

# HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY  
*Town Clerk*



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## COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FULL COUNCIL

to be held on

**TUESDAY 1 OCTOBER 2013 AT 7.30 PM**

**THE COUNCIL CHAMBER, TOWN HALL  
HENLEY-ON-THAMES**

A handwritten signature in black ink that reads "Mike Kennedy".

Mr M Kennedy  
Town Clerk  
25 September 2013

Mayor, Councillor S J Gawrysiak  
Deputy Mayor, Councillor M S Akehurst  
Councillor Mrs J Bland  
Councillor D Clenshaw  
Councillor Miss S Evans  
Councillor W Hamilton  
Councillor Miss L M Hillier  
Councillor D Hinke  
Councillor Miss K L Hinton  
Councillor Mrs E Hodgkin  
Councillor Ms L A Meachin  
Councillor D R Nimmo Smith  
Councillor Mrs P A Phillips  
Councillor I Reissmann  
Councillor D M Silvester  
Councillor Mrs J Wood

District Councillor W Hall

Members are reminded to sign the attendance book.

## AGENDA

1. **APOLOGIES FOR ABSENCE**  
**TO RECEIVE** apologies for absence. Apologies for absence have been received from Councillors D Hinke, Miss K Hinton, Mrs P Philips and D Silvester.
2. **DECLARATIONS OF INTEREST**  
**TO RECEIVE** any declarations of interest.  
*Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a disclosable pecuniary interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he/she has obtained a dispensation from the council; and not seek improperly to influence a decision about that matter.*
3. **MINUTES**  
**TO APPROVE** the Minutes of the Full Council meeting held on the 6 August 2013 (*attached*).
4. **PUBLIC PARTICIPATION**  
Public Participation - a period of up to but no longer than 20 minutes to receive questions and opinions from members of the public on any matter which affects the town.  
**NB: attention is drawn to the Council's Code of Practice relevant to Public Participation (a copy is attached to the agenda).**
5. **DISTRICT COUNCILLORS' REPORTS (max 10 min total)**  
**COUNTY COUNCILLOR REPORT (max 10 min total)**  
**TO RECEIVE** reports from District and County Councillors (*attached*) and subsequent verbal development updates following the submission of these reports.
6. **FEEDBACK FROM REPRESENTATIVES OF OUTSIDE BODIES (max 5 min total)**  
**TO RECEIVE** any reports from Outside Bodies.
7. **MAYOR'S REPORT**  
**TO RECEIVE** a report from the Mayor for the period 31 July-24 September 2013 (*attached*) and any other announcements the Mayor may wish to make.
8. **REPORTS OF COMMITTEES**  
**TO RECEIVE** the Reports of the Committees:
  - i) **Planning Committee** – 13 August, 3 September (both previously circulated) , 17 September 2013 (*attached*)
  - ii) **Town and Community Committee** – 3 September 2013 (*attached*) and supplementary information on Oxfordshire Community Network (*attached*)  
**Report on Street Cleaning**  
**TO RECEIVE AND CONSIDER** a written report on street cleaning in Henley Town Centre (*attached*).
  - iii) **Finance Strategy and Management Committee** – 10 September 2013 (*attached*)
  - iv) **Recreation and Amenities Committee** – 17 September 2013 (*attached*)
  - v) **Townlands Steering Group (TSG)**  
**TO RECEIVE** a written report from the Chairman, Councillor I Reissmann (*attached*)
9. **AUDITED ANNUAL RETURN AND AUDITORS REPORT**  
**TO RECEIVE AND CONSIDER** the Report of the Accountant (copy attached).
10. **LEASES**  
**TO AUTHORISE THE SIGNING AND SEALING** of the following leases (subject to completion):
  - i) KVB Design, Kings Arms Barn
  - ii) The Garage, Makins Recreation Ground
  - iii) The Kiosk, Mill Meadows

11. **RESCISSION OF PREVIOUS RESOLUTIONS**

In accordance with Standing Order 11(a) **TO RECEIVE AND CONSIDER** a 5 Member Motion signed by Councillors Mrs J Bland, Miss S Evans, Miss L Hillier, W Hamilton and D Nimmo-Smith that the decision of Full Council held on 6 August 2013 Minute No. 28, be rescinded and re-debated.

