

Present: Councillor Sarah Miller (Chairman)  
Councillor Kellie Hinton (Vice Chairman)  
Councillor Dave Eggleton  
Councillor Glen Lambert  
Mr R Reed  
Ms H Barnett – Town & Community Manager  
Mrs N Taylor – Office Manager  
Phil Simms – Henley Standard

**1. ELECTION OF CHAIRMAN**

Councillor Sarah Miller called for nominations for the election of a Chairman of the events Sub Committee for the year 2019-2020.

Councillor Kellie Hinton proposed and Councillor Eggleton seconded that Councillor Sarah Miller be elected Chairman for the year 2019-2020. There being no further nominations **IT WAS RESOLVED**

**that Councillor Sarah Miller be elected Chairman for the year 2019-2020.**

**2. ELECTION OF VICE-CHAIRMAN**

Councillor Sarah Miller called for nominations for the election of a Vice-Chairman for the year 2019-20.

Councillor Sarah Miller proposed and Councillor Dave Eggleton seconded that Councillor Kellie Hinton be elected Vice Chairman for the year 2019-2020. There being no further nominations **IT WAS RESOLVED**

**that Councillor Kellie Hinton be elected Vice Chairman for the year 2019-2020.**

**3. APOLOGIES**

Apologies for absence were received from Councillors John Hooper, Lorraine Hillier, Paula Isaac, Mr Laurence Morris – Laurence Menswear, Mr R Rodway – Living Advent Calendar, Mrs J Wheeler – Town Clerk, Mr K Bishop – Parks Manager and Mrs L Wisely – Mayors PA.

**4. DECLARATION OF INTEREST**

None received.

**5. MINUTES**

The minutes of the meeting held on 1 March 2019 were received, approved and signed as a true record.

**6. PUBLIC PARTICIPATION SESSION**

None received.

**7. TERMS OF REFERENCE**

The Terms of Reference for the Events Sub Committee were received and considered.

Mr Richard Reed confirmed his acceptance of the Code of Conduct in accordance with the requirements of the Localism Act 2011, and signed a GDPR form.

It was noted that Councillor Lorraine Hillier was considering standing down from the Committee so a replacement ideally cross party would need to be found to replace her should this happen.

Members agreed that additional members from outside the Council should be sought as it was felt that a) Mr Richard Rodway was very busy (especially leading up to Christmas) and as it would seem that he was not able to spare the time to attend meetings he should be replaced on the committee, and b) another retailer / hospitality person such as Nuno or Ondine from the Square would be good, as would Carolyn Molyneux, the owner of Cara Shoes, Ricky Martin from Franco Belge or Sandy Harrow from Stocks.

It was agreed that a short-list should be drawn up for discussion prior to the next meeting of this committee. **IT WAS RESOLVED TO RECOMMEND**

**that a short-list of new members for the Committee be drawn ready for discussion before the next meeting of this committee and those shortlisted be approached to attend the meeting.**

**that the Terms of Reference be noted.**

#### **8. FREE USE AND EVENTS POLICY**

Members considered the Policy for Free Use of Rooms / Outdoor spaces by Festivals which was approved.

Councillor Kellie Hinton did not feel that the Policy was complete and felt that staffing costs should be added. **IT WAS RESOLVED**

**that the Terms of the Free Use and Events Policy be considered by the Senior Management / Chairs at their next meeting to discuss staffing costs and event rates.**

Councillor Glen Lambert entered the meeting at 09:58.

Mr Richard Reed left the meeting at 10:00.

#### **9. HENLEY EVENTS**

Members noted the following events:

- Plant a plant in something in something unusual - Freemans 25 May 2019
- OVO Women's Cycling tour – 12 June (Town Centre) –  
Event will involve the closure of the Greys Road Closure from 12 midnight 11 June.  
Road closures around the Market Place for the duration of the event, with a rolling partial closure of Hart Street and full closure of New Street / Thames side – Rolling starting 20 minutes before the event start.  
Helen Barnett to visit all businesses who use the car park for deliveries or who's employees use it for parking to advise that they need to be in and parked before 8am in the designated spaces or they will need to make alternative arrangements and work with retailers on deliveries. Plus trying to get the Big Bike Breakfast off the ground.  
Additional event parking is being offered by the Fairmile Vineyard and it was suggested that perhaps a food outlet be engaged to park in that area offering food and drink to spectators. All pubs, restaurants and coffee shops are being

visited to encourage them to open earlier and be a part of the event by joining in with the 'Big Bike Breakfast'.

