

**Present:** Councillor A J Follett (Chairman)  
Councillor G Dodds  
Councillor E Hodgkin (Vice Chairman)  
Mr J Hobbs - Hobbs of Henley  
Mr I McGaw – Henley Bridge Rotary Club  
Mr R Reed – Henley Standard  
Mr O O ‘Dell - Henley Market Town Coordinator, SODC  
Mrs M Thomas - River Rowing Museum

**Also Present:** Miss J Smith, Christmas Festival & Committee Administrator / Minute taker  
Ms N Taylor, Senior Committee Administrator  
Ms J Brazil, Mayor’s Secretary

**47. APOLOGIES FOR ABSENCE**

Apologies were received from Mayor, Councillor Mrs J Wood, Councillors Mrs J Bland and C Pye, Mrs T Jones and Mrs C Yoxall.

**48. DECLARATION OF INTEREST**

None received.

**49. MINUTES**

The Minutes of the meeting held on 1 November 2010 were approved and signed as a true record by the Chairman, Councillor A Follett.

**50. PUBLIC PARTICIPATION SESSION**

None.

**51. BUDGET 2010/11**

Members had before them a copy of the 2010/11 budget previously circulated. It was noted that confirmation had been received from Verdant that they would not be sponsoring the supplying of wheelie bins as previously anticipated. A quote from Grundons had been received for supplying 18 x 240 litre and 4 x 1100 litre wheelie bins for £327.00.

It was **RESOLVED** to **RECOMMEND** that 18 x 240 litre and 4 x 1100 litre wheelie bins be supplied by Grundons at cost of £327.00.

It was noted that (Atkins) had confirmed that the maximum costs would be circa £1291 for road closures, but that this had included a 40% reimbursable uplift amount, therefore, the costs to Henley Town Council for road closures should be in the region of £900 as previously quoted by OCC.

*Post meeting note: The Town Clerk is due to have a meeting with Keith Stenning, Area Steward in the near future and clarification would be sought on how these costs are calculated for future budgetary purposes.*

It was confirmed that the local bus and taxis companies had been given prior notification of the road closures and notices regarding alternative bus stops would be displayed at bus stops in the road closure areas as well as being displayed on the information screen at Henley College for the students.

**52. PROGRESS REPORT**

The Progress Report was discussed and the following comments noted:

Event Marshals – Minute 30 – 4.10.10; Minute 41 – 1.11.10

It was confirmed that a marshal meeting to include the Police had been arranged for 30 November 2010 at 11:30am, Committee Room, Town Hall. The Chairman asked that all marshals and volunteers attend, if available, to receive final event information and instruction. It was confirmed that two representatives from Henley College Rugby Club would attend.

Publicity for Events – Minute 33 – 4.10.10; Minute 41 – 1.11.10

It was confirmed that the programmes for both the Friday and Sunday events had been received from Higgs Group and that the Mayor, Councillor A Follett and Mr O'Dell would be delivering programmes to town centre retailers week commencing 29 November 2010. Copies of the programmes were also given to the Henley Information Centre, Library, Day Centre, Hobbs & Sons and the doctors' surgeries. It was confirmed that Jacksons would be displaying the posters for both events on 25 November 2010 and removing these after 3 December 2010.

2010 Mayor's Christmas Card Competition – Minute 8 – 7.6.10, Minute 20 - 6.9.10; Minute 30 – 4.1.10.10; Minute 41 – 1.11.10

It was confirmed that the winner, Jessica Arlett, Valley Road School and parents had been invited to the Mayor's parlour prior to the large tree light switch on to receive her framed designed.

**53. SMALL CHRISTMAS TREES 2010 SCHEME**

Mr J Hobbs confirmed that he did not have the very latest number of trees sold but that at the last count it was approximately 120.

**54. SPONSORSHIPS**

It was confirmed that Pizza Express had kindly offered to supply pizzas in the Mayor's parlour free of charge for the event marshals/volunteers at the end of the evening.

**55. CHRISTMAS FESTIVAL – 3 DECEMBER 2010**

(i) Stall Bookings

It was reported that 43 stall bookings had been received and that there were still bookings being taken. It was noted that final event details had been sent out to stall holders and that a clause had been added: '*... that stall monies are not now refundable in the event of a cancellation.*'

(ii) Publicity for Events

This item had been previously discussed under Minute 52 – Progress Report.

(iii) Mayor's Carol Service/Christmas Tree Light Switch-on

It was noted that due to a prior engagement the Mayor had been unable to attend this meeting, therefore, a meeting had taken place at 12:30pm on 25 November 2010 to run through final arrangements regarding the carol service and tree light switch-on.

(iv) Risk Assessment

Members had before them a final copy of the Risk Assessment (RA) for the Christmas Festival event. The Chairman asked Members to review the document which would be circulated to all marshals and volunteers at the marshals meeting on 30 November 2010.

**56. HENLEY PARTNERSHIP (HP) SUNDAY SHOPPING EVENT – 5 DECEMBER 2010**

Mr O'Dell reported that 106 Jack FM would be hosting the event in Market Place on Sunday from 10am-3pm in support of Breast Cancer Awareness. It was noted that following the article in the Henley Standard calling for entertainers only three street entertainments would be performing, namely: The Kenton Singers; Blossom Street Singers and Maidenhead

Citadel Brass Band. Mr O'Dell confirmed that 106 Jackfm would be promoting both events on air week commencing 30 November 2010, as well it being promoted on the Oxfordshire Town Chambers Network website and various social media websites.

It was noted that judging for the 'Christmas Shop Window Competition' would take place on 7 December 2010 by the Mayor, Mr O'Dell and Hotel du Vin.

**57. DATE OF NEXT MEETING**

The following date was proposed for an events 'wash-up' meeting: **Thursday, 13 January 2011 at 2:00pm** in the Committee Room, Town Hall. Mr I McGaw gave his apologies in advance of this meeting.

Meeting closed at 2:55pm.

js

Chairman