

HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY
Town Clerk



COUNCIL OFFICES
TOWN HALL
MARKET PLACE
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COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE TOWN AND COMMUNITY COMMITTEE

To be held on

TUESDAY 9 July 2013 AT 7.30PM

IN THE COUNCIL CHAMBER, TOWN HALL
HENLEY ON THAMES

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

Mr M Kennedy
Town Clerk
3 July 2013

MEMBERSHIP:

Councillor Mrs P Phillips (Chair)
Councillor Miss K Hinton (Vice Chair)
Councillor Mrs J Bland
Councillor W Hamilton
Councillor D Hinke
Councillor Ms L Meachin
Councillor D Nimmo-Smith
The Mayor Councillor S Gawrysiak (ex officio)
Deputy Mayor Councillor M Akehurst (ex officio)

Members are reminded to sign the attendance book.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence,

2. **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. **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 2-3 minutes.

- You 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, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
- Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
- All speeches shall last for no more than 2 to 3 minutes.
- 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.
- 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.
- 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.
- 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.
- Questions which require the disclosure of exempt or confidential information will not be answered.
- 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.

4. **MINUTES**

TO APPROVE the Minutes of the meeting of the Town and Community Committee held on 28 May 2013 (previously circulated).

5. **PROGRESS**

TO RECEIVE AND CONSIDER a report on progress (report attached)

6. **BUDGET** (report attached).

TO RECEIVE AND CONSIDER the budget report to 31 May 2013.

7. **FAIRTRADE**
TO RECEIVE AND CONSIDER a presentation from Councillor Mrs J Wood on the process of becoming a Fairtrade Town (report attached).

8. **OLD FIRE STATION GALLERY AND BARN WORKING GROUP**
 - i) **TO CONSIDER** a quotation of £480 each to make 2 x oak notice boards with toughened glass doors and locks with keys matching on each. Town Hall board 24" x 24" and Old Fire Station Gallery board 24" x 15".

 - ii) **TO CONSIDER** a quotation of £330 for a wall mounted traditional sign, hand written and painted on a green background with Gold Leaf writing promoting the Barn (as the hanging pub sign).

 - iii) **TO CONSIDER** a quotation of £220 (with crest) £160 (without crest) for a sign to go on the double black barn doors advising alternative entrance via the Kings Road Car Park, hand written gold on a green background.

9. **ANNUAL TOWN MEETING**
TO CONSIDER a report from the Town Clerk (Report attached)

10. **BUS SHELTERS**
TO CONSIDER a quotation of £120 per month from the Councils Window Cleaning Contractor to clean each of the refurbished / new shelters due to be installed by OCC(that as part of the agreement will have to be met by Henley Town Council) once a month, and to provide a general maintenance cover and **TO NOTE** that the Accountant has advised that the increase to the Town Council to insure the shelters will be minimal.

11. **GREYS ROAD TOILETS**
TO CONSIDER the proposed new layout for the toilets in the Greys Road car park .Any comments to be reported to John Backley on 10.7.13 (paper attached).