Clerk's note: For the Council to properly consider all of the issues previously discussed by the Legal Group, Finance, Strategy and Management and Full Council it will be necessary to exclude the Public and the Press in accordance with the Public Bodies Admissions to Meetings Act 1960.

## Henley-on-Thames Town Council

### Public Participation Scheme

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

1. This scheme applies to meetings of the Full Council, the Planning Committee, Finance, Strategy and Management Committee, Recreation and Amenities Committee and Town and Community Committee and any other committee or sub-committee of the Council.
2. There will be a Public Participation Session at the start of every meeting to which this scheme applies. At Full Council, members of the public, including Councillors who may have a personal and prejudicial interest on any item included on the agenda, may ask questions or make a statement on any matter which affects the town. The session will last for a period of up to 20 minutes (but capable of being extended at the Chairman's discretion).
3. Members of the public may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda.
4. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
5. All speeches shall last for no more than 2 to 3 minutes.
6. If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
7. If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
8. The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
9. The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
10. Questions which require the disclosure of exempt or confidential information will not be answered.
11. The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE MEETING OF FULL  
COUNCIL HELD AT 7.30PM ON  
TUESDAY 6 AUGUST 2013 IN THE  
COUNCIL CHAMBER, TOWN HALL,  
HENLEY ON THAMES

Present: Mayor, Councillor S J Gawrysiak  
Deputy Mayor, Councillor M S Akehurst  
Councillor D Clenshaw  
Councillor Miss S Evans  
Councillor W Hamilton  
Councillor Miss L M Hillier  
Councillor D Hinke  
Councillor Miss K L Hinton  
Councillor Ms L A Meachin  
Councillor D R Nimmo-Smith  
Councillor Mrs P A Phillips  
Councillor D M Silvester  
Councillor Mrs J Wood

In Attendance: Mr M W Kennedy - Town Clerk  
Mrs P Price-Davies - Minute Taker / Committee Administrator  
Mr C Austin - Town Sergeant

Also Present: 1 member of the press  
9 members of the public

The Town Clerk read out the fire evacuation procedure and reminded Councillors and members of the public of the Code of Practice relating to Public Participation as stated on the agenda. He also drew Members of the public's attention to the laminated rules placed on each seat in the public gallery.

**19. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor I Reissmann and Councillors Mrs E Hodgkin and Mrs J Bland.

**20. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**21. MINUTES**

The minutes of the Full Council meeting held on 25th June 2013 were approved and signed by the Chairman as a true record.

**22. PUBLIC PARTICIPATION**

*Mr M Dodds, Greys Road*

Mr Dodds expressed his delight on behalf of Henley in Transition about the success of the Defra Air Quality application which had resulted in the production of a low emission zone strategy for South Oxfordshire.

*Mrs D Jones, Rupert Close*

Mrs Jones expressed concern at the lack of provision for depositing dog faeces along the public footpath leading from Fawley Meadows to the Fawley Road. She claimed that this had been an issue for a long period of time and that various complaints to the Council had been made but no adequate facilities had been provided. The Town Clerk reported that policy regarding this issue had recently changed and that dog faeces was now regarded as litter and could be deposited in litter bins which were the responsibility of SODC. The Chairman requested that this issue be escalated to SODC.

*Mrs G Dodds, Greys Road*

Mrs Dodds spoke of the signage for The Kings Arms Barn, and said she was pleased that the application had been submitted to the Planning Department at SODC and that KVB Design had been instructed to keep the main doors open so that the building was visible from the road.

