

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

**Minutes of a Meeting of the Faringdon War Memorial Trust**  
**held on Monday, 7<sup>th</sup> September 2015 at 7.00 pm**  
**in the Old Town Hall, Market Place, Faringdon**

**TRUST MEMBERS PRESENT:** **Town Councillors**  
**Angela Finn (Chairman)**  
**David Barron**  
**Jane Boulton**  
**Al Cane**  
**Julie Farmer**  
**Andrew Marsden**  
**Mike Wise**

**Non-Voting Trust Members**  
**Joy Blake, Royal British Legion (RBL)**  
*(up to, and including, minute 5/3/15)*

**IN ATTENDANCE:** **Simon Harrington, Live at the Park**  
*(from minute 6/3/15)*  
**Sally Thurston, Town Clerk**  
**Liz Billson, Assistant Town Clerk**

**1/3/15 Apologies for Absence**

Apologies for absence were received from Town Councillors Steve Leniec and David Price, and from Gordon Dowell and Matt Mortiboy (RBL).

**2/3/15 Minutes of Last Meeting: 18<sup>th</sup> May 2015**

The Minutes were AGREED and signed as being a correct record of the meeting held on 18<sup>th</sup> May 2015.

**3/3/15 Public Speaking Time**

There were no members of the public present.

**4/3/15 Report from Royal British Legion**

Joy Blake thanked members of Faringdon War Memorial Trust for their support for the recent V.J. Day event. The event had been well attended.

**5/3/15 Remembrance Day Exhibition**

Joy Blake reported that at a recent meeting the RBL had discussed holding the exhibition bi-annually. This was due to the amount of work involved, and the fact that Gordon Dowell, who had played an essential role in previous years, was unable to take it on this year due to personal reasons. It was suggested, therefore, that the exhibition would be held in 2016, and again in 2018.

David Barron expressed concern that momentum might be lost if the exhibition was not annually, and suggested the RBL could approach Trust members for help. It was AGREED that Joy Blake would take the matter back to the next RBL meeting, and would then let the Assistant Town Clerk know what decision had been taken.

**6/3/15 Bookings**

A progress report from the Assistant Town Clerk on bookings in the Old Town Hall was received. It was NOTED that two long standing bookings had unfortunately come to an end.

**7/3/15 Financial Matters**

(a) *Year End Accounts 2014/15*

The final year end accounts were received. It was proposed, seconded and CARRIED that they be accepted. Concern was expressed at the amount of electricity used.

The Chairman reported that as of April 2016, a new financial system would be put in place, with similar arrangements to those currently existing between the Town Council and the Tourist Information Centre. Accounts would be settled monthly.

(b) *Financial Report for Month 5*

The financial report for month 5 was received and NOTED.

(c) *Payment of bills*

(i) *Outstanding invoice from Faringdon Town Council*

The Town Clerk explained that the invoice was for the end of year settlement of accounts. For the financial year 2013/14, outgoings had exceeded income, whereas in the financial year 2014/15, income had exceeded outgoings. The net result was an outstanding balance of £1800.93 owed to the Town Council. It was proposed, seconded and CARRIED that this invoice be approved for payment.

(ii) *Thames Water bill*

The following bill which had been paid since the last meeting of the Trust was noted and APPROVED:

Thames Water	Water and waste water charges 22/4/15 – 12/7/15	£34.74	Direct Debit
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(d) *Valuation for Insurance*

The Chairman explained that an up to date valuation of the Old Town Hall was required by the Town Council’s insurers. Two quotes were considered, a third having been sought but not received.

It was proposed, seconded and CARRIED that Jon Hartley and Associates Ltd be asked to carry out the valuation.

**8/3/15 Grants**

(a) *To consider requesting reimbursement from Faringdon Town Council*

The Assistant Town Clerk reported that the Town Council’s Finance and

Audit Committee had awarded grants to FollyFest and Faringdon Rotary Club (Festive Faringdon) for room hire, including for the Old Town Hall. This potentially resulted in a loss of income to the Trust totalling £160.00. It was proposed, seconded and CARRIED that the Trust reclaim this amount from the Town Council.

(b) *To receive an update on a possible grant application to the Heritage Lottery Fund*

There was nothing further to report at this stage. It was AGREED that Andrew Marsden would follow up with Andrew Townsend (architect) and report back to the next meeting of the Trust.

**9/3/15 Condition Survey – Remedial Work**

The Assistant Town Clerk reported that two tenders for the remedial work had been received by Andrew Townsend. These were considered, and it was proposed, seconded and CARRIED that the architect's recommendation be followed and that the tender submitted by Peter Hawkins should be accepted, subject to sufficient funds being available. Mike Wise requested that the Leisure Services staff be asked to investigate whether they could paint the undercroft prior to Remembrance Sunday.

**10/3/15 Maintenance of the War Memorial**

Mike Wise expressed concern that the War Memorial was in need of cleaning. He reported that it had been cleaned previously using sugar soap, and suggested that the Leisure Services staff be asked to investigate whether they could carry this out prior to Remembrance Sunday.

Simon Harrington reported that the Live at the Park committee had decided to donate £250.00 to the Trust, to be used for maintenance of the War Memorial, and it was suggested that this might be used to pay for the cleaning work to be done.

**11/3/15 Protocol for use of electricity by market traders**

David Barron reported that he was in the process of establishing whether it was feasible to site a socket on the exterior of the Old Town Hall. Concern was expressed due to it being a listed building, and it was AGREED that Mike Wise and the Town Clerk would consult with the Conservation Officer on this matter. It was further AGREED that this item should be put on the agenda for the next meeting.

**12/3/15 Christmas Lights**

A request was received from the Christmas Lights Working Party to site white lights around the soffit of the Old Town Hall. They would be fixed using small hooks, and would only remain on the building until 10/1/16. It was proposed, seconded and CARRIED that permission be granted.

**13/3/15 Disability Survey**

The Assistant Town Clerk reported that a request had been received from the Vale Disability Access Group to mark the edges of the steps under the Old Town Hall to make them less hazardous to people with visual impairments. Concern was again expressed due to it being a listed building, and it was AGREED that Mike Wise and the Town Clerk would consult with the Conservation Officer on this matter also.