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3 July 2013

Minute No	Subject	Progress
115 (1.3.11)	Old Fire Station Gallery and Barn Users Group	Awaiting date of next meeting. Signage for barn – Agenda Item.
85 (13.12.11) 61 (17.01.12) Full Council 52 (30.10.12)	Bus Shelter on the Reading Road	Council consultation observations sent to OCC for consideration. Agenda item to discuss the costs to maintain and insure.
117 (13.03.12)	Fairtrade Town	Agenda Item.
130 (17.04.12) 38 (18.09.12) 60 (30.10.12) 114 (16.04.13)	Decriminalisation of Parking (CPE)	<p>Following the meeting on 28.3.13 it was decided that:</p> <ul style="list-style-type: none"> • The four towns make a list of issues that affect them, • In principle there is a strong desire to explore CPE with SODC, • A meeting with SODC be arranged to discuss any issues that they may have with CPE, • Towns to lobby their MP (not Didcot) to amend the legislation and get OCC to deal direct with towns and to not have to pass CPE to SODC, and • An annual meeting of the towns to share ideas to be arranged. <p>List of issues received from Wallingford and Didcot. Awaiting lists from HTC and Thame Town Council. Possible dates for meeting requested from SODC.</p>
34 (18.09.12) 52 (30.10.12)	Budget	<u>Sound System</u> Following the cancellation of the visit on Wednesday 30 January, awaiting confirmation of an alternative date for the Town Clerk and Councillors Mrs E Hodgkin and P Phillips to attend a site visit at Marlborough Town Hall.
80 (29.01.13) 15 (28.5.13)	Falaise Twinning	Twinning Association unable to progress due to insufficient funds.
112 (16.04.13)	Hanging Basket Pole	D W Windsor checking to see if they are still able to provide the pedestal planters that are currently being used around the town.(planter to replace the removed hanging basket pole in Bell Street - chased 28 June / 2 July).
113 (16.04.13) 15 (28.5.13)	Regatta	Following an invitation to Pubwatch, all the local Public Houses and Restaurants in Henley, the local brewery's and the licensees on the Wokingham side of the river to contribute towards the cost of the late night bus service, The Angel on the Bridge have offered £100. Awaiting confirmation from the Shared Community Safety Partnership.
115 (16.04.13) 12 (28.4.13)	Removal of Disabled Bays	Status quo to remain and the Traffic Advisory Committee to explore other options for creating additional disabled and residents parking bays.

TOWN AND COMMUNITY PROGRESS REPORT 9 JULY 2013

117 (16.04.13)	Market Place Seating Licence	Letter received from the City Pub Company (Brew House) re their request for a seating Licence (letter attached).
4 (25.06.13) Full Council	Broken / Missing Paving Stones	Mr K Stenning and Mr C Softley investigating which Paving Stones have been removed by Utility Companies whilst carrying out works, and which have been removed by OCC for Health and Safety reasons. Once it has been identified who is responsible an instruction will be passed either to the Utility Companies or the Highways Department to put right. Mr Kenning requested that no letters be sent until he has identified exactly who is responsible for the removal of the stones. (telephone conversation with Mr K Stenning 2 July)

THE CITY PUB COMPANY (WEST) PLC

9 Phene Street, Chelsea, London, SW3 5NY Tel: 0207 559 5108

email: enquiries@citypubcompany.com

Nicci Taylor
Senior Committee Administrator
Henley on Thames Town Council
Town Hall
Market Place
Henley on Thames
Oxfordshire
RG9 2AQ

20 June 2013

Dear Nicci,

Further to recent conversations we have had, I am following up with a written proposal for The Henley Brew House to have permission to put tables and chairs on the market place.

Essentially we are seeking to replicate the current arrangement that Loch Fyne enjoys, in terms of size of area and number of tables and chairs. I understand that Council does not allow Marketplace seating licences for Public Houses in Henley, however I would point out that we are not a traditional Public House and are in fact designated mixed A3/A4 use, to reflect the strong emphasis we have on providing fresh food. The purpose of our application is to provide an al fresco dining option for our customers, and any drink sales in the marketplace would be ancillary to the provision of food. I'm not sure if this is the same arrangement with Loch Fyne as often a good proportion of their customers in the marketplace seem to be drinking only? The area (which we could delineate with barriers) would be completely controlled by our floorstaff, who will greet, seat and serve customers during their visit. As it is a short walk from the Brew House to the Marketplace, we would bring all food and drinks to the table so there would be no need for customers to leave their seats.

We have made a significant investment in The Henley Brew House, not only economically in transforming an empty building into a bespoke, premium venue for local residents to enjoy, but equally in our efforts to become an active member of the local community. We employ some 16 local people directly as part of our team, and also use local suppliers and service providers where possible. We recently hosted an evening showcasing a selection of local businesses (to which we were delighted to welcome the Mayor) and will hold similar events in the future. We have also supported local charities through sponsored quiz nights, donating prizes and making donations and will continue to do so in the future. In short, we embrace our role as an amenity for the community to use and enjoy, the purpose of this application is to extend that use to include an element of casual, al fresco dining.

