

Faringdon Town Team

Minutes a meeting of Faringdon Town Team to be held on Thursday 21st April at 9.30am in the Town Clerks Office, The Pump House, Faringdon.



Present:	Mark Blatch	Chamber of Commerce
	Cllr. Andrew Marsden	Faringdon Town Council
	Cllr. Roger Cox	Vale of White Horse District Council
	Dave Cookson	Economic Development Officer, VWHDC
	Sally Thurston	Town Clerk Faringdon Town Council
	Bethia Thomas	Town Team Coordinator

1/3/16 Apologies

Cllr. Judith Heathcoat, Oxfordshire County Council

2/3/16 Minutes of meeting – Wednesday 17th March at 9.30am

The minutes were signed as a correct.

3/3/16 Recruitment

Members received an update on the recruitment of the Town Coordinator from Cllr. Cox. It was NOTED that Bethia Thomas had been the successful candidate.

4/3/16 Finance

- There were no invoices for payment
- Members were informed that the bank account mandates had now been completed. The opening balance of the account on the 1st of April 2016 is: £3912.65. There is also £100 petty cash for day to day expenses.

5/3/16 Action Plan

- Members received an update from the Town Coordinator which was NOTED. Highlights included preparations for the Queens Birthday events, Easter Markets and Blackbird Day. As well as work on the Your Faringdon branding and the spend £5 in Faringdon campaign. It was AGREED that a meeting should be held with all retailers in the Town Centre to ensure they know what the Town Team role is and to gather ideas and opinions.
- Markets – Members considered the future administration and set up of the market. It was AGREED that an administrator and set up team should be contracted to March 31st 2017. The Clerk was asked to negotiate with the contractors up to the current cost.
- Future Projects – it was AGREED that as the Town Coordinator had not yet had the opportunity to look at the new action plan this should be discussed at the next meeting. Dave Cookson would forward the action plan electronically.

6/3/16 Website

Mark Blatch gave members an update regarding research into the possibility of a landing page. The Town Team Coordinator explained that ground work had already

taken place towards a website. It was AGREED that the Town Team Coordinator should take this project forward and report to a future meeting.

7/3/16 Non Town Centre Business

Mark Blatch requested an update on any s106 agreement that could be used to provide large signs at the new retail estate that is to be developed on the edge of town. It was explained that the next step would be to approach the Faringdon Town Council Planning and Highways Committee with a costed proposal. After lengthy discussion it was AGREED that this project was not one which the Town Team could progress.

It was AGREED that two further Your Faringdon banners up to £200 could be purchased to promote the Town Centre. Designs would be circulated to the Team for approval.

8/3/16 Any Other Business

Loyalty Card – Mark Blatch asked about the success and viability of the Loyalty / Reward Card. After lengthy discussion it was AGREED that the Town Team Coordinator should look at the viability and report to the next meeting about the ramifications of winding up the scheme.

Southampton Street Car Park – The Clerk updated the Team on progress in improving the car park. VWHDC had undertaken cleaning and also improving access to the storage area in the toilet building. New finger posts are being investigated.

Town Team Administrator – The current administrator is extremely skilled and provides valuable work. It was AGREED that, unfortunately, this year's budget could not finance an administrator. These duties would need to be carried out by the Town Team Coordinator. It was AGREED that the administrator could be funded until 31st May 2016.