

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL

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Clerk: Sally Thurston



Minutes of a meeting of the Facilities Committee held on Monday 15th January at 7.15pm in the Jubilee Room, the Pump House, Faringdon.

Cllrs present:	Jane Boulton (Chairman) David Barron Steve Leniec Andrew Marsden Mike Wise Anne- Marie Wright
In attendance:	Sally Thurston, Town Clerk Rebekah Pugh, Deputy Town Clerk
Minute Number	
1/1/18	Apologies for Absence Phil Matson, Facilities Manager, Cllr. Angela Finn, Jackie Smith, Bar Franchisee
2/1/18	Minutes of last meeting The minutes of a meeting held on Wednesday 17th November 2017 were signed as a correct record
3/1/18	Declarations of Interest None
4/1/18	Public Question and Speaking Time None
5/1/18	Precept 2018/19 <ul style="list-style-type: none">a) Members received and NOTED the following financial reports; Recreation and Open Spaces Corn Exchange Pump Houseb) Members considered any final amendments to the budget for 2018/19 It was PROPOSED that the following expenditure budgets be put forward: Recreation and Open Spaces = £ £14,176 Corn Exchange = £5750 Pump House = £6,695 This was SECONDED and RESOLVED.c) Members considered capital expenditure projects for 2018/19.<ul style="list-style-type: none">1. Park Benches Members were informed that a vandal proof bench would cost £ 767.14 + VAT. It was PROPOSED that the following three benches, totaling £2301.42, be purchased from the remaining revenue budget for 2017/18: Tuckers Park Play Area Oakwood Park Town Park This was SECONDED AND RESOLVED.2. Litter bins, Highworth Rd layby Members were informed that vandal proof bins would cost £350.48 each. It was PROPOSED that two bins be purchased and located at the Highworth Rd layby from the Vandalism and repairs budget lines. This was SECONDED and RESOLVED3. Xmas lights Park Rd. Members were informed that column Christmas lights would cost between £300

	<p>and £500 per light. There are approximately 35 street lights on Park Rd. This did not include revenue costs for maintenance and installation. Members asked the Clerk to get more information and a full costing. It was PROPOSED that this project be deferred top the Christmas Light Working party to investigate, This was SECONDED and RESOLVED.</p> <p>4. Pump House Garden disabled access Members were informed that builders had advised that the best option was a lift, due to restricted space. An early estimate was approx. £20,000. £2,000 had been received as grant funding from Tesco's. Full costs, quotes and designs would be brought to the next meeting. It was PROPOSED that this project should be funded from the remaining developer contribution from Bloor Homes held in an earmarked reserve and noted on the budget. This was RESOLVED.</p>
6/1/18	<p>Facilities Reports</p> <ul style="list-style-type: none"> i. Bar Manager – no report available. ii. Members received and NOTED the Facilities Manager's report which highlighted: <ul style="list-style-type: none"> a) Tuckers Play area Anti-social behaviour had declined, although littering was still a problem. b) All Saints Church Yard Anti-social behaviour had declined. c) Town park The French Apple tree had been moved to the Pump House Garden. The remaining Free Foods trees are diminishing due to vandalism. d) Oakwood Park The remaining bark is still to be moved. Cllr. Wise suggested that the Infant school required bark and would investigate. e) Christmas Lights A very successful year. Infrastructure was now complete. There are three remaining strings to be replaced. This would hopefully take place in 2018. f) Tidy Team Equipment currently being serviced ready for Spring rush. g) Corn Exchange Floor has improved, however there are still some uneven places. Swindon Flooring have been requested to come and assess. h) Pump House A projector and screen would be fitted in the Jubilee Room shortly. iii. Members received and NOTED the Bookings Clerk's report iv. Members received and NOTED a report on allotment bookings. It was NOTED that three allotments were currently being re-let and the waiting list was currently eight.
7/1/18	<p>Venue Booking Software Members received and NOTED an update which highlighted that booking software has now been fully investigated. A suitable package had been identified which should work well in terms of booking and there will be the facility to have a calendar on the website. The package also enables us to digitalise our invoice process. The cost is £30 per month with additional training costs of £300 for 3 staff. The committee have already included this in next year's budget. It was AGREED that this should be implemented.</p>
8/1/18	<p>Health and Safety</p> <ul style="list-style-type: none"> a) Members received a health and safety action plan, produced by the Town Council Health and Safety advisor from Ellis Whittam. Some actions had been completed and others were in the process of being actioned. It was AGREED that the report be brought to the next meeting for an update on progress. b) Members received and considered a quote to implement required lift inspections. It was PROPOSED that a quote from Zurich, which included insurance, for £586.90 be accepted. This was AGREED. One third of this cost would be for the Old Town Hall and the

	<p>responsibility of the War Memorial Trust.</p> <p>c) Members received and considered a quote for £340 from Location Maps to provide evacuation plans for Town Council Buildings. It was PROPOSED that this be accepted. This was RESOLVED.</p> <p>d) Members received and considered quotes for fixed wire testing in Town Council buildings. It was PROPOSED that a recommendation be made to the Finance and Audit Committee that a quote from Abbey Electrical for £2,595.45 be accepted and funded from the Asset Replacement and Maintenance fund. This was RESOLVED</p>
9/1/18	<p>Security Review</p> <p>a) Members received and NOTED an update</p> <p>b) Members received and considered the following costings to implement remaining recommendations:</p> <ul style="list-style-type: none"> o Video Door Bell £159 o Alarm - £229 plus £140 for sensors <p>It was PROPOSED that these be accepted and funded from the maintenance budget. This was SECONDED and RESOLVED</p> <ul style="list-style-type: none"> o Lone worker solution £7.50 per month 2 needed <p>This would need to be included in the budget. It was PROPOSED that it be recommended to Finance and Audit that this be included in future budgets and purchased as soon as possible. This was AGREED.</p>
10/1/18	<p>Pump House Rear Disabled Access</p> <p>Members received an update – see minute 5/1/18</p>
11/1/18	<p>Community Art Project 2018</p> <p>It was PROPOSED that an art project organised by the Pump House project be given permission to display their work in the Corn Exchange over Folly Fest. This was RESOLVED.</p>
12/1/18	<p>Items for Information Only</p> <ul style="list-style-type: none"> • The Corn Exchange fire panel is faulty. A quote has been received from Pyrotech which is in excess of £2000. The electrician who fitted it many years ago is preparing a quote for repair. This will be brought to a future meeting. • A grit bin has been requested in Marlborough Street. The leisure Services team have identified a location and will install a spare bin that is already in storage. A Marlborough Street bin is already shown on the grit bin location map. The Clerk will seek the necessary permissions from County Council.

The meeting closed at 8.05pm.