rule, as well as in subsequent genocides, including those in Cambodia, Rwanda, Bosnia, and Darfur.

2.2. This year's event, held on Friday 26th January 2024, was well-attended by the public, including local school children. Pupils from The Buckingham School and George Grenville Primary School took part by painting memorial leaves and reading poems. Councillor Harvey and a representative from the Milton Keynes & District Reform Synagogue also delivered readings. The event complemented the schools' classroom activities on Holocaust Memorial Day and World War II.

2.3. The event for next year will take place on Monday 27th January 2025, from 11:00 AM to 12:00 noon, at the eastern end of Bourton Park. We have already confirmed guest speakers, including contributions from students of Furze Down Sixth Form and Year 6 pupils from Bourton Meadow Academy.

2.4. The Green Spaces Team is collaborating with Councillor Try, who has kindly offered to provide a wireless amplification system for the guest speakers at the event.

2.5. Our Member of Parliament has been invited to attend but is unable to participate due to a prior commitment to attend an HMD service in Westminster.

2.6 Please note that there is no designated budget line for this annual event, nor is there any provision for a contingency in the event of wet weather.

Buckingham Town Council
Town Centre and Events Committee
Monday 18th November 2024

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

Community Fair

1. Recommendations

1.1. It is recommended that Members agree to note the report.

2. Background

2.1. Buckingham Community Fair is held, after the Christmas Parade, at the Community Centre from 11.30am until 2pm. This annual event gives local charities, groups and organisations the chance to raise awareness and funds by selling homemade items, organising raffles and serving refreshments.

3. Update

3.1. Previously Buckingham Town Council (BTC) agreed to collaborate with the Buckingham Craft & Gift Fair organisers to host a joint event. However, due to the organisers no longer being in partnership, BTC will now take sole responsibility for hiring the Community Centre and hosting its traditional Community Fair.

4. Event Details

4.1. At present, we have provisionally booked stalls from several local groups, including Buckingham WI, NSPCC, Heritage & Sons, Men in Sheds, Medical Detection Dogs, Buckingham Youth Centre, Garden Organic, Retina UK, MK & District Cats Protection, Girl Guides, Buckingham & District Stroke Association, Canal Society, Buckingham Twinning, Community Board, Buckingham Rotary, Friends of Buckingham University, 3Bs Radio, Buckingham Inner Wheel, Jon Harvey (author), and Katharine McElligott (representing the Mayor's Charities).

4.2. To enhance the festive atmosphere, a hot chestnut stall will be set up outside the Community Centre and local singing group, Gracenotes, will perform to raise money for a chosen charity.

4.3. The cost to have a charity stall at this event is £12 (including VAT). This is to offset the cost of venue hire.

5. Budget

5.1. The expenditure budget for this event is £300, code 301/4203.

5.2. Estimated event cost so far, if we don't hire any crockery (the WI will bring their own):

ITEM	COST
Centre hire	£104
Reusable banners	£140
TOTAL	£244

5.3. The income budget for this event is £230, code 301/1062.

Buckingham Town Council
Town Centre and Events Committee
Monday 18th November 2024

Contact Officer: Sam Hoareau, Town Centre & External Services

Small Business Saturday

1. Recommendations

1.1. It is recommended that Members agree to support the proposed Small Business Saturday activities.

2. Background

2.1. On 12th February, Members agreed to support a Small Business Saturday event this year to help support and highlight our town centre businesses (minute 610/23.3).

2.2. Small Business Saturday is a campaign which highlights small business success and encourages consumers to 'shop local' and support small businesses in their communities.

3. Event Information

3.1. This year's event will take place on Saturday 7th December between 10am and 1pm in the town centre. There will be free activities and entertainment which will provide a joyful atmosphere for shoppers and encourage people to visit and stay a bit longer.

3.2. Provisionally there will be a children's choir who will perform outside the Old Gaol, as well as a character meet and greet, a town centre rock hunt and the launch of a Shop Local Festive Prize Draw.

3.3. The Shop Local Festive Prize Draw is an incentive to encourage people to shop local this Christmas. The initiative will run for two weeks. The idea is that shoppers can bring their receipts to the Buckingham Tourist Information Centre to get entered into a prize draw for any purchases made at the listed shops. The prize will be gift vouchers to spend at one of the participating shops of their choice.