*Mr A Yeates, Meadow Road*

Mr Yeates spoke on behalf of his wife and their two neighbours who live in the building adjacent to the Mill Meadows playground. He read out a statement regarding the history of noise disturbance issues resulting from the upgraded Adventure Playground since 2009 and the fact that they have expressed their concerns to Henley Town Council since this facility had been installed. He urged the HTC to agree to their compromise offer of not pursuing further legal action if the tyre swing was to be removed from the facility and not be replaced with any alternative piece of play equipment. He felt that it was this piece of equipment that caused regular bouts of high pitched screaming and shouting from the children that used it and its removal would be the most effective way of resolving this situation.

The Chairman pointed out that this matter would be considered under Item 10 on the agenda.

A resident complained about the upkeep of the area behind WHSmith and enquired as to who this land belonged to. She was advised to take a photograph of the area in question and contact head office at WHSmith. The Chairman requested that Henley Town Council should follow up this matter.

## **23. DISTRICT/COUNTY COUNCILLOR REPORTS**

### **District Councillors' Reports**

Members had before reports from District Councillors Mrs J Wood, Mrs J Bland and Mrs E Hodgkin. It was **RESOLVED**

**that the reports be received and noted.**

### **Matters arising from the reports:**

**Deep Clean:** A Member requested that the deep clean operation of Market Place that SODC and the contractors had reportedly been liaising over had still not occurred despite reassurances. A Member assured Council that the matter was in hand and it was scheduled to be undertaken.

### **County Councillor Report**

Members had before them a report from County Councillor D Nimmo-Smith. It was **RESOLVED**

**that the report be received and noted.**

County Councillor D Nimmo-Smith referred to his report which he had previously emailed to Councillors and gave a verbal update on the following issues:

**Pedestrian Crossing in Greys Road:** He informed Council that Sacred Heart Primary School were pressing for the installation of the pedestrian crossing on Greys Road, opposite Makins Recreation Ground but the preference was for a crossing to be installed at a different point where the section of Greys Road was straight. A member reported that the exact location had finally been decided and gone through Council.

**Thames Water:** He informed Council that he had followed up Mr Smewing's request to investigate the unacceptable situation of the temporary materials that had been

used to replace paving slabs throughout the town centre. He reported that the necessary utility works were currently being completed and that OCC were aware of the situation.

**Badgemore School:** A Member questioned whether the recent Ofsted report would affect school admissions. They urged the Governing Body to address this issue as a matter of urgency and he was assured that it was being dealt with as Ofsted were re-visiting the school in September.

A Member requested that County Councillor D Nimmo-Smith investigated the phasing of the lights at the Pedestrian Crossing outside Maison Blanc on Hart Street as it was generally felt that the current sequencing was too short and posed a danger to pedestrians.

**24. FEEDBACK FROM REPRESENTATIVES ON OUTSIDE BODIES**

Members had before them a report from Councillor D M Silvester on the OALC AGM meeting held on 1 July 2013, which was noted.

County Councillor D M Silvester referred to his report which he had previously emailed to Councillors and gave a verbal update on the following issue:

**Delivering Better Broadband:** He reported that the national programme to achieve a transformation in broadband access and speed was currently being undertaken in Oxfordshire and that British Telecom were currently undertaking a postcode review of the area.

**25. MAYOR'S REPORT AND ANNOUNCEMENTS**

Members had before them the list of Mayoral engagements from the Mayor from the period 19 June – 30 July 2013, copy attached to the agenda. It was **RESOLVED**

**that the report be received and noted.**

The Mayor announced that he was hosting the Last Night of the Proms Concert in conjunction with the Henley Symphony Orchestra, featuring a live broadcast from the Albert Hall at St Mary's Church on Saturday 7<sup>th</sup> September. All proceeds would go to designated Mayoral Charities and he hoped that Members would help to promote the event.

