

Present: Councillor A J Follett
Councillor G Dodds
Mayor, 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
Mr M Kennedy

Also Present: Miss J Smith, Christmas Festival & Committee Administrator / Minute taker
Mrs J Brazil, Christmas Festival Administrator and Town Mayor’s PA

1. ELECTION OF CHAIRMAN

The Mayor called for nominations.

It was proposed by Councillor Mrs G Dodds and seconded by Mayor, Mrs J Wood that Councillor A Follett be elected.

There being no other nominations, and following a vote, it was **RESOLVED**

that Councillor A Follett be elected Chairman of the Christmas Events and Decorations Sub Committee for the ensuing municipal year.

Councillor A Follett took the chair.

2. ELECTION OF VICE CHAIRMAN

Councillor A Follett called for nominations.

It was proposed by Councillor A Follett, and seconded by Councillor Mrs G Dodds, that Councillor E Hodgkin be elected.

There being no other nominations, and following a vote, it was **RESOLVED**

that Councillor E Hodgkin be elected Vice-Chairman of the Christmas Events and Decorations Sub Committee for the ensuing municipal year.

3. APOLOGIES FOR ABSENCE

Apologies were received from; Councillor Mrs J Bland and Mrs E Hodgkin, Mrs T Jones, Mrs A Dellor, Mrs M Thomas and Mr J Hobbs.

4. DECLARATION OF INTEREST

None received.

5. MINUTES

The Minutes of the meeting held on 8 March 2010 were approved and signed as a true record by the Chairman, Councillor A Follett.

6. PUBLIC PARTICIPATION SESSION

None.

7. **BUDGET 2010/11**

Members had before them a copy of the 2010/11 budget previously circulated. Councillor A Follett asked that costs spent in 2009/10 be included as a separate column for budgeting purposes this year.

Action: Committee Administrator to provide this information for future meetings.

8. **PROGRESS REPORT**

The Progress Report was discussed and the following comments noted:

Mr R Reed entered the meeting.

Purchase of Road Closure Signs – Minute 282 – 7/9/09

No progress had been made on finding out the costs for purchasing road closure signs as the Oxfordshire County Council road closure contract was due to change to Atkins from July.

Action: Committee Administrator to contact Atkins and get costs for road closure signs.

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

Awaiting an update from Mr J Hobbs regarding sponsorship of these banners.

SODC – Market Town Funding – 322 – 11/1/10

Mr O O'Dell advised that it was unlikely that SODC would be providing funding towards the Christmas events this year.

Mayor's Christmas Card Competition – 264 – 30/4/09

The Mayor to decide on the theme for this year's Christmas card competition.

Action: Festival Administrator to write to schools in August 2010.

9. **2010 FESTIVE ILLUMINATIONS CONTRACT**

- (i) Members had before them a report from HTC Officers following quotations having been sought from three contractors for the installation and maintenance contract for the town's festive illuminations including cross-street lighting; large and small town trees and large Christmas tree lights. In addition consideration was given to the additional items highlighted by Contractor B and C.

It was **RESOLVED to RECOMMEND**

- (i) that Contractor B be awarded the contract for the installation and maintenance contract of the town's festive illuminations including cross-street lighting; large and small town trees and large Christmas tree lights.
- (ii) that Contractor B's additional items be approved as a necessity because of the current contravention to Health and Safety Regulations; and
- (iii) that the total cost of 2010 festive lights contract in the sum of £4584.00 be approved.

Clerk's Note: Members are advised that the total contract sum of £4584 is within budget and that the Sub Committee's preferred supplier for 2010 is Merlin Lighting Installations.

- (ii) Members had before them a report from HTC Officers following quotations sought from three contractors for the installation of festive illuminations on the contours of the front of the Town Hall. Councillor A Follett stated that he did not agree with lighting up the Town Hall because of its status as a Grade II listed building and also that budget funds had been reduced this year. It was agreed that this idea should be put on hold.

It was **RESOLVED to RECOMMEND**

that due to the lack of budget funds festive illuminations on the contours of the front of the Town Hall be put on hold at this time.

10. RETAILERS/HENLEY PARTNERSHIP CHRISTMAS EVENTS SUB GROUP

Councillor A Follett advised that there had not been another meeting since the one held on 3 March 2010 and he asked Mr O O'Dell to follow this up with the Henley Partnership.

- Ice Skating Rink: Mr O'Dell advised that he believed this had not been progressed because of the costs and it would need substantial sponsorship.
- Father Christmas: It was confirmed that Mrs Ann Manning would not be running the Santa Grotto again this year, therefore, other options would need to be found. This item was discussed further under Minute 13.

11. LARGE CHRISTMAS TREE

Members were advised that a quotation had been sought from Elveden Farms Ltd for a 40ft Norwegian Spruce to be delivered and positioned into the existing socket in the Market Place at a cost of £1429.20 plus VAT. It was noted that this tree is again being kindly sponsored by Invesco Perpetual.

It was **RESOLVED** to **RECOMMEND** that the 40ft Norwegian Spruce be ordered at a cost of £1429.20.

12. SMALL CHRISTMAS TREES 2010 SCHEME

Members agreed that the scheme continues to be run by the Henley Partnership, but that the issue of producing VAT invoices should be taken into account. As Mr J Hobbs was not at this meeting it was agreed that a working group be set up to discuss the scheme, prior to the next Sub Committee meeting. It was agreed that a meeting be arranged to include Mr J Hobbs, Councillor A Follett, Mr O'Dell and Miss J Smith.

Action: Committee Administrator to set-up meeting.

13. RIVER AND ROWING MUSEUM PARTICIPATION

Mrs C Yoxall advised that the River and Rowing Museum (RRM) would like to have more involvement in the festival and presented the idea that perhaps Father Christmas could start a procession on a sleigh from the RRM to a grotto in the town centre. Various options other than the Barn for the grotto were discussed and it was agreed that Mr O O'Dell would ask the sports bar owners in Hart Street if they would house the grotto. In the past, ManningUK provided gifts from Santa as well as decorating the grotto. Mrs C Yoxall asked how much had been spent in previous years and it was agreed that past costs for running the grotto be obtained from Mrs A Manning. Councillor A Follett suggested that he would approach The Henley Round Table to see if they would consider loaning their sleigh.

Action: Committee Administrator to contact Mrs A Manning.

Post meeting note: Mrs A Manning has confirmed that they spent £250 at the £1 shop buying gifts from Santa. Note: the grotto would need to be decorated so monies would need to be spent on decorations.

14. DATE OF NEXT MEETING

The following date was proposed for the next meeting: **Monday, 6 September 2010 at 2:00pm** in the Committee Room, Town Hall.

Meeting closed at 3:05pm.