

**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A MEETING OF  
THE FULL COUNCIL**

**to be held on**

**TUESDAY 16th OCTOBER 2012 AT 7.30 PM**

**THE COUNCIL CHAMBER, TOWN HALL  
HENLEY-ON-THAMES**



Mr M Kennedy  
Town Clerk  
10 October 2012

Mayor, Councillor Mrs E Hodgkin  
Deputy Mayor, Councillor Mr S J Gawrysiak  
Councillor Mr M Akehurst  
Councillor Mrs J Bland  
Councillor Mr D Clenshaw  
Councillor Miss S Evans  
Councillor Miss K L Gehrman  
Councillor Mr W Hamilton  
Councillor Miss L M Hillier  
Councillor Mr D Hinke  
Councillor Ms L A Meachin  
Councillor Mr D Nimmo Smith  
Councillor Mr I Reissmann  
Councillor Mr D Silvester  
Councillor Mrs J Wood  
Councillor Mrs P A Phillips

District Councillor Mr W Hall  
County Councillor Dr P Skolar

Members are reminded to sign the attendance book.

## AGENDA

### 1. APOLOGIES FOR ABSENCE

TO RECEIVE apologies for absence.

### 2. DECLARATIONS OF INTEREST

TO RECEIVE any declarations of interest.

*Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, 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 a decision about that matter. You do, however, have the same right as a member of the public to make representations, give evidence and answer questions about the matter during Public Participation and may remain in the room to enable you to exercise that right and then leave immediately. You must not seek to improperly influence a decision on the matter.*

### 3. MINUTES

TO APPROVE the following Minutes of the Full Council meeting held on 24 July 2012 (attached).

TO APPROVE the following Minutes of the Special Full Council meeting held on 21 August 2012(attached).

### 4. PUBLIC PARTICIPATION

Public Participation - a period of up to but no longer than 20 minutes to receive questions and opinions from members of the public on any matter which affects the town.

**NB: attention is drawn to the Council's Code of Practice relevant to Public Participation (a copy is attached to the agenda).**

### 5. DISTRICT COUNCILLOR REPORTS (max 10 min total)

#### COUNTY COUNCILLORS REPORTS (max 10 min total)

TO RECEIVE reports from District and County Councillors (attached) and subsequent verbal development updates following the submission of these reports.

### 6. FEEDBACK FROM REPRESENTATIVES OF OUTSIDE BODIES (max 5 min total)

TO RECEIVE any reports from Outside Bodies:

- (i) A report from the NALC conference on 'People In Action' held on 20th September 2012 (attached).
- (ii) To consider the appointment of a representative on the Commercial Group of the Henley Partnership. Proposed Councillor Mrs P Phillips to replace Councillor Ms L Meachin.
- (iii) To note the decision of the Committee of Management for the Henley Royal Regatta not to appoint another Town Council Representative when the term of Mr B Edwards ends in December 2012.  
*Clerk's Note: The Mayor will remain an ex-officio Steward of the Regatta for their term of office.*
- (iv) To consider the appointment of two Councillors to represent the Council at the South Oxfordshire District Council's Town and Parish Forum on Wednesday 21 November 2012.  
*Clerk's Note: It is customary for the Mayor and the Clerk to attend the Town and Parish Forum. In the Clerk's absence, Council is invited to consider the appointment of a second Councillor representative.*

### 7. MAYOR'S REPORT

TO RECEIVE a report from the Mayor from 18 July – 9 October 2012 (attached) and any other announcements the Mayor may wish to make.

### 8. REPORTS OF COMMITTEES

TO RECEIVE the Reports of the Committees:

- i) **Planning Committee** – 31 July (previously circulated), 21 August (previously circulated), 11 September (previously circulated) & 2 October 2012 (attached).
- ii) **Town & Community Committee** – 18 September 2012 (previously circulated)
- iii) **Finance, Strategy & Management Committee** – 25 September 2012 (previously circulated)  
**Min. No. 42 Energy Reduction** : To receive two additional quotations for the installation of solar panels and a photo montage to illustrate the completed works (one attached, one copy to follow) **and to consider** the appointment of the preferred contractor to undertake these works.  
*Clerk's Note: Councillors are asked to refer to Agenda Item 11 of the report presented to the Finance Strategy and Management Committee on 25 September.*
- iv) **Recreation and Amenities Committee** – 2 October 2012 (attached).  
Minute No.36 - Skate Park Working Party : **To consider** the membership of the Skate Park Working Party.
- v) **Townlands Steering Group** – **To receive** a verbal update from Councillor Mr I Reissman.

### 9. AUDITED ANNUAL RETURN AND AUDITORS REPORT

TO RECEIVE AND CONSIDER the Report of the Accountant (copy attached).

## **Henley-on-Thames Town Council**

### **Public Participation Scheme**

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

1. This scheme applies to meetings of the Council, the Planning Committee, Finance, Strategy and Management Committee, Recreation and Amenities Committee and Town and Community Committee and any other committee or sub-committee of the Council.
2. There will be a Public Participation Session at the start of every meeting to which this scheme applies. At Full Council, members of the public, including Councillors who may have a personal and prejudicial interest on any item included on the agenda, may ask questions or make a statement on any matter which affects the town. The session will last for a period of up to 20 minutes.
3. At Committee or sub-committee meetings members of the public may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
4. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
5. All speeches shall last for no more than 2 to 3 minutes.
6. If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
7. If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
8. The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
9. The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
10. Questions which require the disclosure of exempt or confidential information will not be answered.
11. The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.