

FARINGDON TOWN COUNCIL

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

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www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of a Facilities Committee meeting held on Wednesday 20th June at 7.15pm in the Jubilee Room, the Pump House, Faringdon.	
Councillors present:	Jane Boulton (Chair) David Barron Keira Bentley Angela Finn Mark Greenwood (from min 8/3/18)
In attendance	Sally Thurston, Town Clerk Phil Matson, Facilities Manager
1/3/18	Apologies for Absence Cllrs Steve Leniec and Andrew Marsden
2/3/18	Elect a Vice Chair It was PROPOSED that Cllr. Anne Marie Wright act as Vice Chair to the Facilities Committee. This was SECONDED and RESOLVED.
3/3/18	Minutes of last meeting The minutes of the meeting held on Wednesday 21 st March 2018 were signed as a correct record.
4/3/18	Declarations of Interest None
5/3/18	Public Participation None
6/3/18	Financial reports The following financial reports were NOTED: a) Corn Exchange b) Pump House c) Recreation and Open Spaces
7/3/18	Facilities Reports i. Bar Franchise – not available ii. Bookings - NOTED iii. Facilities – Members NOTED a presentation that outlined the work of the facilities team. Members NOTED updates for the following areas: a) Elms Tennis Court b) Allotments c) Tuckers Play area d) All Saints Church Yard e) Town park f) Oakwood Park g) Tidy Team h) Grit Bins i) Bus Shelters j) Corn Exchange k) Pump House l) Highworth Road Lay-by
8/3/18	Health and Safety Members were informed that the Town Council van had been vandalised over- night. Following this the Facilities team members had raised several issues with anti-social behaviour. Members of staff were regularly feeling threatened and unsafe whilst out maintaining parks. It was PROPOSED that: <ul style="list-style-type: none"> • Personal security training be investigated • Work hours be reviewed • Partner work where possible • Risk assess all jobs • Investigate body cams • Report any incidents to the police • Monitor the situation closely This was RESOLVED
9/3/18	Southampton Street Car Park Following a request made to VoWHDC that FTC planted the flower beds for the summer of 2018, VoWHDC suggested that FTC manged one bed in the car park permanently.

	It was PROPOSED that FTC should not take permanent responsibility for one bed. It was further PROPOSED that Cllr. Barron meets with Cllr. Cox to discuss the ongoing maintenance of the beds which were not in an acceptable condition. This was SECONDED and RESOLVED.
10/3/18	<p>The Pump House Project Roof</p> <p>Members consider invoice for temporary repair to The Pump House Project roof. Members were informed that the proper process had not been followed and the invoice had been paid by the Pump House Project who were seeking reimbursement, the invoice was made out to the Pump House project and not FTC.</p> <p>It was PROPOSED that the clerk check the terms of the lease agreement and research if the repair was good value for money. This was SECONDED and RESOLVED.</p> <p>It was further PROPOSED that following satisfactory conclusion of the above that the PHP be asked to invoice FTC directly and reimbursement be made on the understanding that no future invoices would be settled unless proper process was followed. This was SECONDED and RESOLVED. The Clerk was asked to remind the PHP of the process they needed to follow.</p>
11/3/18	<p>Purchase of Equipment</p> <p>It was PROPOSED that a drill up to £200 and angle grinder up to £150 be purchased from the Corn Exchange maintenance budget. This was SECONDED and RESOLVED.</p>
12/3/18	<p>Items for Information Only</p> <p>Members NOTED that new utility contracts had been signed.</p>

The meeting closed at 8pm