

HENLEY-ON-THAMES TOWN COUNCIL

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COUNCIL OFFICES
TOWN HALL
HENLEY-ON-THAMES
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RG9 2AQ

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

to be held on

FRIDAY 27 JULY 2018 AT 10.00 am

in

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

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

Mrs J Wheeler
Town Clerk
20 July 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

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. **ELECTION OF CHAIRMAN**
TO ELECT a Chairman for the year 2018-19.
2. **ELECTION OF VICE-CHAIRMAN**
TO ELECT a Vice-Chairman for the year 2018-19.
3. **APOLOGIES FOR ABSENCE**
TO RECEIVE apologies for absence.
4. **DECLARATION OF INTEREST**
TO RECEIVE any 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.
5. **MINUTES**
TO RECEIVE minutes of the meeting held on 26 March 2018 (*attached*).
6. **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.
7. **HENLEY AT CHRISTMAS 2018**
 - (i) **Christmas Festival 30 November 2018**
 - **TO CONSIDER** reviewing the format of this year's Christmas Festival
 - **TO CONSIDER** the organisation of the Christmas Festival including the Food Court, Fair Ground Rides and Craft Stalls (*e-mail attached*)
 - **TO CONSIDER** the timings of the Road Closure Order.
 - **TO CONSIDER** how best to bring Friday Street into the event.
 - **TO CONSIDER** having Reindeer at this year's event (*information attached*).
 - **TO CONSIDER** the organisation of the Lantern Parade and **TO DECIDE** if it should be a part of the Christmas Festival or become a separate event.
 - **TO CONSIDER** the location of Santa's Grotto.
 - **TO CONSIDER** Fireworks.
 - (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 Scheme**
 - **TO CONSIDER** the cost of the 2018 Small Christmas Tree Scheme (*attached*)
 - (v) **Large Christmas Tree**
 - **TO CONSIDER** a celebrity for the light switch on.
 - **TO CONSIDER** sponsorship by Investco Perpetual.
 - (vi) **Christmas Window Competition**

- **TO CONSIDER** ideas for theme.

(vii) Children's Festive Treasure Hunt

- **TO CONSIDER** having the Treasure Hunts last the whole of the Christmas period.

(viii) Festive Lighting

- **TO CONSIDER** the Festoon Lighting around the town.
- **TO CONSIDER** the switch on of the Christmas Lights at the Festival.

(ix) Retail Christmas Event?

8. **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 Helen Barnett
- Evening Beacon Lighting Remembrance Event (Makins) **TO RECEIVE** an update from Helen Barnett and Karl Bishop.

9. **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 4th August and the launch of Walkers are Welcome.

10. **BUDGET UPDATE**

(i) **TO RECEIVE** an update on the Christmas Events and Decorations budget 2018 (*attached*).

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

11. **ANY OTHER BUSINESS**

12. **SUGGESTED DATE OF NEXT MEETING**

- A) Friday 7 September (9.30am – further planning and updates for Christmas and Remembrance.
- B) Friday 19 October (9.30am – To include planning dates for 2019)
- C) Friday 19 October (11am – SAG Meeting for Festival events on 30 November)
- D) Friday 11 January (9.30am – Christmas Wash Up Meeting)

