

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

In Attendance: Mr M W Kennedy – Town Clerk
Miss J Smith – Minute Taker / Committee Administrator
Mr J Churchill-Coleman – Acting Town Sergeant

Also Present: 1 member of the press
9 members of the public

Before the meeting commenced, the Town Clerk read out the fire evacuation procedure.

Mayor, Councillor Mrs G Zakss reminded Councillors and members of the public of the Code of Practice – Public Question Time as stated on the agenda.

4081. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dr B Wood, Councillor Mrs J Wood and Councillor A Elliott.

4082. **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.

In addition to those already declared in the minutes of the relevant Committees:

Councillor Miss L Hillier – Town Management Committee – 17 March 2009 – personal and prejudicial interest as a town trader. *Minute No 1973 - use of market Place for an Ethical Trade Market.*

4083. **MINUTES**

The Minutes of the meeting of Full Council held on the 3 March 2009 were approved and signed by the Mayor, Councillor Mrs G Zakss, as a true record.

4084. **PUBLIC QUESTION TIME**

Mr D Smewing, St Marks Road

Mr Smewing referred to Planning and Transport Committee meeting of 10 March 2009, Minute 3763 – South Oxfordshire District Council (SODC) Core Strategy. He stated that Councillors may not be aware that there are 4,671 Sites of Special Scientific Interest (SSSI) in South East England, 145 are geological which are even rarer. Eight of these sites are in South Oxfordshire and three of these are in Henley and one of these sites runs through Highlands Farm and Gillotts Field. The fact that SODC did not apprise this at this meeting he felt was shoddy, shameful and scandalous. He asked what actions were Henley Town Council (HTC) going to do to stop the use of this site being developed.

Councillor A Follett responded that all Councillors are encouraged has to prepare comments which will go to Planning and Transport Committee on the 14 April 2009. He asked Mr Smewing that any background information he could provide to support the Council's response would be greatly appreciated.

Councillor Mrs R Myer advised that she had already discussed the fact that the Gillotts Field is a SSSI at a recent meeting.

Mr Smewing stated that members of the public should be made aware and asked if the Council would be calling a Special Full Council immediately after the Planning and Transport Committee on the 14 April.

Mayor, Councillor Mrs G Zakss confirmed that if a Special Meeting of the Full Council would be called to consider the Council's response to the Core Strategy.

Councillor C Pye advised that all Councillors had been invited to attend the meeting of the Planning and Transport Committee on 14 April to participate in the debate on the Core Strategy. All comments and preferred options would be collated from Councillors and sent back to SODC. He reiterated that HTC does not support any development on Gillotts Field or Highlands Farm. Henley town can not support any more housing developments until SODC and Oxfordshire County Council (OCC) add the adequate infrastructure e.g. roads, drains and services to support such developments. If the necessary infrastructure is not in place then development should not take place.

The Mayor, Councillor Mrs Zakss proposed that a Special Full Council meeting is held following the Planning and Transport Committee on the 14 April 2009 to consider and agree Henley Town Council's response to South Oxfordshire District Council's Core Strategy Options Consultation. It was

RESOLVED that a Special Full Council meeting is held preceding the Planning and Transport Committee on the 14 April 2009 to consider and agree Henley Town Council's response to South Oxfordshire District Council's Core Strategy Options Consultation.

Mr K J Arlett – Elizabeth Road

Mr Arlett referred to the recent repairs to the pot holes in Mill Meadows car park and the superb job the contractor had done, he stated that this was a much better job than if it had been done by SODC contractors.

He then referred to the Town Management Committee held on the 17 March 2009 item 1971 – ‘A-Boards – A Reasoned Approach’, a report by Councillor Dr B Wood. Even though Councillor Dr B Wood was not at the meeting he congratulated him on this report. He felt it was unfortunate that it did not get passed. He went on to say that he felt the problem was not just A-Boards, but street furniture in general is a hazard, especially the large planters outside the Town Hall. He referred to a photograph that Councillor B Gibson had recently submitted to the Henley Standard of the Catherine Wheel 18 years ago which showed A-Boards in Hart Street.

