

Present: Councillor A J Follett
Councillor G Dodds
Councillor E Hodgkin
Mayor, Councillor Mrs J Wood
Mr I McGaw – Henley Bridge Rotary Club
Mr R Reed – Henley Standard
Mrs C Yoxall – River & Rowing Museum
Mr O O ‘Dell - Henley Market Town Coordinator, SODC
Mr J Hobbs - Hobbs of Henley
Mrs M Thomas - River Rowing Museum
Mrs C Yoxall - River Rowing Museum
Mr G Bartle – HTC Parks Services Supervisor (in attendance)

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

15. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs J Bland, Councillor C Pye and Mrs T Jones.

16. DECLARATION OF INTEREST

None received.

17. MINUTES

The Minutes of the meeting held on 7 June 2010 were approved and signed as a true record by the Chairman, Councillor A Follett.

18. PUBLIC PARTICIPATION SESSION

None.

19. BUDGET 2010/11

Members had before them a copy of the 2010/11 budget previously circulated. A discussion took place regarding additional sponsors for the event. Mr J Hobbs agreed to contact Mr Ward, Ward Consultancy plc to see if he would again provide sponsorship and also Towergate. The Mayor, Councillor Mrs J Wood also agreed to contact Redmayne-Bentley in Gravel Hill to seek sponsorship.

Members discussed the cost of 2010 stall pitches. Mrs M Thomas recommended increasing the cost of charity stall pitches. Councillor A Follett advised that as stall holders were responsible for paying for their own insurance this was why the cost of charity pitches should remain at £10. Following a discussion, it was agreed that commercial pitches would remain at £50 and charity or non-profit organisation would remain at £10 (2009 rates). Following the working group meeting held on the 14 July 2010, Councillor A Follett advised Members of a discussion that took place about commercial businesses on the outskirts of the town centre having stalls in Hart, Duke and Bell Street at a reduced rate of £25 (half the amount paid by outside commercial businesses).

It was **RESOLVED** to **RECOMMEND** that

- (i) cost of stall pitches for 2010 remain at 2009 rates: £50 for commercial businesses and £10 for a charity or non-profit organisations; and
- (ii) commercial businesses/retailers on the outskirts of Henley town centre are charged £25 for a stall pitch in Hart, Duke or Bell Street.

Councillor A Follett advised that local 'a cappella' singers had approached Henley Town Council (HTC) to perform at the event for a cost. It was decided that these singers were not needed for the festival event but their contact information would be given to Mr J Hobbs for the Retailers/Henley Partnership Christmas Sunday Shopping Event on the 5 December 2010.

20. PROGRESS REPORT

The Progress Report was discussed and the following comments noted:

Illuminations/Decorations – Minute 319 - 11.1.10 and Minute 9 – 7.6.10

Miss J Smith advised that Merlin Lighting Installation Ltd had carried out their initial inspection and checks on some of the existing lighting and that new branch LED lights had been replaced in the tree on Henley bridge.

Purchase of Road Closure Signs – Minute 282 – 7/9/09, Minute 292 – 12.10.09 & Minute 8 – 7.6.10

Progress noted and item to be removed from Progress Report.

Vertical Promotional Banners to Promote Christmas Events for the Market Place – 322 – 11/1/10

Mr O'Dell confirmed that a report would be presented to the Town and Community Committee held on the 14 September 2010.

Santa's Grotto – Minute 13, 7/6/10

Mrs M Thomas asked that the item on the Progress Report regarding the River and Rowing Museum possibly providing sponsorship or decorating was incorrect and asked for it to be removed.

Mr O'Dell advised that he was still waiting for confirmation if the courtyard area outside the sports bar in Hart Street could be used for a grotto and would follow up with owners. Councillor Mrs G Dodds suggested that perhaps a better venue for the grotto would be the Over 60's Day Centre and would forward the proposal at the next Day Centre Committee meeting. However, issues regarding road safety were discussed as Greys Road car park entrance into the Market Place would remain open to vehicular traffic. Councillor Mrs E Hodgkin advised that she knew a man who would be prepared to be Father Christmas and would ask if he would be available for the event. Councillor A Follett confirmed that following a meeting with Flyte Entertainment it was proposed that the Punch and Judy would be held in the entrance to Barn.

