

Faringdon Town Team

Minutes of a meeting of Faringdon Town Team held on Tuesday 19th January 2016 at 10.30am in the Mayors Parlour, Corn Exchange, Faringdon.



Present:	Mark Blatch	Chamber of Commerce
	Cllr. Jane Boulton	Faringdon Town Council
	Dave Cookson	Vale of the White Horse District Council
	Cllr. Mohinder Kainth	Vale of White Horse District Council
	Cllr. Judith Heathcoat	Oxfordshire County Council
	Sally Thurston	Town Clerk Faringdon Town Council
	Bethia Thomas	Town Team Co-Ordinator

1/1 Apologies

Cllr. Roger Cox and Suzanne Malcolm VoWDC.

2/1 Minutes of meeting – Wednesday 2nd December

The Minutes were agreed as a correct record.

3/1 Finances

- a. Members received an update. It was NOTED that £610 income had been received mainly from markets in December and January. The bank mandate still needed to be finalised.
- b. It was PROPOSED that an operating budget for Jan to March 2016 of £100 per month be delegated to the Town Clerk to authorise. This was AGREED.
- c. The Clerk gave an update regarding insurance – WPS Insurance had advised that the Town Team needed cover to cover their activities because they were a separate entity. Members considered a quote for £320.65 for one year to cover both public liability and employers liability. It was PROPOSED that this be accepted and insurance be put in place with immediate effect. This was AGREED.
- d. Members APPROVED an invoice for printing costs of £8 for payment.

4/1 Town Team Activity

- a. Bethia Thomas, Market Town Co-ordinator gave an update and action list progress report.
- b. Members were informed that markets were operating well and the fixed programme of the third Saturday in the month was attracting more stall holders. The Charity Market on Saturday 16th January was very successful. It was agreed that the Market Town Co-ordinator would investigate French and Italian markets.
- c. Food Festival – Members agreed to add a food festival to the action plan for the next financial year.

- d. It was PROPOSED that a business person should be invited to address future meetings for a 10 minute presentation. This was AGREED. Bethia Thomas will co-ordinate.
- e. Members considered appointing Town Team members to do a meet and greet of Town Centre Business on a rota basis. It was AGREED that the four voting members would visit 10 businesses on a quarterly basis. Market Town Co-ordinator to organise.

5/1 Marketing

- a. Members were informed that work had now begun towards the 'Your Faringdon' launch. The calendar of events was being promoted. It was proposed that a leaflet be printed with the calendar and Town Centre information. This was AGREED. Budget for the leaflet to be agreed. A data base was being created for Town Centre businesses.
- b. Members received quotes for marketing material for the launch of 'Your Faringdon'. The quotes were not received in time to be sent out prior to the meeting. It was PROPOSED that the clerk consolidate the quotes and members be given the opportunity to consider them. A decision could be made through a consensus via email. This was AGREED.
- c. It was PROPOSED that the 'Spend £5 Campaign' be re-launched. This was AGREED.
- d. A Social media update was received. Facebook's sites were being merged and branded with the 'Your Faringdon' scheme. Cllr. Kainth suggested that Twitter be used. It was AGREED that the Market Town Co-ordinator would investigate.
- e. It was PROPOSED that a monthly newsletter be sent to retailers to update them on all activity. This was AGREED.
- f. Marketing Policy – This Clerk informed members that she was developing a Marketing Policy to present at a future meeting.

6/1 Queen's 90th 2016

The Clerk informed members that Faringdon Town Council had set up a working party to co-ordinate events for the Queens 90th Birthday. This was NOTED. It was hoped that the Town Team would co-ordinate a treasure hunt, shop window displays and bunting around the town.

7/1 Budget 2016/17

Members were informed that VWHDC would be setting their budget in February therefore funding for 2016.17 would not be confirmed until then. It was AGREED that the Clerk and Economic Development Officer would prepare a DRAFT action plan and budget. This would be presented to the Town Team after confirmation of next years budget.

8/1 To agree future meeting dates

To be agreed via email when budgets were available.

9/1 Any Other Business

None