



HENLEY-ON-THAMES
TOWN COUNCIL

Town Hall
Market Place
Henley-on-Thames
Oxfordshire
RG9 2AQ

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www.henleytowncouncil.gov.uk

**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A MEETING OF
THE EVENTS SUB COMMITTEE**

to be held on

FRIDAY 24 MAY 2019 AT 9.30am

in

**KINGS ARMS BARN, MARKET PLACE
HENLEY-ON-THAMES**

Mrs J Wheeler
Town Clerk
20/05/2019

MEMBERSHIP: Councillor Dave Eggleton
Councillor John Hooper
Councillor Lorraine Hillier
Councillor Kellie Hinton
Councillor Paula Isaac
Councillor Sarah Miller
Councillor Glen Lambert

Mr Laurence Morris – Laurence Menswear
Mr R Rodway – *Living Advent Calendar*
Mr R Reed
Mrs J Wheeler – Town Clerk
Ms H Barnett – Town & Community Manager
Mr K Bishop – Parks Manager
Mrs N Taylor – Office Manager
Mrs L Wisely – Mayors PA

Members are reminded to sign the attendance book.

AGENDA

1. **ELECTION OF CHAIRMAN**
TO ELECT a Chairman for the year 2019-20.
2. **ELECTION OF VICE-CHAIRMAN**
TO ELECT a Vice-Chairman for the year 2019-20.
3. **APOLOGIES FOR ABSENCE**
TO RECEIVE apologies for absence.
4. **DECLARATION OF INTEREST**
TO RECEIVE any declarations of interest.
Members are hereby reminded that, under the provision of the Localism Act 2011 (Chapter 7, part 1) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464), 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 the decision about that matter.
5. **MINUTES**
TO RECEIVE minutes of the meeting held on 1 March 2019 (attached).
6. **PUBLIC PARTICIPATION SESSION**
TO RECEIVE questions and comments from members of the public on any items included on the agenda. The session to last no longer than 10 minutes and each speaker to be limited to 2 to 3 minutes (see attached guidelines on Public Participation sessions).
7. **TERMS OF REFERENCE**
TO NOTE the attached Terms of Reference for the Events Sub Committee as agreed at Town and Community on 14 May 2019. Non-Councillor members of the Committee are requested to confirm their acceptance of the Code of Conduct in accordance with the requirements of the Localism Act 2011, Section 27. All members of the Sub Committee who are not Henley Town Council members to sign a GDPR form (Documents attached)
8. **FREE USE AND EVENTS POLICY**
TO NOTE the Policy for Free Use of Rooms / Outdoor spaces by Festivals (*Policy attached*).
9. **HENLEY EVENTS**
TO NOTE the following events:
 - OVO Womens Cycling tour – 12 June (Town Centre)
 - Eat! Food Festival – 15 -29 June (Market Place & Mill Meadows).
 - Pop up Cinema – 20–22 June (Mill Meadows).
 - Moon Landing anniversary event Saturday 20 July (Market Place).
 - Pop up Cinema – 25-27 July (Mill Meadows).
 - Potential Emergency Service Day at Mill Meadow is now planned for the Autumn – more details to follow when available.
 - Opening of Freemans Meadow Play area (date to be confirmed in September).
 - Additional Health & Wellbeing day – 19 September (Market Place).

10. **EVENT FEEDBACK**
TO RECEIVE feedback on the May Fair (Monday 6th May)

11. **HTC EVENTS FOR 2019**
TO RECEIVE AND: NOTE

- (i) Remembrance Day - 10th November 2019
- (ii) Christmas Festival Friday 29th November 2019
 - **TO APPROVE** the cost of pitches for this year's event
 - **TO APPROVE** the change in times for closure on Hart Street to 12 noon to enable the set-up of Carousel (3pm all other Roads).
 - **TO APPROVE** Father Christmas Grotto in the Town Hall
 - **TO AGREE** similar format as last year i.e. lantern parade, reindeer, stall layout etc.
 - **TO APPROVE** light switch-on format and budget (including possible celebrity).
 - **TO AGREE** date for SAG Meeting.
 - **TO RECEIVE** and update on the Christmas budget (*budget attached*).