2010 Mayor's Christmas Card Competition – Minute 8 – 6/9/10

Miss J Smith confirmed that letters had been sent to the local primary schools and that responses had been received from St Mary's and Badgemore schools.

21. RETAILERS/HENLEY PARTNERSHIP CHRISTMAS EVENTS SUB GROUP

Mr J Hobbs advised that the Sunday Christmas Shopping Day Event would be held on Sunday, 5 December making the first weekend in December the initial town kick-off to Christmas and that focus from the Retailers/Partnership would be given to this Sunday. It was confirmed that Mr O'Dell and Mr R Reed would discuss the 2010 Christmas Festival programme to incorporate both events. Mr J Hobbs suggested putting a restaurant discount voucher in the Henley Standard from local restaurant(s) for the Sunday Shopping Day. Mr J Hobbs to liaise with restaurants to ask for participation.

22. SMALL CHRISTMAS TREES 2010 SCHEME

Mr J Hobbs confirmed that a contract had been agreed with Windowflowers and that the cost of the trees to businesses would be £50.00 plus VAT. He confirmed that Mr O Dell and himself would be delivering leaflets/order forms to the town centre businesses. The Mayor, Councillor Mrs J Wood offered to help deliver these leaflets. Councillor Mrs E Hodgkin reminded Mr Hobbs that no Christmas trees should be installed until after Remembrance Day (14.11.10).

23. CHRISTMAS FESTIVAL – 3 DECEMBER 2010

(i) Children's Torch Lit Parade

Mr O'Dell confirmed that after having a meeting with the River and Rowing Museum (RRM) the proposed route that the parade would take would be: River and Rowing Museum; Meadow Road; Station Road; Reading Road; Duke Street and would finish in the Market Place. Because of the logistics and safety aspect for the parade he advised that the parade should be no more than 50 including parents. Mr G Bartle confirmed that there would be no manpower available from HTC staff to marshal this parade and Mrs M Thomas advised she would approach volunteers from the museum to act as marshals.

Mrs M Thomas advised that she would be approaching the local primary schools to ask for the pupils' participation in this event and communicating this via the schools newsletter. Councillor Mrs G Dodds suggested rather than just using the schools to communicate the event that Mrs M Thomas or a representative from the River and Rowing Museum should visit the schools and promote and encourage their participation, as in the past this had worked well. The Mayor, offered to accompany Mrs M Thomas to the school's assemblies. A discussion regarding torches for the parade took place and Mrs M Thomas advised that she would seek approval to give discount on RRM torches.

(ii) 'Face of Christmas' Competition

Mr O'Dell suggested running a competition in the Henley Standard for a 'Face of Christmas', however, Mr Reed advised that following the take-up of similar competitions held in the Standard this would not be a good idea, therefore, it was decided not to hold this competition.

Councillor A Follett confirmed that he would contact Stephen Hodgkinson, Hotel du Vin to see if they are interested in general Christmas sponsorship or arranging something on the night to attract visitors to the Thames Side part of the town.

Councillor A Follett asked Members if there were any other items for discussion.

Mr G Bartle confirmed that he would be booking four flood lights again for the event with Southern Plant Hire and would investigate the use of smaller cones as it was felt that the 1m cones used last year were too heavy to manoeuvre.

Mr I McGaw confirmed that the Henley Bridge Rotary Club would be holding the sponsor a light bulb competition again this year with the monies raised being donated to the Mayor's charities. He confirmed that Henley Bridge Rotary Club would not be having a stall this year.

Mrs C Yoxall advised that Mrs A Dellor no longer works for the River & Rowing Museum and should be removed as a committee member.

24. DATE OF NEXT MEETING

The following date was proposed for the next meeting: **Monday, 4 October 2010 at 2:00pm** in the Committee Room, Town Hall.

Meeting closed at 3:20pm.

js

Chairman