

## Faringdon Town Team

Minutes of an annual meeting of Faringdon Town Team held on Friday 18<sup>th</sup> November at 9.30am at the Pump House, Faringdon.



<b>Present:</b>	<b>Cllr. Jane Boulton</b>	<b>Faringdon Town Council</b>
	<b>Cllr. Roger Cox</b>	<b>Vale of White Horse District Council</b>
	<b>Cllr. Judith Heathcoat</b>	<b>Oxfordshire County Council</b>
	<b>Sally Thurston</b>	<b>Town Clerk Faringdon Town Council</b>
	<b>Bethia Thomas</b>	<b>Town Team Coordinator</b>
	<b>Dave Cookson</b>	<b>Economic Development Officer, VWHDC</b>
	<b>Mel Lane</b>	<b>Faringdon Business Group</b>
	<b>Karen Roberts</b>	<b>FTC Business Co-ordinator designate</b>

Before the meeting started Karen Roberts was introduced to the Town Team. Karen will be employed by the Faringdon Town Council as a new business co-ordinator contracted for 1 year from January 2017. This is a S106 funded post designed to attempt to mitigate any negative effects of new retail development at Park Rd on the Town Centre.

### **1/6/16 Apologies**

No apologies were received.

### **2/6/16 Minutes of meeting - Friday 23<sup>rd</sup> September 2016**

The minutes were agreed as a correct record.

### **3/6/16 To elect a chairman**

Cllr. Heathcoat PROPOSED Cllr. Cox as Chairman. This was SECONDED by Cllr. Boulton and CARRIED.

### **4/6/16 Finance**

- a. It was PROPOSED that the following invoices be approved for payment:
  1. Well Managed – Market promotion Sep/Oct 16 - £150.
  2. P Hunt – Market set up Oct 16- £125.This was AGREED.
  
- b. Members received a financial update. The Town Team had a balance of £6,072.53 in the Lloyds account. This was NOTED.  
The clerk was asked to investigate how the Town Team would have their accounts audited and report to the next meeting. Action: Town Clerk.

### **5/6/16 2016 – 2017 Action Plan**

- a. Members received and NOTED an updated plan.
- b. Members received and considered a report on progress for the Town Team Coordinator.  
The following actions were agreed:
  1. A Calendar of next year's events to be forwarded to members – Bethia Thomas (BT).
  2. Village Schools should be involved in competitions, digital forms to be circulated via the academy – BT.

3. BT to encourage local businesses to take part in small business Saturday. A printing budget of £100 would be donated by Faringdon Business Group – Mel Lane (ML).
4. Databases to be co-ordinated – BT and Dave Cookson (DC).
5. Old databases for Loyalty Card to be destroyed – DC.
6. Late night shopping and Sunday opening to be explored further – BT and ML.
7. Voucher Scheme – ML and BT to investigate a scheme where businesses could appear in a voucher booklet.
8. Fairtrade town status to be advertised and promoted – BT to contact Sjoerd Vogt.
9. Business Plan to be co-ordinated. Workshop will be held third week in Jan 17 – DC. BT/KR to assist.
10. ML had assessed Google presence for local businesses and had found that most were represented well. A 'how to' guide would be produced and those who were unsure would be offered help - BT and ML.
11. Bench Marking – DC would report to next meeting how other towns were bench marking and what was successful. Results from a footfall survey would be available at the next meeting – DC.
12. Shop Opening Hours – ML had carried out some research, to be attached. - BT/DC/ST to prepare a report for businesses and encourage standardisation.
13. Tourism – Sally Thurston (ST) was asked to set specific aims for tourism with the Information Centre and report to next meeting - ST.

#### **6/6/16 Your Faringdon Website**

A landing page had now been created by John Holdship and Bethia Thomas. BT to circulate a test link.

#### **7/6/16 Markets**

Members received an update on markets. Following growing concern for the Tuesday market the Clerk reported that Faringdon House, who are currently responsible for the market, would be content for the Town Team to organise the market. ST was asked to investigate any procedures necessary for the Town Team to officially run the market and report to the next meeting. NABMA market assessment to be arranged - BT

#### **8/6/16 VWHDC Business and Innovation Strategy**

Dave Cookson gave a report which highlighted:

- VWHDC is working with Nathaniel Litchfield and Partners to develop a Vale wide strategy
- A series of workshops had been held throughout the Vale; Faringdon's session was very well attended.
- A final report will be presented to a VWHDC cabinet briefing in January 2017. The report was NOTED.

#### **9/6/16 Community First Oxfordshire Place Conference**

BT gave a short report which highlighted the need for communication with new developments to ensure they are integrated and have an understanding of what businesses are available locally. This was NOTED.

#### **10/6/16 S106 Contributions Faringdon Park**

Members received an update which highlighted:

1. A sign audit was being undertaken.
2. A Business Coordinator had been recruited.
3. The installation of Electric Charging points were being investigated in VWHDC Southampton Street Carpark.

4. Free bus travel into the Town Centre had been arranged by FTC with Stagecoach. This was NOTED.

**11/6/16 Items for Information**

1. Cllr. Cox reported that VWHDC was eighth on the Vibrant Economy Index published by Grant Thornton.
2. VWHDC are providing FREE parking for Christmas Shopping on the following dates; 3<sup>rd</sup> December 2016 , 6<sup>th</sup> December 2016, 9<sup>th</sup> December, 17<sup>th</sup> December.

Date of Next Meeting. The next meeting be at 9.30am on Thursday 19 Jan 17.