



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, 05 February 2025

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 10th February 2025 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 18th November 2025 and the Extraordinary meeting held on 2nd December 2025.

[Copy previously circulated](#)
[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.



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.

- 6. Celebrate Buckingham Day theme**
To receive a report from the Committee Clerk. [TCE/123/24](#)
- 7. Best Kept Village**
To receive a report from the Estates Administrator. [TCE/124/24](#)
- 8. Forthcoming events**
Good Endings Fair
To receive a verbal report from the Deputy Town Clerk.
- Pancake Races
To receive a verbal report from the Town Centre and External Services Manager.
- Food Fair
To receive a verbal report from the Town Centre and External Services Manager.
- May Day 2025
To receive a report from the Town Centre and External Services Manager. [TCE/125/24](#)
- 9. Calendar of events**
To receive the current calendar of events. [Appendix B](#)
- 10. Free parking days**
To receive a report from the Deputy Town Clerk. [TCE/126/24](#)
- 11. Street collections**
To receive a report from the Deputy Town Clerk. [TCE/127/24](#)
- 12. Hanging Baskets and Planters**
To receive a verbal report from the Deputy Town Clerk.
- 13. Shopmobility**
To receive a report from the Deputy Town Clerk. [TCE/128/24](#)
- 14. PSPO**
To receive a report from the Town Clerk. [TCE/129/24](#)
- 15. Event reviews**
Remembrance Parade [TCE/130/24](#)
Winter Fair [TCE/131/24](#)
Christmas Lights Switch On [TCE/132/24](#)
Christmas parade [TCE/133/24](#)
[Appendix C](#)
Small Business Saturday [TCE/134/24](#)
Community Fair [TCE/135/24](#)
Holocaust Memorial Day [TCE/136/24](#)
- 16. Action list**
To receive action reports and updates. [Appendix D](#)
- 17. Climate Emergency Action Plan**
To note that there have been no updates to the Climate Emergency Action Plan.
- 18. News releases**
- 19. Chair's announcements – for information only**
- 20. Date of the next meeting:** Monday 31st March 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.

21. Confidential reports

21.1 To receive a report from the Deputy Town Clerk.

[TCE/137/24](#)

21.2 To receive a verbal update from the Town Clerk.

To Committee Members:

Cllr. T. Allen

Cllr. R. Ahmed

Cllr. F. Davies

Cllr. L. Draper

Cllr. J. Harvey

Vice Chair

Cllr. A. Mahi

Cllr. L. O'Donoghue

Cllr. A. Schaefer

Cllr. R. Stuchbury

Town Mayor

Chair

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

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	468	850	382			55.0%		
1029 Good Endings Fair income	145	300	155			48.3%		
1062 Community Fair table income	140	230	90			60.9%		
1066 Comedy night income	931	1,500	569			62.1%		
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	836	1,100	264			76.0%		
1093 Dog Show Income	299	125	(174)			239.3%		More income than anticipated
1099 Summer Art Trail Sponsorship	100	0	(100)			0.0%		
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	3,300	6,379	3,079		3,079	51.7%		Staffing costs still to be vired
3998 Pensions ERS TC&E	13,075	18,677	5,602		5,602	70.0%		Staffing costs still to be vired
3999 Salaries TC&E	57,378	100,694	43,316		43,316	57.0%		Staffing costs still to be vired
4042 Events equipment	1,298	1,500	202		202	86.5%		
4094 Youth project	4,790	6,000	1,210		1,210	79.8%		
4104 Town in Bloom	8,967	9,000	33		33	99.6%		
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	248	253	49.5%		
4128 Small Events	0	350	350		350	0.0%		
4166 Lace Hill events	990	1,600	610		610	61.9%		
4201 Christmas lights	13,135	13,800	665	224	441	96.8%		
4202 Firework display	6,654	7,000	346		346	95.1%		
4203 Community fair	178	300	122		122	59.4%		
4205 Christmas parade	5,250	5,250	0		0	100.0%		
4207 Remembrance parade	3,058	2,300	(758)		(758)	133.0%		Overspend covered by income received *
4208 Spring Fair	84	300	216		216	28.0%		
4211 Band Jam	5,038	5,100	62		62	98.8%		
4212 Christmas lights switch on	3,258	3,250	(8)		(8)	100.2%		
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%		Event overbudget as reported.
4243 Charter Fairs	5,037	5,500	463		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	14,255	17,500	3,245			81.5%			
1006 Flea market	5,500	4,600	(900)			119.6%		More income than budgeted	
<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	495	800	305			61.9%			
1083 Fringe income	424	400	(24)			106.0%		More income than budgeted	
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	248	600	353		353	41.3%			
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	7,118	9,000	1,882			79.1%			
<u>305 Tourist Information Centre EXPENDITURE</u>									
4253 TIC tickets & produce	5,545	8,000	2,455		2,455	69.3%			
4255 Heritage app expenditure	0	300	300		300	0.0%			
4274 Tourism website	280	440	160		160	63.6%			
<u>306 Accessibility EXPENDITURE</u>									
4254 Accessibility Costs	200	2,250	2,050		2,050	8.9%			
Grand Totals:- Income	40,341	47,279	6,938			85.3%			
Expenditure	152,808	221,215	68,407	472	67,935	69.3%			
Net Income over Expenditure	(112,467)	(173,936)	(61,469)						

Buckingham Town Council
Town Centre and Events Committee
Monday 10th February 2025

Contact Officer: Committee Clerk

Celebrate Buckingham Day - 21st June 2025

1. Recommendations

- 1.1. It is recommended that Members change the theme of Celebrate Buckingham Day 2025.

