

Present: Councillor Mrs J Wood (Chairman)
Deputy Mayor, Councillor Mrs E Hodgkin (Vice Chairman)
Councillor D Silvester
Mr A J Follett
Mrs M Thomas, River and Rowing Museum
Mrs Catherine Yoxall, River and Rowing Museum
Mr R Reed, Henley Standard

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

16. APOLOGIES FOR ABSENCE

Apologies were received from the Mayor, Councillor Mrs P Phillips, Councillor Miss S Evans, Mr J Hobbs, Mr I McGaw and Ms J Perigo.

17. DECLARATION OF INTEREST

Deputy Mayor, Councillor Mrs E Hodgkin - a personal interest to item 8 on the agenda – *2011 Small Christmas Tree Scheme* - husband is a member of the Lions Club of Henley.

18. MINUTES

The Minutes of the meeting held on 13 July 2011 were approved and signed as a true record by the Chairman, Councillor Mrs J Wood.

19. PUBLIC PARTICIPATION SESSION

None.

20. BUDGET UPDATE

Members had before them a copy of the 2011/12 budget, attached to the agenda for review, and noted. It was confirmed that a cheque for £535.00 had now been sent from the Henley Partnership (HP) which had been monies originally paid by South Oxfordshire District Council Action Plan funding to HP to go towards new initiatives for the Christmas events.

21. PROGRESS REPORT

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

Christmas Lighting

It was noted that all the seasonal lighting had been tested and general maintenance carried out in August. The contractor's maintenance report showed that 50% of the lights in the small tree outside Tomlin & Son/E T Shepherds and 25% of bulbs in the trees on Station Park Green were not working. It was agreed to obtain quotes for replacing the lights in these two areas for consideration at the next meeting.

Road Closures

It was confirmed that road closures application had been applied for from Oxfordshire County Council (OCC). It was reported that following a meeting with Mr P Ronald, Highways, OCC and Henley Town Council (HTC) officers, OCC would provide temporary signage and barriers free of charge for HTC to place out on the highways for Henley's Remembrance Day Parade. Some of these signs could then be utilised for other HTC events like the Christmas festival. It was confirmed that road closures would be purchased for the Christmas Festival event in addition to utilising existing signage from the

Remembrance Parade but that experienced highways manpower for manning these closures be arranged. It was noted that Mr P Ronald had given a verbal maximum quote of £2,000 to purchase road closures signs and provide manpower for the event. It was

RESOLVED that road closure signage be purchased from OCC for the Christmas Festival event in addition to utilising existing signage from the Remembrance Day Parade and that experienced manpower for manning these signs be coordinated via OCC Highways.

Note: Road closures signs purchased for the Christmas Festival event could also be utilised for future HTC town events e.g. 2012 Olympic/Jubilee celebrations.

Santa's Grotto, The Barn

The Chairman advised that Mr K Beard, KVB Design had kindly agreed to design/decorate and host the grotto again this year. However, he had requested that the location of the grotto is clearly advertised (e.g. by a map) to draw more visitors to the grotto. It was noted that as Santa would be heading up the Children's Torch Lit Parade from the Hotel du Vin to his grotto this would help to promote the location of the grotto. A further meeting is to be arranged with KVB Design to discuss logistics/promotion.

Sponsor a Light Bulb

To receive an update from Mr I McGaw at the next meeting.

St John Ambulance Medical Cover

A quotation had been received for St John Ambulance to provide first aid cover for £133.16. It was

RESOLVED that the quote for £133.16 for St John Ambulance to provide first aid cover for the event be accepted.

Mayor's Christmas Card Competition

It was confirmed that Pathways and Chiltern Centre for Disabled, Valley and Badgemore Schools had agreed to take part. Higgs Group had kindly agreed to the printing of the cards again this year free of charge.

22. SPONSORSHIPS

It was confirmed that Towergate had donated £150.00 as sponsorship for the Star illumination for the large Christmas tree.

The Chairman agreed to approach The Hub in Station Park to ask for sponsorship towards the lights at Station Park.

Members noted that in the report submitted and attached to the agenda, Ms J Perigo had reported an undertaking of sponsorship for the Living Advent Calendar of ~£500.00 from Milton Gordon for Sound and Lighting; ~£500.00 from The Head Partnership for PR material and design; pro bono support from CTC-ASPIRE for website design; and sponsorship support from Simmons & Sons for an A-Board Banner.

Post meeting note: The Deputy Mayor confirmed that Temptation Gifts had agreed to sponsor the LED tea lights for the Children's Torch Parade.

23. 2011 SMALL CHRISTMAS TREES SCHEME

Members had before them a tabled report from Mr A Follett which was reviewed and noted for Windowflowers to administer the scheme in conjunction with The Lions of Henley. The following details from the report were noted:

Details from Windowflowers Ltd

To supply and install during November 2011 with removal in early January 2012 and to dispose of trees for composting, approximately 200 hundred (subject to orders received) 1.2 meter Norway Spruce Christmas trees fitted with new low voltage white pea lights to be

fitted and brackets tested to the first floor premises of shops, businesses and those private dwelling that have suitable and safe positions on the outside of the building at a retail cost of £51.50 plus VAT. The amount includes a £5.00 per tree donation for The Lions Club which would be made to their chosen beneficiary: The Meteor Club, a subsidiary of South Oxfordshire Mencap Society for providing a Christmas dinner party and gifts for its local members.

