

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

**to be held on**

**TUESDAY 29 SEPTEMBER 2009 AT 7.30 PM**

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

Mr M Kennedy  
Town Clerk  
24 September 2009

The Mayor, Councillor Mrs E Hodgkin  
The Deputy Mayor, Councillor Mrs J Wood  
Councillor Mrs J Bland  
Councillor T B Buckett, MBE  
Councillor Mrs G M Dodds  
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 I Reissmann  
Councillor Dr P J Skolar  
Councillor S R Smith  
Councillor Dr B G Wood

Members are reminded to sign the attendance book.

## AGENDA

### 1. APOLOGIES FOR ABSENCE

**TO RECEIVE** apologies for absence.

Apologies received from Councillor T B Buckett, MBE.

### 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.*

**TO RECEIVE** any declarations of interest.

### 3. MINUTES

**TO APPROVE** the Minutes of the Full Council Meeting held on the 11 August 2009 (attached).

### 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. APPOINTMENTS TO OUTSIDE BODIES

**TO CONSIDER** the following:-

(i) The appointment of Councillor I Reissmann to the Henley Partnership Environment Group Committee to replace Councillor C W Gibson.

(ii) Appointed representatives for the Over 60's Social Club to remain as Councillor Mrs G M Dodds; Councillor Mrs E Hodgkin Mayor (ex-officio); Councillor C I Pye and Councillors Mrs J Bland.

### 9. MAYOR'S REPORT

**TO RECEIVE** a report from the Mayor for the period 7 August – 24 September 2009 (attached).

### 10. REPORTS OF COMMITTEES

**TO RECEIVE** the Reports of the Committees:-

i) Planning Committee – 11 August 2009 (previously circulated)

ii) Planning Committee – 1 September 2009 (previously circulated)

- iii) Planning Committee – 22 September 2009 (attached)
- iv) Recreation and Amenities Committee – 1 September 2009 (previously circulated)
- v) Town and Community Committee – 8 September 2009 (previously circulated)

**ADVERTISING BOARDS ON PAVEMENTS IN HENLEY TOWN CENTRE**

**TO CONSIDER** the recommendations of the Town and Community Committee under Minute Number 48 and what further action Council wishes to take concerning the removal of Advertising Boards from the highway, having regard to:

- (i) Oxfordshire County Council's guidance policy, 'Unauthorised Signs, Displayed Goods and Other Items On or Adjacent to the Highway' (attached); and
  - (ii) The agreement entered into by HTC and OCC which states that ...in carrying out the Delegated Functions the Town Council will comply with the County Council's policies rules and guidance relevant to those functions which have been notified by the County Council to the Town Council...
- vi) Finance Strategy and Management Committee – 15 September 2009 (attached)

**VISITOR INFORMATION CENTRE (VIC) AND ONE STOP SHOP (OSS) WORKING GROUPS**

*Minute 38(i) refers*

(i) **TO CONSIDER** the appointment of two councillors to serve on the VIC Working Group

*Minute 38 (ii) refers*

(ii) **TO CONSIDER** the appointment of one councillor to serve on the OSS Working Group

- vii) Townlands Steering Group Committee – 21 August 2009 (attached)

**11. HENLEY TOWN COUNCIL – STATEMENT OF ACCOUNTS 2008/9**

**TO NOTE** that the Revised Accounts for the year ended 31 March 2009 have not been completed due to staff annual leave commitments and

**TO RESOLVE** that the Statement of Accounts, Auditor's Report and the Auditor's Annual Governance Report to those charged with governance will be presented for approval by Council on 3 November 2009

**12. COUNCILLOR T B BUCKETT, MBE DISPENSATION FOR ABSENCE OF OFFICE FOR A PERIOD BEYOND SIX MONTHS**

**TO CONSIDER** a Council resolution extending the period of absence for Councillor T B Buckett on the grounds of ill-health. Councillor T B Buckett's last recorded attendance was 12 May 2009 and since this date he has been unable to attend Council and Committee meetings on the grounds of ill-health. Councillors are asked to consider a resolution extending his six months period of absence.

**13. LEASE OF PART OF THE BARN, MARKET PLACE**

**TO APPROVE** the signing and sealing of the Lease between Henley Town Council and KVB Design Limited for the lease of the Ground Floor of the Barn (Council 11.8.09 Minute No 52 (i) refers)

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Mr M Kennedy  
24 September 2009

## **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.