

**Present:** The Chairman, Deputy Mayor Councillor Will Hamilton  
Councillor Sara Abey  
Councillor Stefan Gawrysiak  
Councillor Miss L M Hillier  
Councillor Ian Reissmann  
Councillor Jane Smewing  
Councillor Dylan Thomas  
The Mayor, Councillor Julian Brookes (ex-officio)

**In attendance:** Janet Wheeler – Town Clerk  
Liz Jones – HTC Accountant  
Hilary King – Committee Administrator  
1 member of the media  
4 members of the public

18. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Martin Akehurst

19. **DECLARATIONS OF INTEREST**

None.

20. **PUBLIC PARTICIPATION SESSION**

Mike Trethewey (Henley Rugby Club)

Mr Trethewey was in attendance as the Club would like permission from the Council to allow a physio clinic to be built on Dry Leas. He explained that the clinic would comprise 6 treatment rooms, showers and a staff room. The new building would enhance the new clubhouse facility and has been designed by the same architect and would use the same building materials. He believed it made sense to have a physio facility at the Club and it would potentially bring more trade to the Club's café. This would be a partnership with Physiologic who would be financing the building.

Mr Trethewey then explained the suggested location for the building. When a formal planning application was submitted, the plans would be considered by HTC's Planning Committee.

David Winter (Henley Cricket Club)

Mr Winter advised the meeting that (subject to confirmation) SODC had awarded the Club £27,656 in grant funding which represented 50% of the total needed to carry out the track renovation and purchase machinery. He passed on his thanks to the District Councillors and the HTC Accountant for their support with the Club's application. He reminded the Committee that they had already set aside £13.5k and asked whether

an additional £14,156 could be allocated to the Club to ensure the full cost of the renovation and machinery was covered. He confirmed that if the Club was unable to raise the full amount required, then part of the machinery list would have to be dropped.

21. **MINUTES**

The Minutes of the meeting of the Finance Strategy and Management Committee held on 24 May 2016 were received, approved, adopted and signed by the Chairman as a true record.

22. **VARIATION IN THE ORDER OF BUSINESS**

In accordance with Standing Orders 5(a)(vi), it was **RESOLVED**

**that in view of the members of public present, the order of business is altered to allow items 11 and 12 to be moved up the agenda and considered before item 5 Progress Report.**

23. **HENLEY CRICKET CLUB**

The Chairman called David Winter and Danny Hall to the Table who reiterated the current position concerning the grant. He confirmed that once the roadway was renovated, it would save the Club c£2-3k pa in repairs and the new machinery would save c£4-5k pa in contractors' costs. Following a discussion,

**It was RESOLVED to RECOMMEND that £13.5k set-aside from last year's budget and £14,156 from this year's budget should be awarded to the Cricket Club to make up the balance required to undertake the roadway repairs and purchase the required machinery. No legal charge would be placed on the grant.**

*Councillor Ian Reissmann joined the meeting at 7.50pm.*

24. **HENLEY RUGBY CLUB**

The item on the proposed physio clinic on Dry Leas has been included on the agenda for information only. It was confirmed that the Council's Planning Committee would consider the plans when they were formally submitted and until then any further discussion concerning the proposal would need to be taken in the Confidential session.

**It was RESOLVED that the proposal by the Club be noted.**

25. **PROGRESS REPORT**

Councillors examined the progress being made against all the items listed and made the following comments:

### Summer Fireworks

There had been a lot of positive feedback following the firework display. The Chairman was thanked for his contribution and fund-raising efforts. He, in turn, expressed his thanks to Richard Reid and Lady McAlpine.

### Standing Orders

The Town Clerk was due to review the Standing Orders shortly and, in particular, changes that had not been recorded as a result of the introduction of the Localism Act. It was agreed that Councillors Miss L M Hillier and Ian Reissmann should also take part in the review.

**It was RESOLVED that the Town Clerk would give an update at Full Council on progress to date with a full report being submitted to FS&M in September.**

### Town Centre Maintenance

It was confirmed by the Town Clerk that the report to the September FS&M on this subject would include the issues of public liability and response times.

### Determine revenue budget strategy (Corporate Plan)

It was agreed that the Progress column should now read 'work in progress' and this work needed to be brought forward so it is better aligned with the Budget Timetable.

### Develop a process with criteria for deciding on grants and loans (Corporate Plan)

Although marked as completed, the item will be brought back to FS&M (after six months has elapsed) to update the document.

**It was RESOLVED that the Progress Report be received and noted.**

## 26. **FINANCE 2016-17**

### i) Management Accounts

The Chairman reminded the meeting that £13.5k had been allocated from Reserves (see Management Accounts summary sheet, P10 of agenda) to support the continuation of local bus services. This should be increased to £20k but is still subject to recommendation by The Bus Working Group which has been tasked to flesh out initial proposals regarding the buses. These will be reported back via the Town & Community Committee.

