



HENLEY-ON-THAMES
TOWN COUNCIL

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

Tel 01491 576982

enquiries@henleytowncouncil.gov.uk
www.henleytowncouncil.gov.uk

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

to be held on

MONDAY 23 SEPTEMBER 2019 9.30am

in

**COUNCIL CHAMBER, TOWN HALL, MARKET PLACE
HENLEY-ON-THAMES**

Mr S Jacklin-Edward
Town Clerk
11/09/2019

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

Mr Laurence Morris – Laurence Menswear
Mr R Reed
Mr S Jacklin-Edward – 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. **APOLOGIES FOR ABSENCE**

TO RECEIVE apologies for absence.

2. **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.

3. **MINUTES**

TO RECEIVE minutes of the meeting held on 24 May 2019 (attached).

4. **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).

5. **NEW MEMBERS**

TO CONSIDER a list of suggested nominations to join the Sub Committee, and to make recommendations on membership to the Town & Community Committee.

All members of the Sub Committee who are not Henley Town Council members will be required to sign a GDPR form.

6. **FREE USE AND EVENTS POLICY**

TO NOTE the Policy for Free Use of Rooms / Outdoor spaces by Festivals (*Policy attached*).

7. **HENLEY EVENTS**

TO NOTE the following events:

- 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).
- Henley Literary Festival – 28 September to 6 October (All over town)
- Living Advent Calendar - December (update)

8. **EVENT FEEDBACK**

TO RECEIVE feedback on the May Fair from T&C meeting

9. **HTC EVENTS FOR 2019**

TO RECEIVE AND: NOTE

- (i) Health Festival – 21 September (Market Place).
- (ii) Remembrance Day - 10th November 2019 (Town Hall)
- (iii) Christmas Festival Friday 29th November 2019

- **TO APPROVE** the latest arrangements
- **TO NOTE** Father Christmas Grotto is now at The Regal
- **TO NOTE** that the Kenton Theatre will be providing Panto characters for the lantern parade and light switch on
- **TO RECEIVE** a note on format of light switch on
- **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 17th January at 12.30pm at the Town Hall

Present: Councillor Sarah Miller (Chairman)
Councillor Kellie Hinton (Vice Chairman)
Councillor Dave Eggleton
Councillor Glen Lambert
Mr R Reed
Ms H Barnett – Town & Community Manager
Mrs N Taylor – Office Manager

1. **ELECTION OF CHAIRMAN**

Councillor Sarah Miller called for nominations for the election of a Chairman of the events Sub Committee for the year 2019-2020.

Councillor Kellie Hinton proposed and Councillor Eggleton seconded that Councillor Sarah Miller be elected Chairman for the year 2019-2020. There being no further nominations **IT WAS RESOLVED**

that Councillor Sarah Miller be elected Chairman for the year 2019-2020.

2. **ELECTION OF VICE-CHAIRMAN**

Councillor Sarah Miller called for nominations for the election of a Vice-Chairman for the year 2019-20.

Councillor Sarah Miller proposed and Councillor Dave Eggleton seconded that Councillor Kellie Hinton be elected Vice Chairman for the year 2019-2020. There being no further nominations **IT WAS RESOLVED**

that Councillor Kellie Hinton be elected Vice Chairman for the year 2019-2020.

3. **APOLOGIES**

Apologies for absence were received from Councillors John Hooper, Lorraine Hillier, Paula Isaac, Mr Laurence Morris – Laurence Menswear, Mr R Rodway – Living Advent Calendar, Mrs J Wheeler – Town Clerk, Mr K Bishop – Parks Manager and Mrs L Wisely – Mayors PA.

4. **DECLARATION OF INTEREST**

None received.

5. **MINUTES**

The minutes of the meeting held on 1 March 2019 were received, approved and signed as a true record.

6. **PUBLIC PARTICIPATION SESSION**

None received.

7. **TERMS OF REFERENCE**

The Terms of Reference for the Events Sub Committee were received and considered

Mr Richard Reed confirmed his acceptance of the Code of Conduct in accordance with the requirements of the Localism Act 2011, and signed a GDPR form.

It was noted that Councillor Lorraine Hillier was considering standing down from the Committee so a replacement ideally cross party would need to be found to replace her should this happen.

Members agreed that additional members from outside the Council should be sought as it was felt that a) Mr Richard Rodway was very busy (especially leading up to Christmas) and as it would seem that he was not able to spare the time to attend meetings he should be replaced on the committee, and b) another retailer / hospitality person such as Nuno or Odine from the Square would be good, as would Carolyn Molyneux, the owner of Cara Shoes, Ricky from Franco Belge or the lady from Stocks.

It was agreed that a short-list should be drawn up for discussion prior to the next meeting of this committee. **IT WAS RESOLVED TO RECOMMEND**

that a short-list of new members for the Committee be drawn ready for discussion at the next meeting of this committee.

that the Terms of Reference be noted.

