

# HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY  
*Town Clerk*



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

**to be held on**

**TUESDAY 7 MAY 2013 AT 7.30 PM**

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

A handwritten signature in black ink that reads 'Mike Kennedy'.

Mr M Kennedy  
Town Clerk  
1 May 2013

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

District Councillor W Hall

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.*
3. **MINUTES**  
(i) TO APPROVE the Minutes of the Full Council meeting held on the 9 April 2013 (attached).  
(ii) TO APPROVE the Minutes of the Special Full Council meeting held on the 22 April 2013 (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 COUNCILLORS 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.
7. **MAYOR'S REPORT**  
(i) TO RECEIVE a report from the Mayor for the period 3 to 30 April 2013 (attached).  
(ii) TO RECEIVE any other announcements the Mayor may wish to make.
8. **REPORTS OF COMMITTEES**  
TO RECEIVE the Reports of the Committees:
  - i) **Planning Committee** – 16 April 2013 (previously circulated) & 30 April 2013 (attached)
  - ii) **Town and Community Committee** – 16 April 2013 (previously circulated)
  - iii) **Finance Strategy and Management Committee** – 23 April 2013 (attached)
  - iv) **Neighbourhood Planning Governance Committee** – 12 April 2013 (attached)
  - v) **Townlands Steering Group (TSG)**  
TO RECEIVE a written report from the Chairman, Councillor I Reissmann
9. **ANNUAL TOWN MEETING**  
TO RECEIVE and CONSIDER any matters arising from the minutes of the Annual Town Meeting held on 11 April 2013 (attached).
10. **ANNUAL MEETING OF THE COUNCIL (MAYOR MAKING)**  
TO RECEIVE and CONSIDER a report from the Town Clerk (report attached).
11. **EXCLUSION OF THE PUBLIC AND THE PRESS**  
TO EXCLUDE the public and the press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.
12. **CONFIDENTIAL**  
TO DISCUSS the licence fee for Market Place seating for the new Portuguese restaurant (report 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 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 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 (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.

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE MEETING OF FULL  
COUNCIL HELD AT 7.30PM ON  
TUESDAY 9 APRIL 2013 IN THE  
COUNCIL CHAMBER, TOWN HALL,  
HENLEY ON THAMES

Present: Mayor, Councillor Mrs E Hodgkin  
Deputy Mayor, Councillor S Gawrysiak  
Councillor M Akehurst  
Councillor D Clenshaw  
Councillor Miss S Evans  
Councillor Miss K Gehrman  
Councillor W Hamilton  
Councillor Miss L Hillier  
Councillor D Hinke  
Councillor Ms L Meachin  
Councillor D Nimmo-Smith  
Councillor Mrs P Phillips  
Councillor I Reissmann

In Attendance: District Councillor W Hall  
County Councillor P Skolar  
Mr M W Kennedy - Town Clerk  
Mrs P Price-Davies - Minute Taker / Committee Administrator  
Mr C Austin - Town Sergeant

Also Present: 1 member of the press  
9 members of the public

The Mayor spoke of the recent news of Baroness Thatcher who had passed away, she wished to publicly express condolences to her family and friends. She also informed members that as a mark of respect, Henley Town Council would be flying the Union Jack at half mast on the day of her funeral, which was to be held on Wednesday 17<sup>th</sup> April 2013.

The Mayor then informed the Council that from 26<sup>th</sup> March until after the local elections are held on Thursday 2<sup>nd</sup> May 2013, the Council is to follow a code of practice guidelines on local government publicity. This code of practice has placed a ban on publicising the views of all political parties and is informally known as 'Election Purdah'.

The Town Clerk read out the fire evacuation procedure and reminded Councillors and members of the public of the Code of Practice relating to Public Participation as stated on the agenda. He also drew members of the public's attention to the laminated rules placed on each seat in the public gallery.

**94. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs J Wood, Councillor D Silvester and Councillor Mrs J Bland.

**95. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**96. MINUTES**

The minutes of the Full Council meeting held on 26<sup>th</sup> February 2013 were approved and signed by the Chairman as a true record.

Councillor I Reissmann entered the meeting at 7.38pm.

Arising from the minutes:

Minute No.90 – Poplar Trees at Mill Meadows

The Town Clerk reported receipt of a letter from the District Council's Tree Officer through the consultant Sylva Planting. The Council had submitted an application for the removal of the remaining five poplar trees on the eastern verge, to be replaced with nine fastigate oaks planted four metres apart, and the crown reduction of the remaining six poplars along the western verge. The Tree Officer's preferred option was the removal of all eleven poplars on amenity grounds and for replanting to occur with fastigate oaks five metres apart. The Town Clerk confirmed that the Tree Officer would therefore issue a decision notice in two parts, approving the removal of the five trees on the eastern verge and refusing that part of the application relating to crown reduction. Since the Council had an obligation to fell the trees that had been shown to be unsafe, Members were asked to amend the Council's application for crown reduction of the remaining poplar in favour of their removal on amenity grounds. It was **RESOLVED**

**that the Council supports a variation to the Tree Preservation Order application in favour of the felling of all eleven poplars and the replanting with fastigate oaks at five metre spacings.**

**97. PUBLIC PARTICIPATION**

*Mr P Anderson, 159 Greys Road*

Mr P Anderson commented on the proposed development site of the Skateboard Park at Makins Recreation Ground. As a resident in the immediate vicinity he was concerned that he, along with other residents had not been consulted and they had concerns about the suitability of this site for such a development. The Mayor informed Mr Anderson that there was an established Skateboarders Group that were keen to engage with the community on this proposal and the reason that there had not yet been any public consultation was because no plans had yet been submitted.

