

**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, 14<sup>th</sup> December 2015 at 7.00 pm**  
**in the Old Town Hall, Market Place, Faringdon**

**TRUST MEMBERS PRESENT:**    **Town Councillors**  
Angela Finn (Chairman)  
David Barron  
Ian Bell  
Jane Boulton  
Al Cane  
Steve Leniec  
Andrew Marsden  
Mike Wise

**Non-Voting Trust Members**  
**Joy Blake, Royal British Legion (RBL)**  
*(up to, and including, minute 4/4/15)*

**IN ATTENDANCE:**                      Sally Thurston, Town Clerk  
Liz Billson, Assistant Town Clerk

**1/4/15 Apologies for Absence**

Apologies for absence were received from Town Councillor Julie Farmer

**2/4/15 Minutes of Last Meeting: 7<sup>th</sup> September 2015**

The Minutes were AGREED and signed as being a correct record of the meeting held on 7<sup>th</sup> September 2015.

**3/4/15 Public Speaking Time**

There were no members of the public present.

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

Joy Blake reported that she had asked for the Remembrance Day Exhibition to be put on the FWMT meeting agenda early in 2016, to allow time for proper planning to take place. She suggested that a military vehicle could be used to attract people to the exhibition.

The possible replacement of the existing wooden war memorial with a stone or metal one was discussed. It was AGREED that the Assistant Town Clerk should investigate possible lottery funding for this.

**5/4/15 Bookings**

A report from the Assistant Town Clerk on bookings in the Old Town Hall was received and NOTED.

## 6/4/15 Financial Matters

### (a) *Half Yearly Accounts*

The financial report for month 6 was received and NOTED.

### (b) *Payment of Bills*

The following bills, paid since the last meeting of the Trust, were noted:

Legionella testing kit	SafeWater Solutions	£43.75	Bill paid by FTC 09/15
Water charges 13/7/15 – 19/10/15	Thames Water	£26.68	Direct Debit paid by FTC 11/15
Electricity 28/7/15 – 23/10/15	SSE	£180.13	Direct Debit paid by FTC 11/15
Architect's fee	Andrew Townsend Architects	£756.00	Bill paid by FTC 11/15
Sanitary services	PHS	£24.96	Bill paid by FTC 11/15
Valuation for insurance	John Hartley & Associates	£250.00	Bill paid by FTC 11/15
Fire extinguisher testing	Pyrotec	£44.00	Bill paid by FTC 12/15
Lift servicing	B&W Lift Services Ltd	£127.50	Bill paid by FTC 12/15

Concern was expressed regarding the current system of requesting approval for payment of bills retrospectively.

It was proposed, seconded and CARRIED that future direct debits be approved for the year at the AGM. This would leave only one- off payments requiring approval individually. It was further AGREED that Andrew Marsden and the Town Clerk would investigate, with the auditor, a more appropriate financial system for the Trust.

### (c) *Hire Charges- to review and agree special rates*

The Assistant Town Clerk reported that the Whist Club has been paying a reduced rate of £14.00 per 2 hour booking (instead of £17.00) for at least 4 years. After some discussion it was proposed, seconded and CARRIED that this preferential rate should be discontinued at the end of this financial year, and that the standard hire charge should apply from 1/4/16. It was suggested that the Whist Club could be invited to apply for a grant from the Town Council to cover the extra cost.

### (d) *Use of Old Town Hall by Youth Services- to discuss charging arrangements*

The Assistant Town Clerk reported that Youth Services had been running a weekly Young Carers' session in the Old Town Hall, plus occasional other one-off sessions. These sessions had been arranged at short notice, and only took place when there were no other bookings. So far, no charge had been made. It was proposed, seconded and CARRIED that Youth Services should be charged for all bookings with immediate effect. It was further proposed, seconded and CARRIED that all other Town Council committees should, in

future, be charged the standard rate, unless this was specifically waived by the Trust.

#### **7/4/15 Grants**

*Heritage Lottery Fund- to receive an update*

The Assistant Town clerk reported that the Heritage Lottery Fund requires a pre-application to be submitted for each project seeking funding, but that as yet she had not been able to do this. It was therefore agreed that this be deferred to the next meeting.

#### **8/4/15 Protocol for use of electricity by market traders**

David Barron reported that he had established that it would be feasible to site an external socket on the Old Town Hall, although he had some concerns regarding health and safety issues. The Assistant Town Clerk reported that the Conservation Officer required a pre- application, with more detail as to what was proposed, in order to advise whether it would be acceptable. It was AGREED David Barron should obtain some quotes for the work, and report back to the next meeting. It was further AGREED that the Assistant Town Clerk should proceed with the pre- application to the Conservation Officer.

#### **9/4/15 Disability Survey**

The Assistant Town Clerk reported that the Conservation Officer also required a pre-application in order to decide whether the proposed marking of the steps under the Old Town Hall was acceptable. It was AGREED that the Assistant Town Clerk should proceed with this pre- application also.

#### **10/4/15 Budget 2016/17**

A copy of the current year's budget had been circulated for reference. It was felt that a more detailed budget was needed going forward, and it was therefore AGREED that the Assistant Town Clerk should, in conjunction with the Town Clerk, provide an expanded draft budget for consideration by the Trust at the next meeting.