Mr A Beattie, Duke Street (Queens Head)

Mr Beattie asked why there was a restriction on the loading bays in Duke Street after 6pm for motorcycles. He advised that every evening these loading bays have cars parked in them and he could not understand why motorcycles were not allowed to park there, when Henley was trying to promote local businesses. He asked where are motorcycles able to park without being given parking tickets, he knew of several recent incidents where motorbikes had received large fines.

Councillor A Follett advised that parking in the loading bays was not a HTC matter, but that he would raise this with the police at the preliminary meeting prior to the next Town Management meeting on the 20 April 2009.

Mrs P Phillips, St Marks Road

Mrs Phillips expressed her concerns over the method that the District Council had used regarding advertising the recent exhibition (public consultation) on the Core Strategy on 2 April 2009. As far as she could see this public consultation was not advertised in the ‘What’s On’ in the Henley Standard so how were residents to know it was taking place. She went on to say that she had attended the Consultation on the 2 April and was greeted by two representatives of SODC, who could not answer the question of who had given the permission to build on Gillotts Field. Mrs Phillips said that she remained in the room where the consultation had taken place for a couple of hours and only 50 members of public had turned up during this time, which seemed to prove that for such a controversial issue residents were totally unaware that this public consultation was taking place.

Mayor, Councillor Mrs G Zakss asked District Councillors to comment.

Councillor Miss L Hillier advised that other consultations would be taking place before the 1 May deadline and these were advertised in Parish magazines. She pointed out that this was a central government initiative not just a District Council one.

Councillor D Nimmo-Smith advised that officers at SODC knew that HTC have not handed over any land, so could not understand when this question was asked by Mrs Phillips it was not answered at the time.

Mrs Phillips asked that if another consultation takes place that an advert be placed in the ‘What’s On’ section of the Henley Standard, as she felt sure that most residents would read it here rather than in a Parish magazine.

Mr D Ellis – Sherwood Gardens

Mr Ellis described that in Sherwood Gardens there were 22 bungalows that were soon to be faced with the new SODC refuse scheme. The warden at Sherwood Gardens had made appointments with Mr Fred Thompson-Brown from SODC three times recently and each time Mr Thompson-Brown had failed to turn up. Mr Ellis asked how the warden at Sherwood Gardens is going to be able to get to speak with anyone from SODC.

Mayor, Councillor Mrs G Zakss asked one of the District Councillors to take this matter up for Mr Ellis and the residents of Sherwood Gardens with SODC.

Councillor Mrs J Bland said that she would contact Mr Thompson-Brown.

Mayor, Councillor Mrs G Zakss said that she would like an answer to be reported back to Council.

Mr I Reissmann - River Terrace

Mr Reissmann asked if HTC had considered putting a covenant on Gillotts field.

Mayor, Councillor Mrs G Zakss agreed that this is something that the Council could consider.

Mr D Smewing

Mr Smewing referred to Planning and Transport Minute on 10 March 2009 – Minute 3759 and since the new traffic system had been set up within the town, did the Council know if the pollution levels were now below the EU limit.

Councillor C Pye advised that he was unable to answer this as it was not his place to do so. He suggested that the Town Clerk contacts SODC to find out the answer and respond directly to Mr Smewing.

Councillor A Follett stated that the next Integrated Transport Strategy Meeting (ITS) takes place on the 28 April, however, at a recent meeting SODC were reluctant to release any data regarding pollution levels, but he will raise it again at this meeting when hopefully this data will be available.

Action: Councillor A Follett to raise the question of pollution levels at the ITS meeting on 28 April.

Councillor Dr Skolar advised that the pollution level is not below the EU limit. In Oxford city centre where they have a similar problem with buses and HGV's being the main cause they have a Low Pollution zone in operation in the city centre. He asked could HTC not apply to SODC for this type of zone be set up for Henley?

Mr Smewing stated that the reason there is a statutory limit set by the EU is for health reasons and to protect the health of our children and that HTC should be getting this information from SODC, as the exemption will run out in two years time.

Mayor, Councillor Mrs G Zakss suggested that a member from the Henley Town Council attends the ITS meeting on the 28 April.

