

Present: Councillor Sarah Miller (Chair)
Councillor D Eggleton (Vice Chair)
Mayor, Councillor G Lambert (ex officio)
Councillor Miss S Evans
Councillor Miss L Hillier

Mr R Reed
Mrs J Wheeler – Town Clerk
Ms H Barnett – Town & Community Manager
Mrs N Taylor – Office Manager
Mrs L Wisely – Mayors PA
Miss L Hastings – Information Centre Manager

1. APOLOGIES

Apologies for absence were received from Councillor Miss K Hinton and Mr R Rodway – Living Advent Calendar.

2. NOT PRESENT

Councillor Will Hamilton and Mr Laurence Morris.

3. DECLARATION OF INTEREST - TO RECEIVE

Councillors Eggleton and Hillier declared an interest in Item 5 (i) Henley at Christmas 2018 – Friday Street.

4. MINUTES

The Minutes of the meeting held on 27th July 2018 were received, approved and signed by the Chairman as a true record.

5. PUBLIC PARTICIPATION SESSION

None

6. HENLEY AT CHRISTMAS 2018

Christmas Festival 30 November 2018

The Stall holder application form was discussed and it was agreed the newly designed form should be used.

Unfortunately however, an e-mail had been sent by a previous administrator back in June 2018 stating that the cost would be £15 for a Charity and £60 for a Commercial Pitch, and as some bookings have already been received at that price the newly suggested pricing structure will not be implemented.

Early bird booking fees were suggested which will be further discussed for next year's event early in 2019.

A Town Crier / MC were discussed and Richard Reed advised that he had a contact for a Town Crier who could act as MC.

Action: Richard Reed to find a Town Crier.

The Children's Lantern Parade was discussed. The parade is being co-ordinated by the River & Rowing Museum and sponsored by HTC. It was confirmed that the parade would be led by two Reindeer and their handlers along with the Mayor and possibly Father Christmas. The Parade will start at the River & Rowing Museum, travel along the carpark, down the pavement at the side of the children's playground, along the river front to Hobbs where it will either cross the road and proceed up to Friday Street, or go along Thameside and then cross the road and proceed up to Friday Street.

Action: Richard Reed to confirm route.

The Reindeer will then be placed in a pen for children to pet / have photographs taken with for the rest of the evening. The children taking part will be presented with a cup of Hot Chocolate from Hot Gossip at the end of the parade.

A snow machine will also be on Friday Street.

Action: Once route confirmed Office Manager to Contact Riverways Farm so that they can arrange to walk the route ahead of the event.

Discussions still taking place with various local organisations to bring craft type stalls to the event. Local businesses such as Machins, the Argyll and The Square have advised that they will be taking part.

The team to go around the rest of the businesses, and meetings to take place with the Henley Festival, River & Rowing Museum and others regarding collaboration on this community event.

Nothing has been finalised for the town hall but discussions are taking place with the River and Rowing Museum as it is their 20th Anniversary this year to try and include them in the event somehow with possibly theming the Council Chamber as a wild wood and having Mole / Ratty present.

Other ideas included the Guides / Brownies or a local charity providing a gift wrapping service, Arts and Crafts, and an Elf Factory. Members were conscious that they did not want to create anything that would take people away from the rest of the Festival.

Santa will be at the Kenton Theatre again this year but will be at the Town Hall next year.

The Christmas Tree Lights will this year be turned on by The Mayor, an Invesco representative, Mayors Christmas Card Winner and possibly Mole or Ratty and / or a local Celebrity.

Richard Reed left the meeting at 10.00am.

It was agreed the adult Fairground rides need to be addressed as complaints have been received.

Promotion of Henley at Christmas Events

It was noted that at the Chairs Meeting it had been decided that the Town Council would be producing a Newsletter in future and not a magazine and that a whole section would be dedicated to 'What's on in Henley at Christmas'.

It was suggested that a poster promoting everything happening in Henley at Christmas should be produced and given to all shops to display in their windows. Tesco it was noted have a new events board that could also be utilised.

The Town & Community Manager advised that she would check the budget and a marketing plan would be put together.

