

FARINGDON TOWN COUNCIL
sitting as FARINGDON WAR MEMORIAL TRUST
(Registered Charity No. 202549)

Minutes of the Annual Meeting of the Trust
held on Monday, 18 May, 2015 at 7.00 pm
in the Old Town Hall, Market Place, Faringdon

TRUST MEMBERS PRESENT: Town Councillors

Andrew Marsden
David Barron
Jane Boulton
James Famakin
Angela Finn
Steve Leniec

Non-Voting Trust Members

Joy Blake, Royal British Legion (RBL)

IN ATTENDANCE:

Hilary Sherman, Deputy Town Clerk
Liz Billson, Assistant Clerk, Town Council

In the absence of both a Chairman and Vice-Chairman, the members present AGREED that Steve Leniec should chair the meeting until a new Chairman had been elected. It was further AGREED that agenda item 3 be moved forward on the agenda to be considered after agenda item 1 in order that the new Chair could be elected as soon as possible.

1/2/15 Apologies for Absence

Apologies for absence were received from Town Councillors Al Cane, Dr Mike Wise, Julie Farmer and from Matt Mortiboy (RBL).

3/2/15 Election of Chairman

Steve Leniec proposed Angela Finn, seconded by Jane Boulton. There being no other nominations, this proposal was CARRIED and Angela Finn was duly elected as Chairman.

Angela Finn took over as Chairman of the meeting.

2/2/15 Minutes of Last Meeting: 9 February 2015

The Minutes were AGREED and signed as being a correct record of the meeting held on 9 February 2015. Any actions arising from the previous meeting were covered by items on the agenda for this meeting.

4/2/15 Election of Vice-Chairman

Steve Leniec proposed David Barron, seconded by Jane Boulton. There being no other nominations, this proposal was CARRIED and David Barron was duly elected as Vice-Chairman.

5/2/15 Appointment of Clerk & Financial Officer

It was NOTED that Hilary Sherman who had acted as Clerk & Financial Officer to the Trust was reducing her working hours with the town council and therefore would not be available to carry out work for the Trust in the future. Steve Leniec wished the Minutes to record the Trust's thanks for the work that Hilary had carried out on its behalf over many years.

Andrew Marsden proposed that Liz Billson, Assistant Town Clerk, act as Clerk & Financial Officer to the Trust. This was seconded by Steve Leniec and CARRIED.

6/2/15 Appointment of nominated Royal British Legion representatives as Non-Voting Trust Members

Steve Leniec proposed that the Royal British Legion representatives, Joy Blake, Gordon Dowell and Matt Mortiby be appointed as non-voting members of the Trust for a further year. This proposal was seconded and CARRIED.

7/2/15 Financial Matters

- (a) *Year End Accounts 2014/15:* Draft year end accounts were tabled and NOTED. However, in view of the remarks recently made by the Town Council's auditors about their concerns regarding the management of the Trust's accounts by the Town Council, authority was delegated to the Chair, Vice-Chair and Financial Officer to resolve this matter and bring back to the next Trust meeting;
- (b) Payment of bills: The following invoice was APPROVED for payment:

Water Rates 14.1.15 - 21.4.15	Thames Water	£41.31
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- (c) Notification was received from the Vale of White Horse District Council regarding discretionary rate relief. It was NOTED that the Trust would receive a 20 per cent "top up" in addition to the 80 per cent mandatory rate relief it already receives.
- (d) *Grant funding:* Written advice was received from the Heritage Lottery Fund regarding the application process for a possible grant towards renovation work to the Old Town Hall. It was AGREED that as this matter required consideration in more detail, Andrew Marsden would follow up with Andrew Townsend (architect) and report back to the next meeting of the Trust;
- (e) *To nominate and approve bank signatories:* As previous bank signatories were no longer members of the Trust, it was proposed, seconded and CARRIED that the Chairman, the Vice-Chairman and the Clerk & Financial Officer be appointed as bank signatories.

8/2/15 Report from Royal British Legion

Joy Blake advised that there was no report but that RBL would be meeting shortly. It was NOTED that the RBL application for a grant from the Town Council was being progressed and would be considered by the Town Council's Finance Committee at its meeting on 3 June 2015.

9/2/15 Bookings

- (a) A progress report from the Town Council's Assistant Clerk on bookings in the Old Town Hall was received. It was NOTED that the total income from bookings from 9 February 2015 - 12 May 2015 was £1,129.50.
- (b) It was NOTED that hire charges across the Town Council venues had recently been reviewed and the Old Town Hall hire charges were included as part of that review on the basis that authority had been delegated by the Trust to the Venues Committee to carry out this action. The Venues Committee had agreed to increase the hire charges for the financial year 2015/16 for the Pump House and the Corn Exchange and the Old Town Hall new hire charges, as follows, fell in line with those increases:

Community

£8.50 per hour

£40.00 per day

Corporate

£18.00 per hour

£90.00 per half day

£180.00 per day

£800 per 5 day week

It was NOTED that heating in the Old Town Hall had never been charged to hirers in the past. As a charge for heating is made to hirers in respect of the other venues, it was AGREED that this should be considered for the Old Town Hall when the next annual review of the venues hire charges takes place;

- (c) To receive and consider following requests from the Vale of White Horse
- (i) *use of area under the Old Town Hall by the Tuesday market traders for a trial period of six months until end October 2015; This was AGREED on the same basis as that applicable to the initial trial period;*
- (ii) *to access electricity supply from the Old Town Hall to service the Tuesday and occasional Saturday market traders*
- Previously, when outside event organisers have had permission to access the Old Town Hall electricity, an extension lead has been used. Following discussion, it was AGREED that although the Trust had no objection, in principle, it was felt a protocol should be put in place to cover such issues as health & safety, possible clashes with bookings in the Old Town Hall, access by the Town Team to the Old Town Hall on market days, administration of the collection of payments for the use of electricity by the Town Team. If the power supply needed upgrading in order to provide this service, then a case would have to be made for the Trust to consider. It was AGREED that this matter should be investigated and delegated to the Chair, Vice Chair and the Clerk & Financial Officer to resolve.

10/2/15 Condition Survey - Remedial Work

Following a recent Condition Survey of the Old Town Hall, Andrew Townsend Architects had been instructed to carry out selected remedial work to the building. A progress report from the project manager confirmed that they aim to have the specification out to tender in June/July with a view to work being undertaken in September. This would, of course, be subject to the contractor's availability although it was important that the work was completed before late autumn as lime-based repairs are susceptible to frost damage.

11/2/15 Heritage Day - 13 September 2015

The above event will be organised by the Town Council and a request had been made by Town Council seeking permission from the Trust for the Old Town Hall to be made available for the day, free of charge. It was AGREED that if the Old Town Hall was used, there would be no charge.

12/2/15 Meeting Dates 2015/16

The following meeting dates were AGREED:

7 September 2015
14 December 2015
22 February 2016
16 May 2016 (Annual Meeting)

13/2/15 Public Speaking Time

There were no members of public present.

14./2/15 Any items for information only

There were none.