*Mrs G Dodds, Elizabeth Road*

Mrs G Dodds thanked the Council for erecting The Kings Arms Barns Sign and was informed that the other signage would also be erected in due course. She raised concern over the safety of the steps between Deanfield Road and Church Street and requested that the Council investigate who owned them and when the necessary repairs were due to be carried out. The Mayor informed her that they were the responsibility of Oxfordshire County Council.

*Mr P Mains, River and Rowing Museum*

Mr P Mains requested that the Council re-consider the opportunity to enter into further discussion with the Museum regarding replanting the Poplar Trees at Mill Meadows. He re-iterated the fact that the Museum were in full support of the recommendation to fell all the trees on the western side of the Museum but objected to the choice of the replacement trees. He expressed his opinion that fastigate oaks were not the ideal choice for the site and he repeated his request for the Council to enter into further consultation with the Museum over this matter. The Mayor responded to his concerns, stating that the Council had observed the correct procedure and that the application had to include choice of species as a prerequisite and that there would now be fewer trees with greater spacings. The urgency had always been a safety issue, both with regard to the public and the Museum.

*Mr D Whittingham, The Malthouse*

Mr D Whittingham spoke of the fire that had occurred at The Malthouse last week and expressed gratitude at the bravery of the fire fighters who had dealt with the incident.

**98. DISTRICT/COUNTY COUNCILLOR REPORTS**

**District Councillors' Reports**

Members had before them reports from District Councillors Mrs J Bland, Mrs J Wood and Mr W Hall. It was **RESOLVED**

**that the reports be received and noted.**

Matters arising from the reports:

Councillor W Hall referred to his report which had been circulated to Councillors previously and gave a verbal update on the following issues:

**CIF Budget:** He reported that this budget had been doubled to £1,000,000 and urged all Councillors to encourage groups to apply to the fund.

**Garden Waste:** He reported that the move to Direct Debits for this service had increased efficiency of collection and greatly reduced the costs.

A member welcomed the increase to the CIF fund but urged SODC to scrutinise their investment performances as Henley Town Council had witnessed a more superior investment return. Councillor W Hall confirmed that he would refer this repeated request to Cabinet.

**County Councillors' Reports**

Members had before them reports from County Councillors P Skolar and D Nimmo-Smith. It was **RESOLVED**

**that the reports be received and noted.**

Matters arising from the reports:

The Mayor thanked County Councillor P Skolar for attending meetings of the full council as this was his last meeting as County Councillor.

County Councillor P Skolar referred to his report which had been circulated to Councillors previously and gave a verbal report on the following issues:

**The Townlands Development:** He announced that finally the development was going ahead and he expressed gratitude for Mr John Howell MP's recent intervention which had prevented further delays. He felt that work would realistically begin in June 2013 and would be completed in August 2015.

**Education:** He stated that there were 8,000 Primary School places available for the 2013/14 intake and that 7,341 applications had been received to date. He was pleased to report that over 90% of Secondary School applicants will get their first choice.

**Potholes:** He had recently inspected the state of Vicarage Road and was appalled by the condition of it and the amount of potholes, as a result he had submitted a request to Highways for the urgent action to be taken.

County Councillor P Skolar then read out a personal statement announcing that he was standing down as a County Councillor for Henley. He spoke of his involvement with HTC over the last 9 years, which had been mostly as a County Representative, as an enjoyable experience and he felt privileged to have represented the people of Henley.

County Councillor D Nimmo-Smith referred to his report which had been circulated to Councillors previously and gave a verbal report on the following issues:

**Removal of bollards in the Town Centre:** He reported that the work to the damaged bollards sited in the Market Square had finally been undertaken. Several members requested that the same work be undertaken to the bollards on the

opposite side of the square. Councillor D Nimmo-Smith responded to the request to investigate the possibility of this work being undertaken.

**Potholes:** Several members welcomed the news that a pothole repair programme had been established by OCC. They hoped that the Management of OCC Highways would oversee a comprehensive long-term solution to the current unacceptable condition of many roads in the vicinity. Councillor D Nimmo-Smith assured the Council that he would investigate the funding and management programme that OCC had in place.

**Cleaning of Road Signs:** The Mayor remarked on the fact that the road signs on the A4155 from Shiplake to Henley had been cleaned but she enquired as to when the signage on the other side of the town would also be cleaned. Councillor D Nimmo-Smith said that he would enquire and report back to the Council.

**99. FEEDBACK FROM REPRESENTATIVES ON OUTSIDE BODIES**

There was nothing to report.

**100. MAYOR'S REPORT AND ANNOUNCEMENTS**

Members had before them the list of Mayoral engagements from 20 February - 2 April 2013 inclusive for the Mayor, copy attached to the agenda. It was **RESOLVED**

**that the report be received and noted.**

ii) The Mayor made the following announcements:

- A Special meeting of the Full Council was to be held on Monday 22<sup>nd</sup> April at 7pm when the Twinning Ceremony between Henley Town and Bled, Slovenia would take place.
- There would be a Henley litter Blitz on 20 April 2013.
- A Volunteers Fair was to be held in Market Place on 27 April 2013.
- She had recently attended a meeting of the Parkinson's UK, Henley branch where the Mayor of Henley had been formally invited to become an Honorary Patron.

**101. REPORTS OF COMMITTEES**

(i) The Minutes of the meetings of the Planning Committee held on 5 and 26 March 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meetings of the Planning Committee held on 5 and 26 March 2013 and the recommendations therein be received, approved and adopted.**

(ii) The Minutes of the meeting of the Town and Community Committee held on 12 March 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Town and Community Committee held on 12 March 2013 and the recommendations therein be received, approved and adopted.**

Arising from the report:

Minute No.94 – Julie Perigo – The Henley Partnership Update

A member requested clarity over the Articles of Association of The Henley Partnership, stating that Henley Town Council needed to be assured that the company was legally constituted. It was agreed that as the Chair of The Henley Partnership, Julie Perigo should be invited to the next Town and Community meeting to clarify this issue.

