

Present: Mayor Councillor Mrs P Phillips (ex officio)
Deputy Mayor, Councillor Mrs E Hodgkin
Councillor Mrs J Wood
Mr A J Follett
Mr I McGaw – Rotary Club of Henley Bridge
Mr R Reed – Henley Standard

Also Present: Miss J Smith, Christmas Festival & Committee Administrator / Minute taker
Ms J Brazil, Mayor's PA

1. ELECTION OF CHAIRMAN

The Mayor, Councillor Mrs P A Phillips called for nominations for the election of Chairman. The Deputy Mayor, Councillor Mrs E Hodgkin proposed and the Mayor, Councillor Mrs P Phillips seconded that Councillor Mrs J Wood be elected Chairman for the year 2011 - 2012.

There being no further nominations it was **RESOLVED**

that Councillor Mrs J Wood be elected Chairman of the Christmas Events and Decorations Sub Committee for the municipal year 2011 – 2012.

2. ELECTION OF VICE-CHAIRMAN

The Chairman, Councillor Mrs J Wood called for nominations for the election of Vice-Chairman. The Mayor, Councillor Mrs P A Phillips proposed and it was seconded by Councillor Mrs J Wood that Councillor Mrs E Hodgkin be elected Vice-Chairman for the year 2011 - 2012.

There being no further nominations it was **RESOLVED**

that Councillor Mrs E Hodgkin be elected Vice-Chairman of the Christmas Events and Decorations Sub Committee for the municipal year 2011 – 2012.

3. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Miss S Evans, Mr Jonathan Hobbs, Mr O O'Dell, Mrs C Yoxall, Mrs M Thomas and Mrs J Perigo.

It was proposed that Mrs J Perigo, subject to her approval, be co-opted as a member of the Sub Committee in light of her involvement with the Living Advent Calendar Event. It was

RESOLVED that Mrs J Perigo, subject to her approval, be co-opted as a member of the Sub Committee.

Post meeting note: Mrs J Perigo has agreed to be a co-opted member of the Sub Committee.

4. DECLARATION OF INTEREST

Mr A Follett declared a personal and prejudicial interest to item 11 on the agenda – 2011 Small Christmas Tree Scheme as a member of the Lions Club of Henley.

Deputy Mayor, Councillor Mrs E Hodgkin declared a personal and prejudicial interest to item 11 on the agenda – 2011 Small Christmas Tree Scheme as her husband is a member of the Lions Club of Henley.

5. **MINUTES**

The Minutes of the meeting held on 31 March 2011 were approved and signed as a true record by the Chairman, Councillor Mrs J Wood.

6. **PUBLIC PARTICIPATION SESSION**

None.

7. **BUDGET UPDATE**

Members had before them a copy of the 2010/11 budget, attached to the agenda for review and noted. It was noted that £535.00 had been paid in March 2011 from SODC's Action Plan funding for the Living Advent Calendar event and it was agreed that Henley Partnership should be contacted to ask for a cheque to be raised for these monies so that they could be put in the 'Christmas Festival' budget. As Mr Hobbs was not at the meeting, the Chairman agreed to send an email to him regarding these monies.

Members were advised that road closures costs from OCC were still to be invoiced and an accrual was in place (for 2010/11) for £1398.14 to cover these costs which were now estimated to be circa £1000. In effect, the 2011/12 budget would show a small surplus when this transaction is cleared through the accounts.

8. **PROGRESS REPORT**

The Progress Report, attached to the agenda, was received and noted.

Christmas Lighting

It was noted that all the lighting would be tested in July. It was requested that the cross-street lighting should be tested again before being installed in November to ensure that all lights were working as it was noted that some of the lights in one of the cross-street lights were not working during last year's illumination period.

Road Closures

It was confirmed that road closures application would be applied for in July by Ms J Brazil.

Salvation Army Band

Members were advised that the Salvation Army Band (Maidenhead) had been booked again for Mayor's Carol Singing on the 2 December and it was agreed that as in previous years £100.00 should be donated. It was

RESOLVED that £100 should be donated to the Salvation Army Band (Maidenhead) for playing at the Mayor's Carol Singing at the Christmas Festival.

9. **SPONSORSHIPS**

Members were advised that Mrs J Perigo had reported that she had received an undertaking from Milton Gordon to help sponsor the Living Advent Calendar and further discussions were to take place regarding how much they want to donate.

