



HENLEY-ON-THAMES
TOWN COUNCIL

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**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A MEETING OF
THE EVENTS SUB COMMITTEE**

to be held on

FRIDAY 11 JANUARY 2019 AT 9.30am

in

**COMMITTEE ROOM , TOWN HALL
HENLEY-ON-THAMES**

Mrs J Wheeler
Town Clerk
2 January 2019

MEMBERSHIP:

Councillor Sarah Miller (Chairman)
Councillor D Eggleton (Vice Chair)
Councillor Miss S Evans
Councillor Will Hamilton
Councillor Miss L M Hillier
Councillor K Hinton
Mayor, Councillor G Lambert (ex-officio)

Mr Laurence Morris – Laurence Menswear
Mr R Rodway – *Living Advent Calendar*
Mr R Reed
Mrs J Wheeler – Town Clerk
Ms H Barnett – Town & Community Manager
Mr K Bishop – Parks Manager
Mrs N Taylor – Office Manager
Mrs L Wisely – Mayors PA

Members are reminded to sign the attendance book.

AGENDA

1. **APOLOGIES FOR ABSENCE**
TO RECEIVE apologies for absence.
2. **DECLARATION OF INTEREST**
TO RECEIVE any declarations of interest.
Members are hereby reminded that, under the provision of the Localism Act 2011 (Chapter 7, part 1) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464), 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 the decision about that matter.
3. **MINUTES**
TO RECEIVE minutes of the meeting held on 19 October 2018 (attached).
4. **PUBLIC PARTICIPATION SESSION**
TO RECEIVE questions and comments from members of the public on any items included on the agenda. The session to last no longer than 10 minutes and each speaker to be limited to 2 to 3 minutes (see attached guidelines on Public Participation sessions).
5. **PRESENTATION FROM PHILIPPA RATCLIFFE**
TO RECEIVE a presentation from event coordinator Philippa Ratcliffe who wishes to bring a couple of events to the town.
6. **BUDGET UPDATE**
TO RECEIVE an update on budget 2018/19 (attached).
7. **HENLEY AT CHRISTMAS**
(i) TO RECEIVE feedback from members on the Christmas Festival Event (30.11.18) (feedback attached)
(ii) TO RECEIVE verbal feedback from the Police on the Christmas Festival Event.
(iii) TO RECEIVE verbal feedback from members on the 2018 Living Advent Calendar Event.
(iv) TO RECEIVE a verbal feedback from members on the Festive Lighting Scheme.
(v) TO CONSIDER the development of Henley at Christmas Events for 2019.
8. **HTC SUPPORTED EVENTS**
TO RECEIVE an update on the development of the Health & Wellbeing day (02.02.19)
TO RECEIVE an update on the development of the May Fayre (6.5.19)
9. **HENLEY EVENTS FOR 2019**
TO RECEIVE AND NOTE a list of events taking place in Henley during 2019 (list attached)
10. **DATE OF NEXT MEETING**
TO CONSIDER the dates of the 2019 meetings.

Present:

Councillor Sarah Miller (Chairman)
Councillor D Eggleton (Vice Chairman)
Councillor Miss S Evans
Councillor Miss L M Hillier
Councillor K Hinton
Councillor D Nimmo Smith (Substitute for Councillor Will Hamilton)
Mayor, Councillor G Lambert (ex officio)

Mr Laurence Morris – Laurence Menswear
Mr R Reed
Mrs J Wheeler – Town Clerk
Ms H Barnett – Town & Community Manager
Mr K Bishop – Acting Parks Manager
Mrs N Taylor – Office Manager
Mrs L Wisely – Mayors PA

12. **APOLOGIES**

Apologies for absence were received from Mr R Rodway – *Living Advent Calendar*, and Councillor Will Hamilton.

13. **DECLARATION OF INTEREST**

None received. Councillor Hinton declared a personal interest in the Kenton Theatre Event.

14. **MINUTES**

The Minutes of the meeting held on 14th September 2018 were received, approved and signed by the Chairman as a true record. Councillor Hinton stated that she had not received the minutes of the last meeting. Staff would check this but the minutes were also circulated with the T&C agenda.

15. **PUBLIC PARTICIPATION SESSION**

Phillipa Ratcliffe – New Street asked if a site plan for the event was available and was advised that there would be one after the close of booking on 5 November.