**26. REPORTS OF COMMITTEES**

(i) The Minutes of the meetings of the Planning Committee held on the 2 and 23 July 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meetings of the Planning Committee held on 2 and 23 July 2013 and the recommendations therein be received, approved and adopted.**

(ii) The Minutes of the meeting of the Town and Community Committee held on 9 July 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Town and Community Committee held on 9 July 2013 and the recommendations therein be received, approved and adopted.**

(iii) The Minutes of the meeting of the Finance Strategy and Management Committee held on 16 July 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Finance Strategy and Management Committee held on 16 July 2013 and the recommendations therein be received, approved and adopted.**

- (iv) The Minutes of the meeting of the Recreation and Amenities Committee held on 23 July 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Recreation and Amenities Committee held on 23 July 2013 and the recommendations therein be received, approved and adopted, save for the addition to Minute No.23, that one of the main intentions of the World War 1 Exhibition is for it to be used as an educational resource for local schools.**

*Arising from the report:*

Minute No. 20.ii – Delegated powers to approve the Frog Ball

A Member questioned when delegated powers had been assigned to the Henley-in-Bloom Sub Committee that had approved the Frog Ball sculpture that was currently in situ at Station Park, and was assured that the correct protocol had been adhered to and that the sculpture was part of a six month rotating programme of public art with an educational element that would involve local schools.

The Mayor thanked Councillor Miss K L Hinton and the In Bloom Sub Committee for all the commitment and work in the town that had taken place in preparation for the judging of the Henley in Bloom and Britain in Bloom throughout July.

- (v) The minutes of the Neighbourhood Planning Governance Committee (NPGC) meeting held on 26 July 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Neighbourhood Planning Governance Committee held on 26 July 2013 and the recommendations therein be received, approved and adopted.**

*Arising from the report:*

Minute No.28 – Progress on the current Workplan

Councillor D Hinke, as Chairman of the Neighbourhood Planning Governance Committee highlighted the following key dates within the Workplan:

- 15 August 2013 Landowners Information Session
- 7 September 2013 Launch in Market Square
- 14 September 2013 Launch at The Henley Show

Minute No.29 – The Communication and Consultation Strategy

A Member questioned the assumption that all Members would be involved in the Neighbourhood Plan as had been the case in Thame. Councillor D Hinke responded by re-iterating the importance of the support and involvement of all Members in ensuring that the local residents get involved in the Neighbourhood Plan. A Member pointed out that the Henley Standard should be obliged to be more supportive about this important change to the community and publish all information and press releases pertaining to it.

Minute No.31 – Budget report

Councillor D Hinke confirmed that the second application to Locality UK for a grant of £7,000 had been approved.

(vi) Townlands Steering Group (TSG) Committee

Members had before them a report from The Chairman of the Townlands Steering Group, which was attached to the agenda. It was **RESOLVED**

**that the report be received and noted.**

## 27. EXCLUSION OF THE PUBLIC AND PRESS

It was moved by the Chairman and **RESOLVED**



that the public and press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the matters about to be discussed were considered to be confidential.

**MINUTES OF THE CONFIDENTIAL SESSION OF THE FULL COUNCIL HELD ON 6 AUGUST 2013.**

**28. CONFIDENTIAL**

A debate ensued on the issues surrounding the implications of accepting the residents' compromise of removing the tyre swing at Mill Meadows Adventure Playground. Subsequently, it was proposed by a Member that Henley Town Council accept the offer of compromise of removing the tyre swing at Mill Meadows Adventure Playground and get them to issue the first stage of that compromise as a precursor to the agreement. The issue of noise levels from children using the Adventure Playground facilities and its positioning was debated further. A vote was taken and the motion was lost.

Following this, a second proposal was made. It was proposed that the minutes of the Finance, Strategy and Management Committee held on 16<sup>th</sup> July 2013 relating to the Adventure Playground be accepted. i.e. It was proposed that the subject need not be visited after this time and this is communicated to the resident whose solicitor's letter had been reviewed by the Legal Group.