Attention was drawn to the extent of the potential drawdown of investments this year should all the projects listed under Capex, Earmarked Reserves and the current year's budget proceed in the current year.

**It was RESOLVED that the reports be received and noted.**

### ii) Investment Performance

The Update gave figures at the end of May. Rathbone's figures would continue to be shown for the June update, but hopefully the transfer of funds to Redmayne Bentley will have been completed by the end of July. No feedback from the Investment Managers has been received concerning the financial instability immediately following the EU referendum result.

**It was RESOLVED that the reports be received and noted.**

iii) Payment Listing

A discussion took place on business cards for the Mayor and Deputy Mayor. This expense has been met from the Regalia budget. However, the Mayor volunteered to reimburse the Council once he learnt that previous Mayors had met this cost themselves. The Deputy Mayor would speak to the Town Clerk on the subject. It was agreed that all Councillors should have badges to personally identify them to third parties.

*Action: Office Manager*

**It was RESOLVED that the reports be received and noted.**

iv) HTC's Own Grant Applications to SODC

The progress to date was noted.

**It was RESOLVED that the reports be received and noted.**

27. **BUDGET TIMETABLE**

As noted at minute 25 the timetable and the strategy for the revenue budget need to be dove-tailed. The HTC Accountant was asked bear this in mind for the future, meaning that the revenue budget strategy should be presented to the FSM Committee on 20<sup>th</sup> September 2016.

**It was RESOLVED to RECOMMEND that the Budget Timetable be approved.**

28. **REPLACEMENT GRASS CUTTING MACHINERY**

Investigations had already been made as to whether there was any co-operative working possible with the Cricket Club to share machinery but unfortunately this had turned out not to be possible.

The possibility of applying for a grant from SODC's capital grant fund was considered in the light of the Cricket Club's successful application for equipment, however this would result in a delay in expenditure until SODC's decision on the current cycle of grants until January 2017 and there are a number of other projects for which applications will be made.

It was recognised that such a delay in purchasing the new machinery would affect the Parks Service ability to fulfil their grass cutting requirements. Consequently,

**It was RESOLVED to RECOMMEND that approval is given for the purchase of the front mower at a cost of £4,500 and the purchase of the back mower for a net cost of £11,300.**

29. **ANNUAL REVIEW OF LOCAL GOVERNMENT PENSION SCHEME – DISCRETIONARY POLICY STATEMENT**

A discussion took place on the wording of the Flexible Retirement passages in the statement. The requirement for there to be a reduction in salary of at least 25% was deemed to be too restrictive as it could, potentially prevent a member of staff reducing their working week from 5 days to 4. It was felt this requirement should be removed and each case judged on its individual merits.

**It was RESOLVED to RECOMMEND that the statement remains as it stands subject to the review date changes at point 15 of the Statement and the deletion of “(at least 25%)” at point 6, second bullet point, of the Statement.**

30. **OWNERSHIP OF THE GREEN TRIANGLE AT BELL STREET**

The meeting examined the registered title which included the area of the green triangle. The owners had offered the triangle to the Town Council in the past and it was felt this should now be pursued further.

**It was RESOLVED to RECOMMEND that the Town Clerk set up a meeting with Chestertons to discuss HTC’s acquisition of the triangle for a nominal sum. The Mayor should be copied in on the meeting details.**

31. **DISASTER RECOVERY (IT SYSTEMS)**

Councillor Ian Reissmann had been in discussion with MFG (HTC’s IT provider) to obtain quotes for a back-up system in the event of a disaster. At present, a full recovery of IT data would take over a week which was felt to be too long and have a negative impact on Council business. It was pointed out that any new recovery system would incur up-front costs as well as annual costs. There are options other than the ones originally offered by MFG which had ongoing costs in excess of £4k per year, including different cloud options. Cllr Ian Reissmann has been investigating alternatives and has information to present to the IT working group for consideration so that more than one Councillor would see the relevant quotes.

**It was RESOLVED that the IT Working Group meet within the next 30 days to discuss the options with a report being presented to FS&M.**

32. **EXCLUSION OF THE PUBLIC AND THE PRESS**

**It was moved by the Chairman and RESOLVED**

**that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which were about to be discussed would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

33. **CONFIDENTIAL**

**I) LEGAL UPDATE**

95, 97 and 99 Deanfield

The meeting felt that the offer made was too low especially as the Council did not have to sell the land, and had not been substantiated. The Town Clerk was tasked with reviewing the original valuation and its scope and also requesting sight of the valuation commissioned by the householders.