4. Budget

4.1. Proposed Event Costs:

ITEM	COST
Rock Hunt Materials	£100
Character Meet & Greet	£1600
Shop Local Festive Prize Draw	£100
TOTAL	£1800

4.2. The cost will come out of the 302/4234 Market Entertainment Budget and the One-off events budget 303/4273.

Buckingham Town Council
Town Centre and Events Committee
Monday 18th November 2024

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

Christmas Parade

1. Recommendations

1.1. It is recommended that Members agree to note the report.

2. Background

2.1. 2024 will be the 39th year of the annual Christmas Parade and will be held on Saturday, 14th December. The parade comprises of various vehicle and walking floats created by local community groups, organisations and businesses. This year's theme is Games. Organised by the Christmas Parade Committee, Buckingham Town Council supports the event by completing the relevant safety paperwork, road closure management and additional funding.

3. Event Update

3.1. The event safety paperwork has been circulated to the safety advisory group. Nearer the time, the relevant insurance certificates of the parade floats will need to be collected.

3.2. The road closure application was made in February.

3.3. Letters need to be sent out to all affected areas in the town including residents, businesses, and Buckinghamshire Council Transportation Team (Transport for Bucks) so they can advise the bus companies.

3.4. Three weeks before the event, advance warning signs will be placed on the main routes into Buckingham.

3.5. Two weeks before, 'no parking' notices will be displayed in appropriate areas.

3.6. The week of the event, 'no parking' cones will go out and additional flyers will be put on cars to remind people about the road closure.

4. Budget

4.1. This year's budget is £5250, code 301/4205.

4.2. Expenses so far: £120 for first aid and £49 for the road closure. The quote from the traffic management company is yet to be received.

Proposed Events Calendar 2025 - 2026

Please note that all dates are provisional and subject to change
 Bold indicates updates since last agenda

2025 Event	Month	Day	Notes
Holocaust Memorial Day	Jan	Monday 27th	
<i>Feb half term 17th - 21st</i>			
Pancake Races	Feb	Thursday 20th	
Food Fair	Feb	Saturday 22nd	
<i>Shrove Tuesday 4th March</i>			
Annual Town Meeting	March	Thursday 6th	
<i>Great Fire Of Buckingham 10th - 16th March</i>			
Best Kept Village	March	Saturday 1st March to Wednesday 30th April	Judging 1st June to mid July
Common Wealth Day Flag	March	Monday 10th	
Good Endings Fair	March	Saturday 29th	
<i>Easter Event at LHSCC</i>	March	Sunday 30th	was Sunday 7th April
<i>Easter school holidays 7th - 21st April</i>			
St Georges Day Flag	April	Wednesday 23rd	
Spring Green Fair	April	Sunday 27th	
May Day	May	Thursday 1st	
Buckingham In Bloom	May	Monday 5th May to Monday 7th July	
VE Day	May	Thursday 8th	
Buckingham Live	May	Sunday 25th	
<i>May half term 26th - 30th</i>			
Pride Flag	June	Sunday 1st	
Mayor Making	June	Friday 6th June	
<i>Buckingham Literary Festival 14th - 15th June?</i>			
Celebrate Buckingham	June	Saturday 21st June	
Kings Official Birthday	June	Saturday 21st June	
Armed Forces Day Flag	June	Saturday 28th June	
<i>Buckingham Summer Festival 12th - 19th July</i>			
<i>British Grand Prix 3rd - 6th July</i>			
Fringe Week	July	Monday 21st - 27th	
Fringe: Oxford Fiddle Group	July	Tuesday 22nd	
Fringe: Art in the Market	July	Thursday 24th	
Fringe: Comedy Night	July	Friday 25th	
Fringe: Street Food Fair	July	Saturday 26th	
Fringe: Family Fun Day	July	Sunday 27th	
Fringe: additional Fringe Events	July	TBC	
<i>End of school term summer holidays 24th July - 29th Aug</i>			
Summer Basketball	July/Aug		6 dates in July/Aug TBC
Buckingham Play Days	July/Aug		3 dates in July/Aug TBC
<i>Churches Holiday Club unknwn Aug?</i>			
Skatepark Jam	July/Aug		1 date in July/Aug TBC
Extra Summer Youth Projects TBC	July/Aug		July/Aug TBC
Bandjam	Aug	Sunday 24th	
Merchant Navy Day	Sept	Wednesday 3rd	
<i>Autumn term starts Sept 4th</i>			
Dog Show	Sept	Saturday 6th	
Launch Mayor's Christmas Card Competition	Sept	TBC	
<i>River Rinse</i>	Sept	Sunday 21st	
<i>River Rinse</i>	Oct	Sunday 5th	
Local Democracy Week	Oct	TBC	
Charter Fair	Oct	Saturday 18th	
Charter Fair	Oct	Saturday 25th	
Halloween Disco LHSCC	Oct	Friday 24th	
<i>Oct half term 27th - 31st</i>			
Bonfire & Fireworks	Nov	Saturday 1st	
Remembrance Parade	Nov	Sunday 9th	
Remembrance Flag	Nov	Sunday 9th	
Kings "real" Birthday	Nov	Friday 14th	
Winter Fair LHSCC	Nov	Sunday 16th	
Christmas Lights Switch On	Nov	Thursday 27th	
Small Business Saturday	Dec	Saturday 6th	
Winter Bulb Planting	Dec	TBC	
Community Fair	Dec	Saturday 13th TBC	
Christams Parade	Dec	Saturday 13th TBC	
<i>End of school term 19th Dec - 5th Jan</i>			
2026 - Event			
Holocaust Memorial Day	Jan	Tuesday 27th	
<i>Feb half term 16th - 20th</i>			
Pancake Races	Feb	Tuesday 17th	
<i>Shrove Tuesday 17th Feb</i>			
Food Fair	Feb	Saturday 28th	
Good Endings Fair TBC	March	TBC	
Common Wealth Day Flag	March	Monday 9th	
Annual Town Meeting	March	TBC	
Easter Event LHSCC	March	Sunday 29th	