Arrangements for Promotion

Lions Club members will visit all existing and potential new users during October and obtain orders. Follow up visits and phone calls will be made during October to ensure all orders are chased. Any new premises requiring new electric connections will be referred to Windowflowers Ltd.

Invoicing

As in previous years, invoicing and payment will be made direct to Windowflowers for the 'retail cost' plus VAT. In January, Windowflowers will total the amount received and then send a BACS payment for the charity tree donation.

In Mr A Follet's report, mention was made to the extra sponsorship amount of £250 which Invesco Perpetual had kindly donated this year to go towards five free trees for the five charity shops in the town. However, it was noted that in 2010 the five churches in the town were also given free trees as well as two free trees for outside Tomlin/E T Shepherd, Reading Road (who pay for the electricity for the seasonal lighting in the large tree outside their premises) and would HTC be providing these free trees again this year. It was

RESOLVED that

- (i) The Lions Club of Henley contacts the churches to ask for their support the scheme but no free trees would be donated this year.
- (ii) Two free trees are donated for outside Tomlin & Son and E T Shepherd

Mr R Reed agreed to promoting the scheme in the Henley Standard week commencing the 3 and 17 October. Mr A Follett to supply a copy of the order form.

24. LIVING ADVENT CALENDAR

Members had before them and noted an update report (including calendar) from Ms J Perigo on progress to date, attached to the agenda. All the venues had been confirmed and sound and lighting booked. Members discussed why the performances started on 2 December rather than the 1 December like an 'advent calendar'. The Vice Chairman reminded members that it had been agreed at an earlier meeting that the first night should be the festival night (2 December) and be from the Town Hall. The following details from the report were noted:

Charities

Six charities had been selected to be the beneficiaries of collections and monies raised during the 23 nights: The Disabled Regatta, The Chilterns Centre, Henley Day Centre; Sue Ryder, Kenton for Keeps; The Face of Henley.

Peformers & Publicity

The Henley Standard agreed to start running articles on the Calendar from the start of October. Simon Williams had been confirmed as a special guest. Members were asked to let Ms Perigo of any other suggestions for local celebrating guests.

Members noted Ms J Perigo's request for volunteers from the sub committee members to join the team to help run each performance each night (around six nights in total) and were asked to make contact with Ms Perigo if able to help.

The Chairman requested that a letter be sent to Ms J Perigo, thanking her for all her hard work over the past nine months in driving this initiative forward.

Post meeting note: At a recent Town & Community pre-meeting it was noted that the Police were unaware of Living Advent Calendar event and Ms J Perigo has been contacted to ensure that the PC Vicky Sims is informed of the logistics.

25. CHRISTMAS FESTIVAL – 2 DECEMBER 2011

Stall Pitches

Members were asked to consider the cost of stall pitches for charity/non-profit organisations and commercial organisations. The costs for 2010 were £10 for charity pitches and £50 for commercial pitches. It was

RESOLVED that the costs should remain the same as 2010: £10 for charity/non-profit organisations pitches and £50 for commercial pitches.

Children's Torch Parade

Members were updated that following a recent meeting with Hotel du Vin and Mrs G Chappell (Henley's Girl Guide ex- Commissioner), that the hotel has agreed to host/ sponsor the Children's Torch Lit Parade this year and to provide sausages/burgers for the children before leaving the hotel 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). Mrs G Chappell had confirmed that the Guides and Brownies would be involved but she had yet to confirm with the Scouts.

It was confirmed that another meeting would be arranged with Hotel du Vin and Mrs G Chappell and the Police to discuss the logistics/timings of the parade within the next few weeks.

Promotion of Christmas Festival and Events

The Chairman advised members that last year the promotional literature had included the SODC logo/branding '*Henley on Christmas – Undeniably Unique*' and members agreed this branding should be used again for all promotional literature for the Christmas events i.e. Christmas Festival; Living Advent Calendar and Santa Run. It was agreed, as in previous years, Jacksons be approached to sponsor/produce the town's signage to promote the Christmas events and if possible utilise 2010 signage with additions.

Members agreed the format of the festival should remain as the 2010 programme and the Chairman agreed to write Higgs Group to ask for the Christmas event programme to be printed free of charge.

Committee Administrator to contact Jacksons to sponsor/produce the town's signage to promote the Christmas events.

26. SANTA RUN – SUNDAY 4 DECEMBER

Members received a verbal update following from Mrs M Thompson who advised the date for the run had been proposed to take place on Sunday, 4 December. Members were informed that an initial meeting had taken place on 10 August where a route of 5k had been outlined to start and finish at the River and Rowing Museum and included roads which would require road closures and marshalling. It was noted that the Police were aware of the run and should be included in a future meeting with the working group to discuss and give advice on the proposed route. Members discussed rather than choosing a route that involved main roads could Mill Meadows or Marsh Meadows not be used as a circuit track. However, it was agreed that the weather may not be suitable if icy or wet. The Chairman confirmed Councillor S Gawrysiak had been asked by the Mayor to be included in the working group as he had experience in running a similar event in Marlow.

It was confirmed that another meeting of the working group be arranged by the River and Rowing Museum as soon as possible.

27. **DATE OF NEXT MEETING**

The following date was proposed for the next meeting: **Thursday 20 October 2011 at 2.00pm** in the Committee Room, Town Hall.

Meeting closed at 2.45pm.

js

Chairman