Please let me know if you require any further information for this application. I would like to extend an invitation to any members of the council who aren't familiar with our venue, (despite the proximity!) who I would be delighted to show around and have lunch with in order to best demonstrate that we aren't just an average Public House. Please let me know if anyone would like to take me up on this.

Yours Sincerely

Alex Derrick
Chief Executive of City Pub Company West
Proud Owners of The Henley Brew House

Registered in England and Wales No. 07814571
Registered Office 9 Phene Street, Chelsea, London, SW3 5NY
VAT No. 130 0445 72

£'000	Note	Actual Month 2 May 2013	Expected Out-turn 13/14	Budget 13/14	Final actual 2012/13	Variance Out-turn v Budget
Town Hall Costs						
Wages		6.6	38.0	38.0	38.9	0.0
Cleaning Materials		0.9	3.5	3.5	2.9	0.0
Health and Safety		0.0	0.5	0.5	1.2	0.0
Alarm & Fire Systems		0.7	2.0	2.0	0.8	0.0
Electricity		0.5	5.3	5.3	5.7	0.0
Furniture & Equipment		0.0	2.3	2.3	2.4	0.0
Gas		1.4	5.0	5.0	4.9	0.0
Insurance		3.4	6.8	6.8	6.7	0.0
Lift Maintenance		0.1	1.0	1.0	1.6	0.0
Rates		23.1	23.1	22.7	22.4	(0.4)
Repairs and Painting		1.3	8.0	8.0	4.8	0.0
TH Pro-active Maintenance per schedule		0.0	2.5	2.5	2.1	0.0
Interior decs, budget vired from West Street Stores		0.0	0.0	0.0	10.0	0.0
Public Clock Maintenance		0.0	0.5	0.5	0.4	0.0
Costs associated with wedding ceremonies		0.1	2.0	2.0	1.3	0.0
Water		0.0	1.7	1.7	1.4	0.0
		38.1	102.2	101.8	107.4	(0.4)
Less Income						
Hire of Rooms, excl free use		(1.4)	(16.0)	(16.0)	(10.0)	0.0
Value of free use - grants for local festivals		0.0	(2.5)	(2.5)	(1.4)	0.0
Value of free use - local charities/civic use		0.0	(15.0)	(15.0)	(16.7)	0.0
Civil Ceremonies incl 2013/14 advance payts		(7.5)	(9.0)	(9.0)	(9.1)	0.0
Net Costs Town Hall		29.2	59.7	59.3	70.2	(0.4)
Day Centre						
Grant - Running costs		2.0	8.0	8.0	8.0	0.0
Insurance - Building		0.1	0.3	0.3	0.2	0.0
Rates		0.3	0.3	0.3	0.3	0.0
Repairs/Maintenance		0.4	3.5	3.5	1.8	0.0
Day Centre Pro-active maintenance per sch		0.0	2.0	2.0	6.9	0.0
Total Costs Day Centre		2.8	14.1	14.1	17.2	0.0
Barn						
Rates		2.0	2.0	2.0	1.9	0.0
Electricity		0.0	1.2	1.2	1.2	0.0
Gas		0.0	1.8	1.8	1.2	0.0
Water		0.0	0.1	0.1	0.0	0.0
Telephone		0.0	0.1	0.1	0.3	0.0
Insurance		0.2	0.2	0.2	0.2	0.0
Maint/Cleaning		1.4	4.0	4.0	3.2	0.0
Maint per Pro-active maintenance schedule		0.0	0.0	0.0	0.5	0.0
Security		0.5	0.5	0.5	0.4	0.0
		4.2	9.9	9.9	8.9	0.0
Less Income						
Room Hire, excl free use		(0.6)	(2.4)	(2.4)	(1.8)	0.0
Value of free use - local charities/civic use		0.0	(3.0)	(3.0)	(4.1)	0.0
Rent of downstairs		(2.9)	(12.0)	(12.0)	(11.7)	0.0
Net Cost/(Income) Barn		0.6	(7.5)	(7.5)	(8.7)	0.0
The Old Fire Station						
Electricity (lower rates negot. than budgeted)		0.1	0.3	0.3	0.2	0.0
Gas (substantial rate increase May 2011)		0.0	2.0	1.5	2.4	(0.5)
Insurance		0.1	0.2	0.2	0.2	0.0
Maintenance etc.		0.0	1.0	1.0	1.0	0.0
Maintenance per Pro-active schedule		0.0	2.0	2.0	4.7	0.0
Marketing costs (to incl all Council properties for hire)		0.0	1.0	1.0	2.3	0.0
Rates		1.0	1.0	1.0	0.9	0.0
Water		0.0	0.2	0.2	0.2	(0.0)
		1.2	7.7	7.2	11.9	(0.5)
Less Income						
Room Hire		(2.7)	(10.0)	(10.0)	(6.7)	0.0
Net Cost/(Income) The Old Fire Station		(1.6)	(2.3)	(2.8)	5.2	(0.5)
Mkt Place Expenses						
Less Income		1.0	2.0	2.0	1.2	0.0
Market Rents-Charter & Farmers		(5.1)	(29.5)	(29.5)	(28.1)	0.0
Continental Markets		(2.4)	(4.8)	(4.8)	(4.5)	0.0
Licences		(9.8)	(9.8)	(20.4)	(10.4)	(10.6)
Car Parking Upper Mkt Place		(2.9)	(9.0)	(9.0)	(8.6)	0.0

