

HENLEY-ON-THAMES TOWN COUNCIL

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COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A SPECIAL MEETING OF THE FULL COUNCIL

to be held on

TUESDAY 29 MARCH 2016 AT 6.30 PM

**THE COUNCIL CHAMBER, TOWN HALL,
HENLEY-ON-THAMES**

A handwritten signature in black ink, appearing to read 'Nicci Taylor'.

Nicci Taylor
Proper Officer
21 March 2016

Mayor, Councillor Miss L Hillier
Deputy Mayor, Councillor J Brookes
Councillor Ms S Abey
Councillor M Akehurst
Councillor Miss H Chandler-Wilde
Councillor D Eggleton
Councillor Miss S Evans
Councillor S Gawrysiak
Councillor W Hamilton
Councillor Miss K Hinton
Councillor Ms S Miller
Councillor D Nimmo Smith
Councillor I Reissmann
Councillor J Smewing
Councillor S Smith
Councillor D Thomas

Members are reminded to sign the attendance book.

AGENDA

1. **APOLOGIES FOR ABSENCE**
TO RECEIVE apologies for absence.

2. **DECLARATIONS OF INTEREST**
TO RECEIVE any 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. **EXCLUSION OF THE PUBLIC AND PRESS**
TO EXCLUDE the public and the press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

4. **CONFIDENTIAL**
TOWN MEDAL AWARD
TO RECEIVE AND CONSIDER nominations for a Town Medal Award.

Henley-on-Thames Town Council

Public Participation Scheme

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

1. This scheme applies to meetings of the Full Council, the Planning Committee, Finance, Strategy and Management Committee, Recreation and Amenities Committee and Town and Community Committee and any other committee or sub-committee of the Council.
2. There will be a Public Participation Session at the start of every meeting to which this scheme applies. At Full Council, members of the public, including Councillors who may have a personal and prejudicial interest on any item included on the agenda, may ask questions or make a statement on any matter which affects the town. The session will last for a period of up to 20 minutes (but capable of being extended at the Chairman's discretion).
3. Members of the public 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.
4. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
5. All speeches shall last for no more than 2 to 3 minutes.
6. 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.
7. 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.
8. 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.
9. 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.
10. Questions which require the disclosure of exempt or confidential information will not be answered.
11. 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.