12. **DATE OF NEXT MEETINGS:**

Date of next meeting:

Friday 13th September at 9.30am at the Town Hall

Hb/nt

20 May 2019

Present: Councillor Sarah Miller (Chairman)
Councillor D Eggleton (Vice Chair)
Councillor Kellie Hinton
Councillor Miss S Evans
Councillor Will Hamilton
Mr R Reed
Mrs J Wheeler – Town Clerk
Ms H Barnett – Town & Community Manager
Mr K Bishop – Parks Manager

Philippa Ratcliffe
Mrs Niki Schafer

APOLOGIES RECEIVED FROM:

Mayor, Councillor G Lambert (ex-officio)
Councillor Miss L M Hillier
Mr Laurence Morris – Laurence Menswear
Mrs N Taylor – Office Manager
Mr R Rodway – Living Advent Calendar
Mrs L Wisely – Mayors PA

1. **DECLARATION OF INTEREST**

None received.

2. **MINUTES**

Cllr Hamilton and Cllr Hinton asked that the minutes of the meeting held on 11th January be amended to note the debate that was held regarding the date and format for the Christmas Festival 2019.

3. **PUBLIC PARTICIPATION SESSION**

Philippa Ratcliffe and Mrs Niki Schafer both spoke about Christmas and then their respective events. The HBP support keeping the Christmas event on Friday 29th November which also had support from the retailers. Laurence Morris of Laurence Menswear sent a letter in support.

Proposal is to send the Christmas Festival back to T&C.

Cllr Sam Evans mentioned English Tourism Week which is March/April 2019 there is a great deal being done by Visit Britain.

4. HENLEY EVENTS

Henley Health & Wellbeing Day – great feedback and a commitment to do the event next year.

Eat Food Festival - The Chairman introduced Philippa Ratcliff who is an experienced event coordinator and welcomed her to the meeting. Mrs Ratcliffe informed the meeting that she was making progress on the launch on Saturday 15 June 2019 in the Market Place, it will showcase lots of local businesses and producers and would carry on with pop up events all over town for two weeks, it would be a non-ticketed event (free of charge funded by sponsorship and pitch fees) and will culminate on Mill Meadows with food, music and entertainment.

Regal Pop-Up Events to be held on Mill Meadow. Films yet to be announced.

Potential Emergency Services Day at Mill Meadow in May. Awaiting further details.

5. HTC SUPPORTED EVENTS

May Fayre 6 May 2019

- Same format as last year. 12noon – 5pm.
- Sponsors on board so far, Wilkins, SOHA and Penny and Sinclair.
- Celebrity Jackanory with a children's author / artist booked.
- Circus Acts to raise money for the Stroke Club.
- Fancy Dress
- Tug of War

6. HENLEY EVENTS

Bus Launch on Saturday 16th March

Of the new Saturday bus service

Remembrance Day – 10th November

Work with Benson on the fly past and look at position of parade with the Town Clerk. Better microphone by the choir to lead the singing.

Christmas Festival – 29th November

Look at the date and benefits of maintaining it or split. To go back to T&C.

7. BUDGET UPDATE

Members received an update on 2018/19 budget. Following the comments/observations below the budget was received and noted.

- The high cost of paper advertising vs Facebook advertising and the need for more cost effective design and print.

8. DATE OF NEXT MEETINGS

Council Chamber – 9.30am Friday 24 May 2019

Council Chamber – 9.30am Friday 13th September 2019

The meeting closed at 10.30am

HB

**Terms of Reference for the
Events Sub Committee**

1. The Events Sub Committee will consist of co-opted members and Councillors plus the Mayor and Deputy Mayor ex Officio.
2. The Quorum for this Sub Committee shall be three Councillors.
3. The Sub Committee shall have full delegated powers* to act and present regular reports to the Town and Community Committee on its work provided there are no deviations from previous years' events; any significant variations to the lighting scheme or planned celebrations to be referred to the Town and Community Committee for approval.
4. In the absence of the Chairman, the Vice Chairman will chair the meeting.
5. The Sub Committee shall have full delegated powers* to act within the confines of the revenue budget previously agreed by the Council along with all contributions received from sponsorship, grants, donations etc, other requests shall be forwarded to the Town and Community Committee for consideration.
6. The Sub Committee shall monitor and manage the financial performance of the Sub Committee's budget together with all other secured sources of external funding and present regular reports of the income it receives and the expenditure it incurs to the Town and Community Committee having regard to the Council's Financial Regulations and set a budget for consideration and approval by the Town and Community Committee each year.
7. The Sub Committee shall account for all monies in the Christmas Events and Decorations budget received from sponsorships and recommend to the Town and Community Committee that the balance at the end of each financial year is carried forward to the next financial year.
8. The Sub Committee shall make recommendations to the Town and Community Committee on all items of capital expenditure previously agreed by the Council and including the approved Capital Programme having regard to the Council's Financial Regulations.
9. To monitor the financial performance of the Sub Committee's budget against estimates. The Sub Committee is responsible for all spending relating to the:
 - seasonal lighting and decorations contract for the town
 - large Christmas tree for Market Place
 - Christmas Festival weekend and all associated costs to run events