4085. **PROGRESS REPORT**

Members had before them a progress report on the following matters, copy having been issued. The Council was apprised of the latest developments.

Replacement tree for Kings Road car park

Mayor, Councillor Mrs G Zakss asked Councillor Mrs R Myer what the status of this item was as it was now passed the deadline of the 31 March 2009.

Councillor Mrs R Myer advised that she had spoken with the tree officer at SODC on the 7 April 2009 and asked why this tree had still not been replaced. She was advised by SODC that on investigating the site where the tree was to be planted there were large circular roots from a previous Chestnut tree that had been planted which would be very expensive and timely to excavate these roots. Ms D Moore (SODC, Environmental Services) has offered to go halves on these costs and a 4m oak tree will be planted within the next week.

4086. **DISTRICT/COUNTY COUNCILLOR REPORTS**

The Council received the following verbal reports from District and County Councillors.

District County Councillor reports:

District Councillor Miss L Hillier reported that at a District Council bi-election on the 19 March 2009. Mrs Judith Nimmo-Smith had won (381 against 91), she replaces Mr M Newland who has moved to France.

District Councillor Mrs J Bland advised that there would be a community waste vehicle available every Saturday up until the 30 June 2009 in Station Road.

Councillor S Smith advised members that following his question to District Councillors at the Full Council meeting on the 3 March when he asked why a 60ft tree with a 3ft girth had been cut down in Mount View, that he had ascertained from SODC that irrespective of the size, trees that are not covered by a Tree Protection Order can be cut down. Councillor Smith advised that in previous conversations with SODC this site had been proposed for a recycling centre.

County Councillor reports:

County Councillor Dr P Skolar reported on the following matter:

- Foresees a problem with forthcoming changes to the EU Working Time Directive. Members of European parliament have decided that the 'opt out' clause on this directive is being removed, therefore, not allowing workers to work more than 48 hours over an average week, which will effect fire fighters in respect to call out in Henley. Even though this directive is not coming into effect for another 2/3 years, the NHS were bringing this directive into effect from the 1 August for their junior hospital doctors to work no more than 48 hours including time on call. He asked where the NHS would get extra doctors from and the money to pay for them.
- Local Involvement Networks (LINKs) – as reported at a recent Townlands Steering meeting government have set up this new system which has half the budget and double the work load.

County Councillor D Nimmo-Smith advised that with regard to the Working Time Directive there was currently an 'opt out' clause.

County Councillor Dr P Skolar reiterated that this 'opt out' clause is being removed.

County Councillor D Nimmo-Smith reported on the following matters:

- Insufficient child places in Henley's primary schools – following a recent article in the Henley Standard he had been at a meeting with John Howell MP regarding the insufficient places for primary aged children in Henley. Oxfordshire County Council (OCC) can not get this information from the records of births or from medical records this means they normally only find out how many children will be needing primary places just prior to September, which is obviously too late. However, they are making steps to ensure that this does not happen again for Oxfordshire.

Mayor, Mrs G Zakss asked where the spaces are coming from.

County Councillor D Nimmo-Smith advised that Trinity would be providing extra school places.

Mayor, Mrs G Zakss informed that from working at the Hart Surgery, as well as the birth rate rising there is a trend for more and more families moving to Henley from London as a life style choice and because there are such good schools in Henley.

County Councillor D Nimmo-Smith agreed that this makes OCC school place planning very difficult.

Councillor T Buckett asked County Councillors if all the completed road reports been received and if not the ones that have been received should be sent to OCC without delay to avoid missing out on any imminent funding / repairs.

County Councillor Dr P Skolar said that this reporting should be done in parallel with the Town Clerk's submission to OCC to ensure that Henley definitely does not miss out on essential road repairs around the town.

Councillor C Pye stated that he was surprised that OCC had not seen any of these reports already as in the past it had been the Planning and Transport Committee Administrator's responsibility to collate and send to OCC and asked if they have been passed from District Councillors to the Committee Administrator why had they not been forwarded automatically to OCC.

Mayor, Councillor Mrs G Zakss asked County Councillor if Bell Street pavement and road resurfacing was still on schedule.

