

Present: Mayor, Councillors Mrs P Phillips
Councillor Mrs J Wood (Chairman)
Councillor Miss S Evans
Mr A J Follett
Mrs M Thomas, River and Rowing Museum
Mrs Catherine Yoxall, River and Rowing Museum
Mr R Reed, Henley Standard

Also Present: Miss J Smith, Christmas Festival & Committee Administrator / Minute taker
Ms J Brazil, Mayor's PA
Mr K Bishop, Parks Services

28. APOLOGIES FOR ABSENCE

Apologies were received from the Councillor Mrs E Hodgkin, Mr J Hobbs, Mr I McGaw, Mrs C Yoxall and Ms J Perigo.

29. DECLARATION OF INTEREST

None.

30. MINUTES

The Minutes of the meeting held on 15 September 2011 were approved and signed as a true record by the Chairman, Councillor Mrs J Wood.

31. PUBLIC PARTICIPATION SESSION

None.

32. BUDGET UPDATE

Members had before them a copy of the 2011/12 budget, attached to the agenda for review, and noted. It was confirmed that a cheque for £535.00 had now been sent from the Henley Partnership (HP) which had been monies originally paid by South Oxfordshire District Council Action Plan funding to HP to go towards new initiatives for the Christmas events.

It was noted that there was an error on the budget sheet with the same entry of an expenditure of £250 for small Christmas trees being made twice. Committee Administrator to amend.

33. PROGRESS REPORT

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

Christmas Lighting

Following the contractor's maintenance report showed that 50% of the lights in the small tree outside Tomlin & Son quotes (as outlined on the Progress Report) were obtained for replacement lights for both areas. It was agreed that if sponsorship could be obtained from the businesses at this end of Reading Road for replacement lights then it was proposed to go ahead and purchase replacement lights at a cost of £284.80 plus VAT. It was

RESOLVED that if sponsorship could be obtained from the businesses at this end of Reading Road for replacing 50% of the lighting in the tree outside Tomalin and Son then replacement lights are to be purchased from the lighting contractor at a cost of £284.80 plus VAT.

Post meeting note: Tomalin & Son have kindly agreed to sponsor the replacement lights at a cost of £284.80.

Road Closures

Comments noted from Progress Report.

Santa's Grotto, Kings Arm Barn

A meeting was held with KVB Design regarding hosting the grotto on 19.10.11 to discuss design/logistics and promotion. No admission charge would be made for the grotto but charity donations would be collected and given to Bishopswood School. KVB Design have kindly agreed to produce the map for the festival programme to highlight where events are taking place on the evening e.g. Children's Torch parade; Santa's grotto, Mayor's switch on of lights/carol singing and Living Advent Calendar.

It was agreed that LED lights would be put around Kings Arms Barn entrance (Market Place side) to highlight the grotto with electricity being sourced potentially from the resident at Millennium Court who will be given a small donation from the budget to cover electricity and any inconvenience. Mrs M Thomas also agreed to produce a sign for their River and Rowing Museum stall located in the Market Place close to Santa's Grotto which also indicated where the grotto was located. It was

RESOLVED that the resident in Millennium Court be approached to be asked to provide electricity for the lights around the entrance of Kings Arms Barn (Santa's Grotto) for the duration of the festival and that a small donation is made to cover electricity and any inconvenience.

Post meeting note: Bagatelle Toys have kindly agreed to provide gifts for the grotto and Tesco have given a £20 voucher to spend on sweets.

Sponsor a Light Bulb

It was confirmed prior to the meeting by Mr I McGaw that the Rotary Club of Henley Bridge would not be holding the 'Sponsor a Light Bulb Competition' this year but they were very happy for another organisation to take over running this competition.

Mayor's Christmas Card Design Competition

It was confirmed that Pathways and Chiltern Centre for Disabled, Valley and Badgemore Schools had agreed to take part and designs were being received. It was confirmed that Higgs Group would need one week's notice to print the cards. The judging details to be confirmed.

Santa Fun Run – 4 December 2011

The Mayor updated members with the plans for the event. Event to be an 'all age' fun run and start and finish at the River and Rowing Museum (RRM). The course would be a maximum of two miles and would not involve going along the Reading Road. The Mayor confirmed Councillor S Gawrysiak would be designing a web page for entries and Mr R Reed confirmed Henley Standard would also print the entry form. Prizes would be awarded to the best team, best dressed Santa and the best entrant under 12 years old. Each entrant would be given a Santa hat with a number when registering on the day. Mrs M Thomas agreed to source Santa hats and confirm details to the Mayor as well as confirming with the RRM Events Coordinator if tables could be set up inside the reception area of the RRM for run registration from 9.00am onwards on the day, run to commence at 10.00am cost £20/families and £10 per adult. The Mayor also asked if a cup of soup could be given at the end of race to all entrants and be sponsored by the organisation running the café at the museum. Mrs M Thomas agreed to ask the café manager. The Mayor confirmed the Lions Club of Henley had agreed to help marshal the event and she would be asking Mrs Angie Best to do the warm-up exercises and Miss Debbie Flood to present the prizes to the winners. Sponsorships were being sought from various businesses in the town e.g. Newtown Road businesses and the run would be publicized via the local schools, Parents Teaching Associations, local organisations and LA Fitness.