£'000	Note	Actual Month 2 May 2013	Expected Out-turn 13/14	Budget 13/14	Final actual 2012/13	Variance Out-turn v Budget
		(20.1)	(53.1)	(63.7)	(60.6)	(10.6)
Net (Income) Market Place		(19.1)	(51.1)	(61.7)	(59.4)	(10.6)
Tourism						
Salary of VIC staff		2.9	16.2	16.2	14.4	0.0
Goods for Resale		0.3	2.0	2.0	1.7	0.0
Henley Partnership - Subs		0.0	0.5	0.5	0.5	0.0
Town Improvements / Action Plan		0.0	4.0	4.0	4.0	0.0
Town Centre Manager costs		0.8	5.0	5.0	3.3	0.0
Shop Front Improvement Scheme		0.0	5.0	5.0	0.0	0.0
Regatta Bus Service		0.0	1.0	1.0	1.0	0.0
Satellite Tourist Office costs at Pavilion		0.8	5.1	5.1	3.9	0.0
Provision for additional hours Tourist Information		0.0	2.5	2.5	0.0	0.0
Diamond Jubilee costs		0.0	0.0	0.0	4.2	0.0
2012 Olympics costs		0.0	0.0	0.0	3.5	0.0
Heroes' Return festivities		0.0	0.0	0.0	3.0	0.0
QEII field dedication		0.0	0.0	0.0	0.0	0.0
Visitor Info Centre sundry income		(0.4)	(3.5)	(3.5)	(2.9)	0.0
Net Cost Tourism		4.4	37.8	37.8	36.6	0.0
Security						
CCTV: Town Centre		0.0	15.1	15.1	13.9	0.0
CCTV: M Meadows		0.0	8.3	8.3	7.6	0.0
Police Comm Support Officer		0.0	16.0	16.0	14.3	0.0
Security Costs		0.0	39.4	39.4	35.8	0.0
Other Income						
Sundry - eg Film Money		(1.0)	(4.0)	(4.0)	(8.9)	0.0
Ice Cream - Slipway & MM and Mooring Red Lion		(2.7)	(3.8)	(3.8)	(2.9)	0.0
Wayleave New St Slipway		0.0	0.0	0.0	(0.7)	0.0
Total Other (Income)		(3.7)	(7.7)	(7.8)	(12.5)	0.0
Net Committee Expenditure		12.7	82.3	70.8	84.4	(11.5)

Does Henley-on-Thames have the will to become a FAIRTRADE town?