10. The Sub Committee shall make recommendations to the Town and Community Committee regarding policy and strategic matters relating to all of the above.
11. The Sub Committee may appoint working groups and the membership thereof, and advisers as and when necessary to assist in its work.
12. The Sub Committee shall receive and consider all reports and recommendations from every working group it appoints.
13. The Sub Committee shall exercise those delegated powers and duties as the Council directs relating to the Sub Committee's functions as set out in (3) above.

** Delegated powers may be withdrawn by the Council at any time. It cannot, however, do this retrospectively with a view to invalidating lawful decisions made on its behalf by a Sub Committee or officer.*

THE HENLEY ON THAMES TOWN COUNCIL

CODE OF CONDUCT

1. This code of conduct is adopted pursuant to the council's duty to promote and maintain high standards of conduct by members and co-opted members¹ of the council.
2. This code applies to you as a member or co-opted member of this council when you act in that role and it is your responsibility to comply with the provisions of this code.

SELFLESSNESS

3. You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself.

OBJECTIVITY

4. In carrying out public business you must make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

ACCOUNTABILITY

5. You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office.

OPENNESS

6. You must be as open as possible about your actions and those of your council, and must be prepared to give reasons for those actions.

HONESTY AND INTEGRITY

7. You must not place yourself in situations where your honesty and integrity may be questioned, must not behave improperly and must on all occasions avoid the appearance of such behaviour.

LEADERSHIP

8. You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example in a way that secures or preserves public confidence.

¹ A "co-opted member" for the purpose of this code is, as defined in the Localism Act section 27 (4) "a person who is not a member of the council but who

- a) is a member of any committee or sub-committee of the council, or
- b) is a member of, and represents the council on, any joint committee or joint sub-committee of the council;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub committee".

GENERAL OBLIGATIONS

9. You must treat others with respect and ensure that you are aware of and comply with all legal obligations that apply to you as a member or co-opted member of the council and act within the law;
10. You must not bully any person.
11. You must not do anything that compromises or is likely to compromise the impartiality of those who work for, or on behalf of the council.
12. You must not disclose information given to you in confidence by anyone, or information acquired by you of which you are aware, or ought reasonably to be aware, is of a confidential nature except where:
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person, or
 - (iv) the disclosure is:
 - a) reasonable and in the public interest;
 - b) made in good faith and in compliance with the reasonable requirements of the council.
13. You must not improperly use knowledge gained solely as a result of your role as a member for your own personal advantage.
14. When making decisions on behalf of or as part of the council you must have regard to any professional advice provided to you by the council's officers.
15. When using or authorising the use by others of the resources of the council:
 - (i) you must act in accordance with the council's reasonable requirements;
 - (ii) you must make sure that you do not use resources improperly for political purposes and do not use them at all for party political purposes.

REGISTERING AND DECLARING INTERESTS

16. You must, within 28 days of taking office as a member or co-opted member, notify the council's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

17. You must disclose the interest at any meeting of the council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'².
18. Following any disclosure of an interest not on the council's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
19. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

Adopted by Henley-on-Thames Town Council at a meeting of the Full Council on 12 June 2012

² A "sensitive interest" is described in the Localism Act 2011 as a member or co-opted member of a council having an interest, and the nature of the interest being such that the member or co-opted member, and the council's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.



GENERAL PRIVACY NOTICE

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Henley on Thames Town Council which is the data controller for your data.

Other data controllers the council works with:

- South Oxfordshire District Council
- Oxfordshire County Council
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults at risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;

- To process relevant financial transactions including grants and payments for goods and services supplied to the council
 - To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) The right to have your personal data erased**
- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) The right to object to processing of your personal data or to restrict it to certain purposes only**
- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) The right to data portability**
- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) The right to lodge a complaint with the Information Commissioner's Office.**
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

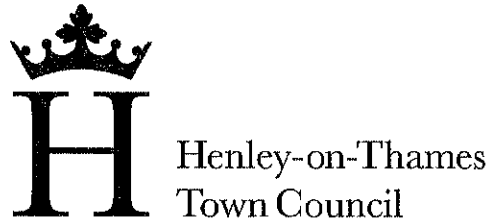
We keep this Privacy Notice under regular review and we will place any updates on www.henleytowncouncil.gov.uk This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Henley on Thames Town Council, Town Hall, Market Place, Henley on Thames, Oxon, RG9 2AQ

Email: enquiries@henleytowncouncil.gov.uk.



