

HENLEY-ON-THAMES TOWN COUNCIL

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COUNCIL OFFICES
TOWN HALL
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RG9 2AQ

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE EVENTS SUB COMMITTEE

on **FRIDAY 14 SEPTEMBER 2018 AT 9.30 am**

in the **COMMITTEE ROOM, TOWN HALL, HENLEY-ON-THAMES**

A handwritten signature in cursive script, appearing to read 'J Wheeler', with a horizontal line underneath.

Mrs J Wheeler
Town Clerk
September 7th 2018

MEMBERSHIP:

Mayor, Councillor G Lambert (ex officio)
Councillor D Eggleton
Councillor Miss S Evans
Councillor Will Hamilton
Councillor Miss L Hillier
Councillor K Hinton
Councillor Sarah Miller (Chairman)

Mr Laurence Morris – Laurence Menswear
Mr R Rodway – *Living Advent Calendar*
Mr R Reed
Mrs J Wheeler – Town Clerk
Ms H Barnett – Town & Community Manager
Mr K Bishop – Acting Parks Manager
Mrs N Taylor – Office Manager
Mrs L Wisely – Mayors PA

Members are reminded to sign the attendance book.

AGENDA

1. **APOLOGIES FOR ABSENCE** - TO RECEIVE apologies for absence.

2. **DECLARATION OF INTEREST** - TO RECEIVE declarations of interest.

Members are hereby reminded that, under the provision of the Localism Act 2011 (Chapter 7, part 1) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464), a member with a disclosable pecuniary interest of which they are aware 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 disclosable pecuniary 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/she has obtained a dispensation from the Council, and not seek improperly to influence the decision about that matter.

3. **MINUTES** - TO RECEIVE minutes of the meeting held on 27th July 2018 (*attached*).

4. **PUBLIC PARTICIPATION SESSION**

TO RECEIVE questions and comments from members of the public on any items included on the agenda. The session to last no longer than 10 minutes and each speaker to be limited to 2 to 3 minutes.

5. **HENLEY AT CHRISTMAS 2018**

(i) Christmas Festival 30 November 2018

- **Update** on the format of this year's Christmas Festival
- **Update** how best to bring Friday Street into the event.
- **Update** on the organisation of the Lantern Parade
- **Update on town hall activity and light switch on.**

(ii) Promotion of Henley at Christmas Events

- **TO CONSIDER** the promotion of Henley at Christmas

(iii) Living Advent

- **TO RECEIVE** an update from Richard Rodway.

(iv) Small Christmas Tree's

- **TO RECEIVE** an update JW

(v) Christmas Window Competition

- **TO RECEIVE** an update HB

6. REMEMBRANCE WEEKEND

(i) Saturday 10 November 2018

- Aliquando Event **TO RECEIVE** an update from Helen Barnett.
- Kenton Theatre Event **TO RECEIVE** an update from Councillor Miss K Hinton.

ii) Sunday 11 November 2018

- Remembrance Sunday Service (Town Hall / Market Place) **TO RECEIVE** an update from Nicci Taylor – NB: fly past needs sponsorship Cllr Glen Lambert to update meeting
- Evening Beacon Lighting Remembrance Event (Makins) **TO RECEIVE** an update from Helen Barnett and Karl Bishop.

7. OTHER HTC SUPPORTED EVENTS

i) TO RECEIVE an update on Mayors Events from the Mayors PA.

ii) TO CONSIDER the possibility of a Health and Wellbeing Day to support the bus launch on and the launch of Walkers are Welcome and promote health in the town. March 2019?

8. BUDGET UPDATE

(i) TO CONSIDER a combined budget with separate lines for each event for all HTC organised events.

9. ANY OTHER BUSINESS

- 1) Santa fun run
- 2) Makins' Launch of Play Equipment and Outdoor Gym (15th September)

10. DIARY DATES FOR NEXT MEETINGS:

Friday 14 September - 9.30am Christmas and Remembrance.

Friday 19 October - 9.30am to include planning dates for 2019

Friday 19 October – 11.00am – SAG Meeting for Festival events on 30 November

Friday 11 January - 9.30am – Christmas Wash up Meeting