

Present: Mayor, Councillor J Brookes (Chair)  
Councillor D Eggleton (*substituting for Councillor Miss K Hinton*)  
Councillor Miss L Hillier  
Councillor Miss S Miller  
Mr Ian McGaw  
Mr Richard Reed  
Ms Gillian Nahum  
Mr Richard Rodway

In Attendance: Mrs J Wheeler – Town Clerk  
Ms P Price-Davies - Minute Taker / Committee Administrator

I Member of the Press

**12. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Miss S Evans, Miss K Hinton and Ms H Chandler-Wilde.

**13. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**14. MINUTES**

The minutes of the Christmas Events and Decorations Sub Committee meeting held on the 29 July 2016 were received, approved and signed by the Chairman as a true record.

**15. PUBLIC PARTICIPATION SESSION**

There were no members of the public present at the meeting

**16. BUDGET UPDATE**

Members had before them an updated copy of the 2016/17 budget, attached to the agenda, which was noted.

The Administrator highlighted the estimated reduced cost of the large Christmas tree due to the fact that it was now being supplied and installed by a local business, The Tree Barn at Christmas Common.

Members had before them an inspection report from Light Angels on the necessary repairs that were needed to be undertaken to lights on the tree at Henley Bridge to ensure that they would illuminate over the festive period. It was **RESOLVED**

**that once the quote from Light Angels Ltd for the necessary repair works to the lights on the tree positioned at Henley Bridge had been submitted, the Administrator would circulate it to the Christmas Events and Decorations Sub Committee for approval.**

**17. LIVING ADVENT CALENDAR**

Members had before them the confirmed details and schedule for the Living Advent Calendar 2016 (LAC) which was received and noted. Mr Richard Rodway gave a verbal update on the event, highlighting various new venues and partners. He availed Members of both the national and international interest that this now well-established event which was establishing Henley as a winter destination. It was recognized that this increased nightly footfall provided an ideal marketing opportunity for all local hospitality and retail businesses.

Mr Rodway confirmed the strategic scheduling and positioning of the LAC performances at both the Christmas Festival (2 December) and the Festive Sunday Shopping (11 December) events to ensure that audiences were increased and encouraged.

Members suggested that both the Sea Cadets and the Henley College Rugby Club were approached to provide volunteers at this year's LAC.

**18. SPONSORSHIPS**

The Administrator updated Members on the sponsorship income and confirmed that Invesco Perpetual had paid £1,750 towards the cost of the large Christmas tree and some of the charities small Christmas tree costs.

It was also confirmed that Tesco would be supplying raffle prizes for the Mayor's Over 65s Christmas Party and presents for the Grotto at the Christmas Festival event.

Stonehouse Property Care had not yet confirmed whether they would continue to sponsor the lights on the tree at Henley Bridge at the cost of £200 per annum.

The Quince Tree Café at the River and Rowing Museum were providing light refreshments for the competitors at this year's Santa Fun Run which was due to be held on Sunday 4 December. The Henley Lions have also been approached to marshal this event but had yet to confirm if they had any volunteers available on this date due to prior commitments

Invesco Perpetual were getting new branded banners printed to be attached to the barriers forming a skirting around the large tree in market place which would improve the overall appearance of the tree this year.

**19. 2016 Small Christmas Trees Scheme**

The Committee Administrator confirmed that 80 small Christmas trees had been sold to date and that orders were still being received on a daily basis.

Members had before them a budget for purchasing seven small Christmas trees for charities and two small Christmas trees for the Town Hall at a total cost of £342.00. It was **RESOLVED**

**that Henley Town Council would purchase nine small Christmas Trees for seven charities and two for the Town Hall at a total cost of £342.00.**

**20. Henley at Christmas 2016**

(i) Christmas Festival Event (2 Dec 2016)

The Administrator confirmed that all arrangements were in place for the Christmas Festival event and she highlighted some new initiatives which included the exhibition of the Mayor's Christmas card submissions in the empty shop window at 22 Market Place from 28 November. Members questioned the uptake on pitches at the new increased rate, it was confirmed that bookings were been taken but there were less than in previous years but she was confident that they would increase over the next two weeks. Members discussed the layout of the rides and attractions and it was confirmed that the Ferris wheel would remain in Hart Street.

Members had before them three quotes for professional roving entertainers and the costs of this additional attraction were deemed too high and they requested that the Administrator approached the local Acorn Theatre Company to perform at the event instead.

Marlow Town Band were accompanying the carol singing and prior to this performance they would be roving the town centre playing carols to bring atmosphere to the evening and encourage audiences to the peripheries of the festival site.

It was confirmed that six local schools were participating in the local lantern making workshop that was being run as an outreach education programme by the River and Rowing Museum. It was estimated that 85 lanterns would be created by 168 children and that approximately 80 children would participate in the parade at the festival.

(ii) Festival Sunday Shopping Event (11 Dec 2016)

Members had before them a written report from the Town Manager, Ms Helen Barnett which was received and noted. Retailers had responded positively to this local initiative and the Town Manger had scheduled a meeting with both local retailers and hospitality providers to update them on how this event was progressing and being promoted.

(iii) Santa Fun Run (4 Dec 2016)

Members were informed that the Henley Lions had been approached to help marshall this event and the Quince Tree Café at the River and Rowing Museum were providing refreshments for the competitors. The website was due to be updated with this year's information so that registration for this event could be promoted.

Members were updated on the arrangements for this year's Mayor's Christmas Party for the over 65's which was being held at the Henley Rugby Club. Booking were being taken and local residents had been extremely positive about the change of venue. Councillor Miss L Hillier pledged to donate a Christmas cake for this event which was greatly appreciated by the Mayor.

**21. DATE OF NEXT MEETING**

It was agreed that the date of the next meeting would be Friday 20 January at 9.30am but that a marshals meeting would be held the week of the Christmas Festival Event.

*The meeting closed at 10.35 am.*

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Chairman