34. SPONSORSHIPS

It was confirmed that Jacksons had kindly agreed to sponsor the production of the posters advertising the Christmas festival weekend and Atkins had agreed to provide approximately 60 'no waiting cones' free of charge to mark off the stall pitches. It was noted that Pizza Express are to be approached to provide pizzas for the marshals at the end of the event and Waitrose and Tesco were being approached by KVB Design to provide sweets for the Santa's grotto.

35. 2011 SMALL CHRISTMAS TREES SCHEME

Mr A Follett gave a verbal update. To date 70 orders for small trees had been placed, but the deadline for orders was the end of October and they were hopeful to receive a further 50 orders (last year 150 trees were sold). He confirmed that instead of the £5/tree donation to charity, Windowflowers had now kindly agreed to donate a further £5/tree totalling £10/tree being donated to two chosen charities: a Christmas party for Mencap and The Chiltern Centre for Disabled Children. Mr Follett asked that as there would now only be eight small trees needed to be bought from the budget instead of nine could £50 be put towards providing electricity connections for the Oxfam Bookshop and Helen Douglas charity shops in Duke Street. It was

RESOLVED that £50 would be put towards providing electricity connections for the Oxfam Bookshop and Helen Douglas charity shops in Duke Street.

Mr Follett confirmed that the small trees would not be installed until week commencing 14 November, after the town's Remembrance Parade Service.

A discussion ensued on how to promote sales of the trees as it was reported by Mr Follett that many of the shops who were part of a larger chain were not partaking in this year's scheme. It was agreed that the Mayor, in conjunction with Councillor Miss S Evans, would send a letter to the Editor of the Henley Standard.

36. LIVING ADVENT CALENDAR

Members had before them and noted an update report (attached to the agenda) from Mrs J Perigo. The Chairman advised that due to work commitments it was unfortunate that Mrs Perigo had been unable to attend the meeting but suggested the next meeting is arranged to ensure that Mrs Perigo could attend as this would be the last meeting before the start of the Living Calendar event.

Post meeting note: Questions raised in Mrs Perigo's report regarding obtaining license(s) collection boxes for charity and details have been emailed to her by the Committee Administrator.

37. CHRISTMAS FESTIVAL – 2 DECEMBER 2011

Stall Pitches

It was confirmed that 17 stalls (9 charity and 8 commercial) had confirmed and paid. It was noted there had been numerous new enquiries this year for pitches and it was still early days as the deadline for pitch reservations was the 4 November. It was explained that in previous years stall reservations had come in on the last week of the deadline.

Children's Torch Light Parade

It was confirmed that another meeting would be arranged with the Deputy Mayor, Committee Administrator, Hotel du Vin and Mrs G Chappell and the Police to discuss the logistics/timings of the parade on the 2 November 2011.

Promotion of Christmas Festival and Events

Mr R Reed kindly agreed to promote the festival weekend in the Henley Standard using the edited map produced by KVB Design highlighting the location of the various events for the festival.

Mayor's Carol Singing/Christmas Light Switch On

The Mayor to select carols to be sung on the evening accompanied by the Salvation Army Band. It was confirm that Mr I Beyts had confirmed that he would be delighted to be the Town Crier again and Mr M Unsworth would be approached by Mr R Reed and asked to be the Master of Ceremony.

Risk Assessments

Members had before them Risk Assessments for the festival and the Children's Torch Light Parade. Any additional comments to be highlighted to the Chairman and Committee Administrator.

38. SANTA FUN RUN – SUNDAY 4 DECEMBER

As noted in minute 33.

39. DATE OF NEXT MEETING

The following date was proposed for the next meeting: Thursday 3 November 2011 at 2.00pm in the Committee Room, Town Hall subject to the availability of Mrs J Perigo.

Post meeting note: The next meeting was confirmed as Monday 7 November 2011 at 9.30am and this would be the final Sub Committee meeting prior to the festival. In addition, a marshals meeting is to be held on Monday 28 November at 9.30am to which representative(s) from the Police, all volunteers who are to be marshals and council officers working on the evening are invited to attend.

Meeting closed at 3.30pm.

js

Chairman