Pam Phillips – St Marks Road thanked the Council for reintroducing the Santa Fun Run and reminded everyone present that the emphasis is on fun and is not a serious run, and that everyone taking part gets given a Santa hat to wear. Mrs Phillips confirmed that Invesco were happy for the run to take place on the outskirts of their grounds but would like to see a copy of the risk assessment.

It was RESOLVED

that Councillor Dave Eggleton will carry out the Risk Assessment for the Santa fun run if the existing one cannot be found.

that a check be made of Santa hat stock and if necessary more hats ordered. (Since this meeting a check was done on Santa's hats and we only have 3 or 4 in the town hall)

16. HENLEY AT CHRISTMAS 2018

(i) Christmas Festival 30 November 2018

A meeting has taken place with the Fairground rides organiser who has agreed to bring more traditional rides. Confirmation of costs awaited. Councillor Hinton stated that she had been advised that the fee he was willing to pay this year was 50% less than last year as he could not bring his big rides.

It was agreed that no rides / stalls should block access to shops / businesses, and no competing pitch to be placed outside a similar shop/ business.

The Henley Standard ran an article this week promoting the event.

Silly string was discussed and a request will be made to the toy shop regarding the Festival night – however it was agreed that we cannot dictate to the retailers on what they can and can't sell.

Duck Pond markets will - for a percentage of the pitch fee - provide at least twelve craft type stalls for the event.

Friday Street it was confirmed will have Reindeer, a Snow Machine and Hot Chocolate for the children taking part in the Reindeer-led Lantern Parade.

There will be several different choirs singing carols around the tree and it is hoped that there will be additional entertainment this year in the form of Stilt Walkers or something similar.

The River & Rowing Museum will be providing Children's Arts and Crafts in the Council Chamber and there will be a Wild Wood in the Committee Room complete with Toad and Ratty.

Mr Toad will assist in the turning on of the large Christmas tree lights.

A leaflet will be produced publicising all the Christmas events.

Pedlars it was agreed will once again be discouraged and moved on. Marshalls will be allocated to different roads / areas.

The road closure will this year be from 3pm – 11pm. All traders to be advised that they must finish trading at 9pm so that they can have left the site of the Festival by 11pm when the roads re-open.

It was RESOLVED

that a letter should be sent from the Council requesting that Bagatelle refrain from selling Silly String for the duration of the event.

that where possible the stall holder be introduced to the shop / business that they are set up outside so that the shops / businesses feel included.

Councillor Miss L M Hillier & Mr Richard Reed left the meeting at 10.04am

Councillor Miss K Hinton informed the meeting that she had sent her apologies to all meetings except R&A until January but felt she had to attend this meeting as she was concerned.

Memo to be sent to all Councillors asking who will be available to act as Marshalls.

(ii) Living Advent

A report from Richard Rodway was received and it was noted that he is currently matching charity partners and venues etc. and would be sharing more news next week. The launch of the Living Advent will take place at the Kenton Theatre on Wednesday 14 November 2018.

(iii) Small Christmas trees

Members received an update and review of costs for this year's scheme and a report from the Town Clerk.

The Christmas Tree Order Form was approved and will be circulated next week.

Christmas Tree shredding will be run by R&A and Parks. The dates to be decided ASAP.

It was suggested that it would be a better idea for the brackets to be left up all year round and not taken down each year.

It was RESOLVED

- 4.1 that the contract for the small Christmas trees is awarded to Light Angels for 2018 and 2019 at a fixed cost of £41.45 per tree + vat. This will cover the trees, installation, lights and monitoring over the festive period.**
- 4.3 that the trees are sold to the businesses and the public for a cost of £42 + VAT per tree – an uplift of £4 per tree from last year.**

17. REMEMBRANCE WEEKEND

(i) Saturday 10 November 2018

- Aliquando Event – Full details on the Remembrance Meeting notes of 11 October 2018.
- Kenton Theatre Event – Full details on the Remembrance Meeting notes of 11 October 2018.

ii) Sunday 11 November 2018

- Remembrance Sunday Service all arranged, with extra seating to be made available for the audience. A technician to be available to ensure microphone height etc. correct for the user.

- As additional seating is being made available, the WI Marshalls to be asked to monitor the seating to make sure that it is used by the elderly or those who need a seat.
- Evening Beacon Lighting Remembrance Event (Makins) all arrangements in place except for refreshments.

Post Meeting Note: Councillor Dave Eggleton has arranged full sponsorship of the Fly Past by three WWI aeroplanes by Wilkins, RBL and Dave Eggleton. Thanks go to all three for their valuable donations.

