



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, 26 March 2025

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 31st March 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 note that the minutes of the Town Centre and Events Committee meeting held on 10th February 2025 will be presented at the next meeting.

4. Budget

To receive and note the latest budget figures.

[Appendix A](#)



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. Hanging baskets and planters

To receive a report from the Deputy Town Clerk.

[TCE/154/24](#)

6. First Aid Provider

To receive a report from the Deputy Town Clerk.

[TCE/155/24](#)

7. Fireworks

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

[TCE/156/24](#)

8. Forthcoming events**Backingham Live**

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

Spring Green Fair

To receive a report from the Estates Administrator.

[TCE/157/24](#)

Buckingham Play Days and Summer Youth Activities

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

[TCE/158/24](#)

Easter Town Trail

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

[TCE/159/24](#)

9. Event reviews**Good Endings fair**

To receive a verbal update from the Deputy Town Clerk.

Pancake Race

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

[TCE/160/24](#)

Food Fair

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

[TCE/161/24](#)

Skate Park

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

[TCE/162/24](#)

10. Date of the next meeting: Monday 2nd June 2025

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 31/03/2025

Month No: 12

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	685	300	(385)			228.3%		More income than expected
1062 Community Fair table income	160	230	70			69.6%		
1066 Comedy night income	923	1,500	577			61.5%		
1069 Charter fairs income	8,430	8,324	(106)			101.3%		More income than expected
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 expected
1099 Summer Art Trail Sponsorship	100	0	(100)			0.0%		Sale of swan sculpture
1100 COMMUNITY BOARD T.C. STUDY	11,172	0	(11,172)			0.0%		Received grant to cover TC artwork **
1104 Remembrance Contributions	1,200	1,150	(50)			104.3%		To cover 50% of big screen **
1107 Street Food Fair Income	0	300	300			0.0%		
<u>301 Town Centre & Events EXPENDITURE</u>								
3997 NI TC&E	3,805	6,379	2,574		2,574	59.6%		
3998 Pensions ERS TC&E	14,334	18,677	4,343		4,343	76.7%		
3999 Salaries TC&E	64,311	100,694	36,383		36,383	63.9%		
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	248	500	253		253	49.5%		
4128 Small Events	209	350	141		141	59.7%		
4166 Lace Hill events	1,015	1,600	585		585	63.5%		
4170 Community Board Town Centre	11,142	0	(11,142)		(11,142)	0.0%		TC Artwork installation, see grant in income above**
4201 Christmas lights	13,135	13,800	665		665	95.2%		
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%		Covered by income above **
4208 Spring Fair	116	300	184		184	38.5%		
4211 Band Jam	5,038	5,100	62		62	98.8%		
4212 Christmas lights switch on	3,258	3,250	(8)		(8)	100.2%		Slight overspend due to unexpected costs
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%		Overspend covered by remaining Fringe budget **

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Explanation	Appendix A
4243 Charter Fairs	5,063	5,500	437		437	92.1%			
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	16,072	17,500	1,428			91.8%			
1006 Flea market	5,812	4,600	(1,212)			126.3%		More income than expected	
<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	645	800	155			80.6%			
1083 Fringe income	424	400	(24)			106.0%		More income than expected	
1094 Skate Park Income	0	1,000	1,000			0.0%			
<u>303 Special events EXPENDITURE</u>									
4169 Skate Park Event	997	2,000	1,003		1,003	49.9%			
4221 Fringe	1,294	2,150	856		856	60.2%		Underspend covers costs of comedy night **	
4242 Food fair	529	600	72		72	88.1%			
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	7,540	9,000	1,460			83.8%			
<u>305 Tourist Information Centre EXPENDITURE</u>									
4253 TIC tickets & produce	5,704	8,000	2,296		2,296	71.3%			
4255 Heritage app expenditure	0	300	300		300	0.0%			
4274 Tourism website	304	440	136		136	69.1%			
<u>306 Accessibility EXPENDITURE</u>									
4254 Accessibility Costs	200	2,250	2,050		2,050	8.9%			
Movement to/(from) Gen Reserve									
	(118,885)	(173,936)	(55,051)						
Grand Totals:- Income	54,766	47,279	(7,487)			115.8%			
Expenditure	173,651	221,215	47,564	0	47,564	78.5%			
Net Income over Expenditure	(118,885)	(173,936)	(55,051)						

Buckingham Town Council
Town Centre and Events Committee
Monday 31st March 2025

Contact Officer: Deputy Town Clerk – Zo Taylor

Planters and Hanging Baskets

1. Recommendations

- 1.1. It is recommended that Members accept the quote from Company F to supply our summer and winter Hanging Baskets for 2025.
- 1.2. It is recommended that Members agree to recommend to Full Council to accept the quote from Company E to supply our summer and winter Planters for 2025, 2026 and 2027.
- 1.3. It is recommended that Members delegate to the Clerk to make the required arrangements to allocate additional funds from the appropriate contingency.