POLICY FOR FREE USE OF ROOMS/OUTDOOR SPACES BY FESTIVALS

(Effective April 2019)

The definition of a 'Festival' that would be considered by Henley Town Council for 'Free Use' is defined as 'a proper community event' organised by a registered charity or group that is not for profit.

The following conditions apply to 'Festivals' seeking support by way of free use for the hire of Council facilities:

- a) Festival organisers must submit a detailed written request to the Town Council for consideration by the T&C/FS&M Committee. The RFO and T&C manager considered the Free Use for Festivals Policy and recommend that any Festivals requesting free use should apply only at the Grants meetings held by FS&M in February/March and September/October each year. Each festival will be required to prove it is 'a proper community event' organised by a registered charity or group that is not for profit. They will need to supply the previous year's accounts and/or financial forecasts for the event if in its first year.
- b) A maximum of three festivals could be supported annually
- c) Support in the first year would be limited to a free use value 'allowance' of £1,000, which would reduce by a third each year subject to FS&M approval. These Festivals would be supported as indicated overleaf; reduced by 1/3 in year two and by 2/3 in year three. Free Use would cease in the fourth year. This will encourage festivals to be financially independent within three years and allows the Council to support and encourage other festivals over time.

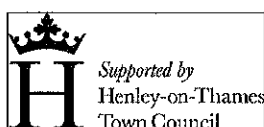
The free use value calculation would be based on the number of hours of the booking, i.e. the hours that the booked facilities cannot be used by others, so including time spent setting up and taking down. Limiting the allowance towards the free use value will encourage festivals to be more time efficient with their use of Council facilities. As a further concession, it is suggested that the normal office opening hours (9am – 5pm Monday to Thursday and 9am-4pm Friday) are charged at £0 in the free use value calculation as the actual cost to the Council is minimal, other than lost weekday income.

An example of how this would work is indicated over the page:

Application for free use by Festival X					
Use of Large Hall, Council Chamber and Market Place from Friday morning until Sunday evening					
(Charge would cover the hours 9am - 9pm unless caretaker required for more or less hours)					
	No of hrs	Rate/hr £	Main Hall	C'cil Chamber	Market Place £
Friday 9am - 5pm *	8	0.00	0	0	300 (est)
Friday 5pm - 9pm	4	40.00	160	160	
Saturday 9am - 5pm	8	28.00	224	224	300 (est)
Saturday 5pm - 9pm	4	40.00	160	160	
Sunday 9am - 5pm	8	28.00	224	224	300 (est)
			768	768	900
* Friday 9am - 5pm free as concession			Total value of free use		2436.00
			Less: free usage allowance year 1		-1000.00
			(reduced to £667 year 2 / £333 year 3)		
			Amount payable		1436.00

There would not be a separate charge for caretaker costs in the above.

- a) In the fourth year Festivals will have to pay for all their usage at local rates after working hours in the week and all weekend. The RFO recommends that the Festivals are then charged for all usage at local rates in their fifth year.
- b) Where the application includes use of the Market Place, the licence holders' seating areas must not be compromised, or they must be invited to participate in the Festival on terms that are mutually acceptable. The Council would need to see written evidence of such agreement with licence holders.
- c) One of the rooms in the Town Hall must remain available for other hirers or for the Council's own use at all times.
- d) The Festivals should employ or use local labour and encourage local businesses to participate, using locally sourced goods and services wherever possible.
- e) The Town Council's support must be acknowledged in all publicity material including the Festival website by way of featuring the



Town Council logo.

- f) Festival organisers must continue to attach to their application; detailed income and expenditure figures and balance sheet for the most recent year, every year, that they are supported by the Council.

Henley Christmas Festival 2019

Stall Application Form



Henley-on-Thames
Town Council

EVENT DETAILS

Christmas launches in Henley-on-Thames this year with the annual **Christmas Festival** (which takes place on Bell Street, Duke Street, Friday Street, Hart Street and the Market Place) on **Friday 29 November from 5.00pm - 9.00pm**. (Road closures in place 3.00pm – 11.00pm – Bell, Duke, Friday Street & Market Place, 12 noon - 11.00pm Hart Street).

