

Faringdon Town Team

Minutes of an inaugural meeting of Faringdon Town Team held on Monday 19th October at 2pm in The Mayors Parlour, Corn Exchange Faringdon.



Present:

Mark Blatch	Chamber of Commerce
Cllr. Jane Boulton	Faringdon Town Council
Cllr. Roger Cox	Vale of White Horse District Council
Dave Cookson	Economic Development Officer VoWDC
Suzanne Malcolm	Senior Economic Development Officer VoWDC
Sally Thurston	Town Clerk Faringdon Town Council

Apologies: Cllr. Judith Heathcoat, Oxfordshire County Council

1. To Elect a Chairman

Mark Blatch, Chamber of Commerce, was ELECTED as Chairman.

2. To approve nominations for members

The following voting members were APPROVED:

Mark Blatch, Chamber of Commerce

Cllr. Jane Boulton, Faringdon Town Council

Cllr. Roger Cox, Vale of White Horse District Council

Cllr. Judith Heathcoat, Oxfordshire County Council

Voting members can be replaced by a substitute, who is a member of the same organisation, who can deputise for the nominated member in their absence.

The following Officers were APPROVED:

Faringdon Town Clerk

Economic Development Officers, Vale of White Horse District Council

3. To approve constitution

It was PROPOSED that it should be stated, to be quorate, there should be at least three voting members present. This was AGREED.

It was PROPOSED that the constitution be accepted with this amendment. This was AGREED.

4. To approve organogram

The following amendments were PROPOSED:

- The Town Clerk and the Economic Development Officer be added as part of the management team.
- The Town Coordinator is directed by the management team and reports to the Town Clerk.
- Inputs should be clearly defined.

It was further PROPOSED that Dave Cookson, VWHDC, amend the organogram and present it to the next meeting. This was AGREED.

5. Finances

a. To receive the opening financial position.

The Town Clerk reported that all monies from the JEF account would be transferred to the Town Team. The balance currently stands at £4069. A final transfer balance will be reported to the next meeting.

b. To agree bank mandate

The Town Clerk reported that Lloyds bank had advised the current JEF account was renamed and the mandate changed. This would be carried out in conjunction with Cllr. Robert Sharpe, outgoing treasurer of JEF. This was AGREED

It was PROPOSED that all voting members be signatories alongside two officers of the Town Council. The following signatories were AGREED:

Mark Blatch, Chamber of Commerce
Cllr. Jane Boulton, Faringdon Town Council
Cllr. Roger Cox, Vale of White Horse District Council
Cllr. Judith Heathcoat, Oxfordshire County Council
Sally Thurston, Town Clerk
Elizabeth Billson, Assistant Town Clerk

c. To consider current budget

Officers reported that the current budget has been allocated mainly to contractor salaries. This allows no funds for project costs. It was PROPOSED that the Town Team allocated a budget for expenditure from transferred JEF funds until the 31 March 2016 at the next meeting. This was AGREED.

The Town Clerk and Economic Development Officer were asked to meet with the Town Coordinator and assess spending already committed and funding that may be required to deliver projects. This was AGREED.

Suzanne Malcolm, VWHDC, reported that a two year growth bid had already been submitted.

d. To consider accounting procedures

It was PROPOSED that the Town Clerk administer all funds using the Town Team bank account and prepare a financial report for each meeting.
This was AGREED.

6. 2015 / 16 Projects

a. To assess progress

Members received the current Q2 report which was NOTED. Members agreed that the markets and reward card were particularly successful.

b. To prioritise projects

Members assessed the current project list. The following project list was PROPOSED for the rest of this financial year:

- Town Centre Management
 - Attracting New Retail Businesses to Faringdon
 - Improving the look and feel of the Town Centre – accessing s106 funds by creating a strong business case
 - Market management and development

- Building on relationships with businesses and key stake holders
- Marketing Faringdon
 - Online presence
 - Brand
 - Creating a retail business prospectus
- Production of a rolling calendar of events that is constantly updated
- On going development and promotion of the Faringdon reward card

It was further PROPOSED that the Town Clerk and Economic development Officer further discuss these projects with the Town Coordinator and report to the next meeting.

This was AGREED.

c. To agree management procedure

It was PROPOSED that the Town Team are the overall management board. Day to day and line management would be carried out by the Town Clerk in conjunction with the Economic Development Officer. This was AGREED.

d. To receive a proposal from Jeanette Howse – Market Coordinator

Jeanette Howse, who has completed her contract period coordinating the markets, proposed that she continue to manage the Saturday markets at a fee of £75 per market.

It was PROPOSED that the workload of the current contractors be assessed to ascertain if this was necessary and reported to the next meeting. This was AGREED.

7. To Agree Meeting Calendar

It was PROPOSED that the Town Team convene again in the week commencing 9th November, following the meeting of the Town Clerk, Economic development Officer and the Town Coordinator. Date to be confirmed. A meeting calendar would be considered at the next meeting. This was AGREED.

8. Any Other Business

It was reported that JEF previously acted as admin for LEADER funding bids. Suzanne Malcolm, VWHDC, advised that individual groups can take bids directly to the Leader Team. There will be a launch event on 25th November 2015. It was suggested that the Town Team could also take forward bids considered to be promoting the economic health of the Town Centre.

The Town Clerk reported that a bill for £500 was outstanding for a years hire of Market Stalls from Folly Fest. It was PROPOSED that Folly Fest invoice the Town Team and this cost be met from the Town Team funds.

The Town Clerk reported that a contractor was hired on an ad hoc basis to erect the market stalls as necessary at a cost of approximately £50 per session. It was PROPOSED that invoices should be directed through the Town Clerk and these costs should form part of the expenditure budget. This was AGREED.

The Town Clerk enquired how petty cash payments would be managed going forward. It was PROPOSED that the Town Clerk hold an impress petty cash fund of £100. This was AGREED.

Cllr. Cox PROPOSED that a press release was drafted to announce the formation of the new Town Team. This was AGREED