Minute No.95 – Decriminalisation of Parking

Members reported that the meeting held on the 28<sup>th</sup> March 2013 with Henley, Didcot,

Thame and Wallingford had been extremely productive and that the minutes would be distributed at the next meeting.

Minute No.97 – Old Fire Station Gallery and Kings Arms Barn Working Group

A member informed the Council that the booking system for both venues had been improved and that both deposits and bookings could now be carried out either online or in-person at the Town Hall.

Minute No.98 – Twinning with Bled

A member aired concern over the lack of consultation at Full Council regarding the decision of the twinning of Henley-on-Thames with Bled, Slovenia.

(iii) The Minutes of the meeting of the Finance Strategy and Management Committee held on 19 March 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Finance Strategy and Management Committee held on 19 March 2013 and the recommendations therein be received, approved and adopted.**

*Arising from the report:*

Minute No.98 – Grants

Councillor W Hamilton reported that The Springbox Gym Club had not been in contact with him to date to take up his offer of help with applying for a CIF grant.

Minute No.100 – Community Governance Review

A member confirmed the outcome of the recent Boundary Commission Review into the electoral arrangements for South Oxfordshire. It was confirmed that a single three member ward for Henley would be contested at the next District Council Elections. It was **RESOLVED**

**that the matter be noted.**

Minute No. 102 iv – Confidential – Staff Appraisals

A member suggested that the Henley Town Council's Staff Appraisals should be reviewed. It was **RESOLVED**

**that the process for conducting Staff Appraisal System be reviewed and the matter be referred to a future meeting of the Finance, Strategy and Management Committee meeting for further consideration.**

(iv) The Minutes of the meeting of the Recreation and Amenities Committee held on 26 March 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Recreation and Amenities Committee held on 26 March 2013 and the recommendations therein be received, approved and adopted.**

*Arising from the report:*

Minute No.78.iv – Minutes

A member proposed that the expenditure of £2,640 from the Christmas Events and Decorations Sub Committee for the replacement of various tree lights should come solely from the Capital budget rather than part funded from the Revenue budget. It was **RESOLVED**

**that the expenditure of £2,640 from the Christmas Events and Decorations Sub Committee for the replacement of various tree lights be referred back to the next Finance, Strategy and Management meeting on 23<sup>rd</sup> April 2013 for further determination as to the source of funding.**



Minute No.82 – Progress Report

A member announced that the date for the installation ceremony of the Mermaid Sculpture and the re-opening of Red Lion Lawn was confirmed as 6<sup>th</sup> June 2013 and all Councillors would be receiving an invitation to this reception.

(v) The minutes of the Neighbourhood Planning Governance Committee (NPGC) meeting held on 8 March 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Neighbourhood Planning Governance Committee held on 8 March 2013 and the recommendations therein be received, approved and adopted.**

*Arising from the report:*

Minute No.7 – The Joint Neighbourhood Plan Application

Councillor D Hinke, as Chairman of the Neighbourhood Planning Governance Committee confirmed that the revised Joint Neighbourhood Plan application, combining the parishes of Harpsden and Henley had been submitted and accepted by SODC. The six week consultation process had begun and concludes on 7 May 2013.

Minute No.7 – Appointment of Consultants

The Chairman confirmed that the draft of the tender specification for the Joint Neighbourhood Plan had been written and would then be sent out to at least three selected Consultants.

A member expressed concern that the Committee had been awarded delegated powers to spend up to the allocated budget. He felt that any monies spent should be reported back to Full Council for approval, keeping it consistent with the budget control of the other Committees and Standing orders. Members discussed this issue in the context of the Joint Neighbourhood Plan being a single project. It was **RESOLVED**

**that the Neighbourhood Planning Governance Committee should have delegated powers to act and oversee the delivery of the road map on time and to budget.**

(vi) Townlands Steering Group (TSG) Committee

Members had before them an update report from The Chairman of the Townlands Steering Group. It was **RESOLVED**

**that the report be received and noted.**

The Chairman gave a verbal update, confirming that all the planning conditions for the Townlands Development had finally been met. He announced that the Bicester re-development had now actually achieved financial closure, he regarded this as a positive progression for the Townlands re-development as they have both been run by the same PCT team. Anticipating financial closure for the Townlands re-development in either April or May 2013, he assured members that he would report back any further developments to the progress of the project.

The meeting closed at 9.20 pm.

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE SPECIAL MEETING  
OF FULL COUNCIL HELD AT 7.00PM  
ON MONDAY 22 APRIL 2013 IN THE  
MAIN HALL, TOWN HALL, HENLEY ON  
THAMES

- Present: Mayor, Councillor Mrs E Hodgkin  
Deputy Mayor, Councillor S Gawrysiak  
Councillor Mrs J Bland  
Councillor D Clenshaw  
Councillor Miss S Evans  
Councillor Miss K Gehrmann  
Councillor Miss L Hillier  
Councillor D Hinke  
Councillor D Nimmo-Smith  
Councillor Mrs P Phillips  
Councillor I Reissmann  
Councillor D Silvester
- In Attendance: Mr M W Kennedy - Town Clerk  
Mr C Austin - Town Sergeant
- Also Present: The Deputy Lord Lieutenant, Lord Camoys  
The Mayor of Bled, Janez Fajfar  
The British Ambassador to Slovenia, His Excellency Mr Andrew Page  
The Slovenian Ambassador to UK His Excellency Mr Iztok Jarc  
The Chairman of the British-Slovenia All-Party Parliamentary Group,  
Mr Neil Parish MP  
The Chairman of South Oxfordshire District Council, Cllr Janet Carr  
3 members of the press and media  
Approximately 70 invited guests and members of the public

The Processional Party headed by the Mace bearer; The Mayor of Henley-on-Thames, Councillor Mrs Elizabeth Hodgkin; The Mayor of Bled, Janez Fajfar; Members of Henley-on-Thames Town Council; Town Clerk and Mayor's Chaplain entered the meeting.