2. Background

Hanging Baskets

- 2.1. This is an annual contract which ends 31st March 2025.
- 2.2. Each year, during the Summer and Winter, hanging baskets are displayed around the town centre.
- 2.3. The Town Council owns the hanging baskets which are planted with seasonal plants, moss, and compost by the chosen supplier.

Planters

- 2.4. This is a three year contract that ends 31st March 2025.
- 2.5. Summer and winter planters are situated in the town centre and outside Shopmobility and Lace Hill Community Centre.
- 2.7 The planters are filled with seasonal plants and maintained by the Greenspaces Team.

3. Budget

- 3.1. The budget for Planters and Hanging Baskets is £9,900 for this year. Budget code is 4104/301 Town in Bloom.
- 3.2. The quotes received are higher than budgeted for in 2025/26. The Clerk had anticipated this may be the case and had considered this when calculating the contingency budget. The 3 year contract now provides the figures for future budgets. The Clerk will make the required arrangements to allocate additional funds from contingency.

4. Environmental Impact

4.1. Where possible, quotes have been requested from local companies.

4.2. The displays add to the flora of the local environment as well as having a positive visual impact.

5. Quotes Hanging Baskets

Quotes were sought from Blue Diamond, Twigs, Hedging, Frosts, Preston Bissett Nurseries, and Swallows Nurseries. Only 2 companies provided quotes. Company names have been redacted from the quotes table and are not in any particular order.

Supplier	Based	Observations	Summer Basket Cost	Winter Basket Cost	Total Cost exc VAT
Company A	Quote requested not received				
Company B	Quote requested not received				
Company C	Quote requested not received				
Company D	Quote requested not received				
Company E	Local	Established company, well regarded.	55 baskets x £40 each	31 baskets x £40 each	£3440
Company F	Local	Established company, well regarded.	55 baskets x £35.62 each	31 baskets x £35.62 each	£3063.32

Planters

Quotes were sought from Blue Diamond, Twigs, Hedging, Frosts, Plantscape, and Swallows Nurseries. Only 2 companies provided quotes. Company names have been redacted from the quotes table and are not in any particular order.

Supplier	Based	Observations	Summer Planter Cost	Winter Planter Cost	Total Cost exc VAT
Company A	Quote requested not received				
Company B	Quote requested not received				
Company C	Quote requested not received				
Company D	Quote requested not received				
Company E	Previously local, now in E Anglia	Established company,	£3981.60	£4044	£8025.60

	and the Midlands.	well regarded.			
	Please note that this 3 year contract is subject to a 5% uplift year on year as follows: Year 2026 (with 5% uplift) Year 2027 (with 5% uplift)				£8446.88 £8848.23
	Total Value of the contract				£25320.71
Company F	Local	Established company, well regarded.	£7084.90	£6497.51	
		There is then an additional charge for hiring the planters		£3381.99	£16964.40
	Please note that this 3 year contract is subject to a 5% uplift year on year as follows: Year 2026 (with 5% uplift) Year 2027 (with 5% uplift)				£17812.62 £18703.25
	Total Value of the contract				£53480.27

BUCKINGHAM TOWN COUNCIL
Town Centre & Events Committee
MONDAY 31st March 2025

Contact Officer: Deputy Town Clerk

Annual First Aid Costs

1. Recommendations

1.1. It is recommended that Members agree to use Company A to provide First Aid cover for events during 2025.

2. Background

2.1. We require external first aid cover for certain events including Buckingham Live, Celebrate Buckingham, Family Fun Day, Skatepark Events, Bandjam, Dog Show, Bonfire and Fireworks, Christmas Lights Switch On, Christmas Parade. Each event has different timings and requires separate levels of cover.