2. Background

- 2.1. This is being discussed because it was agreed at the 12th February 2024 Committee meeting that the theme would be the 1725 Great Fire of Buckingham (minute 593/23).
- 2.2. The Buckingham Ablaze Group have now organised a series of events, launching on 22nd February 2025 and running until 16th March 2025.
- 2.3. 2025 marks 80 years since the end of the Second World War. Celebrate Buckingham Day is in between VE Day on 8th May and VJ Day on 15 August. This would be a good opportunity for the Town Council to celebrate the anniversary of the end of the War. The event could have a 1940s 'feel' with staff/stall holders dressing up and music from the time.
- 2.4. Buckingham Town Council have no other event planned to celebrate the 80th anniversary and this is an ideal opportunity to mark the occasion within existing budgets and staffing.

3. Options

- 3.1. Change the theme of Celebrate Buckingham Day to the 80th anniversary of the end of World War Two.
- 3.2. Keep the Fire of Buckingham as the theme for Celebrate Buckingham Day.

Buckingham Town Council
Town Centre & Events Committee
Monday 10th February 2025

Contact Officer: Estates Administrator

Best Kept Village Competition 2025

1. Recommendations

1.1. It is recommended that business categories be included in the annual Buckingham in Bloom contest. This initiative aims to encourage local businesses to maintain attractive and well-kept shopfronts, contributing to Buckingham's overall appearance for the Best Kept Village competition.

1.2. It is recommended that an application, along with detailed maps, be submitted to support the town's entry.

2. Best Kept Village: Michaelis Cup Winners

The Michaelis Cup winners in previous years have been:

- **2015** – Marlow
- **2016** – Olney
- **2017** – Winslow
- **2018** – Wendover
- **2019** – Winslow
- **2022** – Stony Stratford
- **2023** – Wendover
- **2024** – Marlow

3. Additional Advice

3.1. In 2023, Buckingham won the Community Cup and finished second overall, losing to Marlow by just two points.

3.2. Feedback from the Best Kept Village judges for the 2024 entry highlighted:

- **Significant improvement** in the quality of Buckingham's submission and overall environment.
- **Greater community engagement**, demonstrating strong local support and involvement.
- Detailed feedback on specific judging criteria can be found at the end of this report.

4. Actions for 2025 Entry

4.1. Based on the judges' feedback, key areas for improvement include:

- Increasing participation from **local shops and pubs** in the competition.
- Ensuring adherence to the **latest scoring criteria** to maximise Buckingham's chances.

5. Next Steps

5.1. Officers will create a detailed map and information booklet outlining key features. Judges will be informed that any unlisted elements fall outside the Town Council's jurisdiction.

5.2. A list of recently improved features, such as the War Memorial and Cornwall's Meadow toilet doors, will be highlighted for the judges.

5.3. Since January, the office has engaged with local groups and businesses to encourage community involvement. Some of the contributions include:

- **Buckingham Society** replanting the Community Centre flower bed.
- **The Old Gaol** renovating the planting bed beneath their noticeboard.

5.4. The Estates Administrator and Town Centre Manager are collaborating with shops and pubs to ensure well-maintained and welcoming frontages, including floral displays between June and mid-July.

5.5. The deadline to enter the *Best Kept Village* competition is **Tuesday, 30th April 2024**, with judging taking place between **1st June and 14th July 2024**.

6. 2024 Judges' Feedback and Scores

Category	Comments	Score	Possible Marks
Cemetery/Graveyard	Excellent condition and well maintained.	20	20
Green Spaces & Play Areas	Bourton Park is exceptionally well kept, catering for all ages.	35	35
Floral Displays	Particularly good tiered displays in the High Street.	14	15
Community Facilities	Lace Hill Community Centre and Scout Hut both well maintained.	20	20
Environmental Features	Strong maintenance in the town centre.	18	20
Shops & Pubs	Overall tidy appearance.	16	20
Public Amenities	Bus stops were being cleaned during inspection. Ample seating and bins available.	18	20
War Memorial	Very well maintained with ongoing lettering repainting.	20	20
Quality of Entry	High standard submission, though some criteria updates were missed.	9	10
Community Engagement	Excellent evidence of public involvement, including website and social media use.	20	20

Total Score: 190/200

Result: Runner-up to Marlow (192/200)

Buckingham's efforts in the 2024 *Best Kept Village* competition were highly commended, with notable improvements in both community engagement and environmental upkeep. Judges praised the town's progress, awarding it the *Community Cup*. By focusing on further shop and pub involvement and refining the submission process, Buckingham stands a strong chance of achieving an even better result in 2025.

Buckingham Town Council
Town Centre and Events Committee
Monday 10th February 2025

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

May Day 2025 Update

1. Recommendations

- 1.1. It is recommended that Members agree to host May Day at Bourton Meadow Academy.

2. Background

- 2.1. This is being discussed because last year the location of the May Day event was held at Bourton Meadow Academy. Members agreed that officers would liaise with the schools to see if the host for the event should be rotated.

3. Information

- 3.1. All four Primary Schools have been contacted. Three have responded.
- 3.2. Bourton Meadow and Buckingham Primary School would like to host the event. Both have their own maypole and could accommodate the children and members of the public.
- 3.3. Lace Hill Academy would prefer not to host and feel that Bourton Meadow is a good location choice.