18. **OTHER HTC SUPPORTED EVENTS**

The Mayor will host a reception in his parlour for sponsors at the Christmas Festival before the switch-on of the lights and will head the Reindeer-led Lantern Parade.

The Over 60's Christmas Lunch in the Town Hall will take place on Tuesday 4 December 12-3pm. The Mayors PA will send a memo to all Councillors requesting help.

The Mayor's Civic Dinner will take place at the Town Hall on 16 March 2019.

Santa Fun Run Councillor Miller advised the meeting that the run would take place on Sunday 9 December at 10am starting from the River & Rowing Museum. The route will be the same as in previous years, hats will be given to all participants and the Lions will hand out warm soup at the finish line.

The website is complete except for one photograph and will be live shortly.

Costs will be £14 for a Family, £6 Adult and £4 under 10's.

It was suggested that Councillor Plant or Angie Best be invited to do the warm up for the event.

Councillor David Nimmo Smith left the meeting at 10.32am.

Memo to be sent to all Councillors to see who is available to act as a Marshall.

A Facebook Ad Campaign being set up Councillor Sam Evans to promote all the Christmas Events. Councillor Evans requested that if anyone has any good photographs of any of the past Christmas events or the Santa Fun run that they send them to her or the Town & Community Manager.

Post Meeting Note: IBS have agreed to sponsor Santa Hats for the Fun Run. Thanks go to IBS for their valuable donation.

Health and Wellbeing Day Members discussed possible dates for a Health and Wellbeing Day and it was agreed that although cold January would be a good month. It was suggested that a check should be made on awarenessdays.com before any dates were arranged.

19. **BUDGET UPDATE**

Members discussed the budget and it was agreed that the Henley Festival who had kindly offered to help source some suitable entertainment be contacted (Stilt Walkers or Christmas Puddings etc.) for a sum of up to £1000 as approved in the budget.

Councillor Sam Evans left the meeting at 10.44am

20. **ANY OTHER BUSINESS**

It was questioned what recognition people receive for sponsorship and noted that a logo would be placed on all posters, leaflets, social media and town council website.

Laurence Morris left the meeting at 10.47am.

21. **DIARY DATES FOR NEXT MEETINGS:**

Change of date: **Monday 5th November – 2.00pm** from Friday 19th October 11am–
Safety Advisory Group Meeting for Festival events on 30 November