2.3. To ensure we are getting value for money and to align with our financial regulations, the cost of first aid coverage has been reviewed.

2.4. Quotes were sought from ALR Training, South Central Ambulance Service, and St John's Ambulance. Company names have been redacted from the quotes table and are not in any particular order. Quotes include increased cover for Bonfire and Fireworks night based on the high attendance in 2024

3. Budget

3.1. Any first aid cover will be taken from the relevant event budget.

4. Suppliers

4.1. The total cost of the following cover will be £2340 excluding VAT for this year. They also complete their own risk assessments and paperwork, this does not require any office or administration time from BTC, and it means that we ensure the cover is sufficient, as well as being reassured the cover is correct and as needed as written by the experts.

Supplier	Based	Observations
Company A	Local	Experienced supplier of first aid for events. They have included additional time so give 30 mins before and after events to ensure areas are cleared and provide "wrap around" cover.

		<p>They do not charge us any penalty for cancelled or postponed events.</p> <p>They will accommodate more than we require if necessary.</p>
--	--	---

4.2. Unable to provide a quote to cover all events.

Supplier	Based	Observations
Company B	Milton Keynes	Their calendar year is already quite full and cannot guarantee that they will be able to resource extra events.

4.3. Their operations team have reviewed all our events including expected footfall, crowd profile, and what is happening at each event. Their proposed medical cover quote is £5479.83, excluding VAT to cover all BTC 2025 events.

Supplier	Based	Observations
Company C	Southeast Region – Covering Buckinghamshire	<p>The local volunteer team are keen to take on our events.</p> <p>Their quote includes 30 mins additional time either side of the event to ensure they are set up on time and allow the site to clear.</p> <p>There would be no charge if the event was cancelled due to extreme weather conditions.</p>

Buckingham Town Council
Town Centre and Events Committee
Monday 31st March 2025

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

2025 Fireworks Supplier

1. Recommendations

1.1. It is recommended that Members agree to use Company A to host a 10 minute display at this year's event.

2. Background

2.1. We require a company to provide our fireworks display for our Bonfire & Fireworks event which this year will be held on Saturday 1st November 2025 in Bourton Park.

2.2. To ensure we are getting value for money and to align with our financial regulations, we needed to review the cost of our firework display for this year.

2.3. Titanium Fireworks, Fantastic Fireworks, Reaction Fireworks, Galaxy Fireworks, Phenomenal Fireworks, and Sonning Fireworks have been contacted to quote but only two quotes have been obtained. Company names have been redacted from the quotes table and are not in any particular order.

3. Budget

3.1. The budget for this event is £7,500 code 301/4202.

3.2. Quotes:

Supplier	Based	Observations	Total Cost excl VAT
Company A	Northamptonshire	Provide expert advice on the firing zone and how to get the most out of the display. Familiar with the event and site.	£4028 10-minute display £5076 15-minute display
Company B	Bedfordshire	Works worldwide and high-profile UK events with 27 years' experience. Has provided a draft site plan along with professional	£3954 15-minute display, Standard Fireworks Display Electronically Fired

		information and advice.	
Total Pyro Firework Displays	Aylesbury	Provide displays for other Town Councils. Has provided a draft site plan. Can choreograph the display to the music.	10min - £3100 15min - £4700
Frontier Fireworks	East Sussex	Have worked for high profile UK events. Also work with other Town Councils.	Could work with a budget of £3000 - £5000 for a 15-minute display

4. Information

- 4.1. All companies quoting currently have availability to host our event.
- 4.2. Feedback from last year's event is that 10 minutes was sufficiently long to maintain interest but long enough that it did not lose it.
- 4.3. Members will be aware that they are not required to accept the lowest quote. Whilst Company A's quote this year is not the lowest, they have experience of this event and site and the quote is within budget.

Buckingham Town Council
Town Centre & Events Committee
Monday 31st March 2025

Contact Officer: Nina Stockill, Estates Administrator

Spring Green Fair, Sunday 27th April 2025

1.Recommendation

1.1. To read and note the following report.

2. Information

2.1. The event will be held in the cattle pens on Sunday 27th April from 10am – 2pm.

2.3. A road closure will be in place from Mey to the entrance to Paynes Court, so that stall holders can set up on the road as well as the cattle pens.