A vote was taken and it was passed on the Chairman's casting vote.

The meeting closed at 9.10 pm.

*ppd*

*Mayor*

## Henley-on-Thames Town Council

Report for Full Council on Tuesday 1 October 2013

District Councillor Reports

### ***Report by District Councillor Mrs J Bland***

#### **Business Rates**

At a recent meeting with our MP John Howell I expressed my concern that despite William Hague's admittance that the Business Rate tax is out dated the policy has not yet been addressed in the House. I stated that the government wishes the private sector to lead the economic recovery yet it burdens businesses with this damaging Tax. That it cripples start ups and inhibits growth. He asked what I would do. I suggest that it be dropped from 45.8 percent of the rent able value to 25 percent. That to begin with it could be funded by the savings in the benefit system and would be self funding in a short time with job creation and growth. If this is not addressed more businesses would leave town centres to find cheaper rentable premises on trading estates etc. The offices will turn into housing killing the vibrancy of our towns and villages. The high speed train was mentioned from London to Birmingham cutting though the ANOB to save 35mins of the time it takes on our existing trains. The actual cost of the project is unknown, estimated to be of many billions. I suggested that the money would be better spent on the reduction of the business rate and paying off our deficit. Mr Howell is to address the Partnership on this matter in October.

#### **Planning meetings**

At planning meetings we have the difficult task some times in finding sound planning reasons for rejecting unpopular applications. If we make an unsound decision it will fail on appeal and cost the tax payer a great deal. With legislation continually changing it makes it very difficult for the committee to keep on top. Fortunately the officers keep us up to date. We have many training sessions though out the year. We have a very high rate of success at appeals. Sometimes an application will take over an hour of representations and debate before a decision is made. We all do our very best to come to the correct conclusion.

#### **Up Date on Fly Tipping**

Officers are still handling a large number of on-going cases working closely with the police on offences committed in the district. Prosecution is working. Two people from Didcot were recently fined £100 for dumping black bags behind a shop and ordered to pay £100 each costs and a £15 surcharge. Another two people were given a fixed penalty fine of £80 for depositing rubbish around bins in Watlington car park. At the end of August officers were involved in a joint operation with the police targeting waste carriers though the district. In total 9 vehicles were stopped and drivers were questioned. Vital intelligence was collected on waste movements. Two people were given fixed penalty notices of £300 for carrying waste without being registered as a waste carrier. Four cases are being heard this month in Oxford Magistrates Court for fly tipping offences.

Mayor SG / Deputy Mayor MA

<b>FUNCTIONS ATTENDED BY THE MAYOR</b>		
<b>*Attended by Deputy Mayor</b>		
<b>** Attended by Councillor Mrs Jeni Wood</b>		
<b>DATE</b>	<b>ORGANISATION/NAME</b>	<b>FUNCTION</b>
*01.08.13	Jeffrey Emmett Planning & Development Consultancy	Meeting to discuss Parrots Yard
02.08.13	Henley Town Council	Toilets Meeting
03.08.13	Henley Town & Visitors Regatta	Regatta
06.08.13	Martin Cook	Meeting to discuss the Mayoral Photograph
06.08.13	Leander Club	Steering Group Meeting, Henley Business Partnership
07.08.13	Henley Wildlife Group	Ditch digging at Mill Meadows
08.08.13	Mayoral Charities	Planning Meeting
08.08.13	Charity Walk	Meet & photo shoot charity walk team
08.08.13	Gainsborough Residents	Meeting
09.08.13	Julie Perigo – Henley Business Partnership	Meeting
10.08.13	Henley AFC	Bobby Robson Day
11.08.13	BBC Berkshire	Radio Paper Review
12.08.13	Martin Cook	Mayoral Photo Shoot
13.08.13	Sue Prior	Meeting
13.08.13.	Community New	Meeting
13.08.13	Henley Town Council	Makins Steet Snooker Event
13.08.13	SOHA	BBQ
14.08.13	Gideons	Bible Presentation
14.08.13	Richard Cuthbertson	Music Events meeting
15.08.13	ATC Shropshire	Annual Camp Event
*15.08.13	Henley Town Council	Developers Day
15.08.13	Henley's Top Dog	Meeting
16.08.13	Parkinson's Organisation	Boat Trip fund raising event
16.08.13	Steve Hartley	Meeting
17.08.13	Tower House	Tea Party
19.08.13	Lindsay McLoughlin	Interview
19.08.13	Henley Municipal Charities	AGM
19.08.13	60+ Club	Management meeting
22.08.13	SOHA	Meeting to discuss The Close
22.08.13	Henley's Top Dog	Awards Ceremony
23.08.13	Naomi Watts	Meeting
*24.08.13	Parkinson Organisation	Tea
27.08.13	Wild at Art	Meeting
28.08.13	BBC Radio Oxford	Interview
28.08.13	Henley Town Council	Toilet Meeting
28.08.13	Last Night of Proms Event	Meeting
28.08.13	Henley Theatre Services	Meeting
29.08.13	Skate Board initiative	Meeting
30.08.13	St Mary's Church	Meeting
31.08.13	Regatta for the Disabled	Regatta
01.09.13	Greys Fete	Fete