4. Options

- 4.1. Although most members of the public that attend this event are mainly parents, all primary schools lack parking provision which means that visitors will need to park on nearby roads.
- 4.2. All participating children will be walking to the event. Given its central location relative to the other primary schools, Bourton Meadow Academy remains a practical and accessible choice for hosting.

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 Events 10th - 16th March</i>			
Best Kept Village	March	Saturday 1st to Wednesday 30th April	
Common Wealth Day Flag	March	Monday 10th	
Good Endings Fair	March	Saturday 29th	
Easter Event at LHSCC	April	Sunday 6th	was Sunday 30th March
<i>Easter school holidays 7th - 21st April</i>			
St Georges Day Flag	April	Tuesday 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 flag raising	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	Tuesday 24th 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
<i>Women's Ruby World Cup 22nd Aug - 27th Sept</i>			
Bandjam	Aug	Sunday 24th	
Merchant Navy Day	Sept	Wednesday 3rd	
<i>Autumn term starts Sept 4th</i>			
Dog Show	Sept	Saturday 6th	
<i>National Heritage Days 5th - 14th Sept?</i>			
<i>Buckingham History Festival 12th - 14th Sept?</i>			
Launch Mayor's Christmas Card Competition	Sept	TBC	
River Rinse	Sept	Sunday 21st	
River Rinse	Oct	Sunday 5th	
Local Democracy Week	Oct	TBC	
Charter Fair	Oct	Saturday 18th	
Charter Fair	Oct	Saturday 25th	
Halloween Disco LHSCC	Oct	Friday 31st	
<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	
Community Fair Christmas	Dec	Saturday 13th TBC	
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	
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 10th February 2025

Contact Officer: Deputy Town Clerk

Free Parking

1. Recommendations

- 1.1. It is recommended that Members note the report and advise how they wish to proceed with regards to the allocation of free parking days

2. Background

- 2.1. This is being discussed because it has been confirmed by Buckinghamshire County Council that we will get a total of 4 free parking days for 2025. Two of these are required to be allocated for Christmas Shopping
- 2.2. Cllrs need to consider whether they wish for the remaining 2 days to be allocated for Charter Fair. If so this leaves no Free Parking Days for any other event. It also needs to be noted that as parking is now chargeable on a Sunday, residents who park in the carpark as they cannot use their own spaces (in the cattle pens etc) have to pay or move their cars from 7am on the Sunday when parking becomes chargeable. Previous years this was not an issue as there was free parking on a Sunday.
- 2.3. On 4th December 2024 an email was sent to Parking Services as follows:
Up until this year, Cornwall's Meadow Carpark has offered free parking on a Sunday, and this has worked very well. However, charges were introduced this year which have impacted on Remembrance Sunday. We were able to agree that parking for this year (2024) would be given free for the Remembrance Parade, however, I am requesting that this be considered moving forward. In line with all other councils, we have been allocated the 4 free parking days, however we have a Charter Fair which takes 2 of the days, as well as the 2 Christmas Shopping days which are required.
This leaves us with no remaining days left to allocate for the Remembrance Parade, which was not an issue until charges were introduced.
Is there any way that we can be given either 5 days free parking (rather than 4) or a waiver in some way that gives Remembrance Parade free parking. Buckingham is a town with a high population of retired and older people, Cornwall's Meadow Carpark is where the Parade begins and all other parking options are some distance away, potentially making it impossible for those with low or limited mobility. Further roadside parking is reduced as we have road closures in place, to enable the parade to walk through, so many roadside options are also some distance away.

At this time there has been no response to this email and it has been chased

3. Further an enquiry has been made to Parking Services on 30th January 2025 as follows:

Could you please confirm how much it would cost to purchase a free parking day at Cornwell Meadows Carpark. If the prices differ on different days can you indicate the charge for each day.

At this time there has been no response to this email.

4. Budget

4.1. It must be noted that nothing has been allocated in the precept to allow for the purchase of a free parking day, and we are awaiting confirmation of the cost.

5. Options

5.1. Do we use all the free parking days allocated for Charter Fair and Christmas Shopping days

5.2. Do we use one of the Charter Fair days for Remembrance Sunday

5.3. Once figures are in consider the cost of purchasing a free parking day, acknowledging that no precept amount has been allocated

Buckingham Town Council
Town Centre and Events Committee
Monday 10th February 2025

Contact Officer: Deputy Town Clerk

Street Collections

1. Recommendations

It is recommended that Members agree that collecting on behalf of Mayor's Charities via Street Collections is not a viable option.

2. Summary

After extensive communication with the Licensing Department at Buckinghamshire County Council (details below) it is clear that the process and requirements negatively impacts on the Mayor's Charities own ability to complete any fund raising through street collection. Further, the amount of staff and office time to fulfil the requirements and complete the necessary paperwork, over the amount raised does not seem proportionate.

3. Background

3.1 This is being discussed there have been questions and issues with regards to collecting for the Mayor's Charities, and the new Street Collections Policy with Buckinghamshire County Council, which was implemented in April 2024. (policy can be found here : [3. Street Collections | Buckinghamshire Council](#)) This new Policy has brought with it restrictions, making when and where we can collect very limited. I have raised the following questions, and include the responses from the Licensing Department at Buckinghamshire County Council for your consideration:

Q: Could I apply for a blanket permit for BTC to collect for the Mayor's Charities throughout the year?