2.4. Aim of event: Range of stalls to share information on community projects, environmental campaigns, and sustainable business innovations. We ask that all our stall holders engage with the public in some way, such as by demonstrating a craft, handing out leaflets, arranging a (basic) competition or anything they may think will attract people to the stall.

2.6. The following organisations have confirmed that they will be attending the event:

- | | |
|---|--------------------------|
| ○ Berks Buck & Oxon Wildlife Trust | ○ River Wardens |
| ○ Town Council stall with children's recycled crafts. | ○ Face Painting |
| ○ Buckingham Town Council deck chair. | ○ Manor Farm Bourton |
| ○ Climate Cafe | ○ Waste Busters |
| ○ Finca El Monte | ○ Flood Action Group |
| | ○ National Trust |
| | ○ Fostering and Adoption |

2.7 Sammie's Vintage Ice-cream Truck will attend the event. The Ice-cream truck's engine will not be running for the duration of the event.

2.9. Town Council office staff will host a table of children's crafts making noughts and crosses games from recycled materials.

2.10 Despite extensive outreach through emails, phone calls, and a social media campaign, we have secured only a limited number of stallholders for this year's event. The pool of local vendors is small, and many past participants have cited several reasons for not returning:

- unpredictable weather, which could lead to last-minute event cancellations without a wet weather contingency

- charges for participating in outdoor events
- low foot traffic on Sundays
- prior commitments to other local events such as Celebrate Buckingham or the Lace Hill Easter Bazaar, which offer better weather conditions or indoor settings.

2.11 The Spring Green Fair has gained popularity with the public, particularly for its ability to attract young families with its free crafts and family-oriented activities, which are primarily organized by Buckingham Town Council and a few local charities. The success of craft-themed events is evident in the strong attendance at the Town Council's "Art in the Market" events. Given the challenges outlined previously, there is potential for the Spring Green Fair to evolve into a Spring Eco-Craft event, hosted by the Town Council during the Easter holidays. This would not remove an event from the calendar but feedback suggests it would offer a more attractive community event at a time when young families are looking for free ways to provide entertainment, whilst making more efficient use of Council resources. As usual, a post-event report will be presented to a future Committee meeting.

Buckingham Town Council
Town Centre and Events Committee
Monday 31st March 2025

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

Buckingham Play Days 2025 & Summer Youth Activities

1. Recommendations

- 1.1. It is recommended that Members agree to use Company A to host our Play Days this year.
- 1.2. It is recommended that Members agree to use Coach Jenner to host our annual Basketball sessions this year.

2. Background

- 2.1. This is being discussed because Town Council launched Buckingham Play Days in 2023 to replace Play Around the Parishes.
- 2.2. It was agreed by Committee to continue to host summer youth activities.
- 2.3. Dates proposed for the three play sessions are Thursday 31st July, Thursday 7th August, and Thursday 21st August 2025. These dates have been selected because they don't conflict with Buckingham Summer Club and Buckingham Churches activities. Each event is to be held in Chandos Park from 10:30am – 3:30pm.
- 2.4. To ensure we are getting value for money and to align with our financial regulations, we needed to review the cost of the supplier for the Play Days this year.
- 2.5. MK Keynes Play Association, On Targett Events, and Sports 4 All have been contacted to quote but only two quotes have been provided. Company names have been redacted from the quotes table and are not in any particular order.
- 2.6. Buckingham Play Days sessions should be suitable for ages 3 to 12 years.

3. Budget

- 3.1. The budget for this event is £6180 code 301/4094. This budget also funds additional summer youth activities like the basketball sessions.

3.2. Quotes:

Supplier	Based	Observations	Total Cost excl VAT
Company A	Milton Keynes	Work with councils and organisations to host this type of event. They will provide different arts and crafts, sensory play activities, and scrap play at each session.	£3120
Company B	Buckingham	Professional events company. They would provide the same two activities at each session - axe throwing and archery. However, these activities are generally suitable for ages 8+	£3270
Company C	Buckingham	Host after school clubs and holiday camps for local schools. Due to capacity, they are unable to provide us a quote on this occasion.	N/A

4. Basketball Sessions

4.1. Coach Jenner is available to host six basketball sessions during the summer holidays for 8-12yrs and 13+yrs at both Chandos Park and Bourton Park. These sessions have been running annually for many years and are well attended each year. The sessions encourage youths to enjoy and learn a new sport outdoors. No other available coaches were found.