02.09.13	Henley Youth Club	Meeting
02.09.13	Henley Lions Club	Meeting
03.09.13	Magoos & Boatique	Street Cleaning
03.09.13	Visually Impaired Group	Tea and meet the members
05.09.13	Bled Twinning Group	Meeting
05.09.13	Henley Symphony Orchestra	Rehearsal
05.09.13	Henley Round Table	Meeting
06.09.13	Pete Wilkinson	Meeting
06.09.13	Fr Martyn	Meeting to discuss Civic Service
07.09.13	BBC Radio Berkshire	Interview Henry Kelly Show
07.09.13	Henley Town Council	Launch of Henley & Harpsden Neighbourhood Plan
07.09.13	Chiltern Centre	Open Day Event
07.09.13	Last Night of the Proms	Mayoral Event
09.09.13	Robert Rigby - Mill Meadows Toilet working Group	Meeting
09.09.13	Boat Relay – Thames Water Source to the Sea	Henley Rowing Club / Thames Festival
09.09.13	Henley Educational Trust	Meeting
10.09.13	Toddler Group Playground Advisory Group	Meeting
10.09.13	Henley Partnership	Meeting
13.09.13	Visit to Rupert House School	Talk on Mayoral Role
14.09.13	Henley Show	Reception and Lunch
15.09.13	Henley Town Council	Civic Service
16.09.13	Music on the Meadows	Meeting
18.09.13	Christmas Decs	Meeting
18.09.13	SODC	Vision Meeting
19.09.13	Bled	Visit to Twinned Town of Bled
20.09.13	Bled	Visit to Twinned Town of Bled
21.09.13	Bled	Visit to Twinned Town of Bled
22.09.13	Bled	Visit to Twinned Town of Bled
**22.09.13	Henley Leichlingen Youth Classical Orchestra	Classical Concert
23.09.13	Bled	Visit to Twinned Town of Bled
*23.09.13	Henley Leichlingen Youth Jazz Orchestra	Jazz Concert

HENLEY TOWN COUNCIL

Full Council Tuesday 1 October 2013.

Additional information requested from Town & Community 3 September 2013 –  
Minute 38 refers.

38. OXFORDSHIRE COMMUNITY NETWORK

Members received a letter that had been previously circulated with the agenda and some additional tabled information from Oxfordshire County Council regarding a new county wide service being launched in the autumn 2013.

