

**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A
MEETING OF
THE FULL COUNCIL**

to be held on

TUESDAY 7 APRIL 2009 AT 7.30 PM

**THE COUNCIL CHAMBER, TOWN HALL
HENLEY-ON-THAMES**

Mr M Kennedy
Town Clerk
31 March 2009

The Mayor, Councillor Mrs G M Zakss
The Deputy Mayor, Councillor Mrs E Hodgkin
Councillor Mrs J Bland
Councillor T B Buckett, MBE
Councillor A Elliott
Councillor A J Follett
Councillor C W Gibson
Councillor Miss L M Hillier
Councillor Mrs R Myer
Councillor D R Nimmo Smith
Councillor C I Pye
Councillor Miss L H Pye
Councillor Dr P J Skolar
Councillor S R Smith
Councillor Dr B G Wood
Councillor Mrs J Wood

Members are reminded to sign the attendance book.

AGENDA

1. APOLOGIES FOR ABSENCE

TO RECEIVE apologies for absence.

Apologies for absence received from Councillor Mrs J Wood and Councillor Dr B Wood.

2. DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provisions of Part 2 of the Local Government Act 2000 (The Code of Conduct). A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest. A member with a prejudicial interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he has obtained a dispensation from the standards committee of the responsible authority; and not seek improperly to influence a decision about that matter. For the purposes of this Part (of the Act), "meeting" means any meeting of the authority; or any of the authority's committees, sub-committees, joint committees or joint sub-committees.

3. MINUTES

TO APPROVE the Minutes of the Full Council Meeting held on the 3 March 2009.

4. PUBLIC QUESTION TIME

Public questions - a period of up to but no longer than 20 minutes to receive questions from members of the public.

NB: attention is drawn to the Council's Code of Practice relevant to Public Question Time (a copy is attached to the agenda).

5. PROGRESS REPORT

TO RECEIVE a report on progress (attached).

6. DISTRICT COUNCILLOR REPORTS (max 10 min total)

COUNTY COUNCILLORS REPORTS (max 10 min total)

TO RECEIVE reports from District and County Councillors.

7. FEEDBACK FROM REPRESENTATIVES OF OUTSIDE BODIES

(max 5 min total)

TO RECEIVE any reports submitted or previously notified.

None received.

8. MAYOR'S REPORT

TO RECEIVE a report from the Mayor (attached).

9. REPORTS OF COMMITTEES

TO RECEIVE the Reports of the Committees:-

i) Planning and Transport Committee – 10 March 2009 (previously circulated)

ii) Planning and Transport Committee – 31 March 2009 (attached)

- iii) Town Management – 17 March 2009 (previously circulated)
- iv) Finance and Administration Committee – 24 March 2009 (attached)
- v) Best Value and Facilities Management – 31 March 2009 (attached)
- vi) Townlands Steering Group – 18 March 2009 (attached)

10. HENLEY PARTNERSHIP

TO APPOINT a representative to attend Henley Partnership Community Liaison Group quarterly meetings.

(Agenda item from the Town Management Committee meeting held on 17 March 2009 – Minute number 1974).

11. HENLEY INTERNATIONAL FILM FESTIVAL

TO APPOINT a working group to discuss the concept of ‘THE-HIFF’ (The Henley International Film Festival) in more detail with Mr Richard Truter from RT Films.

(Agenda item from the Town Management Committee meeting held on 17 March 2009 – Minute number 1967).

12. VARIATION OF COMMITTEE MEETING TIMES

(Standing Item)

TO NOTE proposed meeting dates 2009/10. To be approved at the Annual Meeting on 11 May 2009. *(This incorporates the new committee titles agreed at Finance and Administration on 24 March 2009 - schedule attached).*

13. EXCLUSION OF THE PUBLIC AND THE PRESS

It is proposed by the Chairman

that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which were about to be discussed are considered to be confidential.

14. CONFIDENTIAL

(i) TOWN MEDAL NOMINATION

TO CONSIDER attached notes and proposed nominations from the Town Medal Committee held on 26 March 2009 (circulated separately).

(ii) STAFF APPRAISALS/INCREMENTS

Arising from Minute No. 1830 (vi) Staff Appraisals and the recommendations (v) and (vi) of the meeting of the Finance and Administration Committee held on 24 March 2009. **TO CONSIDER** the Town Clerk’s further report (circulated separately) and to seek Council’s clarification on the payment of annual increments to staff.

HENLEY-ON-THAMES TOWN COUNCIL

CODE OF PRACTICE - PUBLIC QUESTION TIME

- Public Question Time for a period of up to but no longer than 20 minutes
- all questions shall be directed to the Mayor/Chairperson who will respond/or delegate to appropriate Chairman of Committee or councillor or decide that the matter will be dealt with by written response.
- questions from the town's electors/businesses will take priority and will be on the basis of one question per elector/business present then time permitting more questions, again on a rotation basis.
- all questions should be relevant to the Town Council's policies and decisions.
- questions of a personal nature will not be allowed.

NOTE: None of the aforementioned shall obviate Councillor's rights under Standing Orders or the National Code of Local Government Conduct.