

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

to be held on

**Friday 17 January 2020 12.30pm**

in

**COMMITTEE ROOM, TOWN HALL, MARKET PLACE  
HENLEY-ON-THAMES**



Sheridan Jacklin-Edward  
Town Clerk  
10th January 2020

**MEMBERSHIP:**

Councillor Dave Eggleton  
Councillor John Hooper  
Councillor Kellie Hinton (Vice Chair)  
Councillor Paula Isaac  
Councillor Sarah Miller (Chair)  
Councillor Glen Lambert  
Laurence Morris – Laurence Menswear  
Richard Reed  
David Rogers Sharp  
Fredrick McDonald  
Jim Sneddon

**MEETING OF THE EVENTS COMMITTEE  
17 JANUARY 2020 AT 12:30pm  
TOWN HALL, HENLEY-ON-THAMES  
AGENDA**

1. **APOLOGIES FOR ABSENCE**  
**TO RECEIVE** apologies for absence.
2. **DECLARATIONS OF INTEREST**  
**TO RECEIVE** any interests relating to the business to be transacted at the meeting.
3. **MINUTES**  
**TO APPROVE** the Minutes of the Events meeting held on the 23<sup>rd</sup> September 2019.
4. **PUBLIC PARTICIPATION**  
**TO RECEIVE** questions & comments from members of the public on any matter affecting the town. **NB: attention is drawn to the Council's Public Participation Scheme attached.**
5. **FEEDBACK FROM EVENTS**  
**TO RECEIVE** feedback from Christmas Festival held on Friday 29<sup>th</sup> November.  
**TO RECEIVE** feedback from the Health Festival held in the town last year.  
**TO RECEIVE** feedback from the Santa Fun Run.
6. **UPCOMING HENLEY EVENTS**  
**TO RECEIVE UPDATES ON THE FOLLOWING UPCOMING EVENTS:**
  - May Fayre
  - VE Day and VJ Day Celebrations
  - Borama Event Saturday 11<sup>th</sup> July
  - Race Solutions Event Sunday 23<sup>rd</sup> August 2020
  - Potential Emergency Services Day in Mill Meadow
7. **DATE OF CHRISTMAS FESTIVAL**  
**TO CONSIDER** if this committee wishes to continue with the historic date of the last Friday in November for the Christmas Festival or if it wishes to change the event so that it takes place on a Saturday (*report to follow*).  
*TO CONSIDER the cost of pitches at the Christmas Festival event in 2020.*

### **Henley-on-Thames Town Council Public Participation Scheme**

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

1. This scheme applies to meetings of the Council, its committees, and sub-committees.
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.

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE EVENTS SUB  
COMMITTEE MEETING HELD ON  
MONDAY 23 SEPTEMBER 2019 AT  
9.30AM IN THE COUNCIL  
CHAMBER, TOWN HALL  
HENLEY ON THAMES

Present: Councillor Sarah Miller (Chairman)  
Councillor Kellie Hinton (Vice Chairman)  
Councillor Ken Arlett  
Councillor Dave Eggleton

Laurence Morris – Laurence Menswear

Sheridan Jacklin-Edward – Town Clerk  
Karl Bishop – Parks Manager  
Leena Wiseley - Mayors PA  
Helen Barnett – Town & Community Manager

Phil Simms – Henley Standard

**1. APOLOGIES where received from:**

Councillor John Hooper  
Councillor Paula Isaac  
Councillor Glen Lambert  
Richard Reed  
Nicci Taylor – Office Manager

**2. DECLARATION OF INTEREST**

None received.

**3. MINUTES**

IT WAS RESOLVED to approve the minutes of the meeting held on 24 May 2019 as a true record.

**4. PUBLIC PARTICIPATION SESSION**

None received.

**5. NEW MEMBERS**

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

Members agreed that additional participants from outside the Council should be sought.

## **IT WAS RESOLVED TO RECOMMEND**

**That the following candidates be invited to join the Events Sub Committee following approval at the Town & Community Committee Meeting:**

**Frederick McDonald – New Art Gallery Owner  
Jim Sneddon – The Henley Boating Company  
David Rodger Sharp – David Rodger Sharp Jewellers**

Karl Bishop entered the meeting at 9.55am.

### **6. FREE USE AND EVENTS POLICY**

**MEMBERS NOTED** the Policy for Free Use of Rooms/Outdoor spaces by Festivals. A question was asked about the accounts that were submitted and if they were available for scrutiny and it was noted that they are accessible on the HTC website.

### **7. HENLEY EVENTS**

**MEMBERS NOTED** the following events:

- Emergency Service Day at Mill Meadow – no further news.
- Opening of Freemans Meadow Play area (30<sup>th</sup> October in conjunction with Nomad).
- It was noted that the town would be very busy throughout the Henley Literary Festival period.
- An update was given regarding the Living Advent Calendar that will be held from the 1-24 December 2019 run again this year by Mr Richard Rodway.

**IT WAS RESOLVED** that the Town and Community Manager would look into the costs of a small mobile PA system.

### **8. EVENT FEEDBACK**

**IT WAS NOTED** that at Full Council it had been agreed that the May Fair would become adopted as an HTC organised event.

### **9. HTC EVENTS FOR 2019**

**IT WAS NOTED** that Health Festival – rebranded Healthy Body, Healthy Mind on Saturday 21 September organised with the Bell Surgery and the PPG was very successful.

**IT WAS 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.
- Father Christmas Grotto be relocated to the Regal Cinema for 2019. There was an update that the Grotto would have a 'Frozen' theme and that biscuits will be made by Lawless the Bakery and Disney had been approached.

- Similar format be used as last year i.e. lantern parade (with an Ice Dog Theme), reindeer, stall layout etc.
- The Sleeping Beauty Panto characters will help to turn on the lights.
- In addition an added 'pull attraction' is being looked at for the corner of New Street and Bell Street i.e. the small ski slope for sledges.
- Pedlars will be added to the agenda for the Safety Advisory Group Meeting
- SAG meeting to take place during the week 14-18 October.
- The budget is attached and includes the additional £1,000 increase allocated for this year.
- It was noted that there will be a Santa Fun Run again this year.
- The Large Christmas Tree has been selected by the Mayor and Invesco.
- The School Christmas Card Competition theme will follow the town Window Competition.

**IT WAS RESOLVED that delegated powers be given to the Town & Community Manager and Office Manager in conjunction with Cllr Miller and they will hold a fine tuning/logistics meeting in October.**

**10. DATE OF NEXT MEETINGS:**

**Friday 17<sup>th</sup> January at 12.30pm in the Town Hall.**

The meeting closed at 10.13am

*HB  
23 September 2019*