The Reverend Canon Martyn Griffiths opened the proceedings with prayers

**102. MAYOR'S WELCOME**

The Mayor welcomed the Mayor of Bled, Janez Fajfar, the Deputy Lord Lieutenant, Lord Camoys; the British Ambassador to Slovenia, His Excellency Mr Andrew Page; the Slovenian Ambassador to UK His Excellency Mr Iztok Jarc; The Chairman of the British-Slovenia All-Party Parliamentary Group, Mr Neil Parish MP; The Chairman of South Oxfordshire District Council, Cllr Janet Carr; and all guests from Bled and Henley on the occasion of the official twinning ceremony between the towns of Henley-on-Thames and Bled in Slovenia.

**103. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Akehurst; W Hamilton; Ms L Meachin; and Mrs J Wood.

104. **BLED TWINNING**

Deputy Mayor, Councillor Stefan Gawrysiak proposed and Councillor Mrs Pamela Phillips seconded:

“that the twinning agreement between Henley on Thames and Bled previously approved by the Town Council, be now signed and sealed and presented to the Mayor of Bled”.

The proposition was put to the vote and **UNANIMOUSLY RESOLVED**

**that the twinning agreement between Henley on Thames and Bled previously approved by the Town Council, be now signed and sealed and presented to the Mayor of Bled.**

The Mayor of Bled replied, thanking the Town and the Council for their hospitality and for confirming the Twinning Agreement between Henley-on-Thames and Bled. He invited the representatives of the Town to the reciprocal twinning ceremony in Bled, Slovenia in September.

The meeting closed at 7.20 pm.

*Mayor*

**Henley-on Thames Town Council**

Report for Full Council on Tuesday 12 June 2012

District Councillor Reports

***Report by District Councillor Mayor, Mrs E Hodgkin***

- **Neighbourhood Planning:** It is hoped that there will be a Community Investment Levy (CIL) schedule in place by April 2014. This levy replaces the new homes bonus which can be paid to councils dependent upon the homes that are built. There is still debate as to whom this levy is paid to, i.e. within whose parish the homes are built or to the parish that will bear the extra associated costs/burden.
- **Community Investment Fund:** Questions have been asked with regard to the fact that organisations cannot apply for both the small and larger grants within a two year period. Therefore if an organisation is successful with a small grant this will preclude them from applying for one of the larger grants. Also during 2013 the fund was under subscribed so it is important for both the District Councillors and Town Councillors to ensure that organisations are aware of the fund.
- **Planning Issues:** As Ward Councillor I attended and spoke regarding the Kenton Theatre application. This application was turned down by SODC Planning. It was felt that the signage was inappropriate in a Conservation area and on a Listed Building. There are specific guidelines on signage which both the District and Town Councils have adhered to over quite a few years and it was felt that consistency was of utmost importance in protecting the special nature of our Conservation Area. Both the District and Town Councils have supported the Kenton financially over the years. It is hoped they may find another way of promoting the Theatre.
- **Scrutiny:** Items on a recent scrutiny committee meeting covered a performance review of Biffa (the Council's refuse and street cleaning contractor), an update on flood prevention work in the district and the performance of Sodexo the horticultural contractor.

Biffa reported that they are looking into a Nappy recycling scheme where 100% of the nappy can be recycled and is then used for various purposes. Plastic being the main by-product.

There will be a further **Big Deep Clean** in areas in the District. This was very successful in 2012 and Henley will once again be part of this. If there are any areas that members would suggest could benefit please let me know and I will pass this information on.

The committee asked for a schedule of street cleaning to be made available and as soon as this is done I will ensure that the Town Council Information Centre has a copy as there are some areas of the town where concern has been shown. Questions such as how often? Where? How to ensure that cars are not parked so that kerbs can be cleaned? Etc.

The garden waste scheme continues to be successful. The giveaway compost scheme will take place and again, as soon as we are informed, I will let the Information Centre know so that our residents can benefit from this if they wish.

***A few interesting facts:***

The number of reported weekly missed collections per 100,000 collections for 1 January 2012 to 31 December 2012 was 34. 97.6% of which were rectified within 24 hours. This is an improvement on 2012.

52.1% of household waste was sent for recycling and composting

This is slightly increased from 2011 and seems fairly low. I would have hoped that this could be improved even more and the contractor and SODC are looking for ways to improve this.

In a customer satisfaction survey from a Citizens Panel\*. 560 responses were received. 82% were satisfied with cleanliness of streets and pavements in their area. 88% were satisfied with the cleanliness of pavements and the area after collections. Overall satisfaction with the waste service is 96%, 99% satisfied with the reliability of the service and 73% are very satisfied.

\* *The Citizens Panel consists of 973 members who have registered to be part of this panel. They can participate either by post or online.*

The contract for Sodexo covers grass cutting, maintenance of shrub beds, maintenance of hedges, maintenance of play areas, litter clearance, vegetation control of hard surfaces, minor tree works and burials (at Wallingford and Kidmore End).

For Henley their work is in the two car parks and outside the Station toilets. I did request a schedule of their visits but because our areas only extend to the maintenance of shrubs this tends to be dependent upon weather conditions. After a requested visit with the Cabinet Member, David Dodds, during 2012 works were carried out to these shrub beds and I will continue to press for continued improvement of these areas.