The Mayor will be invited to attend the event and some entertainment for the start is being considered.

Hobbs being contacted to see if permission will be granted to hang a banner from their railings promoting the event.

People to be encouraged to cycle to the event and not drive.

A Water refill point in the square to be investigated.

- Eat! Food Festival – 15 -29 June (Market Place & Mill Meadows).
- Pop up Cinema – 20–22 June (Mill Meadows).
- Moon Landing anniversary event Saturday 20 July (Market Place).  
A request has been received for a large balloon in the shape of the moon to be attached to the roof of the town hall for the event. HB investigating further.
- Pop up Cinema – 25-27 July (Mill Meadows).
- Potential Emergency Service Day at Mill Meadow is now planned for the Autumn – more details to follow when available.
- Opening of Freemans Meadow Play area (date to be confirmed in September).
- Additional Health & Wellbeing day – rebranded Healthy Body, Healthy Mind on Saturday 21 September (Market Place, Town Hall, Barn).  
It was suggested that REFILL, Yoga and the Stroke Club be included in the event and that Emma Jane Taylor be contacted.

#### 10. **EVENT FEEDBACK**

Councillor Sarah Miller stated that the event had once again been a great success and that £300 had been raised on the day for the Stroke Club. Any profits from the event will also be donated to the Stroke Club.

It was suggested that as the event had now been in the current location and under the current organisation for three years that the Town Council may like to make it an official Henley Town Council organised event. **IT WAS RESOLVED TO RECOMMEND**

**that an item be placed on the next Town and Community agenda to discuss making the May Fayre an official Henley Town Council organised event.**

#### 11. **HTC EVENTS FOR 2019**

Members noted that Remembrance Day will this year be Sunday 10th November 2019 and that the event will take the same format as in previous years.

Members discussed the Christmas Festival and noted:

- The event will this year take place on Friday 29th November 2019.
- The cost of pitches for this year's event will be £15 Henley based Charity pitch, £20 Charity pitch based outside of Henley, £50 Henley based non-food or drink commercial pitch, £60 non-food or drink commercial pitch from outside Henley, £75 Henley based food or drink commercial pitch, £100 food or drink commercial pitch from outside Henley. FOC any local retailer / hospitality outlet having a single pitch directly outside their own property.
- The closure on Hart Street be changed to 12 noon to enable the set-up of Carousel (3pm all other Roads).
- Father Christmas Grotto be relocated to the Council Chamber in the Town Hall from the Kenton Theatre.
- Similar format be used as last year i.e. lantern parade, reindeer, stall layout etc.

- A specific area to be allocated for the choirs and sound system for the carol singing around the tree and the official light switch on.
- Stalls to be encouraged to look as Christmassy as possible. A competition for the best dressed stall was suggested.
- Councillor Kellie Hinton to contact the craft people who attend the Henley Show to see if they would like to attend the event.
- If a celebrity is found to turn on the lights then it should be kept secret for as long as possible. If no celebrity is used that the same format as in previous years should apply.
- SAG Meeting to take place during the week 14-18 October.
- As this is the second year that his Fairground Company has been used a disclaimer should be signed to say that they have no claim to use the land.
- The budget was noted and it was agreed that £100 should be allocated for Social Media advertising.
- Investigation to be carried out again either at the Festival or following this year's Festival with residents and retailers to see if the Friday or the Saturday is the preferred day of the week for the Christmas Festival to take place. The research would also check to see if there are any improvements that should be made to the event. It was noted that if held on a Saturday there would be an increase in staff costs.

**12. DATE OF NEXT MEETINGS:**

Date of next Events Sub Committee Meeting was moved to the afternoon to accommodate two of the Councillors:

Friday 13<sup>th</sup> September at 3.00pm in the Kings Arms Barn

Additional Christmas Festival Meeting dates to be confirmed.

The meeting closed at 10.51am

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Chairman