4.2. The dates of these sessions would take place on Monday 21st July, Monday 28th July, Monday 4th August, Monday 11th August, Monday 18th August, and Monday 25th August 2025.

4.3. These sessions will cost the same as last year, £170 per week, £1,020 for the full six weeks.

5. Other Summer Youth Activities

5.1. With the above quotes, the remaining budget of £2040 would be used to fund additional activities aimed at girls and an inclusive activity. Quotes for this are still to be obtained.

Buckingham Town Council
Town Centre and Events Committee
Monday 31st March 2025

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

Easter Town Trail with the Rotary Club

1. Recommendations

- 1.1. It is recommended that members agree the report, to support the Easter Town Trail and work with the Buckingham Rotary Club.

2. Background

- 2.1. The Town Centre and External Services Manager has been approached by the Buckingham Rotary Club to partner on an Easter Town Trail. This initiative would offer a free, family-friendly activity during the Easter holidays while also driving footfall into the town and promoting visits to various locations
- 2.2. The Rotary Club will coordinate and sponsor the event. Buckingham Town Council can support the initiative by providing trail maps and posters, event promotion, and designating the Tourist Information Centre as the main collection and drop-off point for participants.

3. Budget

- 3.1. There would be no financial cost to Buckingham Town Council, aside from minimal staff time required to promote via social media and create the trail map and posters, which can be adapted from previous materials. Any nominal printing costs could be charged to the Small Events budget, if required.
- 3.2. The Rotary Club will fully sponsor the event, supplying treats for children who complete the trail and providing a prize draw voucher.

Buckingham Town Council
Town Centre and Events Committee
Monday 31st March 2025

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

Pancake Races Event Review

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. Buckingham's annual Pancake Races took place on Thursday, 20th February, at 11 am on the green by St Peter & St Paul's Church. The event was scheduled during half-term to encourage more families to participate and enjoy the festivities. Holding it on a Thursday, rather than the traditional Tuesday, also helped avoid a scheduling conflict with the church's weekly community lunch.

2.2. The Town Crier and Deputy Mayor officially opened the event.

2.3. There were six races planned – under 5's, 6-11's, 12-17's, adult/individual, adult relay, and mixed walking. With certificates and trophies presented to first, second and third place.

3. Review

3.1. Despite the classic British weather, around 100 people arrived with their frying pans in hand, ready to race - mostly families.

3.2. Local business URBAN OM Yoga Studio had planned to lead a warm-up session for participants, but due to the wet weather and uncertainty over whether the event would proceed, this was unfortunately cancelled.

3.3. In addition to the races, children enjoyed a free biscuit-decorating activity, which was well received. All dietary requirements were accommodated, including milk- and gluten-free options. Treats given to participants were also inclusive of all dietary needs.

3.4. Cllr Martin Try did a fantastic job as the event's compare keeping the crowd engaged.

3.5. On the day, only five races took place as no participants aged 12-17 turned up to compete.

3.6. While the weather likely deterred some attendees, with only one local business joining on the day, those who did participate fully embraced the tradition and had a fun time.

4. Budget

4.1. The cost for this event comes out of the small events budget code 301/4128. The total small events budget for this year was £350. £131.10 was spent on Small Business Saturday 2024 which left £218.90 in the budget which was sufficient to cover the Pancake Day Race event costs.

4.2. Event cost breakdown:

ITEM	COST
Trophies	£78
Treats, biscuits & icing pens, wraps (pancakes)	£69.55
TOTAL	£147.55

Buckingham Town Council
Town Centre and Events Committee
Monday 31st March 2025

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

Food Fair 2025 Review

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. Buckingham's annual Food Fair took place on Saturday 22nd February at the Community Centre from 10am to 3pm. Alongside the Food Fair, Buckingham's Best Dish competition took place, and a charity raffle was organised in aid of the Mayor's charities.

2.2. Pitch/stall fees were charged at £30 for commercial/food & drink and £12 for community/charity.

2.3. Outside the Community Centre there were 4 street food traders and inside there were 20 stalls, two of which paid for double space.