County Councillor D Nimmo-Smith confirmed that the road resurfacing was still scheduled to take place after the Easter weekend.

Mayor, Councillor Mrs G Zakss thanked the County Council and contractors for their good work in Bell Street.

4087. **FEEDBACK REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Dr P Skolar thanked the Town Clerk for following up regarding his attendance at Oxfordshire Association of Local Councils and the Committee of Riverside Parishes – *Minute 4048, Full Council, 9 December 2009.*

4088. **MAYOR'S REPORT**

Members had before them the list of Mayoral engagements from 8 March 2009 to 6 April 2009 inclusive, copy attached to the Minutes.

Mayor, Councillor Mrs G Zakss paid special thanks to all the people involved in making Saturday's 'Mile of Coins' a great event, approximately 30,000 coins were collected totally £916.02 (half a mile in total). She paid special thanks to her husband Mr Malcolm Dodds, Councillor A Follett and the Henley Lions and Deputy Mayor, Councillor E Hodgkin. She made reference to a message that she had received from Brian Pyle of Headway (one of the designated charities) – "Henley is a small town, but a town with a big heart."

4089. **REPORTS OF COMMITTEES**

- (i) The Minutes of the meeting of the Planning and Transport Committee held on 10 March 2009 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning and Transport Committee held on 10 March 2009 and the recommendations therein be received, approved and adopted.

Arising from the report:

Planning and Transport Committee - Minute 3754 – Plans – 10 March 2009
Councillor T Buckett reported that two Fan EC unit plant to be installed on the roof of the new Sainsbury site had been passed

Planning and Transport Committee - Minute 3761 – SODC Eastern Area Planning Officer Question and Answer Session – 10 March 2009
He also asked that a question he had put to Ms Paula Fox, Planning Manager Development Control East regarding Market End Mews had not been minuted, he wanted to know how much had been paid for this property and because at this meeting he did not get an answer he would use the Freedom of Information Act to obtain this information from SODC.

Councillor C Pye confirmed that Councillor T Buckett had answered the question, but Ms Fox had not responded.

Planning and Transport Committee - Minute 3763 – SODC Core Strategy – 10 March 2009

Councillor A Follett proposed that better information should be made available for the public via the SODC website, leaflets and advertising for information on consultations and what is being proposed. He asked the Town Clerk to contact SODC to ask them to provide better communications regarding future public consultation processes.

Action: Town Clerk to contact SODC Officers to ensure that there is better communications regarding future public consultation processes.

- (ii) The Minutes of the meeting of the Planning and Transport Committee held on 31 March 2009 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning and Transport Committee held on 31 March 2009 and the recommendations therein be received, approved and adopted.

Arising from the report:

Planning and Transport Committee – Minute 3768 – PO/E0075, 38 Kings Road

Councillor C Gibson advised that this had been passed by SODC.

- (iii) The Minutes of the meeting of the Town Management Committee held on 17 March 2009 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Town Management Committee held on 17 March 2009 and the recommendations therein be received, approved and adopted.

Arising from the report:

Town Management Committee 17 March 2009 – Minute 1964 – Minutes of the Mill Meadows/River Sub Committee 10 March 2009 (Minute 269)

Councillor D Nimmo-Smith asked what contract had been put in place between HTC and Mrs Battista regarding reinstating the putting green at Mill Meadows for a year, as there is no mention of a contract or what fees will be charged by HTC that this proposal be referred back to Town Management Committee.

The Town Clerk reported that following a recent meeting with Mrs Battista that she is willing to reinstate the putting green at Mill Meadows. The idea is that Mrs Battista will use her staff to man a small hut that will issue clubs and balls as well as selling teas / coffees and ice creams, initially for a trial period of one year.

Councillor A Follett stated that the revenue from this is unlikely to run into thousands of pounds, but would like Mrs Battista to reinstate providing a 'pitch and put' facility for the public for a period of one year. He reiterated that it will be run by her staff on HTC land.

Councillor Dr P Skolar asked if there was a written record on what licence fee had been proposed.

Councillor D Nimmo-Smith stated that he had no problem with the proposal, as long as there was a contract / license agreement in place.