Friday 11 January - 9.30am – Christmas Wash up Meeting

The Meeting closed at 10.58am

NT/HB/JW

Chairman

BUDGET FOR 2018/19 CHRISTMAS - working document - 12th December 2018					
	2018 Budget (£)	2018 Income to date (£)	2018 Expenditure to date (£)	2017 Income (£)	2017 Expenditure (£)
INCOME: net of VAT:					
Sponsorship:					
Invesco Perpetual - for big Xmas tree	£1,750.00	£1,750.00		£1,750.00	
Sponsorship	£350.00	£350.00			
Sales of space for stalls/rides: 2018 total figure					
Fair ride Attractions Rental Income	£1,150.00	£1,065.00		£1,600.00	
Food Stalls (13 x £60)	£780.00	£780.00			
Drink Stalls (8 x £60)	£480.00	£480.00		£750.00	
Christmas stall income (17 x £60)	£1,020.00	£735.00		£990.00	
Charity stall income (14 x £15)	£210.00	£210.00			
Henley Business	£15.00	£300.00			
Duck Pond Income (14 x £15)	£210.00	£210.00			
TOTAL EXTERNAL INCOME	£5,965.00	£5,880.00		£5,090.00	
Henley Town Council budgeted contribution	£11,000.00	£11,000.00		£11,000.00	
SMALL CHRISTMAS TREES					
2018 actual 137 at £42.00 excluding VAT	£5,754.00	£5,562.00		£5,890.00	
Less write-offs of old invoices never paid 2017				-£848.00	
TOTAL INCOME	£22,719.00	£22,442.00		£21,132.00	
EXPENDITURE: net of VAT, Sage Account 7069					
Entertainment					
Tim Valentine	£50.00	Inv 15739	£50.00		
Large Xmas tree (40 ft spruce)	£1,304.00	Inv 15733	£1,330.00		£1,304.00
Hire of Reindeer	£600.00				
Staff o/t at Xmas Festival at cost per payroll analysis	£3,300.00		£2,834.60		£3,181.11
Amending the Advance Warning signs for Christmas Festival	£175.00	Inv 15610	£95.00		£175.00
Hire of 10 x 2-wave radios for Marshals			£0.00		£198.40
Open mic costs - PRS licence/organiser costs			£0.00		£172.06
Mayor's reception in parlour/sundries - various small			£0.00		£124.99
St John's Ambulance	£184.00	Inv 15699	£184.00		£184.00
PA/Sound system/lights	£20.00		£0.00		£526.00
Woodley Concert band	£150.00	Inv 15767	£150.00		£150.00
Flood lights + H&S tape for wires	£1,340.00	Inv 15749	£1,431.43		£1,340.00
Waste Management	£515.00	Inv 15664	£515.00		£426.00
Clean up - Biffa (cash from fair income)	£50.00				
Henley Herald	£50.00	PO 17756			
Henley Standard Advert	£279.00	Inv 15750	£279.00		
Design Christmas, ad, leaflets, posters	£680.00	Inv 15780	£680.00		£473.00
Leaflet to promote Christmas (Print - 10,000)	£556.00	Inv 15781	£556.00		
Delivery of 6000 leaflets	£601.00	Inv 15701	£601.00		
Lantern Parade - River and Rowing Museum workshops	£560.00	PO 17692	£0.00		£413.26
Bell for Town Crier	£20.99	Inv 15784	£17.49		
Hire of vehicle for parks, Incl insurance					£245.39
Other					£12.00
LIGHTING					
Light Angels - labour ref festoons/tree lights, agreed Full Council 27 Sept 16	£5,250.00	Inv 15489/90 (for 2/3)	£3,500.00		£5,250.00
Emergency electrical repairs to cables etc	£0.00		£0.00		£0.00
Illuminations electricity - assume £0	£0.00		£0.00		£0.00
SMALL CHRISTMAS TREES					
2018 assume 165 at £41.45 + vat	£6,864.12	Inv 15709 (for part)	£3,133.62		
Adjustments - 3 free trees (1 x Charity, 2 x town hall)	£124.50				
Cost of small trees within wiring loop - 83 at £35.00. Profit £3.00/tree	£0.00		£0.00		£2,905.00
Cost of small trees on pin plug sockets - 81 at £50.00. Loss £12.00/tree	£0.00		£0.00		£4,050.00
TOTAL EVENT EXPENDITURE	£22,673.61		£15,357.14		
NET EVENT INCOME/EXPENDITURE	£45.39		£7,084.86		£21,128.15
Brought forward from previous year	-£12.11		-£12.11		£3.85
					15.96

Christmas Festival 30 November 2018 Feedback

Name	Positive Feedback	Negative Feedback	Suggestion.
Liz Jones	Lots of positives about the reindeer...!	A very long hair was found in a customer's food from the German Sausage Stall.	Hair nets required by all food traders in future.
Nicci Taylor	Lots of positive comments regarding the whole feel of the event, shops very happy with trade.	Sale of Silly string from both Bagatelle and Temptations.	Further requests be made to both shops not to sell silly string.
Louise Hastings	I have only had good feedback. Best Christmas event that we have had. Retailers were also pleased. People could get into the shops. I noticed pubs were full as well. All round amazing night.	None received.	
Cllr Donna Crook	My sister went shopping in Henley on the Morning after and every shop she went into everyone was talking about how wonderful the Reindeer were and they really did make the evening special, also my boyfriend's grandson loved the Santa with the large stuffed unicorn and Reindeer that Joan had donated. I thought the duck pond market were very good that their area was mostly litter free. I personally absolutely loved the event.	Teenagers buying eggs and throwing them around and older teenagers buying alcohol and giving it to youngsters to drink from water and sports bottles. Some of the Stalls had bigger gazeebos than others causing space issues. The Square had electricity issues so some stall holders had to use generators instead of electricity as organised.	Sainsbury's be asked not to allow the sale of eggs and alcohol to teenagers. All stallholders to confirm size of gazebo being used to prevent overcrowding in area and H&S issues. Advance warning posters advising disabled people that they will not be able to park in the town centre during the road closure times. Directional signage advising the public where they can find Santa and the Reindeer etc.
Karl Bishop	The night ran well and everyone played there part.	Hart street should be closed at 3pm and the rest of the closures 4pm (reacted with the school run and Abrahams estate	Possibly buy more radios? (would have been handy for key marshals to be easily contactable)