A member expressed concern that there would not be enough carers available in the County to look after all the people in their own homes to an acceptable standard. It was **RESOLVED**

**that a letter be sent to Claire Moore, OCC requesting a response in time for Full Council on 1 October asking:**

- How many Community Networkers will there be
- What area will they cover
- Who are they accountable to

Response from Claire Moore:

***The contract for the Community Network service starts on the 1<sup>st</sup> November and it is expected that the first of the community services will begin operating in the New Year as the Community Networkers have yet to be recruited.***

***The contract has been awarded to Age UK Oxfordshire and therefore the Community Networkers will be accountable to them.***

***In terms of numbers then I am afraid that I can't give you specific numbers as yet but it will be a countywide service.***

**HENLEY TOWN COUNCIL**

Full Council Tuesday 1 October 2013.

**Report on street cleaning in Henley town centre.****1. Executive Summary**

- 1.1 To consider the cleanliness of the Streets on Henley, and to consider funding a deep clean / chewing gum removal from the York stone in the Market Place, Bell Street, Duke Street and Hart Street.

**2. Background Information**

- 2.1 South Oxfordshire District Council (SODC) provide a member of staff on a daily basis who empties the town centre bins and picks up litter.
- 2.2 In the past SODC provided an annual deep clean of the Town Centre, but due to budget cuts and contractual changes this is currently not a service that they can provide.
- 2.3 Complaints have been received about the cleanliness of the town's streets both through the Council Offices and via the Henley Standard.

2.4

**3. Detailed Consideration**

- 3.1 Consideration should be given to the fact that Henley has won Gold in the Chilterns in Bloom Competition twice in the last two years and is currently awaiting the results of the Britain in Bloom Competition but is being let down by the condition of its pavements.
- 3.3 The following quotation have been received for a deep clean and chewing gum removal service in the town

Operator	Pre Cleanse Sweep	Gum Removal	Deep Clean	Total
A	£331.00	£3287.00	£1900.00	£5518.00
B	Contractor not	available until	28.09.13	TBC
C			£1096	£1096.00
D		£14477.10 including a deep clean	Cost included in Gum Removal	£14477.10

- 3.4 The following quotations have been received for the purchase / hire of machinery only and would need to be operated by the Park Service team.

Operator		Gum Removal	Deep Clean	Total
A		£5499.00 (£45.68 p/w) +£19.99 cleaning fluid		£5499.00

B				£14,348.00 / £15,373.00
C			£3495.00	£3495.00

**4. Recommendation**

- 4.1 That a contractor be commissioned to carry out an annual deep clean AND removal of chewing gum, and an amount be added to the budget to cover the cost, or
- 4.2 That a contractor be commissioned to carry out a one off deep clean AND chewing gum removal, or
- 4.3 That a contractor be commissioned to carry out an annual deep clean OR chewing gum removal, or
- 4.4 That a contractor be commissioned to carry out a one off deep clean OR chewing gum removal, or
- 4.2 That no action be taken.

**Townlands Hospital**  
Report to Full Council  
Tuesday 1st October 2013

The project is continuing to make progress despite some setbacks over the summer. However the scheme is on track.

- The delay meant holding back on discharging remaining planning conditions which require an 8 week period before any work can start.
- A number of documents are now being finalised and it is planned that contracts will be finalised by the end of October, when the discharge periods for the planning conditions run out.
- Matters with the care home are progressing well.
- Project members are working with the local NHS Property Services lead to bring them up to speed with all historic matters including the business case in readiness for their relevant delegate to sign the contracts when they are complete.
- Good progress is being made to ensure all the sub-tenants are ready to sign up to their under leases. These sub-tenants are:
  - Sue Ryder
  - Oxford Health NHS Foundation Trust
  - Royal Berkshire Foundation Trust

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Cllr Ian Reissmann  
Chair TSG



**HENLEY TOWN COUNCIL**

**Full Council Meeting 1<sup>st</sup> October 2013**

**Report to accompany the Audited Annual Return Section 3 and Auditor's 'Issues Arising Report'**

**The Purpose**

To inform Councillors of the correct procedure regarding the completion of the audit of the Annual Return for the year ended 31<sup>st</sup> March 2013.

