

Minutes of a meeting of Faringdon Town Team held on Thursday 11th May 2017 at 9.30am at the Pump House, Faringdon.

Present:	D/Cllr. Roger Cox (Chairman) C/Cllr. Judith Heathcoat T/Cllr. Jane Boulton Mark Blatch Kiera Bentley Bethia Thomas Melanie Smans Sally Thurston	Vale of White Horse District Council Oxfordshire County Council Faringdon Town Council Faringdon Chamber of Commerce Faringdon Business Group Town Team Coordinator VWHDC Economic Development Town Clerk Faringdon Town Council	Actions																											
1/3/17	Apologies for Absence Apologies were received from Dave Cookson																													
2/3/17	Minutes of last meeting The Minutes of the meeting held on Thursday 11 th May 2017 were signed as a correct record. All Actions were complete MB gave an update regarding Pop Up Shops, Marriott's had reported that they felt the Landlords would have no objection to their premises being used for Pop Up type use but would not want to be responsible for Business Rates.		MS to investigate how business rates would work for pop up shops. MS to distribute footfall survey.																											
3/3/17	Finance a) It was PROPOSED that the following invoices be approved: <table border="1" data-bbox="359 1238 1018 1610"> <tr> <td>P Hunt</td> <td>Market Set up May June July</td> <td>£ 390.00</td> </tr> <tr> <td>Digi Press</td> <td>Market Place Signs</td> <td>£ 189.60</td> </tr> <tr> <td>Faringdon New spapers</td> <td>VAT on invoice 31/3/2017</td> <td>£ 18.00</td> </tr> <tr> <td>Digi Press</td> <td>Blackbird Day postcards</td> <td>£ 36.00</td> </tr> <tr> <td>Faringdon Cobblers</td> <td>Young Traders Trophies</td> <td>£ 31.20</td> </tr> <tr> <td>Cash</td> <td>Petty Cash reimbursement</td> <td>£ 94.50</td> </tr> <tr> <td>Bethan Mae James</td> <td>Market Coordinator</td> <td>£ 75.00</td> </tr> <tr> <td>O2</td> <td>Mobile April May</td> <td>£ 41.17</td> </tr> <tr> <td>Total Invoices</td> <td></td> <td>£ 875.47</td> </tr> </table> This was AGREED. b) Members were informed that the bank account balance was £3985.73 at the end of June. The £21,000 VWHDC Funding has been received by FTC received. A cheque for £6000 will be made to Town Team on next pay run in August. This was NOTED.		P Hunt	Market Set up May June July	£ 390.00	Digi Press	Market Place Signs	£ 189.60	Faringdon New spapers	VAT on invoice 31/3/2017	£ 18.00	Digi Press	Blackbird Day postcards	£ 36.00	Faringdon Cobblers	Young Traders Trophies	£ 31.20	Cash	Petty Cash reimbursement	£ 94.50	Bethan Mae James	Market Coordinator	£ 75.00	O2	Mobile April May	£ 41.17	Total Invoices		£ 875.47	
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4/3/17	Action Plan a) Members received and NOTED a report on progress from the Town Team Coordinator which highlighted progress against the action plan (attached): <ul style="list-style-type: none"> • Footfall survey had been carried out and further measures would be taken and reported. 		BT to write a press release detailing opening hours.																											

	<ul style="list-style-type: none"> • Shop hours survey had taken place and would be reported to the next meeting. KB asked if standardised times could be enforced. It was felt that this would be difficult. Findings from the survey would be publicised widely including in the Vale Business Newsletter. • Plans for the Food Festival were developing well (update attached). Members AGREED that the Apple logo was the most appropriate. <p>b) Market update</p> <ul style="list-style-type: none"> • Members NOTED a NABMA Survey (attached). The report highlighted that the coordination and branding between markets could be improved. • A DRAFT policy for Market Operation was received. It was noted that the position of Market Coordinator had been detailed as Market Manager and should be amended. With amendment the policy was ADOPTED. • A road closure and time extension to 2pm for the August market had been requested by the Market Coordinator. Members APPROVED the time extension to 2pm It was felt that there was not enough time or information to implement a road closure at this time. BT was asked to request that the Market Coordinator submit a proposal detailing plans and a map to enable this initiative at a future market. 	<p>ST to submit road closure application for food fest.</p> <p>BT to ask for volunteers from Rotary to man closures</p> <p>ST to circulate agreed budget for food fest.</p> <p>ST and BT to meet with the Tuesday market manager to discuss findings and ways to work together</p>
5/3/17	<p>Market Coordinator Recruitment Members NOTED that Bethan Mae James had been awarded the Market Coordinator contract to March 2018.</p>	<p>ST to put an agenda item on the next meeting regarding possible conflict of interest regarding pitch fees</p>
6/3/17	<p>Folly Fest C/Cllr. Judith Heathcoat and Mark Blatch volunteered to help at the Folly fest stall on 29/7/2017 Kiera Bentley volunteered to help at the Waitrose Stall on 27/7/2017</p>	<p>BT to coordinate</p>
7/3/17	<p>Faringdon Business Plan Members were informed that the plan had now been compiled using business feedback. MB felt that the Town Team should take ownership of the plan. RC explained that this was not in the TT remit; however the plan would be used to inform the TT action plan. This was AGREED. It was felt that it would be more appropriate if the Chamber of Commerce adopted the plan. It was suggested that all organisations have logos on the plan and it be distributed via websites and social media. This was AGREED. Members NOTED the Faringdon Business Plan</p>	<p>BT to ensure that a final updated copy be distributed.</p> <p>MB to report back to C of C</p>

<p>8/3/17</p>	<p>Retail Park – S106 funds An update was received which included:</p> <ul style="list-style-type: none"> • Awaiting permission for Retail Park sign as this had not been obtain in writing so Karen Roberts has had to start process again. RC offered assistance in any applications • Developments with car chargers in Car park and FTC are working with VWHDC • Road signs awaiting final clearance from OCC – expected 21 July • The free bus was in operation but was only being promoted at the site and out of town to encourage shoppers to park and ride <p>This was NOTED.</p>	
<p>9/3/17</p>	<p>Items for Information Members were informed that the Town Team Coordinator had done extra hours to cover for the Market Coordinator post. Members delegated the Chairman in conjunction with the Clerk to ensure the Town Team Coordinator was recompensed for her extra work from the Market Coordinator Budget. This was AGREED. The next meeting was set for Thursday 28th September 2017 at 9.30am.</p>	<p>ST to provide RC with hours worked.</p>