

Present: Councillor Miss S Evans
Councillor Miss K Hinton
Councillor Miss S Miller
Councillor D Nimmo Smith (substitute for Councillor Ms H Chandler-
Wilde)

In attendance: Mrs N Taylor - Committee Administrator

In the absence of the Mayor, Councillor D Nimmo Smith took the chair.

1. ELECTION OF CHAIRMAN

Councillor D Nimmo Smith called for nominations for the election of Chairman for the municipal year 2015-16. It was **RESOLVED**

that Councillor Miss S Evans be elected Chairman of the Christmas Events and Decorations Sub Committee for the ensuing municipal year.

Councillor Miss S Evans entered the meeting at 6.38pm.

Councillor Miss S Evans took the Chair.

2. ELECTION OF VICE-CHAIRMAN

Councillor Miss S Evans called for nominations for the election of a Vice-Chairman for the municipal year 2015-16. It was **RESOLVED**

that Councillor Miss K Hinton be elected Vice Chairman of the Christmas Events and Decorations Sub Committee for the ensuing municipal year.

3. APOLOGIES

Apologies for absence were received from Councillor Ms H Chandler-Wilde and Mr Richard Rodway.

4. TERMS OF REFERENCE

Councillors received and considered the Terms of Reference for the Christmas Events and Decorations Sub Committee. It was **RESOLVED TO RECOMMEND**

that the Terms of Reference (attached) for the Christmas Events and Decorations Sub Committee be received and re adopted.

5. **DECLARATIONS OF INTEREST**

None received.

6. **PUBLIC PARTICIPATION**

None received.

7. **CO-OPTION OF MEMBERS**

Members considered the co-option of members. It was noted Mr R Read and Mr I McGraw were members of this Committee in the last municipal year, and it was questioned if they still wanted to be members or if replacements should be sought from their relevant organisations.

It was noted that Mr R Simmons-Lions Club of Henley, Mr R Rodway-Living Advent Calendar, Ms G Nahum-Henley Partnership and Mrs M Francini were invited to attend this meeting but were not in attendance. It was **RESOLVED**

that the Administrator checks to see if Mr R Read and Mr I McGraw have resigned from the committee, and if so if their organisations would like to nominate a new member; and

that the following be co-opted on to the Christmas Events and Decorations Sub Committee:-

**Mr R Simmons – Lions Club of Henley
Mr R Rodway – Living Advent Calendar
Ms G Nahum – Henley Partnership
Mrs Francini**

that Tom Davies, Brakspear and Clive Hemsley be contacted to see if they would be interested in joining the committee, and

that any other suggestions for new members be e-mailed to the Administrator.

8. **MINUTES**

The minutes of the meeting held on 12 March 2015 were received, approved and signed by the Chairman as a true record.

9. **BUDGET UPDATE**

Members received and considered an update on the budget 2015/16 and noted the information.

10. **LIVING ADVENT CALENDAR**

Members received a written update from Mr Richard Rodway and noted that a press announcement revealing this year's venues will be released after the Literary Festival at the end of this month.

It was noted that 17 venues and nights had been confirmed with 3 additional venues confirmed, just awaiting dates and 4 other existing venues to confirm their involvement this year.

Mr Rodway suggested that the performance on 4 December takes place on the Town Hall steps between 6.15pm and 6.45pm (after the Lantern Procession but before the

Carol singing around the Christmas Tree), but members felt that this area was already too busy at this time and it would be better to have people circulating within

the event, and as such suggested that the event takes place in Friday Street to encourage people to that area. Friday Street traders should then encourage the public into their businesses by offering mince pies and hot chocolate etc.

Members questioned which charities would be benefitting from this year's event. It was **RESOLVED TO RECOMMEND**

That Mr Rodway be advised that this committee does not agree to the performance on Friday 4 December taking place on the Town Hall steps, but suggests that it takes place in Friday Street; and

that the Committee Administrator investigates which charities will benefit from this year's Living Advent Calendar and report back to the next meeting.