8. FREE USE AND EVENTS POLICY

Members considered the Policy for Free Use of Rooms / Outdoor spaces by Festivals

Councillor Kellie Hinton did not feel that the Policy was complete and felt that staffing costs should be addressed. **IT WAS RESOLVED**

that the Terms of Reference for the Events Sub Committee be considered by the Senior Management / Chairs at their next meeting to discuss staffing costs and event rates.

Councillor Glen Lambert entered the meeting at 09:58.

Mr Richard Reed left the meeting at 10:00.

9. HENLEY EVENTS

Members noted the following events:

- Plant a plant in something in something unusual - Freemans 25 May 2019
- OVO Women's Cycling tour – 12 June (Town Centre) –
Event will involve the closure of the Greys Road Closure from 12 midnight 11 June.
Road closures around the Market Place for the duration of the event, with a rolling partial closure of Hart Street and full closure of New Street / Thames side – Rolling starting 20 minutes before the event start.
Helen Barnett to visit all businesses who use the car park for deliveries or who's employees use it for parking to advise that they need to be in and parked before 8am in the designated spaces or they will need to make alternative arrangements.
Additional event parking is being offered by the Fairmile Vineyard and it was suggested that a food outlet be engaged to park in that area offering food and drink to spectators. All pubs, restaurants and coffee shops are being visited to encourage them to open earlier and be a part of the event by joining in with the 'Big Bike Breakfast'.

The Mayor will be invited to attend the event and some entertainment for the start is being considered.

Hobbs being contacted to see if permission will be granted to hang a banner from their railings promoting the event.

People to be encouraged to cycle to the event and not drive.

A Water refill point in the square to be investigated.

School children's race before the start of the event to be encouraged.

- 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).
A request has been received for a large balloon in the shape of the moon to be attached to the roof of the town hall for the event. HB investigating further.
- 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 – 21 September (Market Place, Town Hall, Barn).
It was suggested that REFILL, Yoga and the Stroke Club be included in the event and that Emma Jane Taylor be contacted.

10. **EVENT FEEDBACK**

Councillor Sarah Miller stated that the event had once again been a great success and that £300 had been raised on the day for the Stroke Club. Any profits from the event will also be donated to the Stroke Club.

It suggested that as the event had now been in the current location and under the current organisation for three years that the Town Council may like to make it an official Henley Town Council organised event. **IT WAS RESOLVED TO RECOMMEND**

that an item be placed on the next Town and Community agenda to discuss making the May Fayre an official Henley Town Council organised event.

11. **HTC EVENTS FOR 2019**

Members noted that Remembrance Day will this year be Sunday 10th November 2019 and that the event will take the same format as in previous years.

Members discussed the Christmas Festival and noted:

- The event will this year take place on Friday 29th November 2019.
- The cost of pitches for this year's event will be £15 Henley based Charity pitch, £20 Charity pitch based outside of Henley, £50 Henley based non-food or drink commercial pitch, £60 non-food or drink commercial pitch from outside Henley, £75 Henley based food or drink commercial pitch, £100 food or drink commercial pitch from outside Henley. FOC any local retailer / hospitality outlet having a single pitch directly outside their own property.
- The closure on Hart Street be changed to 12 noon to enable the set-up of Carousel (3pm all other Roads).
- Father Christmas Grotto be relocated from the Kenton Theatre to the Council Chamber in the Town Hall
- Similar format be used as last year i.e. lantern parade, reindeer, stall layout etc.
- A specific area to be allocated for the choirs and sound system for the carol singing around the tree.

- Stalls to be encouraged to look as Christmassy as possible. A competition for the best dressed stall was suggested.
- Councillor Kellie Hinton to contact the craft people who attend the Henley Show to see if they would like to attend the event.
- If a celebrity is found to turn on the lights then it should be kept secret for as long as possible. If no celebrity is used that the same format as in previous years should apply.
- SAG Meeting to take place during the week 14-18 October.
- As this is the second year that his Fairground Company has been used a disclaimer should be signed to say that they have no claim to use the land.
- The budget was noted and it was agreed that £100 should be allocated for Social Media advertising.
- Investigation to be carried out again either at the Festival following this year's Festival with residents and retailers to see if the Friday or the Saturday is the preferred day of the week for the Christmas Festival to take place and if there are any changes that should be made to the event.

12. DATE OF NEXT MEETINGS:

Date of next Events Sub Committee Meeting:

Friday 13th September at 9.30am at the Town Hall

Additional Christmas Festival Meeting dates to be confirmed.

The meeting closed at 10.51am

nt

Chairman

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 Full 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 Pecuniary 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 (but capable of being extended at the Chairman's discretion).
3. 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.
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.



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.