Like all of you; I know I am privileged to live at Henley-on-Thames, the Jewel in the Crown of the South of England. It is a privilege I have not earned; therefore, to assuage my feeling of guilt at having an unearned privilege, I should like, with the residents of Henley, to help people who do not share that privilege in a way which will cost me very little in a monetary sense, give me great pleasure and a sense of pride in being fair to others – I should like Henley-on-Thames to become a FAIRTRADE Town where we ordinary people can make a difference to the much harder lives of food producers thousands of miles away.

A Fairtrade town in Oxfordshire is Faringdon which is so proud of its Fairtrade Town status. Your Chairman and I visited the Mayor of Faringdon and Sjoerd Vogt, one of the instigators of the Fairtrade movement in the town. In 1979 “Fairly traded goods” were sold in the town but tasted awful! However, the group persevered, Fairtrade goods improved in taste, and in 1985 a shop was set up - The Mustard Seed - selling Fairtrade goods and drinks within a Christian Book shop and opened 6 days per week.

In 2004 Faringdon embraced the Fair trade Town initiative in order to break out of the “Churchy” context; they asked themselves: “Who/what are we? What do we want? Where are we going? The answer to all three questions was answered by the Fairtrade ethos. The Town applied for a SEEDA grant and was also awarded £150 plus £125 to cover their first year’s insurance from “Action for Market Towns”.

The organisers thought the first hurdle would be to persuade the local Farmers to support them but no, the Farmers are all about a fair price for Producers and, almost unanimously, backed the project, which attitude persuaded the Residents to support the idea especially when they were informed of the stringent rules in place for the Producers of goods.

The International Fairtrade Foundation was set up 1991 – on a commercial basis – as part of the International Association; labelling was changed; Inspectors were put in place to check that all goods carrying the Fairtrade label are of absolutely top quality. The rules are stringent and any Producer wishing to supply less than top quality goods has those goods returned. The Producers wish to keep this “First Class” reputation to keep their Customers happy all over the world. This is proved when one realises all the top brands in UK use Fairtrade ingredients – e.g. Cadburys, Marks and Spencer, Ben + Jerry’s ice cream; in fact over 4000 products sold in the UK now carry the Fairtrade logo. One of my favourite quotes regarding Fairtrade goods is:

We’d all love it if a guilt-free ice cream had been invented, but until that day comes, this is as near as you can get. Making the switch to Fairtrade ice cream, and other Fairtrade products, will help enable people living in some of the world’s poorest countries to escape poverty. So, while we can’t promise that it’ll always be good for your waistline, we can say that it’ll be good for your karma as you’ll be helping people thousands of miles away to empower themselves and their families.”

Our own supermarkets; Waitrose, Tesco and Sainsbury all sell Fairtrade products; e.g. bananas, coffee, tea, chocolate, cocoa and many more.

2000AD The small market town of Garstang (pop. 5000) in Lancashire declared itself the first Fairtrade Town in the World, the chairman of the Fairtrade group in the town, Bruce Crowther made up rules for other towns to follow.

Becoming a Fairtrade town is not simple but the strength of Fairtrade Towns is that they involve the whole Community, not just the Council, the churches, the schools, the businesses but ordinary people like you and I.

There are 5 goals to becoming a Fairtrade town

1. Local Council passes a resolution supporting Fairtrade and agrees to serve Fairtrade products in meetings, etc.
2. A range of at least two Fairtrade products are readily available in our supermarkets
3. Local places of work and Community Organisations support Fairtrade and use Fairtrade products whenever possible
4. Media coverage is used to spread the word and understanding of the Fairtrade idea across the Community
5. A Local Fairtrade Steering Group is convened to ensure the Fairtrade Town Campaign continues to develop and to gain new support.

Once the five goals have been met an application from the Town should be submitted to the Fairtrade Foundation; if it is agreed that all five goals have been met a certificate is presented to the people of the town and only then can the town become a Fairtrade Town.