Councillor A Follett suggested that the Town Clerk has another meeting with Mrs Battista to draw up the necessary contract and license agreement for a one year period and report back to Council. It was

RESOLVED that the Town Clerk be granted delegated power to negotiate a contract license fee with Mrs Battista for one year.

Action: Town Clerk to meet with Mrs Battista and put in place contract and license agreement for one year.

Town Management Committee – Minute 1967 – 17 March 2009

Following the recommendation proposed, Deputy Mayor, Councillor Mrs Hodgkin asked for volunteers to form a working group to discuss the Henley International Film Festival (THE HIFF) concept in more detail with Mr R Truter from RT Films. The Deputy Mayor, Councillor Mrs E Hodgkin also proposed that the Councillor Mrs J Wood, chair of the Town Management Committee (absent from the meeting) sits on this working in addition to the Town Clerk. It was

RESOLVED that Councillors Miss L Hillier, A Follett, Mrs R Myer and Mrs J Wood form a working group to discuss the Henley International Film Festival (THE HIFF) concept in more detail with Mr R Truter from RT Films.

Town Management Committee – Minute 1969 – Market Towns Consultation – 17 March 2009

Councillor Dr P Skolar confirmed that there would be no duplication on the consultation process and that OCC would be working in partnership with SODC regarding Market Town Consultations.

Town Management Committee, 17 March 2009 – Minute 1974 – The Henley Partnership

Councillor Dr P Skolar requested that this item be taken back to the Town Management Committee as there is no specific allocation in the budget to pay The Henley Partnership a £500 membership fee and he made reference to the *Finance and Administration Committee Minutes – Minute 1824 – Finance (i) Budget Monitoring Report*, and the quote therein that in order to improve budget management throughout the year that there should be no spending unless allocated within the budget and only if funds can be allocated from elsewhere.

Councillor A Follett spoke against this being referred back to Town Management Committee and advised that he had already spoken with the HTC Accountant to propose a mechanism to find an allocation of £500 by moving £500 from another part of the Town Management budget. He added that he was unsure where the figure of £100, stated as the tariff set by the Henley partnership for an organisation of this size, had come from as for the last 15 years this amount, with the exception of last year when nothing was paid had always been £500.

Councillor Dr P Skolar stated it was not the fact of purely finding the money from somewhere else within the budget, if the amount had not been allocated in the budget then it should not be spent. He went on to say that all Councillors were fully aware of the cashflow problem that would occur at the end of 2010 if there was any spending of unbudgeted monies and that he would not support this recommendation.

Councillor Mrs J Bland agreed with Councillor Dr P Skolar, however, stated the Finance and Administration Committee have recommended that if compensating savings are identified elsewhere, within that Committee's

budget and a corresponding transfer of budget made then payment could be made.

It was **RESOLVED** that the payment of £500, an unallocated budget amount, be referred back to Town Management, in order that this amount can be identified from compensated savings elsewhere within the Town Management budget and if funds available a transfer of funds within the Town Management budget made.

Councillor A Follett asked that a recorded vote be taken.

In Favour	Against	Absention
Councillor Mrs J Bland	Councillor T Buckett	None
Councillor Miss L Hillier	Mayor, Councillor Mrs G Zakss	
Councillor D Nimmo-Smith	Councillor A Follett	
Councillor Mrs R Myer	Councillor C Gibson	
Councillor C Pye	Councillor, Deputy Mayor E Hodgkin	
Councillor Dr P Skolar	Councillor Miss L Pye	
Councillor S Smith		

- (iv) The Minutes of the meeting of the Finance and Administration Committee held on 24 March 2009 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Finance and Administration Committee held on 24 March 2009 and the recommendations therein be received, approved and adopted.

Arising from the report:

Finance and Administration Committee, 24 March 2009 – Minute 1824 – item (i) Budget Monitoring Report

Councillor Dr P Skolar quoted the recommendation made in the *Finance and Administration meeting held on 18 December 2007 Minute 1704* which stated: “that in order to improve budget management throughout the year, no committee is able to approve additional budget expenditure ie recommendation directly to Council unless compensating savings are identified elsewhere, within that Committee’s budget and a corresponding transfer of budget made.” He went on to state that an unbudgeted amount of £4000 had been allocated in 2008 and all Councillors last year had agreed to abide by not spending any additional unbudgeted monies.