The committee received a presentation by Oxfordshire County Council, the Environment Agency, Thames Water and SODC regarding Flood and Water Management.

All these agencies are working together on preventative works and also to ensure that a co-ordinated approach is made when any flooding occurs.

There is a booklet "Are you Ready?" which is available from the Henley Information Centre.

A note for information: instead of sand bags there is available a produce called "Aqua Sacks" which are light and easy to carry and reacts with water and expands and appears to be very successful. Town Councils may apply for these to keep in store.

**Cllr Elizabeth Hodgkin**  
29 April 2013  
[hodgkin@waitrose.com](mailto:hodgkin@waitrose.com)

**Henley-on-Thames Town Council**

Report for Full Council on Tuesday 7 May 2013

District Councillor Reports

***Report by District Councillor Mrs J Bland***

Since April 2011, Oxfordshire County Council have been the lead local flood authority working closely in a co-ordinated partnership with SODC and other agencies. At my request at a recent Scrutiny meeting we were given an update of the flood prevention work that has been done since the partnership began. The officers gave a presentation. Representatives from OCC highways, OCC emergency planning, Monson and the Environment Agency were in attendance to answer questions from the committee. The agencies work very well in unison, and have prevented flooding by working together. The Assingdon Spring has sprung, it has adversely effected Henley in the past. However water is contained in the fields and is subsiding. The agencies are not expecting it to flow unless we have exceptional heavy rains. The watercourse has been checked, Monson are making sure that all the ditches and culverts are clear just in case. SODC has stocks of inflatable bags that serve better than sand bags in case of an emergency.

We also had an update on emergency planning in case of a disaster. Again it is a multi-agency responsibility. They comply to the civil contingencies act 2004. Its aim is to build a resilient community. Local people can help by noting vulnerable neighbours and giving their addresses to their parish clerks. This information is kept on a very private database and can only be used in disasters. OCC and SODC are the co-ordinators.

Joan Bland  
29 April 2013  
[joan@asquiths.com](mailto:joan@asquiths.com)

**NOTE OF A MEETING OF  
OXFORDSHIRE LARGER LOCAL COUNCILS**

**17 April 2013  
Kennington Village Hall**

1. Present:

Banbury Town Council – Mark Recchia, Didcot Town Council – Cllr. Margaret Davies & Dominic Stapleton, Henley-on-Thames Town Council – Mike Kennedy, Witney Town Council – Cllr. Harry Eaglestone & Sharon Groth, Grove Parish Council – Graham Mundy, Oxfordshire Association for Local Councils (OALC) – Cllr. Peter Biggs, Cllr. Malcolm Leeding, Cllr. Angela Lawrence, Christine Lalley, Jan Gosset, National Association of Local Councils – Chris Borg

Cllr. Biggs reported the recent sudden death of Peter Lacey, NALC advisor on financial affairs and County Officer at Somerset ALC. The meeting observed a short silence. Cllr. Biggs also informed those present that this would be the last meeting of the LLC Group that he would be chairing as he would be resigning as Chairman of OALC in June.

2. Apologies

Andy Rogers – Wallingford Town Council, Cllr. Parnell – Grove Parish Council, Cllr. Gawrysiak – Henley Town Council

3. Matters arising from note of last meeting 02 October 2012

There were no matters arising.

4. Update on national context

Chris Borg spoke to his briefing note which had been previously circulated. He reported that arrangements were in hand to cover the work undertaken by Peter Lacey; initially all financial enquiries would be fielded by the Legal Team but in the medium term the plan was to appoint a suitably qualified person from the private sector with experience of the public sector. Issues raised by those present were the form and content of the National Larger Councils Conference which needed refreshing and dissatisfaction with the service provided by NALC's Legal Team to a direct access a council recently. A question was raised as to whether there was a mechanism which would allow a council to resign from membership of NALC but remain in membership of OALC. Cllr. Leeding stated that it was the County Associations that were the members of NALC, individual councils were members of their County Association and had access to NALC's services via that membership.

5. NALC Larger Local Councils Committee 16 April 2013

Cllr. Lawrence had attended the meeting on 16 April and would be providing a written note. She briefly reported that debate had taken place on membership, recruitment and retention, poor communications between NALC and CALCs and the need to improve the information bulletins issued. The matter of the National LLC Conference had also been raised

and again the view was that this needs to be reviewed. She invited any members who had views on any of these issues to let her know.

6. NALC National Council (11/12/2012 & 26/03/2013) & Policy Committee (06/11/2012 & 05/02/2013)

The report of the National Council meeting held on 26/03/2013 was tabled. Cllr. Leeding reported that NALC were faced with a period of considerable change with a new Chairman and Vice-Chairmen, the resignation of the current Chief Executive and a financial deficit to be addressed. The July meeting of National Council will discuss "A Strategy for the Future" – a document which is currently being prepared.

The matter of liaison meetings between NALC and SLCC at member level was raised – currently liaison takes place between the two Chief Executives – it was felt that the previous arrangement for liaison at member level should be reinstated. OALC will contact NALC formally requesting this. Christine Lalley will draft an email and will circulate this to all LLC asking for comments before sending to NALC.

7. Code of Conduct – revised guidance from DCLG

Christine Lalley reported that revised guidance had been issued by DCLG in March which clarified some of the issues around dispensations especially with regard to the setting of the precept.

8. Neighbourhood development plans - update

Christine Lalley reported that the DCLG had issued an update in March and that there would be funds of up to £7000 per neighbourhood area available to contribute towards the cost. Discussion took place as to whether or not this money would be paid direct to local councils or would again be held by the district councils. One body would now be supporting the delivery of Neighbourhood Development Plans – a working partnership of Locality and RTPi.