FAIRTRADE does what it says on the tin! The very ethos of Fairtrade is about better prices, decent working conditions, local sustainability, and fair terms of trade for farmers and workers in the developing world. By requiring companies to pay sustainable prices (which must never fall lower than the market price) Fairtrade addresses the injustices of conventional trade, which traditionally discriminates against the poorest, weakest producers. It enables them to improve their position and to have more control over their lives.

Fairtrade standards comprise both minimum social, economic and environmental requirements, which producers must meet to be certified, plus progress requirements that encourage continuous improvement to develop farmers' organisations or the situation of estate workers.

The Fairtrade Foundation run campaigns with local community groups aimed at boosting awareness and understanding of trade issues, and promoting the purchase of Fairtrade products.

**Report of the Town Clerk to a meeting of the Town and Community Committee
to be held on Tuesday 9 July 2013**

THE ANNUAL PARISH (TOWN) MEETING

1. Executive Summary

- 1.1 This report explains the legal statue of the Annual Parish or Town Meeting; when the meeting must take place; who can attend, speak and vote; who presides; what can be discussed and the decisions that can be passed.

2. Background Information

- 2.1 The Annual Parish, in Henley, the Annual Town Meeting, not to be confused with the Annual Meeting of the Council (the Mayor Making Meeting), is a requirement of the Local Government Act 1972 sections 9 and 13 and Part III of Schedule 12 to the Act and applies to Parish and Town Councils only.

3. Detailed Consideration

- 3.1 The Annual Town Meeting must be held once a year, between 1st March and the 1st June (inclusive) and should not commence before 6.00 pm.
- 3.2 The Annual Meeting is usually summoned by the Mayor, in his capacity as Chairman of the Council, although it is possible to call a Town Meeting at other times of the year. The full list of those empowered to summon a meeting is:
- i. the Chairman of the Council, or
 - ii. two Town Councillors, or
 - iii. six local government electors.
- 3.3 The minimum period of notice required to convene the meeting is 7 days although a longer period of notice should be given as this will have the benefit of enabling more people to attend the meeting. The Notice must state the date, time and place of the intended meeting and the business to be transacted.
- 3.4 The Notice to convene the Meeting should be signed by the person or persons convening the meeting, that is, by the Chairman of the Council, the two Town Councillors, or the six local government electors, as appropriate, (and not by the Clerk).
- 3.5 The Notice should be displayed in some conspicuous place (or places) in the Parish. Copies may also be sent to all Councillors, other elected representatives (District and County Councillors, M.P., M.E.P. etc) and circulated to local organisations in the Parish. The greater the publicity, the more likely the meeting is to be well-attended.