		<p>diversions were chaos). Bell street was not accessible for emergency vehicles and an incident occurred where an ambulance could not pass so had to redirect. Tower lights were temperamental. PA system.</p>	<p>Street Marshalls to ensure that stalls are set up leaving enough space for emergency vehicles. Southern Plant were notified of issues with Tower Lights. Microphone training to be provided prior to use. Karl, Joe and Nicci to meet and design an up to date road closure sign checklist. Some posters, social media or Henley Standard coverage would highlight this to the young</p>
<p>Kirsty Waterman</p>	<p>The only comments I heard apart from the fact that it was well run and lots of fun</p>	<p>The kids weren't aware that there was a ban on silly string</p>	
<p>Cllr Jane Smewing</p>		<p>Coppa Club complained that there was a food stall opposite them. They'd been promised no food stalls "outside" them and they interpreted that to include "opposite". That said, they were fully booked that night anyway so no loss to them. The grandma of a teenager has complained to me that there was nothing for teenagers to do - they missed the big rides. This is just a case of "you can't please all of the people...etc". A few people mentioned they had not known the event was happening - they did not expect it in November. These</p>	<p>It would be good if there was anything we could provide for teenagers without upsetting the rest of the world. If we do provide something we had better advertise it well as teenagers may have decided the event is not for them.</p>

		were people my age who are not social media users.	
Leena Wisely		Chaos on the town hall steps during the singing of the Christmas Carols.	Steward to be assigned to the Choirs so that they go in the correct position and keep the steps clear.
Laurence Morris	<p>This year's Xmas Festival down Duke St was a vast improvement on last year. More stands – more people.</p> <p>The stands around us all seemed pretty busy throughout the evening.</p> <p>I think the reindeer on Friday St bought a continuous flow of people down the street. More people meant it was a much better evening for us here at Laurence Menswear.</p> <p>The general feedback from customers following the event was positive. People liked the fact that there were no big “teenage” fairground rides.</p>	No negative feedback - All good.	<p>Would be good to see some street performers – jugglers / stilt walkers etc for next year.... What about possibly doing a tie in with the performers from the Summer Henley Festival</p>
Cllr Dave Eggleton	<p>Event went very well. More space between stalls this year so people could move around more freely. Shops did well.</p> <p>Reindeer very popular.</p>	<p>Stall sizes need to be checked to prevent gridlock.</p> <p>Parents raised concern that there was nothing for older children to do.</p> <p>Silly string.</p>	<p>One or two rides for teenagers / older children.</p> <p>Shops to be encouraged not to sell Silly String, and posters / promotion to clearly advertise that it will be confiscated if found being used.</p> <p>Two lots of Reindeer, one Friday Street, one near the Town Hall if Father Christmas is going to be coming to the Town Hall next year.</p>

HENLEY EVENTS FOR 2019

Saturday 2 nd FEBRUARY	HEALTH AND WELLBEING DAY
Monday 4 – Sunday 17 MARCH	HENLEY YOUTH FESTIVAL
Saturday 2 – Sunday 3 MARCH	HENLEY'S HOUSE AND GARDEN SHOW
Monday 6 MAY	MAY FAIR
Friday 10 MAY	HENLEY HEROES
Monday 13 MAY	MAYOR MAKING
Friday 21 – Sunday 23 JUNE	HENLEY WOMEN'S REGATTA
Sunday 30 JUNE	HENLEY CLASSIC SWIM
Wednesday 3 – Sunday 7 JULY	HENLEY ROYAL REGATTA
Wednesday 10 – Sunday 14 JULY	HENLEY FESTIVAL
Friday 12 – Saturday 13 JULY	MASTER'S REGATTA
Sunday 14 JULY	HENLEY SWIM FESTIVAL
Sunday 14 JULY	BORAMA
Saturday 20 JULY	CLUB TO PUB SWIM
Friday 19 – Sunday 21 JULY	THAMES TRADITIONAL BOAT RALLY
Sunday 4 AUGUST	THAMES MARATHON
Friday 16 – Sunday 18 AUGUST	REWIND FESTIVAL
Saturday 14 SEPTEMBER	THE HENLEY SHOW
Saturday 28 SEPT – Sunday 6 OCTOBER	HENLEY LITERARY FESTIVAL
Sunday 6 OCTOBER	HENLEY PLOUGHING MATCH
Sunday 10 NOVEMBER	REMEMBRANCE DAY SERVICE
Friday 29 NOVEMBER	CHRISTMAS LATE NIGHT FESTIVAL (TBC)