A: Street Collections have to be applied for by the collecting charity. Unfortunately we would not issue permits for the year, in order to ensure that all charities are given equal opportunities, street collection permits will generally only be issued for one day, per quarter for any charity. However, the Council will consider deviating from this policy in the pre-Christmas period (from the 1st December), or for other significant cultural or calendar events, or during an annual nationwide campaign.

Q: The Mayor picks two charities that they support for the year, would I be right in saying that even if we applied for a permit on each occasion this would not be permitted with the new policy?

A: Unfortunately, I feel it would be out of permissions, if you were planning to collect on a more regular basis of once per quarter, per charity. The council will consider deviating during the festive period or for other significant cultural or calendar events, or during an annual nationwide campaign.

Q: As we collect for two charities Jedidiah and Food Bank, under the umbrella of Mayor's Charities, would it then limit their ability to do their

own collections, eg., if they did some fundraising completely independently of the Mayors Charity collection, or would there be no impact.

A: A charity can only be collected for (or collect themselves) once per yearly quarter for 1 day only for Street collections. House to House collections can be applied for multiple time but the maximum total limit for these is 14 days per calendar quarter

Q: I made an application for a collection permit for Bonfire and Fireworks Night, this was the response.

A Unfortunately we will be unable to issue a Street Collection permit for Saturday 2nd November due to another charity collecting on this date.

Q: In line with the new policy, if we were to send you a list of the events that we run throughout the year, would you be able to advise which of them would be able to be collected for under the festive, cultural or national campaign on behalf of the Mayor's Charities. We can then put the applications in, individually for each event in good time

A: We can confirm the availability for the areas and times if you wish to apply for a collection application early

Q: Is the Street Collections policy a Nationally rolled out policy or particular to Buckinghamshire Council?

A: I can confirm it is a Buckinghamshire Council Policy which was introduced on 1st April 2024. In the introduction to the policy the first paragraph states:

Buckinghamshire Council, as the Licensing Authority, regulates charitable collections which take place both in streets and from house to house. The relevant legislation is set out below. The purpose of this policy is to ensure that the application process and method of determination is fair, open and transparent.

- The House to House Collections Act 1939
- The House to House Regulations 1947
- The Police, Factories, etc (Miscellaneous Provisions) Act 1916 and as amended by the Local Government Act 1972
- Model Regulations set out in the Charitable Collections (Transitional Provisions) Order 1974

3.2 We applied and were successful in gaining a permit for the Christmas Light Switch on Event. To obtain a permit we had to complete various forms and gather letters from each of the Mayor's Charities, confirming they agreed to us collecting on their behalf to evidence and support the Permit Application which needs to be completed at least 8 weeks prior to the event. There is no guarantee that it will be granted and you then have to wait for either approval or refusal. If permission is granted, on completion of the event we then had to complete the necessary forms with regards to how the money collected was managed. The total raised was £6.29.

3.3 I have made enquiries of BMKALC and NALC with regards to the above policy and how it is impacting, however as yet have not received a response.

Buckingham Town Council
Town Centre and Events Committee
Monday 10th February 2025

Contact Officer: Deputy Town Clerk

Shopmobility

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. This is being discussed as a recent accessibility report has been completed and there is a marked increase in the usage of the scooters, as well as regular hire of wheelchairs. This year alone, the wheelchairs have been rented 103 times so far, compared to 105 rentals last year. There is also a growing number of regular users who utilize the scooter service facility at least weekly.

3. Information

3.1. A recent incident occurred where our large scooter rear light was damaged during use and is currently under repair. This year's budget will cover this cost of £43.77.

3.2. Additionally, our small scooter requires a new motor and a magnetic brake due to a recent failure.

3.3. The purchase of new wheelchairs will be necessary. Two were recently removed from used as when they were serviced, they were found to have faults which due to their age, parts were not available to fix them as they had been discontinued. The purchase of new wheelchairs may need to be carried over into the next financial year. We have requested from our provider a quote for two new chairs and are awaiting confirmation of the cost.

3.4. Please see attached accessibility report that has been produced which indicates how Buckingham is able to facilitate users of the Town with mobility issues. This was valuable and useful piece of work completed by PC, assisted by Cllrs and members of the public.

4. Budget

4.1. Due to the unexpected repairs, it is expected that Shopmobility will slightly overspend (expenditure budget £1002 code 249/4608). However

there will be more income than budgeted (Income Budget £200 code 249/1085) which is currently over by £111.

4.2. Expenditure breakdown so far, this financial year:

ITEM	COST
Aircon maintenance	£213.94
Annual service of scooters and wheelchairs	£336.86
Flags	£188.37
Large Scooter repairs	£43.77
Small Scooter repairs (TBC)	£310.68
TOTAL	£1093.62

**Buckingham Town Council
Town Centre and Events Committee
Monday 10th February 2025**

Contact Officer: Town Clerk

PSPO Consultation

1. Recommendations

- 1.1. It is recommended that Members agree to contribute the following requests to the PSPO consultation by letter.

2. Background

- 2.1. That any PSPO use the following format of words which are those used previously in Buckingham and are in use across the entire of Milton Keynes City.

it is an offence to consume alcohol in this area when ordered not to do so by a Police Officer or other Authorised Officer.

it is an offence to refuse to surrender alcohol or a container for alcohol in this area when ordered to do so by a Police Officer or other Authorised Officer

- 2.2. That the map of the area covered by the PSPO be reviewed and only areas included where there is evidence that it is required.

2.3.