11. SPONSORSHIPS

Members noted that Stonehouse were in their final year of sponsorship, and suggested that they should be contacted to see if they would be willing to sponsor again in future years.

Love Local have yet to confirm if they wish to sponsor the star on the Christmas tree again.

KVB have in the past sponsored the Santa's Grotto, either by dressing the grotto or by providing gifts for the Children. Contact needs to be made to see if they intend to sponsor again this year, and if so to what level i.e. grotto, posters and presents, just grotto, grotto and posters, just posters or not at all.

In the past, as the sponsor of the event KVB chose which Charity any income from the Grotto was given to, if they do not continue with sponsorship this year the new sponsor will choose or any monies raised will be split between the Mayors chosen charities.

Councillor Ms K Hinton advised that she was happy to organise the wishing tree again at the Festival and would once again contact Southern Plant for the lighting.

Members suggested that the Christmas Tree Barn be contacted to see if they would like to be involved in any way.

A 'Brand a Ball' initiative was suggested, where this Council could provide a non breakable ball that could be 'branded' with a company name and hung on the Christmas tree.

Members were presented with two quotations to provide festoon lighting on Thameside North and South, and lighting for the tree on Red Lion Lawn next to the Mermaid, and the two trees on Singers Park.

It was noted that if it was agreed to install these additional lights, match funding could be sought from the Towns and Larger Villages Infrastructure Fund 2013/16.

It was noted that these lights could be switched on during the Regatta, Henley Festival and at Christmas and would be an ideal opportunity for sponsorship as companies liked to actually see what they are sponsoring.

After a short discussion it was decided that there was not enough time at this meeting to study the quotations and that they should be brought back to a future meeting

It was **RESOLVED TO RECOMMEND**

that the Administrator contacts Stonehouse re sponsorship in future years; and

that the Administrator contacts Love Local to see if they will be sponsoring the star on the Christmas tree again this year, and if not seek new sponsorship; and

that the Administrator contacts KVB to establish if they will be sponsoring the Grotto again this year; and

that Councillor Ms K Hinton contacts Southern Plant to see if they would be willing to sponsor the lights on the wishing tree again; and

that the Administrator contact the Christmas Tree Barn to see if they would be interested in sponsorship; and

that the Administrator tries to source unbreakable ball balls to be decorated and hung on the large Christmas tree; and

that the new festive lights be put on the agenda for the next meeting; and that any new ideas for sponsorship be reported back to the next meeting of this committee.

12. CHRISTMAS EVENTS– DECEMBER 2015

Members discussed and considered the Late Night Shopping Event (*Thursday 19 November*) and agreed that the event should be opened by a local celebrity or someone performing at the Kenton Theatre.

The evening should be more family friendly, it was felt that last year's event was marketed towards adults only, but many adults cannot or will not attend events if children are not also welcome.

All shops taking part in the late night shopping evening should be finding ways to promote themselves and encourage customers in their premises.

It was suggested that a trail should be produced that encourages customers into each shop.

There should be some sort of event or additional entertainment on the evening but this should not distract customers from going to the shops and spending money.

Members considered and discussed the Christmas Festival Event (*Friday 4 December*) and agreed that having the Carousel on the Market Place was wrong as it made it far too busy.

It was noted that all fair rides would be located on Hart Street this year, and agreed that the Carousel should also be located on Hart Street, leaving the market place free for local charity stalls.

Members noted that having the fair rides and the Carousel gave a guaranteed income of £1900 for the event.

Members considered and discussed the Santa Fun Run Event (*Sunday 6 December*) and agreed that the Mayor needed to agree the continuation of the event.

Post Meeting Note: The Mayor has given her approval to the event taking place this year, and it was agreed that all organisation of the event would be taken in house with all proceeds being split between the Mayors chosen charities.

Members considered and discussed the sale of the small Christmas trees and it was agreed that a letter should be produced and sent to all businesses in the town, not only promoting the small trees but also the Late night shopping, Christmas Festival and the Santa Fun Run.

13. DATE OF NEXT MEETING

Date on next meeting to be confirmed.

The meeting closed at 7.28pm

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Chairman