Programme for the event includes:

- **Father Christmas in his Grotto in the Town Hall (4.00pm - 8.30pm)**
- **Reindeer led Children's Lantern Parade from the River & Rowing Museum to Friday Street (5.00pm)**
- **Switch on of the large Christmas tree lights in Market Place (7.00pm)**
- **Carol Singing accompanied by Woodley Concert Band, Market Place (7.10pm)**
- **Stalls, Rides & Attractions, all areas (5.00pm – 9.00pm)**

CONTACT DETAILS

Registered Trade or Charity Name	
Contact Name	
Address	
Mobile	
Email	
Website	

Description of your Stall

Please provide a full description of the range of the products you propose to sell at the Christmas Festival Event 2019.

PLEASE NOTE: Any goods sold on the night that have not been previously agreed with the organizers will not be allowed to be displayed or sold and persons will be asked to leave the event with no refunds whatsoever.

Pitch Fee	Please tick relevant box <input type="checkbox"/> £15 – Henley based Charity Pitches <input type="checkbox"/> £20 – Charity Pitches based outside of Henley <input type="checkbox"/> £50 – Non-Food or Drink Commercial Pitch from Henley <input type="checkbox"/> £60 – Non-Food or Drink Commercial Pitch from outside Henley <input type="checkbox"/> £75 – Food or Drink Commercial Pitch from Henley <input type="checkbox"/> £100 – Food or Drink Commercial Pitch from outside Henley <input type="checkbox"/> FREE – Any local retailer / hospitality outlet having a single pitch directly outside their own property
Pitch Details	The size of a pitch is 3m x 3m (10ft) and you will need to provide your own awning/gazebo and table. Larger pitches are available upon request subject to availability for an additional cost.
Electricity	If you require power you will need to provide your own silent running generator as electricity points will not be available.

Documents Required

We require the following documents along with your application.

(Please tick once enclosed with the application)

Photos of products and stall

Copy of public and employers liability insurance certificate.

Please ensure this includes - Name of your Insurer, Policy Number, Limit of Indemnity and Policy Expiry Date.

SUBMISSION OF APPLICATION:

Completed forms and the remittance fee must be submitted to the Events Coordinator below:

Payment by BACS: *please quote your Charity or Commercial Name as a reference.*

Bank: Lloyds TSB

Account Name: Henley-on-Thames Town Council

Sort Code: 30-94-13 Account Number: 00427886

Payment by Cheque:

To be made payable to '*Henley-on-Thames Town Council*'.

Payment by Credit or Debit Card: (once application has been approved)

At the Town Hall or over the phone 01491 576982

Nicci Taylor

Office Manager and Event Coordinator

n.taylor@henleytowncouncil.gov.uk

01491 630071 / 07940501382

Council Offices, Town Hall, Market Place, Henley-on-Thames, Oxfordshire, RG9 2AQ



Henley Town Council cares about your privacy and will only keep and use your information for the purpose that it was submitted. You can find out more about how we use your data from our [Privacy Policy](#) on our website www.henleytowncouncil.gov.uk

Stallholders' form and remittance should be received by
Monday 4 November 2019.

TERMS AND CONDITIONS FOR CHRISTMAS FESTIVAL STALLHOLDERS

1. Stall fees must be paid in advance and received by **Monday 4 November 2019**. In the event of a cancellation by the stall holder, fees are non-refundable.
2. Henley-on-Thames Town Council is unable to cover Public Liability for stall holders at events it organises. If charity/non-profit organisations are affiliated to a National Charity then further details can be obtained from the Charity's head office. All small local charities are required to have their own Public Liability for organising meetings/events of any sort.
3. All stall holders will be required to bring a copy of your Public Liability insurance cover of a minimum of £5m to the event.
4. No electricity will be available, therefore, if you need power please be prepared to share or use your own generator.
5. Please ensure that you have completed a risk assessment and have adequate protection in regards to electrical appliances and naked flames.
6. If you have naked flames then fire blanket / extinguisher must be provided.
7. All electrical equipment should have Resistant Circuit Breakers (RCBs).
8. All cables should be securely taped down or above 3m (head height).
9. Henley Town Council will not be providing awnings/gazebo or tables.
10. Please do not hand out leaflets or flyers at the event.
11. All rubbish must be removed from site at the end of the event.