3. Budget

- 3.1. If required

4. Environmental Impact

- 4.1. If required

5. Options

- 5.1. If required

Buckingham Town Council
Town Centre and Events Committee
Monday

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

Remembrance Day 2024 Review

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. The Buckingham Remembrance Sunday Parade took place on Sunday 10th November 2024.

2.2. This annual and very popular, event is organised as a joint venture between Buckingham Town Council (BTC), who manage the road closure and risk assessments, and the Buckingham Royal British Legion (RBL) who liaise with the local groups taking part.

3. Review

3.1. The road closure went well, with some regular volunteers, and two staff partners also helping out on the day.

3.2. There were two vehicles parked within the road closure, after discussions with the police and unsuccessful attempts to contact the owners, it was decided to leave the vehicle in place, with marshals monitoring the vehicle to ensure no one tried to drive it while the road closure was on.

3.3. Some road closure barriers were busier than expected, notably with visitors going to the 'standing with giants' installation at Stowe.

3.4. A request from a resident that lives on Nelson Street was received, to ask BTC not to rest our road closure barriers up against their house as it may cause damage to the render. This has been recorded on the learning log for next year.

3.5. The original pipe band booked to lead the parade pulled out a few months beforehand. Despite immense efforts by the RBL and BTC to seek a pipe band who was not already scheduled to be at another service, one could not be found this year so piped music was played instead.

- 3.6. The big screen and live stream were again used alongside the church to allow all attendees to get a good view of the event and discourage crowding around the War Memorial and on Castle Street.
- 3.7. A review meeting with the RBL is still to take place to discuss the plans for 2025. Once this meeting has taken place, a report will be brought back to committee with all the information.
- 3.8. The event itself was well attended by veterans, dignitaries, Armed Forces representatives, community organisations, guests and residents who came along to pay their respects.

4. Budget

4.1. Event Expenses:

Item	Expenditure Budget 301/4207 Remembrance Parade Budget £2300
Large screen	£2400
Road Closure	£32.94
TOTAL SPEND	£2432.94

4.2. Event Income:

The RBL contributed £1200 towards the hire of the large screen.

5. Environmental Impact

- 5.1. The environmental impact of this event is minimal, with most attendees walking to the event.

Buckingham Town Council
Town Centre and Events Committee
Monday 10th February 2025

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

Winter Fair

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. The annual Winter Fair event took place at Lace Hill Sports & Community Centre on Sunday 24th November from 2pm to 4pm.

2.2. A £1 entrance fee per adult is taken to help cover the costs related to this event.

2.3. Commercial stall holders pay a £6 fee to have a table at this event.

3. Review

3.1. This community event saw 51 adults and 26 children attend. Numbers were reduced, possibly due to being held on the same weekend as Stowe's high-profile Christmas Fair and there was also a Craft Fair taking place at the Community in town the day before. However, everybody who came along enjoyed the festivities.

3.2. The main hall hosted 10 craft & gift stalls. Five free stalls were given to local charities and organisations including, Garden Organic, Well Street Church United, Buckingham Tourist Information Centre, Buckingham Stagecoach & Performing Arts who provided us with live musical performances by talented young people, and the Buckingham St John Ambulance Cadets who were on hand to provide life saving skills.

3.3. The committee room hosted festive craft activities including Christmas card making and decoration painting. Alongside this, we hired a Paddington Bear costume which everybody loved having a photo with.

3.4. Volunteers from Well Street United Church helped out on the day by overseeing the refreshments table.

3.5. A tombola was organised and £70 was raised for the Mayors Charities.

4. Budget

4.1. The event came in slightly under budget by £4.50.

4.2. Event expense breakdown:

ITEM	COST
Costume hire	£50
Crafts	£30
Treats	£17
TOTAL	£97

4.3. Event Income:

ITEM	COST
Entry fee	£51
10 x stall fee	£60
TOTAL	£101 after VAT



**Buckingham Town Council
Town Centre and Events Committee
Monday 10th February 2025**

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

Christmas Lights Switch-On 2024 Review

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. The 2024 Christmas Lights Switch-On event took place on Thursday 28th November from 4pm to 7pm.

3. Event Review

3.1. A large crowd joined us for a festive evening featuring:

Stilt walkers

The Buckingham Table

Santa Van

Christmas Market

Late night shopping opportunities

Crafts at the Chantry Chapel

Mulled wine,

Street food

Children's fairground ride.

And fabulous musical performances by the Great Horwood Silver Band, Pauline Quirke Academy Buckingham, and the Bucks Gospel Fellowship Choir.

3.2. The event was officially opened by the Town Crier and the Mayor at 4pm. The lights were turned on halfway through the event by the Mayor and the three winners of the Christmas Card contest.

3.3. As last year, there was an accessible stage viewing area which was well used by a group who appreciated the seating and cover. They stayed and watched most of the event and then went to do some late-night shopping.