Buckingham Town Council
Town Centre and Events Committee
Monday 18th November 2024

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

Halloween Disco Review

1. Recommendations

1.1. It is recommended that Members agree to note the report.

2. Background

2.1. The annual family Halloween Disco took place at the Lace Hill Sports & Community Centre (LHSCC) on Friday 25th October from 6.30pm to 9.30pm.

3. Details

3.1. Due to capacity limits the event is ticketed. Tickets were available to purchase from the LHSCC and Buckingham Tourist Information Centre. Tickets were £8 per child with free entry for adults. 55 tickets were sold in total.

3.2. There was no licensed bar. Guests were asked to bring their own snacks and drinks, including alcohol for personal consumption. Drinking water and free squash for children was provided.

3.3. A DJ was booked to provide music, lighting, and party games, including a fancy-dress costume competition, which took place in the main hall.

3.4. The committee room hosted children's craft activities and games crafts including table tennis and air hockey.

4. Review

4.1. Families seemed to thoroughly enjoy the event offerings. There were lots of regular families in attendance and many new, especially from the local Ukrainian community.

4.2. Ticket sales were initially slower than usual; however they picked up a few days before the event and some were sold on the door. The event came in on budget.

5. Budget

5.1. The Lace Hill Event budget for 2024/25 is £1600, code 301/4166.

5.2. Total spent to date is £897.60. This includes the cost of this event and the Family Fun Day.

5.3. Halloween Event cost breakdown:

ITEM	COST
DJ	£250
Crafts	£10
Prizes	£15
TOTAL	£275
Income after VAT	£366
Profit	£91

5.4. The Lace Hill Event income budget for 2024/25 is £850, code 301/1028.

5.5. Total income received for this event is £366, excluding vat.



Buckingham Town Council
Town Centre and Events Committee
Monday 18th November 2024

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

Bonfire & Fireworks 2024

1. Recommendations

- 1.1. It is recommended that Members note the report.
- 1.2. It is recommended that Members agree to donate the underspend to the Air Cadets to thank them for their assistance marshalling the event.

2. Background

- 2.1. This year's annual Bonfire & Fireworks event at Bourton Park Paddock went ahead as planned on Saturday 2nd November from 6pm to 8pm.

3. Event Details

- 3.1. Pallets had been collected during the week from HG Timber, a local pallet company, who have provided them to us in the past. The pallets are used to build the bonfire throughout the week leading up to the event. Hired fencing from Paragon was put around the bonfire to stop people adding to it and to keep people safe. Cardboard to go inside the pallets was collected on the Friday before from Waitrose, who had put aside two full cages for the event.
- 3.2. Once again, the Air Cadets volunteered and helped us to marshal guests on foot. They were provided with hot drinks and food. The food and drinks were provided by J & L Snacks for a free pitch; they also gave free food and drinks to the fireworks crew, PA, Green Spaces team and first aiders.
- 3.3. ALR were booked to provide first aid. There were no incidents reported to ALR.
- 3.4. Fencing, four floodlight towers and a more powerful generator were hired from the local company Paragon; they provided power to the DJ and G & T Mixers who set up the sound system. The additional lighting allowed us to light up the entrance from Badgers estate.
- 3.5. Staff monitored the traffic coming into Burleigh Piece to discourage antisocial parking.