The Chairman agreed to contact KVB Design to see if they would sponsor Santa's Grotto in the Barn again this year.

Mr I McGaw advised he would ask the Rotary Club of Henley Bridge whether they would again run the 'Sponsor a Light Bulb Competition' with monies raised being donated to the Mayor's chosen charities. He confirmed he would report back to members at the next meeting.

The following were suggested to approach regarding sponsorship: Michael Shanley, Towergate and Ward Consultancy.

Action: Committee Administrator to write to the above regarding sponsorship opportunities.

It was noted at the last meeting that the 'Community Matters Scheme' run by Waitrose should be contacted to see if the Christmas festival would meet the criteria for this scheme. However, some members questioned whether this would be an appropriate scheme to apply for funding. The Deputy Mayor, Mrs E Hodgkin agreed to enquiries with Waitrose to see if there were any other options for sponsorship/donations.

10. MAYOR'S CHRISTMAS CARD DESIGN COMPETITION

The Mayor agreed that this competition should be run again this year, but instead of inviting the primary schools to design cards she would like to ask other organisations like Headway, NOMAD, Chiltern Centre for Disabled Children if they would like to participate this year instead. Mr I McGaw suggested the Mayor might like to include Pathways (Henley College) too. The Mayor agreed to follow the idea up with the aforementioned organisations. Mr Reed advised that it was likely Higgs would sponsor the printing of the Christmas cards this year, but proposed that the Mayor formally writes to Mr Ratcliffe to ask if this would be something they would undertake again.

Action: Mayor's PA to write to Higgs regarding the printing of the cards this year.

11. 2011 SMALL CHRISTMAS TREES SCHEME

Mr A Follett advised that since the last meeting, Mr Daniells from RNLI had confirmed that the organisation would unfortunately not now be able to undertake the administering of the scheme. However, Mr Follett proposed that subject to members' approval he would ask the Lions Club of Henley instead. Mr Follett advised that he had already had a tentative discussion with Mr Watson-Smythe of Windowflowers who was willing to again undertake administering the scheme in conjunction with The Lions and that the cost per tree would remain at £46.50 plus VAT per tree. Mr Follett proposed that an additional £5 per tree be added to the cost price and that these monies would be used for The Lions Christmas Parcel Scheme for the elderly (the scheme provides around 500 Christmas parcels for the elderly). It was

RESOLVED that The Lions Club of Henley be approached to ask if they would help administer the 2011 Small Christmas Trees Scheme.

It was noted that at the next meeting the branding for Christmas 2011 should be an agenda item in order that this can be used for all the literature produced for the Christmas events and initiatives.

12. LIVING ADVENT CALENDAR

Members had before them and noted an update from Mrs J Perigo on progress to date, attached to the agenda. It was agreed that the Chairman contact Mrs Perigo to see if Christchurch and D2 Baptist Church could be involved and host performances.

13. CHRISTMAS FESTIVAL – 2 DECEMBER 2011

Members were updated that following a recent meeting with Hotel du Vin they were very eager to host the Children Torch Lit Parade this year. They have agreed to offer a bbq/warm drinks and entertainment (magician) to entertain the children at the hotel before leaving there to walk down accompanied by Santa (route to past the Alms House, through St Mary's Church and down Hart Street and into the Market Place for Santa to join his grotto. It was agreed that Mrs Katherine Selby, Hotel du Vin to invited to attend the next meeting to discuss logistics and timings.

Post meeting note: Mrs Selby is unable to attend the next meeting as she is on holiday.

14. SANTA RUN

Members received a verbal update following an email from the River Rowing Museum. It was noted that the date of the 11.12.11 was a mistake and they had since agreed to hold this event over the festival weekend the 3/4 December instead. The following logistics were noted:

- Event to start and finish at RRM
- Route to be discussed and finalised
- All runners to pay a registration fee
- Vendors on Mill Meadows to create a carnival atmosphere

It was agreed that there should be a working group meeting held with the Police (Inspector Mark Harling and PC Vicky Simms), Mrs M Thomas, Mrs C Yoxall, Mr J Hobbs, Mr I McGaw, Councillor Mrs J Wood and the Mayor over the next few weeks. The Chairman agreed to contact the group to arrange a mutually convenient time.

15. DATE OF NEXT MEETING

The following date was proposed for the next meeting: **Monday, 19 September 2011 at 10.00am** in the Committee Room, Town Hall.

Meeting closed at 11.00am.

js

Chairman