Mayor, Councillor Mrs G Zakss stated that within the above Minute the wording she had been misquoted and requested that the minute be changed to reflect her recommendation: ‘that the Carbon Trust be invited to inspect all buildings owned by Henley Town Council, to see if advice can be given on how to be more energy efficient.’

Finance and Administration Committee, 24 March 2009 – Minute 1824 item (iii) HTC Loans

Councillor T Buckett referred to the paper produced by the HTC Accountant which detailed loans made by the Council and quoted the statement local

clubs 'could go bust.' He asked what guarantees are being given when loans are being granted by HTC to clubs / organisations to prevent any financial losses being borne by the Council.

Councillor A Follett asked Councillors to refer to the recommendations (i) and (ii). He pointed out that the Finance and Administration Committee are concerned regarding HTC loans and are, therefore, recommending these proposals to keep a tighter control over the Council's loans and safeguard the loans. He went on to say that HTC want to help the town prosper, but that organisations granted with HTC loans need to be able to meet loan repayments.

Councillor T Buckettt agreed that he wanted the town's clubs and organisations to prosper and suggested that perhaps there should be a Council representation on these clubs / organisations to enable the Council to have 'a finger on the pulse'.

- (v) The Minutes of the meeting of the Best Value and Facilities Management Committee held on 31 March 2009 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Best Value and Facilities Management Committee held on 31 March 2009 and the recommendations therein be received, approved and adopted.

Arising from the report:

Best Value and Facilities Management, 31 March 2009 – Minute 677, Fairmile Verges

Councillor D Nimmo-Smith asked what was going to be done about point (6) regarding the vehicles parked in the vicinity of number 21 and to enforce future parking on the verges. It was

RESOLVED that the position be kept under review.

Best Value and Facilities Management, 31 March 2009 – Minute 678, Sports Centre

Deputy Mayor, Councillor Mrs E Hodgkin referred to item (a) and asked the Town Clerk to give a verbal update to Council on the progress regarding the floodlighting at the Sports Centre.

The Town Clerk advised that Luminescence had reported their findings on the flood lighting for the pitch. He was pleased to report were that the average lighting levels across the pitch was 350Lux. This reading satisfies the contract specification. This information had been given to the Hockey Club and it was now safe for them to resume playing.

Deputy Mayor, Councillor Mrs E Hodgkin thanked the Town Clerk for all his hard work regarding resolving this issue.

Mr I Reissmann was invited to the table to present the minutes of the Townlands Steering Group (TSG) meeting held on the 18 March 2009.

- (vi) The Minutes of the meeting of the Townlands Steering Group meeting held on 18 March 2009 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Townlands Steering Group Committee held on 18 March 2009 and the recommendations therein be received, approved and adopted.

Arising from the report:

Townlands Steering Group, 18 March 2009 – Minute 228 – Matters Arising from the Last Meeting

Mr I Reissmann informed the Council that Mr G Andrews had resigned from the TSG due to health reasons.

Townlands Steering Group, 18 March 2009 – Minute 230 – Primary Care Trust (PCT)

Mr I Reissmann reported that the PCT had a meeting on the 7 April 2009 and an update from this meeting was that the responses received from the advertisement placed in the European Journal for bidders had been placed into three categories: contractors for supplying beds, the Primary Care Unit (PCU) and both beds and PCU and that there would be a short list of all three, in order to provide a good quality short list. He went on to report that a specification for a day hospital, a long standing promise, was being added for discussion with potential bidders. This would be a unit with no overnight stays.

Townlands Steering Group, 18 March 2009 – Minute 231 – Any Other Business – Community Forum

Mr I Reissmann advised that the next Community Forum was being held in the main hall of the Town Hall on the 7 May from 6pm-8pm. Councillors and members of public were invited. At this Forum they would be taking value input from the community. He went on to advise that the next newsletter would be available shortly, copies available via Miss Louise Hastings – One Stop Shop, Town Hall. If additional copies were required contact either Miss Hastings or Mr Reissmann.

