

**Present:** Mayor, Councillors Mrs P Phillips  
Councillor Mrs J Wood (Chairman)  
Mr A J Follett  
Mrs M Thomas, River and Rowing Museum  
Mrs Catherine Yoxall, River and Rowing Museum  
Mr R Reed, Henley Standard  
Mrs J Perigo, Henley Partnership  
Mrs Elizabeth Cleall, Living Advent Calendar Committee

**Also Present:** Miss J Smith, Christmas Festival & Committee Administrator / Minute taker

The Chairman welcomed Mrs Elizabeth Cleall to the meeting who was a member of the Living Advent Calendar Committee.

The Chairman notified members of the recent death of Mrs T Jones (French Jones) who had served on the Christmas Events and Decorations Sub Committee for many years. A minute silence was held in her memory.

#### **APOLOGIES FOR ABSENCE**

Apologies were received from Deputy Mayor Councillor Mrs E Hodgkin, Mr J Hobbs and Mr I McGaw.

*Post meeting note: Apology received from Councillor Miss S Evans.*

#### **DECLARATION OF INTEREST**

None.

#### **MINUTES**

The Minutes of the meeting held on 20 October 2011 were held over for approval at the next meeting.

#### **PUBLIC PARTICIPATION SESSION**

None.

#### **BUDGET UPDATE**

Members had before them a copy of the 2011/12 budget, attached to the agenda for review. This update was received and noted. It was confirmed that the quotes for the hire of the PA system/ waste management were still to be included.

*Post meeting note: Costs for PA system - £207.77 plus VAT and waste management (providing transport, hire, collection and disposal of 18x 240lt and 4 x1000lt waste wheelers containers) for the duration of 2.12.11 - £353.00 plus VAT, both items to be added to budget.*

#### **PROGRESS REPORT**

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

*Matters arising from report:*

#### **Sponsor a Light Bulb Competition**

Mr R Reed agreed to advertise for a replacement charity organisation to run the 'Sponsor a Light Bulb Competition' and he agreed to contact Mr I McGaw to find out the details of how this competition had been run in previous years.

### **Mayor's Christmas Card Design Competition**

Judging to choose the winning design and two runners-up designs to take place after the meeting.

### **Mayor's switch on of large Christmas tree lights/carol singing**

It was confirmed Mr M Unsworth had agreed to be Master of Ceremony again this year.

### **2011 SMALL CHRISTMAS TREES SCHEME**

Mr A Follett gave a verbal update. To date 94 orders for small Christmas trees had been placed, and he was hopeful to receive a further 20 orders. Several orders from 'new' customers had been taken including Barclays Bank. The Mayor will speak to HSBC to try and persuade the Bank to have a tree as in 2010.

*Post meeting note: The Mayor confirmed that HSBC will be having a small tree from the scheme this year.*

### **LIVING ADVENT CALENDAR (LAC)**

Mrs Julie Perigo updated members: the launch party held for members of the LAC committee and sponsors on 1 November at the Three Tuns Public House had been successful. It had been agreed a DVD of all the events would be produced by local college students to sell and promote the event in future years. Mrs Perigo thanked Mr Reed for the publicity received recently in the Henley Standard and confirmed the website for the calendar would go live on 11.11.11 ([www.livingadventcalendar.co.uk](http://www.livingadventcalendar.co.uk)), in addition to the event being launched via Twitter and Facebook. Mrs Perigo also proposed to promote the event via local radio stations and local TV. It was noted that each performance would start at 6.15pm with the sound of a horn and it was agreed the horn should also be sounded five minutes before each performance too to alert audiences. Mrs Perigo confirmed SODC had been contacted regarding obtaining a licence for collecting charity monies and a licence would only be needed when collecting in public places. She confirmed all collectors would be trained and would follow charity institute guidelines. Mrs Perigo advised letters to all the venue proprietors confirming details would be sent out this week requesting the £25 administration charge and this letter would go out from The Henley Partnership. A request was made to borrow ten high visibility vests from HTC for use by the marshals at each performance. Mrs Perigo advised she was proposing to hold a post LAC event party and asked if one of the rooms in the Town Hall could be used. It was acknowledged that The Barn was available for free use on a Monday or Tuesday free evening to local charities.