- 3.4. Based on last year's feedback, the BTC Quiet Zone gazebo was enlarged and relocated closer to the main event. However, it saw lower foot traffic this year. Despite this, the space remained essential as the event's information point, staff rest area, and designated lost child zone.
- 3.5. ALR were booked to provide first aid for the event. No accidents or incidents were reported.
- 3.6. As soon as all the lights came on the tree lights tripped and although efforts were made on the night to change the fuse, but the issue required an electrician. The contractors were notified promptly and were fixed within 24 hours.
- 3.7. Although the weather remained dry, the evening was chilly, leading many attendees to leave immediately after the lights were turned on. As a result, the Gospel Choir performed to a smaller audience. Delaying the light switch-on would allow more people finishing work to attend and encourage the crowd to stay longer for the scheduled entertainment

4. Budget

- 4.1. The 2024 expenditure budget for this event was **£3250 code 301/4212**.
- 4.2. Income is added to 301/1092 - events stall income
- 4.3. Event cost and income breakdown:

ITEM	EXPENDITURE	INCOME
Road Closure cost	£54.90	
Stage, sound, lighting	£1260	
First Aid	£160	
MJ Productions (stilt walkers, and street entertainment)	£1267	
Silver Band	£100	
PPL & PRS	£220.32	
Festoon Lighting	£195.20	
Stalls income		£338.33
TOTAL	£3257.42	£338.33

5. Environmental Impact

5.1. Traders were carefully chosen and were all local or located within a 30-mile radius.

Buckingham Town Council
Town Centre and Events Committee
Monday 10th February 2025

Contact Officer: Deputy Town Clerk

Christmas Parade 2024 Review

1. Recommendations

- 1.1. It is recommended that this Committee thank our partners in the Christmas Parade Committee for their work on this event.
- 1.2. It is recommended that Members receive and note the Parade Committee's Partner Event Report.
- 1.3. It is recommended that road closure arrangements are reviewed before the 2025 event. Including, signage, cones, barriers and arrangements with external contractors.

2. Background

- 2.1. The annual Christmas Parade took place on Saturday 14th December 2024. The Christmas Parade is a partnership event between Buckingham Town Council and Buckingham Christmas Parade Committee.
- 2.2. The duties of each party were agreed by contract, signed in November 2023.
- 2.3. An end of event report has been requested from the Buckingham Christmas Parade Committee this has been received and is attached to this report. The report does state that the accounts are attached, but as yet these have not been received but have been chased.
- 2.4. A wash up meeting between BTC and the Parade Committee is planned to discuss any issues on 6th March 2025 and we are looking forward to planning the next event.

3. Budget

- 3.1. The total budget for the event was £5,250.
- 3.2. Non-staffing costs for the road closure were deducted by the Town Council from the £5250 and the remaining allocated to Buckingham Christmas Parade Committee.

This is in line with the partner events contract:

10) a. ii. & iv. *"The Council will support your organisation in the following ways: in advance of the event: book road closure, external road closure*

contractor and first aid for your event, and any other costs required to run the road closure safely. This will be paid from the total budget awarded for your event... After costs identified in 10(a)(i) have been paid, an email will be sent to you confirming that the bookings have been made and how much of the amount awarded remains to be transferred to your organisation towards other costs.”

3.3. The Town Council paid £3911.83 to the Parade Committee.

3.4. It was agreed through Committee that additional traffic management assistance would be provided this year. This was to ensure the safety of staff and the public, and concerns that had been raised over the pressures staff had been placed under in the previous year. This meant the total cost of traffic management increased to £2177.24. Only £1168.76 of this amount, was taken from Christmas Parade budget the remaining £1008.48 was taken from Contingencies and not deducted from the Christmas Parade Committee. We also needed to purchase some new traffic signs to assist with the diversions and road blocks, however the cost of these was borne by BTC.

3.5. This means the allocation to Parade Committee has increased and the amended budget is below.

3.6. The costs for the Town Council, excluding VAT, and paid from 301/4205 Christmas Parade.

Items	Expenditure 301/4205 Christmas Parade Budget: £5,250
Road Closure	£49.41
First Aid	£120.00
Road closure operatives/traffic management	£1168.00
TOTAL	£1,338.17

3.7. Paid to date to the Christmas Parade Committee is £3911.83. In comparison, the amount paid to the Christmas Parade Committee in 2023 was £3335.34. Our records show that there should have been a balance of £1230.52 carried over, this is made up of £695.18 from the 2023 Parade and a further £535.34 which was paid within the 2024 Financial Year, which was the final amount left for the 2023 budget, however this will be confirmed once the accounts are received. See partner contract extract below, which explains how this money is managed.

3.8. To note, the partner contract states:

*14.a, “the council reserves the right to ask for repayment of unspent funds at **the end** of your Events Agreement period which would future fund further Christmas events.”*

This allows events organisers to plan for the future and any contingencies they may have year to year. The end of events agreement period is **not until April 2027**. Therefore, it is expected that the parade Committee will request the full amount that they are entitled to claim.

4. Event Review

4.1. The parade had more than 38 colourful and entertaining floats on the theme of pantomimes. The Christmas Parade Committee awarded prizes for the best floats.

Parade Winners

Floats:

1. Lace Hill Academy PTA
2. Field House Nursery
3. Buckingham Primary School

Adult Walkers:

1. Bernese Mountain Dogs
2. Sealed Knot 1640

Junior Walkers:

1. Thornborough Infant School
2. 3rd Buckingham Scouts

Best Dressed Shop Window

1. Buckingham Cavavin Wine Shop
2. Pasha Fashion

Best dressed Restaurant/Pub

1. Larder Café
2. Cornwall Place Kitchen

4.2. Floats and walking groups followed the theme of “games” and we saw everything from Mario Brothers, through to Jumani taking centre stage in their allotted space.

4.3. Additional cones and no parking cone signage were used to deter parking at key parade locations, from the night before the event, including at Cattle Pens and Chandos Road. This was extremely effective, BTC staff worked alongside TVP staff and were able to move all cars before the Parade started without the need for any vehicle to be towed.

4.4. The use of the additional traffic management assistance really made a difference and all staff reported that it had felt safer and less chaotic than last year.