Mr I Reissmann reported that a new project manager, Mr T Burridge had been appointed for the next 6 months stage of the process.

4090. **HENLEY PARTNERSHIP**

Councillor A Follett advised that he had attended a meeting of the Henley Partnership Community Liaison Group on the 6 April 2009 as a representative of the Council because this meeting had taken place prior to the Full Council meeting and before a representative could be adopted. (Agenda item from Town Management Committee meeting held on 17 March 2009 – Minute number 1974). It was

RESOLVED that Councillor A Follett represent the Council on future quarterly meetings of the Henley Partnership Community Liaison Group.

4091. **HENLEY INTERNATIONAL FILM FESTIVAL**

Minute 4089 item (iii) above refers.

4092. **VARIATION OF COMMITTEE MEETING TIMES**

Councillors noted the proposed 2009/10 meeting dates to be approved at the Annual Meeting on 11 May 2009 (which incorporates the new committee structure agreed at Finance and Administration meeting held on 24 March 2009).

4093. **EXCLUSION OF THE PUBLIC AND THE PRESS**

It was moved by the Chairman, Mayor Councillor Mrs G Zakss and

RESOLVED that the public and 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.

The Mayor, Councillor Mrs G Zakss invited members of the press and the public for light refreshments in the Mayor's Parlour.

4094. **MINUTES OF THE CONFIDENTIAL SESSION OF THE MEETING OF THE FULL COUNCIL HELD ON 6 APRIL 2009**

(i) **TOWN MEDAL NOMINATION**

The Notes of the Meeting of the Town Medal meeting held on 26 March 2009 were before the Council. It was

RESOLVED that the Notes of the meeting of the Notes of the Meeting of the Town Medal meeting held on 26 March 2009 and the recommendations therein be received, approved and adopted.

(ii) **STAFF APPRAISALS/INCREMENTS**

Prior to the Council's consideration of the Clerk's private and confidential report, the Clerk reported receipt of a communication that day from NALC confirming that the Employers' Side of the National Joint Council had offered a 0.5% pay increase which, if not accepted by 1 June would be withdrawn and no pay rise for 2009/10 would be made. In the light of this new information and having regard to Minute No. 1830 (vii) of the minutes of the meeting of the Finance and Administration Committee held on 20 March to make an interim pay award of 1% it was

RESOLVED that recommendation (vii) that in expectation of the National Salary Award for local government employees for 2009-10, a 1% increase in all staff salaries be applied from 1 April 2009 as an interim pay award, be withdrawn

Members proceeded to consider the Clerk's report which clarified the position regarding the payment of annual increments to staff following recommendations (v) and (vi) of the Finance and Administration Committee held on 20 March. The Council acknowledged that in 2006 the Senior Committee Administrator, OSS Supervisor, OSS Assistants, and Committee Administrators were all sent revised statements of particulars of employment following an organisational review which, among other things, sets out the basis for the payment of increments. Since the payment of annual increments is founded on the outcome of a satisfactory appraisal effective from 1 April each year, Members recognised the failure to award increments to those staff where a contractual obligation exists would result in a breach of contract.

Accepting that annual increments are payable from 1 April every year, Council appreciated that the payment of additional merit increments when awarded should also be paid from 1 April. It was

RESOLVED that

- (i) that staff contractually entitled to receive an annual increment in 2009/10 shall be awarded one additional incremental point on their scale, advanced to the next appropriate spinal column point within their range and paid the appropriate increase in salary from 1 April 2009; and
- (ii) that an additional merit increment be awarded to the Legal Support/ Committee Administrator in recognition of the more specialist legal work undertaken on the Council's behalf which is saving the Council money in solicitors fees and to the Accountant in acknowledgement of the exception work in all areas of financial management throughout 2008/9 and in recognition of the savings achieved in the Council's insurance premium from 1 April 2009.

The Mayor, Councillor Mrs G Zakss invited Councillors and the Town Clerk to join her for light refreshments in the Mayor's Parlour.

The meeting closed at 10.15pm.

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Mayor