It was agreed that all the Henley at Christmas Events should be promoted on Social Media and Councillor Evans advised that she had successfully used Facebook advertising in that past and was happy to set up a Henley at Christmas Campaign.

Action: Town & Community Manager to investigate the cost of promoting the event.

Action: Councillor Evans to investigate and set up a Henley at Christmas Campaign on Facebook advertising for a cost of approximately £150.

Living Advent

A written update from Richard Rodway was received and noted.

Small Christmas Tree's

Following quotations for small trees, the Town Clerk to negotiate with Light Angels.

A check needs to be made as to who owns the brackets and if they are already on the buildings or were removed when the trees were taken down last year.

Action: Town Clerk to negotiate with Light Angels and investigate ownership of the brackets.

Christmas Window Competition

Town and Community Manager having a meeting with Delegate who have run the Window Competition for the past 20 years later today to discuss the theme of this year's competition

Post Meeting Note: This year's theme will be 'The Greatest Snowman'.

Mayors Christmas Card Competition

The theme of this year's competition will be 'Christmas on the River'.

7. **REMEMBRANCE WEEKEND**

Saturday 10 November 2018

Aliquando Concert will take place at St Marys Church at 6.30pm and the cover for the programme will also be used for the Remembrance Service programme.

'Oh What a Lovely War' will take place at the Kenton Theatre on 10 November 2018 at 4pm. Proceeds from the event will go to the Royal British Legion.

Henley Town Council gave £350 sponsorship for this event.

Sunday 11 November 2018

The Office Manager advised that the organisation of Remembrance Sunday Service was all going to schedule.

The Mayor confirmed that the Pilots are happy for the fly past to take place over the Town Hall rather than along the river. The cost for the three planes to perform the fly past would be £1250. This cost can be reduced to £950 if only two planes are used rather than three. He stated that Brigadier Malcolm Page and the British Legion are happy to contribute to this cost.

Councillor Eggleton advised that the Gainsborough Residents Association would sponsor £200.

Action: Mayor to additional sponsors.

The Deputy Lord Lieutenants fund was discussed as a possible means of funding the fly past and it was agreed that the Mayors PA would contact the Lord Lieutenants PA to see if this fund was available and if so how we would go about applying for funding.

Action: Mayors PA to contact the Lord Lieutenants PA to check the process.

The Evening Beacon Lighting Event at Makins is being organised by the Royal British Legion and the Gainsborough Residents Association. The beacon is now fully repaired.

Safety fencing around the beacon will be required on the evening.

All Remembrance events are to be promoted by all.

Action: Park Services to provide fencing for the event.

8. **OTHER HTC SUPPORTED EVENTS**

The Mayor and his family will be choosing the large Christmas Tree on Saturday 22 September 2018.

Letters inviting the schools to take part in the Mayors Christmas Card Competition will be sent w/c 24 September 2018 by the Mayors PA.

The Civic Dinner will take place on Saturday 16 March 2019.

The Health and Wellbeing Day will now take place in Spring 2019 as no suitable date could be found this Autumn.

9. BUDGET UPDATE

Full budget report to be brought back to the next meeting.

10. ANY OTHER BUSINESS

The Santa Fun Run was discussed and it was felt that it would be nice to bring in back again this year if possible. The organisation and booking system was also discussed. It was agreed that Councillor Miller should contact Mrs Pam Phillips to see if she would be willing to organise the event this year.

Action: Councillor Miller to contact Mrs P Phillips regarding the organisation of the Santa Fun Run.

Action: Town and Community Manager to find out if and when Santa will be visiting the R&R Museum and if so, on what date so that the Fun Run can tie in.

A charity screening of The Greatest Showman will take place at Mill Meadows on Friday 14 September 2018 for Children in Need.

The Makins Children's Playground and Outdoor Gym equipment official opening will take place on Saturday 15 September 2018 between 11am and 1pm.

11. DIARY DATES FOR NEXT MEETINGS:

Tuesday 9 October 2018 11.00am Remembrance

Friday 19 October - 9.30am to include planning dates for 2019

Friday 19 October – 11.00am – SAG Meeting for Festival events on 30 November

Friday 11 January - 9.30am – Christmas Wash up Meeting

The meeting closed at 11.04pm

Chairman