

Present: Mayor, Councillors Mrs P Phillips
Deputy Mayor, Councillor Mrs E Hodgkin
Councillor Mrs J Wood (Chairman)
Mr A J Follett
Mrs M Thomas, River and Rowing Museum
Mr R Reed, Henley Standard
Mrs J Perigo, Henley Partnership
Mr M Kennedy, Town Clerk

Also Present: Miss J Smith, Christmas Festival & Committee Administrator / Minute taker

40. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Miss E Evans, Mr J Hobbs and Mrs C Yoxall. The Chairman asked if anyone had heard from Mr I McGaw.

41. DECLARATION OF INTEREST

None.

42. MINUTES

The Minutes of the meeting held on 20 October 2011 and notes from the meeting held on the 7 November were approved and signed as a true record by the Chairman.

43. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Clerk explained to the co-opted members that the Code of Conduct also applied to authorities, committees and sub committees who have delegated powers. Co-opted members have the option of voting rights that apply to Councillors. The Town Clerk gave the co-opted members copies of the Henley Town Council Code of Conduct; Declaration of Acceptance of Office and Register of Members' Interests General Notice of Registrable Interests. He asked that any questions on the forms be directed to the Town Clerk. Completed forms to be returned to the Town Clerk.

Mr J Hobbs had requested that Mrs J Perigo now takes his place on this sub committee as a representative from the Henley Partnership, but that he was happy to attend as her substitute if Mrs Perigo is unable to make a meeting. It was agreed by members, Mr J Hobbs could substitute for Mrs Perigo but only as a non-voting member, as explained by the Town Clerk

44. PUBLIC PARTICIPATION SESSION

There were no members of the public present at the meeting.

45. BUDGET UPDATE

Members had before them a copy of the 2011/12 budget, tabled for review, which was noted. Members were informed an invoice for the accrual amount of £1398.14 for last year's road closures had still not been received and it had been confirmed HTC were not going to receive an invoice, therefore, the committee had been advised by the HTC Accountant, as long as spend was identified for this amount prior to end of the financial year the amount could be utilised.

It was proposed the South Oxfordshire District Council Action Plan monies received for the Living Advent Calendar of £535 be now transferred back to Living Advent Calendar project

and it was agreed that a cheque be raised, less the cost of soft drinks and nibbles purchased for the charity cheque presentation event on the 23 January. It was

RESOLVED that £535.00 be transferred to Mrs J Perigo (Living Advent Calendar bank account) for costs relating to the Living Advent Calendar, less the cost of soft drinks and nibbles purchased for the charity cheque presentation event on the 23 January.

Action: Committee Administrator to arrange for a cheque to be raised.

A member suggested SODC be approached sooner rather than later to see if there are Action Plan monies available for events for Christmas 2012.

46. PROGRESS REPORT

The Progress Report, attached to the agenda, was received and noted.

Christmas Lighting

It was confirmed options and quotes for cross-street lights would be an agenda item for the next meeting. It was agreed the cross-street lights needed to be replaced as many of the strands of lights had not been working during the 2011 illumination.

Large Christmas Tree

It was suggested a letter is sent from the Mayor to thank Elveden for supplying a magnificent large tree for the Market Place again this year.

Action: Committee Administrator to compose letter on behalf of the Mayor.

Road Closures

It was noted the costs of manning the road closures by Parks Services staff for next year event would come out of the budget. Cones would also need to be purchased for road closures.

Mayor's Christmas Card Competition

Members agreed the competition was again a great success and should be considered by the next Mayor for 2012.

47. SPONSORSHIPS

The Chairman confirmed that following a conversation with Active Electrical they have agreed to sponsor cross-street lighting in 2012. Follow-up correspondence to be sent to Mr K Rowe to get confirmation on sponsorship. Mr R Reed agreed to approach Mr Ratcliffe regarding sponsoring lighting around the boat on the Reading Road Roundabout. Members felt the new replacement lights in the tree outside Tomalin & Son, which were sponsored by them, did not offer value for money and a discussion with the supplier was recommended to see if any additional sets of lights can be put in the tree for next year.

48. 2011 SMALL CHRISTMAS TREES SCHEME

Mr A Follett gave a verbal update and confirmed 155 trees had been sold in the scheme and that a cheque presentation of £1550 would take place after the meeting. The monies would be split between the Chiltern Centre for Disabled Children and The Meteor Club, a subsidiary of South Oxfordshire Mencap Society. He advised that eight members from the Lions Club had been involved in the promotion/administering the order forms for the trees, plus dealing with any enquiries and that this had taken up a fair amount of time. He suggested that if the Lions were to administer the scheme again next year promotion should start in September to allow more time.

