

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

Minutes of a Meeting of the Trust
held on Monday, 8 September 2014 at 7.00 pm
in the Old Town Hall, Market Place, Faringdon

TRUST MEMBERS PRESENT: **Dr M L H Wise (in the Chair)**
 Mr I Bell
 Mr R Cox
 Ms A Finn
 Mr A Marsden

IN ATTENDANCE: **Mr M Mortiboy, Royal British**
 Legion (up to and incl. Min
 29/14)
 Mr G Dowell, Royal British
 Legion (up to and incl. Min
 29/14)
 Mrs H Sherman (Clerk &
 Financial Officer to the Trust)

As neither the Chairman nor the Vice Chairman was present, it was proposed, seconded and CARRIED that Dr Wise act as Chairman for this meeting.

25/14 Apologies for Absence

Apologies for absence were received from Ms J Farmer, Mr J Gregory and Mr S Leniec.

26/14 Minutes of Last Meeting: 12 May 2014

(a) The Minutes were AGREED and signed as being a correct record of the meeting held on 12 May 2014;

(b) *Min 15/14, Appointment of Treasurer:* Mr Cox queried whether this role was still required given that the Trust already had a Financial Officer. It was NOTED that the Clerk had contacted the Charity Commission seeking clarity on this matter. The Charity Commission had advised that it was not essential for a trust to have a Treasurer unless it was specifically stated in the Trust's Charity Commission Scheme and that it was basically up to the Trustee to ensure it complied with its obligations to the Charity Commission in the keeping and filing of accounting records.

As the Financial Officer to the Trust deals with all the accounting records and the Trust Members approve the year end accounts, it was proposed, seconded and CARRIED that the post of Treasurer be abolished forthwith.

27/14 Public Speaking Time

There were no members of public present.

28/14 For Information Only

There was no information to be noted by the Trust that had not previously been forwarded.

29/14 Report from Royal British Legion (RBL)

Mr Mortiboy updated the Trust Members on the recent activities of the RBL:

- Poppy Appeal Presentation Evening when certificates of appreciation for service were presented to volunteers who had helped over many years;
- A successful “Lights out” event on 4 August which approx. 130 people attended;
- Representatives had attended village fetes with a stand in order to make people aware of the RBL and to increase membership;
- Attended the Uffington Show;

Festival of Remembrance, 7 November 2014 - All Saints Church:

Mr Mortiboy spoke on behalf of Joy Blake of the RBL who was unable to be present at the meeting. It was noted that the publicity for Festival of Remembrance had been supported by the Town Council in previous years. However, Mrs Blake had not managed to submit a grant application to the Town Council in time this year and therefore wished to ask if the Trust could support RBL in producing the publicity in respect of this event in 2014. This would be on the understanding that RBL would ensure that a grant application was submitted in time to the Town Council in future years. Following consideration of this request, it was proposed, seconded and CARRIED that the Trust sponsor the publicity up to an amount of £100 for the Festival of Remembrance 2014.

Mr Mortiboy also reported that the RBL had received requests from residents for a war memorial in stone. It was reiterated that the Faringdon War Memorial Trust was responsible only for the Old Town Hall, a building which was designated as a war memorial to commemorate the dead of the first two world wars. The Trust had already explored the possibility of a new granite memorial but it had been agreed that the original wooden memorial had sentimental value and was within the financial means of the Trust to maintain. Mr Mortiboy was informed that should the RBL wish to pursue a further war memorial in stone in another location, it was not a matter over which the Trust had any authority. Mr Mortiboy was thanked for keeping the Trust informed of its plans and it was NOTED that RBL would continue to research the possibility of finding a suitable location for a stone war memorial and applying for a grant through Heritage Funding.

Festival of Remembrance Exhibition, Old Town Hall: As agreed at the last meeting of the Trust, there would be an exhibition in the Old Town Hall on the 7/8/9 November 2014, with set up on the 6th. Dr Wise, together with representatives from RBL, would organise exhibits and organise a rota for people to man the exhibition. Dr Wise stressed the importance of publicising this event widely.

30/14 Bookings

As the Town Council's Assistant Clerk was on annual leave, a progress report was unavailable. However, this would be circulated by email to all the Trust Members once she had returned to the office. The hire income to the end of August showed that the bookings were maintaining a good level.

31/14 Payment of Bills

The following bills which had been paid since the last meeting of the Trust were noted and APPROVED.

Water Charges 23.4.14 - 10.7.14	Thames Water	45.87	D/Debit
Elec Charges 14.3.14 - 12.5.14	Southern Elec	422.06	D/Debit
Lift Routine Service	B&W Lift Services	153.00	
Fire Extinguisher Repair	Pyrotec	127.32	
Elec Charges 13.5.14 - 22.7.14	Southern Elec	76.31	D/Debit
TOTAL		£824.56	

32/14

Health & Safety

- (a) *Fire Safety Inspection:* A report from the Oxfordshire County Council Fire and Rescue Service, July 2014 was received and the advice contained therein was NOTED;
- (b) *Town Council's Health & Safety Consultant's Report, July 2014:* It had been noted by the consultant that
- (i) there was no working alarm in the lift and therefore the consultant had recommended that a telephone alarm system should be installed. However, due to the cost this would involve, the consultant had now agreed that if the following conditions were met, a door bell could be fitted:
- Bell to provide an audible alarm in case somebody has difficulties;
 - Signage to be put up stating that the lift is not to be used when only one person is in the building;
 - Ensure that the lift is checked/switched off after each function.
- The Trust Members NOTED that a wireless doorbell could be purchased for £18.
- (ii) a fixed wiring test valid for 5 years from testing should be carried out. Quotes for this work were currently being awaited.

33/14 Maintenance & Repairs

The Town Council's Venues Manager had reported that he would be repairing one of the curtains which needed restringing and the foyer ceiling which was peeling badly would be repainted.

Mr Marsden pointed out that although a Condition Survey of the building had been carried out in May 2013 by Andrew Townsend Architects, this had not been fully discussed. It was therefore AGREED that an item to consider the Condition Survey should be included on the agenda for the next meeting of the Trust on 8 December 2014, at which meeting budget setting would also be discussed. A copy of the Condition Survey would be circulated by the Clerk to all the Trust Members before the next meeting.