2.4. There were many returning food fair traders such as MK Food Distribution, The Chocolate Mill, Indian Orchard, Replete Flatbreads, Chafor Wine, From Garden to Jar, Brockleby's Pies, Manor Farm, Pure Patisserie, Foxdenton Gin, Jaccs Coffee, Stanley's Treats, Sizzlers, We Will Wok You, Susumba MK, Northampton Cheese Co, Garden Organic, and NYC Cookies. Alongside new traders to the food fair including Crafted by P, Hello Fresh, Elenness Events, Home Farm MK, Monty Booch and Alvis Homemade Indian.

3. Review

3.1. On the day, town was buzzing with another event taking place at the same time as well as the street markets. Although this impacted parking, the event still saw a steady flow of 1500 attendees.

3.2. There was a good mix of traders, not more than two of the same stalls, with plenty of gluten free and veggie options available.

3.3. Feedback from attendees and traders on the day was genuinely positive. Some traders sold out completely, some sold more than previous times whereas some sold slightly less.

3.4. The Mayor's Charity Raffle was well received and raised £306. Although slightly time consuming, writing names and numbers out, people were happy to purchase tickets.

3.5. Buckingham's Favourite Dish Competition had over 250 entries and lots of updated Foodie Maps were handed out to visitors. The winners of the competition were Prego pizzas, Cornwall Place Kitchen with cheese toasties and joint third was The Grand Junction and Dipalee Lounge. Each winning eatery has been awarded a certificate and trophy by the Mayor.

4. Budget

4.1. Breakdown:

	Expenditure Budget code 303/4242 £600	Income Budget code 303/1020 £800
Venue Hire	£247.50	
TEN	£21	
Trophies	£50.50	
Raffle Tickets	£3	
Foodie Maps	£210	£21
Hamper Prize for Raffle	£40.90	
Pitch fee income		£645 (ex VAT)
Total	£572.90	£666
+/-	- £27.10	-£134

4.2. The costs were kept within budget. However, there was a shortfall in stall income where we were unable to fill the last few spaces without duplication.

4.3. The WI brought their own crockery to serve refreshments with which meant there was no extra cost us to hire crockery to use.

4.4. A £21 contribution towards the cost of the Food Map printing has been received. This money has come via the Community Board as part of the Town Centre Regeneration Funding

4.5. As well as the income received from pitch fees, it must be noted that many local businesses and organisations kindly donated raffle prizes towards this event including a £50 voucher from Harry's of Winslow, £40 Mey voucher, £20 Cornwall Place Kitchen voucher, £15 Buckingham Team Room voucher, £10 Buckingham Bookshop voucher, a voucher for two free pizza's from the Grand Junction, a family ticket to Lillingstone Pick Your Own, £30 Voucher for Colready Highland Cows and a gift from Greetings Plus.

5. Environmental Impact

5.1. The Foodie Maps were printed by a Buckingham based business which meant less carbon footprint.

5.2. All but two traders were within a 30-mile radius of Buckingham.



Buckingham Town Council
Town Centre and Events Committee
Monday 31st March 2025

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

Skatepark 2025

1. Recommendations

1.1. It is recommended that members agree to use Company A to host this year's Skatepark event.

2. Background

2.1. Buckingham Town Council will host a Skatepark event this year as agreed by Committee.

2.2. The proposed date to host this year's skatepark event is Saturday 16th August 2025 with exact timings to be confirmed.

2.3. To ensure we are getting value for money and to align with our financial regulations, we needed to review the cost of the supplier of this event.

2.4. Team Rubicon, King Ramps, and Canvas Spaces were contacted to provide a quote, only two have been provided. Company names have been redacted from the quotes table and are not in any particular order.

3. Budget

3.1. The budget for this year's event is £2000 code 303/4169.

3.2. Only one quote received is within budget and is therefore the only one that may be accepted.

3.3. Quotes received:

Supplier	Based	Observations	Total Cost excl VAT
Company A	Winchester	A leading supplier of skateboard and scooter coaching for schools and councils. Has proposed a jam style event which would include them providing equipment for children to use, coaching, demos, competitions, & prizes.	£1600

Company B	Hertfordshire	<p>Specialists in mobile skateparks, skatepark design and build and running skateboard and BMX demonstrations and competitions.</p> <p>Has proposed a community engagement event with workshops, competitions, demos and prizes. All equipment provided including skateboards and PPE.</p>	£2150
Company C	Islington	<p>Experienced skatepark event suppliers and designers.</p> <p>Unable to provide a quote as they do not have the capacity to host an event this year.</p>	N/A