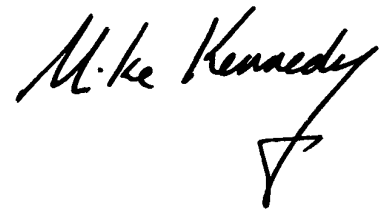


**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A MEETING OF
THE FULL COUNCIL**

to be held on

TUESDAY 21 JUNE 2011 AT 7.30 PM

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



Mr M Kennedy
Town Clerk
15 June 2011

Mayor, Councillor Mrs P A Phillips
Deputy Mayor, Councillor Mrs E Hodgkin
Councillor M S Akehurst
Councillor Mrs J Bland
Councillor D Clenshaw
Councillor Miss S Evans
Councillor S J Gawrysiak
Councillor Miss K L Gehrman
Councillor W Hamilton
Councillor Miss L M Hillier
Councillor D Hinke
Councillor Mrs L A Meachin
Councillor D R Nimmo Smith
Councillor I Reissmann
Councillor D M Silvester
Councillor Mrs J Wood

District Councillor W Hall
County Councillor Dr P Skolar

Members are reminded to sign the attendance book.

AGENDA

1. APOLOGIES FOR ABSENCE

TO RECEIVE apologies for absence.

2. DECLARATIONS OF INTEREST

TO RECEIVE any 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 judgement 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. You do, however, have the same right as a member of the public to make representations, give evidence and answer questions about the matter during Public Participation and may remain in the room to enable you to exercise that right and then leave immediately. You must not seek to improperly influence a decision on the matter.

3. MINUTES

TO APPROVE the following Minutes:

- (I) Full Council meeting held on 3 May 2011 (attached)
- (II) Annual Meeting held on 16 May 2011 (attached)

4. PUBLIC PARTICIPATION

Public Participation - a period of up to but no longer than 20 minutes to receive questions and opinions from members of the public on any matter which affects the town.

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

5. DISTRICT COUNCILLOR REPORTS (max 10 min total)

COUNTY COUNCILLORS REPORTS (max 10 min total)

TO RECEIVE reports from District and County Councillors (attached) and subsequent verbal development updates following the submission of these reports.

6. REPRESENTATIVES OF OUTSIDE BODIES

TO CONSIDER the Appointment of Representatives to Outside Bodies (attached)

7. MAYOR'S REPORT

TO RECEIVE a report from the ex-Mayor for the period 20 April 2011 – 16 May 2011 (attached) and a report from the Mayor 17 May 2011 – 15 June 2011 (attached) and any other announcements the Mayor may wish to make.

8. REPORTS OF COMMITTEES

TO RECEIVE the Reports of the Committees:

- i) **Planning Committee** – 17 May 2011 (previously circulated)
- ii) **Planning Committee** – 7 June 2011 (attached)
- iii) **Town and Community Committee** – 24 May 2011 (previously circulated)
- iv) **Finance, Strategy and Management Committee** – 31 May 2011 (attached)
- v) **Recreation and Amenities Committee** – 7 June 2011 (attached)
- vi) **Townlands Steering Group**

TO RECEIVE an update report from Councillor I Reissmann (attached)

9. **TO RECEIVE AND APPROVE** the Annual Return and Unaudited Financial Statement for the year ended 31 March 2011 as detailed below (attached):

- (a) The Annual Return 'Section 1 – Accounting Statements for Henley on Thames Town Council' as recommended by the Finance Strategy and Management Committee on 31 May 2011.
- (b) The Annual Return 'Section 2 – Annual Governance Statement' acknowledging Full Council's responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements.'
- (c) The Unaudited Financial Statements as recommended by the Finance Strategy and Management Committee on 31 May 2011.

js

Mr M Kennedy
15 June 2011

Henley-on-Thames Town Council

Public Participation Scheme

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

1. This scheme applies to meetings of the Council, the Planning Committee, Finance, Strategy and Management Committee, Recreation and Amenities Committee and Town and Community Committee and any other committee or sub-committee of the Council.
2. There will be a Public Participation Session at the start of every meeting to which this scheme applies. At Full Council, members of the public, including Councillors who may have a personal and prejudicial interest on any item included on the agenda, may ask questions or make a statement on any matter which affects the town. The session will last for a period of up to 20 minutes.
3. At Committee or sub-committee meetings members of the public may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
4. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
5. All speeches shall last for no more than 2 to 3 minutes.
6. If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
7. If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
8. The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
9. The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
10. Questions which require the disclosure of exempt or confidential information will not be answered.
11. The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.