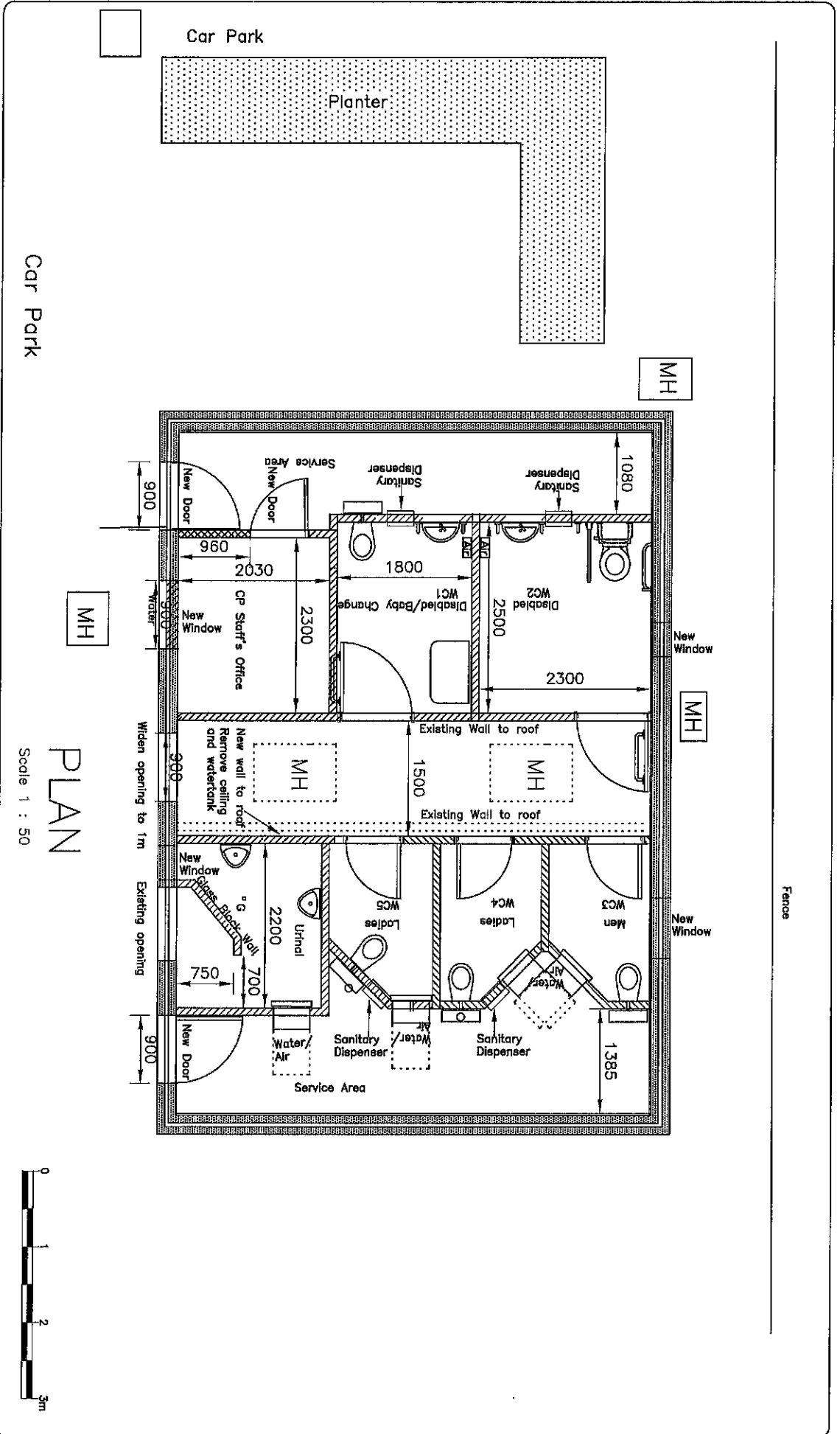
- 3.6 The Agenda should specify the business to be transacted in a manner which is clear to those reading it. That is to say, the usually ambiguous "Any Other Business" and similar misleading subjects should always be avoided.
- 3.7 The Mayor, if present, must preside. If the Mayor is absent, the Deputy Mayor, if present, presides. In the absence of both the Town Meeting elects a Chairman for that meeting.
- 3.8 The Chairman of the Meeting is entitled to the usual two votes of a Chairman (an original vote and, in the event of an equality of votes, a second or casting vote), unless the person presiding is not a local government elector for the Parish, he or she has the power to exercise a "casting vote", but does not have the right to an original vote.
- 3.9 The Annual Town Meeting is a meeting of all the local government electors for the Parish. It is NOT a Meeting of the Town Council. Members of the Public, including Councillors, who are **not** local government electors for the Parish are also entitled to attend, but have **no automatic right to speak or vote on any matter** although councillors who are not electors may be invited to speak for their specialist knowledge of a particular subject under discussion.
- 3.10 Town Councillors, who are also electors for the Parish, have the same rights to attend, vote and speak as any other "Elector". There are no additional "rights" for Councillors, except for the Chairman in exercising his/her casting vote.
- 3.11 Resolutions passed at the Town Meeting are not binding on the Town Council, save in exceptional circumstances relating to the provision of allotments. Generally, resolutions will be persuasive only and the Council will need to decide if it wishes to disregard them or not. However, the Council may wish to consider the consequences of boycotting the parish meeting or ignoring any resolutions made by the meeting in terms of the unpopularity that this may ultimately cause.
- 3.12 The Annual Town Meeting in Henley is usually well attended although there was a feeling expressed at this year's meeting that members of the community were put off by the political side to the meeting, a view endorsed at Full Council when it was proposed that **the agenda for the Annual Town Meeting is reviewed in order to hold a more community-based format, the matter to be referred to your committee for further consideration.**
- 3.13 There are no hard and fast rules governing the business to be discussed. The Parish Meeting consists of the local government electors of a parish and the purpose of the meeting is to discuss parish affairs. There is no statutory definition or case law to determine what constitutes a "parish affair".
- 3.14 NALC is of the view that a parish affair could be any issue, activity, subject matter which specifically affects a particular parish and which a parish meeting may wish to discuss, debate and potentially influence.
- 3.15 It is usual for the Chairman of the Parish Council (or perhaps the Chairmen of Parish Council Committees, where they exist) to present a verbal "annual report" of the activities of the Parish Council, highlighting significant achievements etc. A Brief financial report may also be given. This custom is

