

Community *Imaginative*
Energy *Teamwork* *Team spirit* *Group* *Initiatives*
 History Investment *Go* *Progress* *Focus*
 Green Spaces *Folly Tower*
 Communication Home Tourism
 Market Town

Faringdon Town Team

Present:	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
	Dave Cookson	Economic Development Officer VoWDC
	Sally Thurston	Town Clerk Faringdon Town Council

1. Apologies

Suzanne Malcolm Economic Development Manager VoWDC

2. Minutes of meeting – 19th October 2015

Signed as a correct record.

3. To approve organogram

Approved.

4. Finances

a. The Town Team received an update:

- Current balance £4652.38
- Bank mandate in the process of being updated
- It was proposed that the following Folly Dollars be reimbursed:
Pat Thomas £25
Lebanese Coffee Shop £30
This was AGREED
- Committed Spending for the remainder of the financial year included:
Hire of market stalls at £500, market set up at approx. £400 and Folly Dollars at £500

b. Public liability insurance

The Public Liability insurance for the Markets needs renewing. Dave Cookson agreed to check if the markets would be covered.

c. The Town Team received a request to fund Wantage silver band at the evening shopping event on 4th December 2015 for £175. This was AGREED.

5. 2015 / 16 Projects

a. The Town Team received an update:

- Members were informed that a meeting was held between the Town Team Co-ordinator, the Town Clerk and the Economic Development

Officer to go through the updated focused project list. There was now clear direction and focus.

- The recent Apple Day had been a big success with the biggest attendance at a Saturday Market yet.
 - Press Release. The Town Team Co-Ordinator had asked if the day to day work should be included in the recent press release about the change in management of the team. Members felt that as the day to day operation remained the same it should not form part of the release. Day to day operation of the Team should be included in their regularly monthly release. This was AGREED
 - A regularly market on the third Saturday of the month has been planned.
 - Relationships between different markets needed to be built on and fees brought into line. It was reported that the farmers market charge £10 per stall and the Tuesday market (Faringdon House) charge £5. It was proposed that the Town Clerk/ Town Team Co-ordinator arrange a meeting with Faringdon House Land Managers, who operate the Tuesday Market and the Faringdon Farmers Market to find out their procedures and if the Town Team could help in anyway and report to a future meeting. This was AGREED.
- b. Following a report from the Town Clerk it was proposed that the Saturday Market co-coordinator be retained for the January, February and March markets. The Town Team Co-ordinator / Administrator should shadow during this period. This was AGREED.
- c. The Town Team discussed the calendar of events. It was suggested that events were increased to bi-monthly. The Town Clerk suggested that the new team needed to get the events currently planned running smoothly before adding more. This was AGREED. The calendar of events was deferred to the next meeting for discussion.

6. Marketing

- a. The Town Team were informed that Lucy Edwards had been working on a marketing campaign. The Economic Development Officer is arranging a meeting to see the presentation and would invite Lucy to present to the team at the next meeting.
- b. Social media update.
The Town Team Administrator has been operating a successful campaign on social media. The Country Market has reported a significant increase in footfall since the campaign began. There are currently several accounts that need merging, the Town Team Co-ordinator is working on this issue.

7. To Agree Meeting Calendar

It was agreed that the Town Team continue to meet monthly. The following dates were agreed:

Wednesday 2nd December at 10.30am

Thursday 14th January at 10.30am

8. Any Other Business

Cllr. Jane Boulton asked if the Town Team would be willing to organise Faringdon in Bloom for 2016. It was felt that this award could be used as an incentive for businesses to improve the look of the Town. It was proposed that this be added to the next agenda for further discussion. This was AGREED.