The Chairman thanked Mr Follett and the Lions Club for all their involvement and hard work in running the scheme successfully.

49. LIVING ADVENT CALENDAR – WASH UP

Members had before them and noted an update report (attached to the agenda) from Mrs J Perigo.

Arising from the report:

Mrs Perigo explained the event had been very successful and popular and felt future events could make Henley a 'Winter/Christmas Destination' as well as a summer one and increase the town's profile.

Funding: Mrs Perigo explained that with sponsorships the event had been self-funding. However, producing the DVD of the event would involve some costs and the SODC Action Plan monies could be used to cover these. Mrs Perigo confirmed each venue had been charged £25.

Charities: Mrs Perigo explained she felt supporting seven charities was too many and in 2012 three or four local charities would work better, as a more significant amount could be donated to each. It was noted that more involvement from the selected charities needed to be undertaken e.g. representatives from the charities being available to collect monies at each event.

Associated Fund Raising Opportunities: Mrs Perigo explained that a 40 minute DVD on the 2011 LAC event were soon to go on sale (£7.99 each or £10 including p&p online). Other ideas for 2012 were Advent Calendar 'passports' and the opportunity for online giving via the LAC website.

Venues: a marketing pack was being put together in readiness to promote this year's event.

Performances, Stage and Venue Management: there had been an underestimation of what was involved regarding the stage management (e.g. lighting and sound equipment) and although the equipment had been provided and volunteers had given their time generously it was felt this would need to be funded in 2012.

Opportunities for Non-Venue Businesses to be involved: it was recommended that a joint approach for sponsors for all the Christmas events be undertaken. The possibility of partnering with venues e.g. shops and cafes partnering with venues to provide or share costs on the provision of drinks and nibbles, especially for those businesses whose premises were not suitable to host a performance. It was discussed that the Market Place could be utilised more which would involve the businesses in the town centre.

Opportunities for Schools/Youth Clubs: School children/club members be involved in various projects e.g. filming, design of PR material.

Planning for LAC 2012: a launch party in March in the large hall of the Town Hall was discussed. Invitations to go to current plus potential sponsors, charities, LAC 2011 plus potential performers and partnership members (local businesses). A date to be confirmed with HIC and a meeting arranged with Mrs Perigo, Councillor Mrs J Wood and the Committee Administrator to discuss invitation list and logistics. It was confirmed there were monies available from the LAC 2011 funds to provide drinks and nibbles.

Post meeting note: 2012 LAC Launch event date confirmed as 26 March from 6-9pm, large hall of Town Hall.

50. CHRISTMAS FESTIVAL – 2 DECEMBER 2011 – WASH UP

The Chairman expressed her thanks to the Committee Administrator and all the HTC staff and volunteers who had worked so hard in making the event a great success.

It was confirmed numerous positive correspondence had been received from stall holders regarding the event (these were tabled for members to view).

Children's Torch Light Parade:

Members agreed the Children's Torch Light Parade worked well and that Hotel du Vin had confirmed they would be happy to host the event next year. It was agreed a similar event should be held in 2012. The following issues were noted from the 2011 parade:

- Suggest Christmas music is played
- Preference for food : hot dogs rather than hamburgers

- Parents to be informed food is for children only
- Less time at hotel prior to parade
- Better battery operated tea lights (stronger light)
- More consideration to be given to what will happen when the parade reaches the Town Hall prior to dispersing.

Santa's Grotto:

The grotto had been a great success with over 200 children visiting Father Christmas. It was noted that £292 had been raised for Bishopswood Special School. The following issue noted:

- More consideration given to the process of how to get the children in and out of the grotto faster to avoid long queues.

Stallholders:

Members discussed the requirement of Public Liability insurance for the charity stall holders; Mr R Reed agreed to contact Towergate to see if a blanket cover could be offered to avoid some charities having to pay for PL cover for the event.

51. MAYOR'S SANTA FANCY DRESS FUN RUN – SUNDAY 4 DECEMBER – WASH-UP

The Mayor reported that 39 had taken part and even though take up was low (partly because the event had been organised at short notice) the enthusiasm for the event was very encouraging and £252 had been raised for the Mayor's chosen charities. It was proposed a similar event be held next year. The following issues were noted:

- The Lions help with and donating refreshments, plus marshalling was greatly appreciated.
- More and earlier promotion of the event was needed. It was suggested posters should be put up around the town to promote the event.
- A suitable route needed to be chosen avoiding any road closures.
- The Mayor agreed to take the lead in organising a similar event in 2012.

52. DATE OF NEXT MEETING

The following date was proposed for the next meeting: **Thursday 15 March 2012 at 10.00am** in the Council Chamber, Town Hall

Meeting closed at 11.45am.

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Chairman