4.5. BTC ensured that all marshals when collecting their radios were also aware of what was required of them and where they were to be stationed. Marshals

then signed to say that they agreed and understood what was required of them.

5. Changes for the future

5.1. A number of topics are in discussion between the Christmas Parade Committee and officers, and these will be developed and dealt with through the usual 'wash-up' process in order to plan for the next event.

5.2. There was an issue that Busstops had not shared the information as clearly as they could have done. This led to confusion with the bus drivers and bus users. To try and ease this BTC will put clear signage on the Bus Stops to explain the closures, as well as having flyers indicating where buses can be accessed from.

6. Environmental Impact

6.1. It was notable that many floats utilised recycled materials in their creations, which were very impressive.

Buckingham Town Council: Partner Event Report

Please complete the following form on your use of the £3911.83 that was awarded to your organisation as event funding, by **Monday 5th February 2025**, for our records.

Name of Organisation	Christmas Parade Committee
Name of event	Christmas Parade 2024
Amount awarded this year	TBC
How successful do you feel the event was?	It was a very successful event which brought many people out to watch especially children. The traders were also busy and increased footfall occurred because of the Best Dressed Shop window/Eatery
Can you identify any ways in which you ensured access to the event by those with protected characteristics? <i>Under the 2010 Equalities Act, these are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.</i>	When notified we made available special areas to watch
Did you take any actions this year to reduce the event's impact on the climate emergency?	Advised participants to make them aware and to walk to the event because of restricted parking
Is there any feedback you would like to give to the Town Council about the support they offered you for this event?	BTC are supporters of the event and help with the logistics
Are there any changes to the event for next year that your organisation would like to discuss with the Town Council?	Currently in discussion with BTC as it will be our 40 th event

Buckingham Town Council
Town Centre and Events Committee
Monday 10th February

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

Small Business Saturday 2024 Review

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. Buckingham Town Council (BTC) celebrated Small Business Saturday with events and activities designed to help boost footfall in the town and support local businesses.

2.2. Small Business Saturday took place on December 7th 2024. Although some original plans were scaled back due to Storm Darragh, the day featured the launch of our 'Shop-Local Prize Draw,' a sponsored rock hunt, a mince pie tasting competition, and children's craft activities hosted at the Old Gaol. Alongside this, Buckinghamshire Council's, Retail Revival scheme, supported the event with a free children's reindeer trail around the shops.

3. Review

3.1. The rock hunt was very well received and generously supported by numerous local businesses. Each rock was sponsored by a local business, offering vouchers, gifts, and goodie bags as prizes. Of the 27 rocks hidden, 17 were found. People of all ages enjoyed the hunt. While the weather impacted turnout, many participants still made a special effort to join in.

3.2. The shop local prize draw is a nice gesture to say thank you to local residents for supporting local. There were 30 entries, and three winners were chosen from random who won a £50, £30, and £20 voucher to spend at one of those participating shops. These small efforts were positively received by local shop owners. Feedback from the prize draw highlighted that last year's physical map and entry form were more interactive and encouraged greater participation. However, while businesses reminded customers to take their receipts to the Tourist Information Centre to enter the free prize draw, some participants were reluctant to make the trip back up to town.

3.3. The original market entertainment had to be scaled back due to the weather. However, enthusiastic shoppers still enjoyed their visits to Small Business HQ in the Old Gaol courtyard, where they could have fun testing their taste buds with a mince pie challenge. Participants sampled three supermarket-brand mince pies to identify which was budget, premium, or luxury—a tough

competition that resulted in only two correct entries. A winner was selected and received a small Christmas hamper. Alongside this, festive music filled the air, children painted their own Christmas decorations, and happy rock hunters collected their prizes.

3.4. Retail Revival organised a free children's reindeer trail around the shops. Upon completing the trail, they were rewarded with a free gift from a reindeer mascot. While the original plan included a free grotto visit, safety aspects prevented the use of the gazebo.

3.5. While the weather affected the number of visitors to town on the day, many families still came out to participate in the activities, especially as other events had been cancelled. Local business owners and their families also showed their support for the event and appreciated the effort put into organising it.

4. Budget

4.1. Event Expenditure:

ITEM	COST
Rocks to paint	£16
Mince Pies	£18.30
Festive Hamper	£20.15
Prize Draw vouchers	£100
TOTAL	£154.45

4.2. The original plans included Market Entertainment with an estimated £1600 cost. However, the market did not operate on the day and the entertainment booked was cancelled a few days before at no cost.



Buckingham Town Council
Town Centre and Events Committee
Monday 10th February 2025

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

Community Fair 2024 Review

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. The annual Community Fair took place on Saturday 14th December from 11.30 am to 2.30 pm at Buckingham Community Centre at the Christmas Parade.

2.2. Stall holders pay a £12 fee to help cover the venue hire cost.

2.3. The full list of participants included, Alec's Angels, Inner Wheel, WI, Mind, Canal Society, Katharine McElligott and author Councillor Jon Harvey on behalf of The Mayors' Charities, MK & District Cats Protection, Buckingham Girl Guiding, Heritage & Sons, 3B's Radio, Men in Sheds, Retina UK, Buckingham & District Stroke Association, Twinning Association, Garden Organic, and the Medical Detection Dogs.

3. Event Review

3.1. Approx. 968 people attended the event. Stall holders were extremely happy with this year's attendance and monies raised. In total, a combined sum of just over £2700 was raised, supporting a variety of important causes

3.2. This year, the WI were invited to provide refreshments in the small hall. Instead of charging the WI a stall fee, they provided their own crockery which kept the hire cost down significantly from previous year/s.

