

**PRESENT:** Councillor S Miller (Chair)  
Mayor, Councillor Miss K Hinton  
Councillor S Abey  
Councillor D Eggleton  
Mr R Reed

**IN ATTENDANCE**

Ms H Barnett – Town Manager  
Ms P Price-Davies – Administrator

**92. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Sam Evans, Lorraine Hillier, Donna Crook and Mr Richard Rodway.

**93. DECLARATION OF INTEREST**

None received.

**94. MINUTES**

The Minutes of the meeting held on 30 January 2018 were received, approved and signed by the Chairman as a true record.

**95. PUBLIC PARTICIPATION SESSION**

No public present.

**96. BUDGET UPDATE**

Members received and considered an update on the budget 2017/18 and noted the information.

**97. HENLEY AT CHRISTMAS 2018**

**(i) Cost of Stall Pitches for the Christmas Festival Event**

It was agreed that the cost of Commercial pitches for the Christmas Festival Event would remain the same as 2017 charges but that the cost of Charity pitches would be increased. Members agreed that prices for stall pitches at the 2018 event would be set at:

- **Local Charity Pitches** £15
- **Commercial Pitches (non-food & drink)** £60

**(ii) Programme of the Christmas Festival Event**

It was agreed that the performance space worked well as a focus point for the evening and attracted a large audience. As the LAC would not be part of this year's event, Members agreed that this new Marketplace feature should certainly continue but the Administrator was asked to look into hiring staging for the event to make the performers more visible. It was suggested that Phyllis Court Club Choir and the Rupert House Choir were approached to perform and that performers were all booked well in advance so that this aspect of the festival could be advertised earlier.

(iii) Layout of the Christmas Festival Event

It was agreed that the layout of the Christmas Festival Event 2018 should be:

**Market Place**

- Performance Area
- Charity Stalls
- Festive/Shopping/gifts Stalls

**Hart Street**

- Fair rides and attractions

**Duke Street**

- Charity Stalls
- Festive/Shopping/gifts Stalls
- 2 juvenile rides or attractions

**Bell Street**

- Food Court

**Kenton Theatre, New Street**

- Santa's Grotto

**Friday Street**

- It was suggested that a festive animal petting area could be located in Friday Street.

**River & Rowing Museum**

- The lantern parade would assemble at the Museum and then make its way to the Grotto in New Street.

It was agreed that the Chair and Administrator would meet up with Glen Dinning from Blue Collar to discuss logistics and developments for the Bell Street food court area for 2018. It was also noted that larger bins needed to be ordered and positioned accordingly as most rubbish was obviously generated on Bell Street. Members agreed that a best dressed stall competition should be introduced and promoted well ahead of the event and that a prize hamper could be awarded to the winning stall by the Mayor.

The issue of certain sections of the lantern parade route posing safety issues was highlighted by Mr Richard Reed and Members agreed that this year it would be guided through Mill Meadows car park and then along the path alongside the Adventure Play area through to Hobbs. More stewards (air and sea cadets to be approached) would be sought along the route and this would be advertised much earlier to encourage bystanders and businesses to support the parade.

It was agreed that due to Health and Safety procedures all road closures within the town centre festival site would be applied for from 3-11pm to give reasonable time to set-up and close down and ensure that allocation of pitches could be dealt with in a more stringent way, ensuring safety within the site is adhered to at all times.

Following discussions and observations regarding site security made at the meeting held on 30 January 2018, members agreed that the Administrator should seek quotes for presentation and consideration at the next meeting.

**98. UPDATE ON THE DEVELOPMENT OF THE MAY FAYRE (7.5.18)**

The Chair gave a verbal update on the development and plans for the upcoming May Fayre Event. She stated that she felt she had the correct mix of charity, activity and catering stalls (there were no hot food stalls) and listed the Market Place traders that were also involved in the event. The performance area was being programmed for the duration of the event with a variety of performers with reasonable breaks in between each act. She also confirmed that Penny & Sinclair were assisting in the promotion of the event and that it would be heavily publicised on social media.

**99. DATE OF NEXT MEETING**

The following date was proposed for the next meeting: Monday 11 June 2018 at 10:30am in the Committee Room, Town Hall.

*The meeting closed at 11.28am*

*ppd*

*Chairman*