To draw Councillors attention to the issue arising on page 3 of the Auditor's 'Issues Arising Report'.

To draw Councillors attention to the Accountant's response to the issue raised.

**The detail**

Councillors recommended for approval the Annual Return sections 1 and 2 subject to audit at the Finance Strategy & Management Committee meeting dated 4<sup>th</sup> June 2013. This recommendation was ratified at Full Council on 25<sup>th</sup> June 2013. The Annual Return has now been externally audited and Section 3, the External Auditor's Certificate and Opinion is attached. A minute should be made to show that the Annual Return has been approved and accepted by the Council.

A copy of the Notice of Conclusion of Audit should be displayed as soon as possible for at least 14 days in one or more conspicuous places advising the public that the audit has been completed. The Accountant will ensure that this is undertaken.

The attached Annual Return Section 3 states that the auditors have given an unqualified opinion 'that the information in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'

The Annual Return Section 3 does however draw Council's attention to an enclosed report of matters that do not affect their opinion. The report to which they refer is entitled 'Issues Arising Report for Henley on Thames Town Council Audit for the year ended 31<sup>st</sup> March 2013' and a copy is also attached.

The report refers on page 2 to one matter. Page 3 gives further details regarding an issue identified regarding minutes not being initialled by the person signing the minutes. All Councillors will be aware that the procedure for initialling the minutes is rigorously followed for all Committees and Full Council. The Accountant would point out that the minutes with which the Auditors were furnished were taken directly from the hard drive of the computer, as this was a much quicker process than to go through the minute books, take out and photocopy the relevant pages, and return them to the minute books. This has been done in the past and there has been no indication from BDO that hard drive copies of the minutes were not acceptable, prior to this year.

No changes need to be made to the underlying system of initialling the minutes, however in future the Accountant will ensure that copies of the original initialled minutes are taken, rather than downloading the hard drive version for the auditors. It is regretted that the Accountant was not given the

opportunity to explain this to the auditors before they sent out their 'issues arising report' and this lack of opportunity has been brought to the attention of the auditors, BDO, by way of their 'client satisfaction survey'.

**Proposal**

That Council approves and accepts the Annual Return page 3.

That the Accountant's response to the issue regarding minutes be noted and approved.

That the Notice of Conclusion of Audit be displayed promptly following this meeting.

Liz Jones  
Accountant  
10<sup>th</sup> September 2013

# Section 3 – External auditor certificate and opinion 2012/13

## Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

HENLEY ON THAMES TOWN COUNCIL

### Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor report

(Except for the matters reported below)\* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

Please see enclosed report

BDO LLP Southampton  
United Kingdom

(continue on a separate sheet if required)

External auditor signature

External auditor name

BDO LLP Southampton  
United Kingdom

Date

19/3/13

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

**ISSUES ARISING REPORT FOR  
Henley-on-Thames Town Council  
Audit for the year ended 31 March 2013**

## Introduction

The following matters have been raised to draw items to the attention of Henley-on-Thames Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2013.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minutes
-

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

#### **Minutes**

*What is the issue?*

The council produced printed minutes, which were submitted for audit purposes. The pages were not initialled by the person signing the minutes.

*Why has this issue been raised?*

This council submitted minutes for audit purposes which were not maintained in accordance with schedule 12, paragraph 41(2) of the Local Government Act 1972.

*What do we recommend you do?*

The council should ensure with immediate effect that if a loose leaf minute book is maintained the loose leaf pages are consecutively numbered and initialled by the person signing the minutes.

Minutes must be maintained in accordance with the Local Government Act 1972. Loose leaf minute books are lawful but the loose leaf pages must be consecutively numbered and each page must be initialled by the person signing the minutes.

Further guidance on this matter can be obtained from the following source(s):

Local Council Administration, 8th Edition, Charles Arnold-Baker, Chapter 7

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 19 August 2013

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