*Action: Town Clerk*

Proposed Fairmile Cross-over

The Town Clerk reported that she recently met with the agent for the applicant and was shown documentation depicting an historic access from the owner's land towards the Fairmile. It did not, however, connect to the Fairmile. The meeting agreed that the previous decision to refuse permission for the cross-over should remain unchanged.

**It was RESOLVED to RECOMMEND that the Update be received and noted.**

**It was also RECOMMENDED that whenever Standing Committees propose any sort of agreement with third parties, OCC Legal are consulted as to the correct type of document to be used. Sufficient time should allowed for document preparation, approval and sign-off before commencement of the agreed activity.**

YMCA

The Mayor gave an update and advised the meeting that YMCA was currently involved with the housing communities registration process which was taking a considerable time. It was hoped that submission of the required documentation would take place by the end of July. Until then no further work should be undertaken on HTC's legal work associated with the grant.

**ii) HENLEY RUGBY CLUB LOAN AGREEMENT/LEGAL CHARGE**

The meeting reviewed the legal documentation covering the loan agreement and legal charge. The following observations were made and needed to be reported back to OCC Legal:

Loan Agreement (Pp 46 – 74 of agenda):

Schedule 5 (Pp67 – 68) -there are two 2.2s, the second to be renumbered 2.3  
-the date at the new 2.3 should read August 2018.

*Post meeting note: The Council's solicitor has confirmed that the date being referred to at the new 2.3 is the date of the first interest payment (i.e. for the 2018-19 year) which is due in arrears and therefore due on 30 August 2019. The date in the document for ratification at Full Council has therefore been reverted to 30 August 2019.*

“Default Interest Rate” is shown as 2%. However, the “Interest Rate” in the Charge document at 1. is shown as 3%.

Charge Document (Pp 75 – 91 of agenda):

Background (B) states the Borrower has absolute title but the land is owned by HTC.

*Post meeting note: The Council’s solicitor has been made aware of these two points and will make the necessary amendments to the versions which will be considered by Full Council on 26 July.*

It was confirmed by the Accountant that cash flow figures presented in the Rugby Club’s business plan suggested that the Club aims to start the repayment of the £30k loan in two years’ time, spread over 10 years, though the loan agreement (as revised in 2014) gives the legal repayment date as 2026 for the full amount. The Accountant also confirmed that regular financial reports will be requested and will be closely monitored.

There was also a request that sufficient time is allowed to debate the 5 year review of interest rates before the matter arose.

A further discussion took place on the Rugby Club’s proposal for a new physio centre at Dry Leas. The Town Clerk said she would e-mail the proposed plans to Councillors (on a confidential basis) for information. Additionally,

**It was RESOLVED to RECOMMEND that the Loan Agreement and Charge Document be approved subject to clarification of the issues raised above.**

**It was RESOLVED that the 353-357 Working Group meet with the Rugby Club to discuss options re. additional usage of Dry Leas. In advance the Town Clerk will speak to Mike Trethewey.**

**iii) CANOE HIRE LEASE**

The meeting reviewed the draft lease. It was agreed that the use of the term Cabin should be consistent throughout the document. Also the wording of para 3.1b should be amended to ensure the hard standing was temporary.

There was concern that canoes were being stored behind the hedge when they should be stored in the car-park. A reminder should be sent to the operator.

**It was RESOLVED to RECOMMEND that the lease be approved subject to para 3.1b being amended to say “the right to install a temporary hard standing and the Cabin on the land” and OCC Legal checking the usage of the term ‘cabin’ and ‘building’.**

**iv) 357 READING ROAD**

The Town Clerk introduced her paper and explained the options in relation to the occupants of the site.

**It was RESOLVED to recommend that the Town Clerk introduces herself to David Hewitt and requests he signs the lease as it currently stands if the lease is not approved and signed within 14 days, all occupants of 357 Reading Road will be given 6 months to vacate the premises.**

**v) PLANNING CONSULTANCY FOR RELOCATION OF PARKS DEPOT**

The difficulties of finding a new location for the Parks Service depot was discussed as well as the potential need to employ a consultant to assist with the associated issues of the move. It was important that the preliminary stage of searching for suitable location for the depot is not delayed until after the summer recess.

**It was RESOLVED to RECOMMEND that the Town Clerk and Parks Manager, in discussion with the 353-357 Reading Road Working Group, proceed with the creation of a brief to approach Planning Consultants for quotations with regard to the location of a viable site for the Parks Depot (including secure storage area for equipment, indoor workshop and office). A resulting report would need to be presented to Full Council.**

The meeting closed at 10.00pm

Chairman  
5.7.16