followed by Henley and many other town councils. Now that the public may ask questions at all meetings of the Council on matters which affect the town or appear on the agenda this may have contributed to the dearth of questions raised at public question time at this year's Annual Town Meeting.

- 3.16 The following suggestions are submitted for ensuring a **more community-based format** of the Town Meeting:
- Using the opportunity to make presentations to recipients of the Town Medal;
 - Inviting local groups/charities you have been awarded grants by the council to explain how these funds will be used;
 - Introducing new initiatives such as Business Awards (to be voted on at the meeting!);
 - Presentation of cheques by the Mayor to his/her local organisations/charities, with recipients been asked to give a brief outline of the intended use of the donation;
 - A representative of a local organisation could be invited to speak (briefly) on the work of that organisation;
 - Include on the agenda a local issue which is causing concern;
 - Invite a district or county councillor to talk about an issue that affects Henley;
 - Invite a representative from the Police to give a report;
- 3.17 All decisions of the Parish Meeting should be by a show of hands of the "Electors" present. Any matter which is decided by a Parish Meeting can be the subject of a Parish Poll (Referendum) provided:
- i. a Poll is demanded before the end of a Parish Meeting on any matter which the Parish Meeting has discussed and voted on; and
 - ii. either ten local government electors, or one third of the local government electors present, whichever is the less, demand the poll **or** the person presiding at the Meeting consents to a poll.
- 3.18 A Poll cannot be demanded if the subject matter has not been discussed at the Parish Meeting, or was discussed, but no vote on it took place.
- 3.19 In general, the custom Henley adopts for holding the Annual Town Meeting is largely that which is followed by parish and town councils across the country. More can be done next year to promote the Town Meeting through media releases, the website and in time through twitter and facebook.
- 3.20 An interactive guest speaker will encourage greater audience participation along with some of the suggestions for enlivening the meeting under 3.16 above.

4. Recommendation

- 4.1 That this Council notes the report, acknowledges the steps that will be taken to better promote the Annual Town Meeting in 2014 and considers opportunities for ensuring a more community-based format of the meeting as set out in the report.



Notes:

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South Oxfordshire District Council

Licensing Learning Leasing

1	Issue	Approved
2	Issue	Approved
3	Issue	Approved
4	Issue	Approved

Drawn By: [Name]

Checked By: [Name]

Date: [Date]

Amendment:

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Project: **GREYS ROAD CAR PARK PHASE 2**

Original Drawings: Prepared RSM Approved AS

Current Issue: Approved RS Date 26/05/13

Drawing Status: **Consultation**

Description: **PROPOSED PLAN**

Scale	Dwg No	Issue
1:50	7001G/01	C
1:50		

DATE: 27 JANUARY 14/01/02 SSSE No. 4