9. OALC Training Programme

Further to the details provided of the programme to July plans were in hand to provide two further courses in the autumn on HR & Good Employment Practice and FoI/Data Protection/Data Transparency. Mike Kennedy updated those present on the SLCC training plans and stated that OALC would be attending the next branch Executive Committee meeting where the issue of training provision for CilCA would be raised.

10. Issues raised by member councils

- a) Business rates and how to ensure that local councils obtain a proportion of them - raised by Didcot Town Council. A copy of a presentation made to the SLCC Larger Local Councils Conference is attached to this note. Chris Borg confirmed that NALC are aware of and are lobbying on this issue.
- b) Community Infrastructure Levy – raised by Didcot Town Council – an update was requested as to how district councils were handling this. Again it was important that local councils were able to obtain a proportion of this.



- c) A request from the Chairman of Grove Parish Council that future meetings of this group be held in the evenings. Discussion took place about this and it was felt for a variety of reasons ( clashes with other evening meetings, the need to require clerks to attend in the evenings, the difficulty this would present to staff members from NALC) that the timing not be changed.

11. Issues raised by member councils

Cllr. Leeding raised the work of the Smaller Councils Committee at NALC which had recently been set up to represent the interest of the smaller councils in the same way as the Larger Local Councils Committee. He also raised the issue of the proposed changes to planning legislation regarding extensions. The proposed relaxation of the planning requirements could make difficulties for local councils in dealing with complaints from residents.

Chris Borg reported that at a meeting with DCLG Neighbourhood Planning had been discussed, there were now 400/500 Plans in the pipeline and energies were now to be focussed on encouraging those who had commenced the process to see it through.

12. Date of next meeting

Wednesday 2 October 2013 at Kennington Village Hall commencing at 10.30 am, finishing at 12 noon.

**MAYOR'S REPORT****Civic Engagements – April /May 2013**

<b>FUNCTIONS ATTENDED BY THE MAYOR</b>		
<b>* Attended by Deputy Mayor</b>		
<b>DATE</b>	<b>ORGANISATION/NAME</b>	<b>FUNCTION</b>
04.04.13	Henley Town Council	Pre Regatta Meeting
05.04.13	Bled Twinning Association	Meeting at Leander Club
05.04.13	SODC Chairman	Charity Dinner
06.04.13	Chocolate Theatre Company	Presentation of Large Chocolate Easter Egg to Competition winners
*07.04.13	Help for Heroes	Charity Stretcher walk through town
08.04.13	First Great Western	Meeting at Henley Station re improvements to platform
09.04.13	Henley Standard	Meeting with Chief Executive & Editor re promotion of Henley in Bloom
11.04.13	Henley Town Council, SODC & John Howell MP	Visit of Delegation from China
11.04.13	Henley Town Council	Annual Town Meeting
14.04.13	Reading Guild of Arts & Crafts Annual Exhibition	Open Exhibition
14.04.13	Henley Lions	Lions Charter Luncheon
16.04.13	Henley Memorial	Meeting
17.04.13	Henley Town Council	Meeting with Miles Watson-Smyth
17.04.13	Henley in Bloom	Garden Buddies meeting
20.04.13	Henley in Bloom	HIT Litter campaign
21.04.13	South Chiltern Scouts	St Georges Day Parade
*21.04.13	Bled delegation	Visit to Wedding Fair at River & Rowing Museum
21.04.13	Bled delegation	Host dinner at Leander Club
22.04.13	Bled delegation	Trip on Enchantress
22.04.13	Bled delegation	Lunch at River & Rowing Museum
*22.04.13	Bled delegation	Visit to Henley College
*22.04.13	Bled delegation	Tea reception at Hotel du Vin
22.04.13	Henley Town Council	Bled Twinning Ceremony
22.04.13	Bled Twinning Association	Dinner on the Waterman
23.04.13	Henley in Bloom	Meeting with Thames & Chiltern Mentor
25.04.13	Mencap	Pantomime
26.04.13	Henley 60+ Club	Goodbye to member
26.04.13	Henley Arts & Craft Guild & Henley Trail	Open Event
26.04.13	Wallingford Town Council	Civic Dinner
27.04.13	Henley Town Council	Open Volunteer Fair
29.04.13	Henley Municipal Charity	Meeting
29.04.13	Henley Handibus	AGM
30.04.13	Henley in Bloom	Photo Shoot – Henley Fire Station
01.05.13	Badgemore School	Assembly re Bat Boxes

**HENLEY-ON-THAMES TOWN COUNCIL**

**MINUTES OF THE NEIGHBOURHOOD PLANNING GOVERNANCE  
COMMITTEE HELD ON 12 APRIL 2013 AT 9.00AM IN THE COMMITTEE  
ROOM, TOWN HALL, HENLEY-ON-THAMES.**

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**Present:** The Deputy Mayor, Councillor S Gawrysiak (substituting for  
Councillor Akehurst)  
Councillor D Hinke (Chair)  
Councillor W Hamilton  
Councillor D Silvester (substituting for Councillor Nimmo-Smith)

**In attendance:** Mr M W Kennedy – Town Clerk  
Councillor R Dorkings (Harpsden PC)  
Councillor K George (Harpsden PC)  
Mrs S Tipple Parish Clerk (Harpsden PC)  
1 member of the public  
1 member of the press

11. **APOLOGIES FOR ABSENCE**  
Apologies for absence was received from Councillors M Akehurst and  
Councillor D Nimmo-Smith.

12. **DECLARATIONS OF INTEREST**  
None.