3.3. A free table was also given to Jon Harvey and Katharine McElligott. Who raised a combined total of £180 for the Mayor's charities.

3.4. The WI sold out of cake. Many other groups also sold out of prizes for their tombola's.

3.5. Two reuseable event banners were purchased this year and were on display in two locations for two weeks leading up to the event.

- 3.6. This community event is a fantastic way to bring charities, groups, and organisations together with local resident, raise awareness and much-needed funds for vital work.
- 3.7. 3B's Radio had a table and played festive background music which worked well.
- 3.8. Local singing group Gracernote's were invited to perform outdoors at the busking spot during the event. However, the Winslow Concert band were also playing opposite. This was not known but for future reference it would be best to contact the band to avoid any unnecessary confliction.

4. Budget

4.1. The expenditure budget for this event was £300 code 301/4203.

4.2. Event Cost breakdown:

ITEM	COST
Hall Hire	£103
2 x Event Banners	£75
TOTAL	£178

4.3. The income event budget was £230 code 301/1062.

4.4. Expected income breakdown:

ITEM	COST
15 X Stall Holders	£150 (after vat)

- 4.5. Please note that only £138 has been received so far because a £12 payment has not cleared the bank and is being investigated.
- 4.6. More stall holders were initially booked to attend however four cancelled in the week leading up to the event (NSPCC, Community Board, Friends of the University and U3A) and were not charged.

Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2025

Contact Officer: Estates Admin

Holocaust Memorial Day 2025

1. Recommendations

- 1.1. It is recommended that the Town Council host another event on Tuesday 27th January 2026.

2. Background

- 2.1. Holocaust Memorial Day (HMD) is the “international day on 27 January to remember the six million Jews murdered during the Holocaust, alongside the millions of other people killed under Nazi persecution of other groups and in genocides that followed in Cambodia, Rwanda, Bosnia and Darfur”.
- 2.2. This year marked the 80th anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi concentration and extermination camp.

3. Event Summary

- 3.1. Despite challenging weather conditions, the ceremony saw a strong turnout, reflecting the town’s continued commitment to Holocaust education and remembrance.
- 3.2. The event, led by Buckingham’s Town Mayor, featured moving readings from Ms. Ruth Newell and Mr. Stan Cohen, a representative from the Milton Keynes Synagogue. These readings, alongside survivor stories and moments of silence, offered attendees a time for deep reflection on the immense loss suffered and the crucial lessons that must never be forgotten.
- 3.3. A particularly meaningful part of the ceremony was the involvement of students from Bourton Meadow Academy and Furze Down School. Around 25 primary school students from Bourton Meadow Academy shared their recent work on the Holocaust following a visit to Bletchley Park, bringing a thoughtful and youthful perspective to the event. Meanwhile, Furze Down School’s Sixth Form students and staff contributed a vibrant, hand-painted banner, symbolising hope and resilience—an important message echoed throughout the ceremony.
- 3.4. Unfortunately, due to high winds and waterlogged ground conditions, it was deemed unsafe for Cllr. Try to erect the amplification equipment. This was a disappointing outcome, as he had dedicated significant time and effort to creating a suitable setup for the event.

Minute No.	Action	Action Required	Action Owner	Update	Deadline
884/19 183/23 398/24 18/11/24	Youth Council	New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022. Cllr. Ahmed Proposed a report to Committee on item 1 for clarity and update. Cllr. Stuchbury Seconded and Members unanimously AGREED .	Deputy Town Clerk Deputy Town Clerk 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 . Contact with Alice Williams, Community Board. Alice will liaise with the Hangout Youth Worker to look at potential interest - awaiting further response. Chased up response.	Report to be bought once this information is available.
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
68/24	May Day	Cllr. Harvey asked if the school host for the event should be rotated. Members AGREED that Officers will discuss this will schools.	Town Centre & Ext. Facilities Manager	On agenda	Ongoing
289/24	Calendar of events 2025-2026	Proposed by Cllr Harvey seconded by Cllr Draper and unanimously AGREED to issue a press release at the appropriate time of the proposed list of public events for the 2025 calendar year only.	Deputy Town Clerk	Ready to go once date changes are agreed	
392/24 18/11/24	Town centre regeneration funding	Members AGREED the recommendation that a single task and finish group be formed before Christmas to contribute greater detail to the outline plans.	Town Centre & Ext. Facilities Manager	Working group has met. Work ongoing.	
394/24 18/11/24	Charity collection licences for future events	Check if we can make a 'blanket' application at the start of the year. Contact NALC and BMKALC for advice/opinion. Members AGREED Cllr. Harvey's Proposal to find out if this is a national or local charity law.	Deputy Town Clerk	On agenda	
396/24 18/11/24	Calendar of events	Check if the agreement to fly the Pride Flag for the whole month was agreed as ongoing or just for one year.	Town Clerk	Motion from Cllr. Willett to FC was Carried: to raise the flag for the whole month (min. 507/23).	
397/24 18/11/24	Event reviews	Thank BCQ for their sponsorship of the Christmas Card Competition.	Deputy Town Clerk	Completed	
403/24 18/11/24	Confidential matter	The Town Clerk will undertake further research and bring a report to an Extraordinary TC&E meeting.	Town Clerk	Completed	
421/24 2/12/24	Confidential report	That the cost of the road closure be Precepted next year.	Town Clerk	Precept completed.	