- 3.6. The evening started with visitors enjoying the hot food and drinks on offer and the music by DJ Dan Blaze who compered throughout the event. There were seven traders in total this year and the DJ did an excellent job at engaging with the public and getting the kids dancing.
- 3.7. At 7pm the countdown began for the firework display which went off successfully.
- 3.8. After the fireworks, nine Councillors lined up to carry the flaming torches to light the bonfire. Fire extinguishers were positioned close by in case of emergency. The fire extinguishers were kindly loaned to us from a local company, Abbott Fire Group.
- 3.9. Silverstone Brewery provided the alcohol license for this event.
- 3.10. Buckingham Table were present and obtained the relevant charity collection permit to raise funds for their Santa van visits. They also kindly volunteered to help us litter pick the paddock the following morning, assisted by three Councillors.

4. Budget

4.1. Budget breakdown:

	Expenditure Budget Code 301/4202	Income
Total Budget	£7000	
Fireworks	£3874	
PRS & PPL Music Licence	£561	
DJ	£500	
PA	£300	
Torch & bonfire materials	£64	
First Aid	£220	
Paragon Equipment Hire	£1183	
Stall Holder Income		£205
TOTAL	£6702	£205

4.2. There was an underspend as the ground was in good condition this year therefore, we did not need to purchase any soil, bark or hire additional matting.

4.3. It is recommended that the resulting underspend be donated to the Air Cadets.

5. Traders

5.1. This year there were seven traders who attended the event:

- J & L Snacks: hotdogs & burgers
- Silverstone Brewery: alcoholic drinks
- Tribal Eat: pizzas
- Eleness Events: chicken burgers, vegan option
- Average Joe Coffee: coffee, tea, hot chocolate
- Mr Glow: battery operated reusable glow toys
- Side Amusements: traditional sweets

6. Environmental Impact

6.1. Members of the public were encouraged to walk to the event if possible or park in Cornwall's Meadow Car Park.

6.2. Most traders were local to Buckingham and surrounding villages, within a 30 miles radius.

6.3. Environmental impact reports from the traders included: *"all stock is fairtrade and ethically sourced," "cups can be home composted or recycled," "vegan and vegetarian options," "do not use plastic to sell our products," "bottles to be recycled."*

7. Event Review

7.1. The event ran smoothly and safely. The weather was kind which possibly brought more people out as a record number of people attended. The atmosphere was fantastic, and everyone seemed to enjoy the festivities. The DJ was great at engaging with the audience and had families up dancing. The traders were also pleased, some sold out of food, and some have already asked to be a part of the event next year.

**Buckingham Town Council
Town Centre and Events Committee
Monday 18th November 2024**

Contact Officer: Zo Taylor – Deputy Town Clerk

Christmas Card Competition 2024

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. This year's Christmas Card Competition theme was set by the Mayor as 'Giving at Christmas'.

2.2. BCQ Solutions agreed to sponsor the competition again this year and will be printing and producing the cards for sale in the TIC.

3. Event Details

3.1. Entries were sought for two categories:

Reception – Year 2

Year 3 – Year 6

3.2. The Major judged the entries and chose a winner and runner up for each category.

3.3. The successful candidates have been informed and their designs have been given to BCQ for printing. Formal invitations have been sent to the winners and runners up to join the Mayor to turn on the Christmas lights.

4. Budget

None required as BCQ Solutions have agreed to sponsor this event again this year.

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
1	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.	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
2	868/20;1042/20	Accessibility Workshop	Members AGREED to host an Access Awareness Day at the first possible opportunity.	Town Clerk	With ECDI - Action completed - evidence being compiled.	Ongoing
3	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	With BNDP - In progress	Ongoing
4	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
5	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
6	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
7	179/24	Access	Buckingham Town Council facilities reviewed to check if standards set by Colostomy UK are met. Referred to Environment Committee for discussion following review then publication of the letter.	Green Spaces Team	With Environment	Ongoing
8	289/24	Calendar of events 2025-2026	Members AGREED to issue a press release on the proposed events list for 2025-2026.	Deputy Town Clerk	Scheduled for early Jan	For Jan
9	292/24	Bandjam	Report back to Committee on town centre charity collection licences at future events, including the availability of a QR code for donations.	Deputy Town Clerk		On agenda