13. **PUBLIC PARTICIPATION SESSION**  
None

14. **THE JOINT NEIGHBOURHOOD PLAN APPLICATION TO SODC**  
Members had before then a letter from the South Oxfordshire District Council's  
(SODC) Policy Team, copy having been issued, confirming receipt of the Joint  
Neighbourhood Plan Area for Henley and Harpsden, which replaced the original  
submission made solely by Henley Town Council, and publication of a seven  
week consultation period which ends on 17 May and which should be adopted  
by SODC by the end of May It was **RESOLVED**

**that the report be received and noted.**

15. **APPOINTMENT OF CONSULTANTS**  
Members had before then the final draft copy of the brief for the appointment of  
consultants to assist in the neighbourhood planning process, copy having been  
issued. In noting that the amendments proposed by Harpsden had been  
incorporated into the revised brief, Councillors considered all aspects of the  
tender documentation and those companies who would be invited to submit  
bids. It was **RESOLVED**

**that the final draft brief, as amended at the meeting, be approved  
and that the invitations to tender, as discussed, be issued.**

16. **DRAFT PROJECT PLAN**

Following Committee's adoption of a Road Map at its last meeting, Councillors considered the preparation of a Project Plan, a prerequisite for unlocking SODC funding towards the cost of the Joint Neighbourhood Plan.

It was **RESOLVED**

**that Councillors Akehurst and George be delegated responsibility for preparing the Project Plan.**

17. **PROGRESS ON THE ROAD MAP**

The Chairman confirmed that progress on the Road Map was now moving forward. There were no notable delays to report. it was **RESOLVED**

**that the report be noted.**

18. **WEBSITE DEVELOPMENT**

The Committee was delighted to learn that a volunteer had agreed to assist in the design of a dedicated website for the Joint Henley and Harpsden Neighbourhood Plan. A domain name [www.JHHNP.co.uk](http://www.JHHNP.co.uk) had been acquired. Meanwhile, the design of the logo and the homepage of the website is progressing. Members recognised the need to engage with the whole community, including young people and to make the website as interesting as possible. It was **RESOLVED**

**that the report be noted and that the Committee's thanks and appreciation be recorded to the website designer recognising that his costs were being given free and ex gratia.**

19. **THE REVISED NEIGHBOURHOOD PLAN MAP**

The Committee was informed that a new combined Map of the parishes of Henley and Harpsden would be required as part of the travelling exhibition and would be used at future Public Opinion Days. A new banner, to be used in conjunction with the exhibition stand previously purchased last year, would be commissioned. It was **RESOLVED**

**that the report be noted.**

20. **FUNDING FOR THE NEIGHBOURHOOD PLAN**

Members had before then a letter from SODC's Head of Planning, copy having been issued, confirming that £15,000 was available from SODC towards the cost of producing the neighbourhood plan. Funding is conditional on receipt of an application, a neighbourhood project plan ( see Min. No. 16 above), and an estimate of the cost to produce the joint neighbourhood plan. It was **RESOLVED**

**that the report be noted.**

21. **SODC OFFICER SUPPORT**

Members had before then an email from the SODC Policy Team, copy having been issued, which expressed support from the district council's leisure team to assist in the neighbourhood planning process when looking at leisure/sport provision within neighbourhood plans.

The Committee welcomed this offer and acknowledged that the protection of green spaces is fundamental to the vision of the both Henley and Harpsden. Although the neighbourhood plan is not just about housing, the provision of leisure facilities is important, the last public opinion day held in Henley included seven suggested topics on which the public were invited to express their views and yet the focus was on housing and traffic. It was **RESOLVED**

**that the report be noted.**

22. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for Friday 24 May 2013 at 9.00am.

The meeting closed at 9.27am.

Chairman

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE ANNUAL  
TOWN MEETING HELD ON  
THURSDAY 11 APRIL 2013 IN  
THE COUNCIL CHAMBER,  
TOWN HALL, HENLEY ON  
THAMES.

**Present:** The Mayor, Councillor Mrs E Hodgkin  
The Deputy Mayor Councillor S Gawrysiak  
Councillor M Akehurst  
Councillor Mrs J Bland  
Councillor D Clenshaw  
Councillor W Hamilton  
Councillor Miss S Evans  
Councillor Miss L Hillier  
Councillor D Hinke  
Councillor D Nimmo-Smith  
Councillor Mrs P Phillips  
Councillor I Reissmann  
Councillor D Silvester

**Also Present:** District Councillor W Hall  
32 Members of the Public  
1 Member of the Press  
Mr M Kennedy, Town Clerk  
Ms J Brazil, Minute Taker

1. **WELCOME**

The Mayor of Henley on Thames, Councillor Mrs E Hodgkin welcomed organisations and members of the public to the Annual Town Meeting and invited everyone to join her for refreshments after the meeting.

2. **APOLOGIES**

Apologies for absence was received from Councillors Miss K Gehrman and Mrs J Wood.

3. **MINUTES**

The minutes of the Annual Town Meeting held on 12<sup>th</sup> March 2012 were not available at the time of the meeting. The Mayor advised they would be signed at the next annual meeting.

4. **REPORTS FROM COMMUNITY ORGANISATIONS**

The meeting received 22 written reports from town groups and community organisations (copies attached to the office copy of these minutes and on the Council website [www.henleytowncouncil.gov.uk](http://www.henleytowncouncil.gov.uk)). It was **RESOLVED**

that the reports from Community organisations be received and noted.

5. **ANNUAL REPORTS ON THE COUNCIL'S ACTIVITIES FOR 2012/13**

The following Annual Reports were given: (copies attached to the office copy of these minutes and on the Council website [www.henleytowncouncil.gov.uk](http://www.henleytowncouncil.gov.uk))

Planning  
Neighbourhood Plan  
Finance Strategy and Management  
Town and Community  
Recreation and Amenities  
Townlands Steering Group

6. **MATTERS ARISING FROM THE REPORTS**

District Councillor W Hall asked whether any public money had been spent in the proposed twinning with the town of Bled in Slovenia and questioned the relevance to the community of the town as a whole.