I have read and accept the terms and conditions for stall holders.	
<i>Signature:</i>	
<i>Date:</i>	

Office Use Only	
All paperwork received by	Relevant Fees received by Method of payment
Date:	Date:

BUDGET FOR 2019/20 CHRISTMAS - working document - 20 May 2019					
	2018 Budget (£)	2018 Income to date (£)	2018 Expenditure to date (£)	2019 Predicted Income (£)	2019 Predicted Expenditure
INCOME - net of VAT:					
Sponsorship:					
Invesco Perpetual - for big Xmas tree	£1,750.00	£1,750.00		£1,750.00	
Sponsorship	£350.00	£350.00		£1,000.00	
Sales of space for stalls/rides:					
Fair ride Attractions Rental income	£1,150.00	£1,065.00		£1,150.00	
Food Stalls (13 x £60)	£780.00	£780.00			
Drink Stalls (8 x £60)	£480.00	£480.00		£750.00	
Christmas stall income (18 x £60)	£1,020.00	£795.00		£990.00	
Charity stall income (14 x £15)	£210.00	£210.00			
Henley Business	£15.00	£300.00			
Duck Pond income (14 x £15)	£210.00	£210.00			
TOTAL EXTERNAL INCOME	£5,965.00	£5,940.00		£5,640.00	
Henley Town Council budgeted contribution	£11,000.00	£11,000.00		£11,000.00	
SMALL CHRISTMAS TREES					
2018 actual 133 at £42.00 excluding VAT	£5,754.00	£5,586.00		£6,703.20	
Less w/o unpaid Invoices (2018 Old Bell x 1/The Square x 1)	£0.00	£158			
TOTAL INCOME	£22,719.00	£22,684.00		£23,343.20	
EXPENDITURE - net of VAT, Sage Account 7069					
Entertainment					£1,500.00
Tim Valentine	£50.00	Inv 15739	£50.00		
Large Xmas tree (40 ft spruce)	£1,304.00	Inv 15733	£1,330.00		£1,304.00
Hire of Reindeer	£600.00	Inv 15938	£650.00		£780.00
Staff o/t at Xmas Festival at cost per payroll analysis	£3,300.00	payroll	£2,834.60		£3,500.00
Amending the Advance Warning signs for Christmas Festival	£175.00	Inv 15610	£95.00		£175.00
Hire of 10 x 2-wave radios for Marshals			£0.00		£200.00
Mayor's reception in parlour/sundries - various small			£0.00		£0.00
St John's Ambulance	£184.00	Inv 15699	£184.00		£200.00
PA/Sound system/lights	£20.00		£0.00		£500.00
Woodley Concert band	£150.00	Inv 15767	£150.00		£150.00
Flood lights + H&S tape for wires	£1,340.00	Inv 15749	£1,431.43		£1,340.00
Waste Management	£515.00	Inv 15664	£515.00		£515.00
Clean up - Biffa (cash from fair income)	£50.00				
Henley Herald	£50.00	Inv 16184	£50.00		£50.00
Henley Standard Advert	£279.00	Inv 15750	£279.00		£250.00
Design Christmas, ad, leaflets, posters	£680.00	Inv 15780	£680.00		£500.00
Leaflet to promote Christmas (Print - 10,000)	£556.00	Inv 15781	£556.00		£1,000.00
Delivery of 6000 leaflets	£601.00	Inv 15701	£601.00		£600.00
Lantern Parade - River and Rowing Museum workshops	£560.00	Inv 16017	£464.60		£560.00
Bell for Town Crier	£20.99	Inv 15784	£17.49		
Hire of vehicle for parks, incl Insurance					
Other					
LIGHTING:					
Light Angels - labour ref festoons/tree lights, agreed Full Council 27 Sept 16	£5,250.00	Inv 15489/90 (for 2/3)	£5,250.00		£5,250.00
Emergency electrical repairs to cables etc	£0.00		£0.00		£0.00
Illuminations electricity - assume £0	£0.00		£0.00		£0.00
SMALL CHRISTMAS TREES					
Cost of small trees £42.00 x133	£0.00		£0.00		£5,050.00
TOTAL EVENT EXPENDITURE	£15,684.99		£15,138.12		£22,742.00
NET EVENT INCOME/EXPENDITURE	£7,034.01		£7,545.88		£919.20