The opening of the window on the 2<sup>nd</sup> (night of the festival) was discussed and it was agreed the Mayor would come out on to steps after the sounding of the horn and announce the carol singing at 7pm would be the LAC event for the evening.

Mrs Perigo asked about a Risk Assessment for each performance and was advised to use a similar document as the Risk Assessment produced for the festival/children's torch parade.

*Post meeting note: Confirmation from the Town Clerk was received for the loan of HTC high visibility vests and Mrs Perigo to send an email to [l.hastings@henleytowncouncil.gov.uk](mailto:l.hastings@henleytowncouncil.gov.uk) regarding the use of The Barn on a Monday or Tuesday evening post LAC event 'thank you' party.*

It is hoped the LAC will be self-funded with any excess monies going to designated charities.

The Chairman thanked Mrs Perigo for the update, all her hard work and wished her luck with the inaugural event.

### **CHRISTMAS FESTIVAL – 2 DECEMBER 2011**

#### **Stall Pitches**

It was confirmed 40 stalls (23 charity and 17 commercial) had confirmed and paid and it was likely there would be more stall requests received this week even though the closing date was the 4.11.11.

### ***Promotion of Christmas Festival Weekend Events***

Mr R Reed kindly agreed to promote the festival weekend in the Henley Standard using the edited map produced by KVB Design highlighting the location of the various events for the festival and was thanked for the promotion the events had received in the November Henley Life magazine.

The front cover photograph of the programme was agreed and the Mayor was asked to provide a short Christmas message welcoming everyone to the festival for the inside cover of the programme.

### ***Children's Torch Light Parade***

It was confirmed a meeting had been held with the Deputy Mayor, Committee Administrator, Hotel du Vin and Mrs G Chappell and the Police to discuss the logistics/timings of the parade and Risk Assessment details. At the meeting it had been agreed the Town Crier (Mr Beyts) should lead in front of the parade ahead of Father Christmas. The route for the parade was discussed with members and a map tabled. The Mayor agreed to welcome the outside the Town Hall at 6.00pm prior to them finishing the parade at the Grotto.

### ***Mayor's Carol Singing/Christmas Light Switch On***

#### ***Risk Assessments***

Members had before them Risk Assessments for the festival and a tabled copy of the Children's Torch Light Parade. Any additional comments to be sent to the Chairman and Committee Administrator by **11.11.11** before the documents are circulated to the Thames Valley Police.

#### ***Date for the 2012 Christmas Festival Event***

It was proposed the date for the 2012 festival next year would be 30 November 2012.

### **SANTA FANCY DRESS FUN RUN – SUNDAY 4 DECEMBER**

The Mayor thanked Mr Reed for the promotion of this event and asked if the entrants form could be published in a forthcoming issue. The Mayor confirmed 112 Santa hats had been bought at a very reasonable price with the help of Mrs Thomas and would be issued on registration with numbered vouchers from the Henley Information Centre. The Mayor advised she was meeting with Mr R White Invesco Perpetual on 8.11.11 to ask permission for the run to go through Invesco premises and was still awaiting a call back from the manager of Henley Railway Station. Mrs Thomas agreed to provide a table for registration on the day at the River and Rowing Museum (RRM). It was confirmed the Lions would be providing soup and soft drinks and Mr Follett asked if two spaces be marked off at the end of the Mill Meadows car park and a table and gazebo erected for The Lions to use. It was agreed the car park at the RRM would be available for use by the Santa Run participants for the duration of the run.

### **DATE OF NEXT MEETING**

A marshals meeting would be held on **Monday 28 November at 9.30am** to which all volunteers who are to be marshals and council officers working on the evening are requested to attend.

A post events wash-up meeting was agreed to be held on **Monday, 23 January at 9.30am, Committee Room, Town Hall.**

Meeting closed at 10.45pm.

js

Chairman