

## Faringdon Town Team

Minutes of a meeting of Faringdon Town Team held on Thursday  
19<sup>th</sup> January 2017 at 9.30am at the Pump House, Faringdon.



**Present:**

<b>DCllr. Roger Cox (Chairman)</b>	<b>Vale of White Horse District Council</b>
<b>Mark Blatch</b>	<b>Faringdon Chamber of Commerce</b>
<b>Dave Cookson</b>	<b>Economic Development Officer, VW HDC</b>
<b>CCllr. Judith Heathcoat</b>	<b>Oxfordshire County Council</b>
<b>Paul Hutkins</b>	<b>Faringdon Business Group</b>
<b>Bethia Thomas</b>	<b>Town Team Coordinator</b>
<b>Karen Roberts</b>	<b>FTC Business Co-ordinator designate</b>
<b>Sally Thurston</b>	<b>Town Clerk Faringdon Town Council</b>

### 1/1/17 Apologies

Mel Lane who was represented by Paul Hutkins.

### 2/7/17 Minutes of meeting - Friday 18<sup>th</sup> November 2016

The minutes were agreed as a correct record.

### 3/7/17 Finance

a. It was AGREED that the following invoices be approved for payment:

The Mover	Market Set Up	£125
CIS	Website hosting	£28.80
Faringdon Town Council	Printing Costs	£132.50
WPS	Town Team Insurance	£312
The Mover	Market Set Up	£125
Well Managed	Market Management	£75
Digi Press	Postcard printing	£525.60
Petty Cash	Reimbursement	£99.89
FTC town clerk	Reimbursement to FTC for 5 months phone usage charge paid as a deposit	£60

b. It was PROPOSED that a direct debit to 02 of £12 telephone usage £8 device to March 31<sup>st</sup> 2018 be APPROVED. This was AGREED.

c. Members received and NOTED a financial update and spend against budget report. The Town Team had a balance of £6,025.23 in the Lloyds account.

d. The clerk was in the process of investigating how the Town Team would have their accounts audited and would report in full report to the next meeting. Action: Town Clerk.

### 4/6/16 2016 – 2017 Action Plan

- Members received and NOTED an updated plan.
- Members received and considered a report on progress for the Town Team Coordinator – attached.

The following actions were agreed:

- A letter would be sent to all retailers and Town Centre businesses outlining the Town Team Coordinators role. Action: DC, ST and BT.

2. Farcycles would be approached regarding a cycle festival. Action: Mark Blatch
3. A calendar of events would be available for distribution at Festive Faringdon 2017.
4. The working database of businesses would be shared internally with Karen Roberts and Dave Cookson. Action: BT.
5. More events would surround the Christmas late night shopping evening to encourage footfall. Action: BT.
6. Sunday Opening would be removed from the action plan due to no take up from retailers. Action: BT and DC.
7. Website – BT would aim to launch the Your Faringdon landing page by the next meeting and contact David Reynolds who had launched a comprehensive business directory website to investigate linking.

#### **5/1/17 Markets**

- a. Members received an NOTED updates.
- b. It was agreed that the Town Team would take over the management of the Tuesday market in conjunction with the existing manager. The agent for Faringdon House had agreed market rents could be invested back into the Town.
- c. Members received a request to trade at the Your Faringdon Saturday Market from Gemma Dilworth; this request had been refused previously by the Market Co-Ordinator due to repetition of stalls. It was PROPOSED that Gemma Dilworth, who runs a Faringdon based business producing natural unrefined sugar products, should be invited to trade at the next market. This was AGREED. It was further PROPOSED that policy for accepting traders was drafted as soon as possible. This was AGREED. Action: ST, DC and BT.
- d. Members were reminded that a Market Co-ordinator was hired on an ad-hoc basis agreed to March 2017. It was suggested that this should be on a more formal basis. It was PROPOSED that this be tendered and advertised as a one year contract from April 2017 to March 2018 paying £75 per month. This should incorporate the Tuesday market. This was AGREED.

#### **6/1/17 Faringdon Free Wi-Fi**

- a. Members were informed that the free town Wi-Fi was now up and running successfully. Current statistics were NOTED. It was agreed that the service that is provided by VWHDC should be widely promoted. It was PROPOSED that stickers and promotional material should be sourced. It was further PROPOSED that the Chair in conjunction with the Clerk be authorised to assess and accept a suitable quote. This was AGREED. Action to source quotes: BT. Dave Cookson suggested that it would be beneficial if the range of the Wi-Fi could be extended. This was agreed. Action: DC to investigate and report to the next meeting.

#### **7/1/17 Tourism Objectives**

- a. Members received and NOTED DRAFT tourism objectives compiled by Town Council staff - attached.
- b. It was NOTED that membership of Experience Oxfordshire was being investigated. Benefits and cost would be reported to the next meeting. Action KR.

#### **8/1/17 Items for Information**

- a. A Business is workshop now being planned which will hopefully lead to a business plan for the town. Action: DC, KR, BT
- b. Official opening of the new retail park is on 2<sup>nd</sup> March 2017 - Town team to attend across 3 days with Business Coordinator and promote the Town Centre. Action: All members to attend if possible. It was agreed that promotional material for the Town Centre should be distributed across the event. It was PROPOSED that quotes be sourced and circulated via email. This was AGREED.
- c. A cheque for £200 had been received from Faringdon Craft Fair. This was an unspent grant given by JEFF and should be paid into FTT. This was agreed.
- d. The Town Team Coordinators business cards are out of date. The FTC Business Coordinator had recently sourced suitable ones for £42. It was PROPOSED that some were ordered for the TT Coordinator as soon as possible. This was AGREED.

The next meeting date was agreed as **16<sup>th</sup> March 2017 at 9.30am** in the Pump House. Cllr. Judith Heathcoat offered her apologies in advance for this meeting.