Councillor Phillips confirmed that no public money was being used for the Twinning visit and that an amount of money had been received from Henley Royal Regatta which would be used to take two teams of Rowers to Bled in September. The cost of Councillors and members of the Bled Twinning Association attending this trip would be self funded.

7. **PUBLIC QUESTION TIME**

The Mayor invited questions and comments from electors on any matters which affects the Town.

David Dickie, Henley Hockey Club said that the Annual Town Meeting was not a political meeting but that members of the community were put off by the political side to the meeting. He requested the Annual Town Meeting be about the local groups and not about party politics.

District Councillor W Hall asked why both the District and County Councillors had not been asked to supply a written or verbal report at the meeting. A debate followed were upon it was **RESOLVED**

**that District and County Councillors be invited to submit written reports about Henley only to future Annual Town Meetings. It was also agreed that the agenda for the Annual Town Meeting be reviewed to hold a more community base format for future years.**

8. **CLOSING REMARKS**

The Mayor, Councillor Mrs Elizabeth Hodgkin thanked the members of the community present for attending the meeting, the Councillors of Henley Town Council for the time they give to their council work and the Staff of Henley Town Council. She then invited everyone to join her for refreshments and to meet with other colleagues supporting the town for informal networking.

9. **CLOSE OF MEETING**

The meeting closed at 8.23pm

Mayor

**Report of the Town Clerk to a Meeting of Full Council  
to be held on Tuesday 7 May 2013**

**THE ANNUAL MEETING OF THE COUNCIL**

**1. Executive Summary**

- 1.1 This report explains the Council's powers to discharge its functions through the appointment of committees and sub-committees. It also deals with the appointment of the Town Medal Committee.

**2. Background Information**

- 2.1 At the reconvened meeting of Full Council held on 22 January 2013, Min. No. 78 refers, Members requested that the procedural matters on the Town Medal Committee be discussed at a further meeting of Full Council.
- 2.2 Council is invited to decide how this should be resolved ahead of the Annual Meeting next week.

**3. Detailed Consideration**

- 3.1 When powers are given by Parliament to a local council they are given to the full council. Many of the powers granted by Parliament are contained in the Local Government Act 1972 (LGA 1972). Unless councils make arrangements to **delegate** some of their functions to committees or officers, decisions can only be made by full council.
- 3.2 Section 101 of the LGA 1972, allows councils to discharge their functions by delegating them to:
- a committee; or
  - a sub-committee; or
  - an officer of the authority; or
  - another local authority
- 3.3 There are exceptions to this, for example a council cannot delegate the function of setting the precept to a committee.
- 3.4 Assuming the Council wishes to maintain the same committee structure for the ensuing local government year, 2013/14, then the following Committees will be appointed:
- Planning Committee
  - Recreation and Amenities Committee
  - Town & Community Committee
  - Finance Strategy and Management Committee
  - Neighbourhood Planning Governance Committee
  - Town Medal Committee
  - Townlands Steering Group
- 3.5 The Townlands Steering Group is not actually a Committee of the Council because the provision of health care services is not a function of this Council and cannot logically fit into the Council's committee structure. However, the Townlands Steering Group was set up by the Council and is serviced by the Information Centre Manager. It appoints Councillors who work with other members of the community to ensure the retention of Townlands Hospital as a Locality Hospital in any future Health Service reorganisation with a minimum of 30 intermediate and primary care beds and acts as an effective conduit between the Health Authority and the Primary Care Trust.



- 3.6 Putting to one side the Townlands Steering Group, the remaining six Committees are appointed by the Town Council to discharge the functions of the Council and, in accordance with the LGA 1972 s101, may be granted full delegated powers to act on the Council's behalf. Committees may choose not to exercise this power and refer the matter back to Full Council to decide.
- 3.7 The Council introduced a partial scheme of delegation in March 2011 and it is my intention to present a further report on this aspect later in the year.
- 3.8 It is for Full Council to determine the terms of reference for each committee at the Annual Meeting although generally these remain unchanged from year to year. The custom here is for committees to review their own terms of reference at the first meeting and recommend these to Full Council for adoption. However, since the Town Medal Committee meets only once a year it is important to clarify its terms of reference beforehand.
- 3.9 The purpose of the Town Medal Committee is to mark individuals who have enhanced the status of the Town and the well-being of its residents over a significant period of time by their clearly evidenced links with the Town or its organisations.
- 3.10 This report does not examine the selection criteria but considers whether the Council wishes to delegate this function to a committee with full delegated powers to act, or not. Under the present arrangements, the Town Medal Committee is required to make a recommendation to Full Council.
- 3.11 Only Members of the Committee consider the testimonials for each candidate and yet if Full Council is to ratify the Committee's recommendation it must follow that all Members of the Council will need to have sight of all the nomination forms if they are to make a considered decision.
- 3.12 The appointment of a Town Medal Committee by Council under the LGA 1972 s101 recognises that Council places its trust in those members of the Committee to handle the selection process without reference to Council other than to report back to Full Council the minutes of the meeting that will contain the names of the candidates who have been awarded the Town Medal.
- 3.13 The alternative would be for all Members of the Council to meet as a Committee of the whole Council to consider the nominations for Town Medal once a year.

#### 4. **Recommendation**

- 4.1 That Council appoints a Town Medal Committee with full delegated powers to make awards, the criteria for this award to be the subject of a further report to the Committee with recommendation for adoption by Full Council .

Mike Kennedy, Town Clerk  
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30 April 2013  
01491 630074