

FARINGDON TOWN COUNCIL

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

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of a Facilities Committee meeting held on Wednesday 19th September at 7.15pm in the Jubilee Room, the Pump House, Faringdon.

Councillors Present:	Jane Boulton (Chair) David Barron Beverley Capewell Andrew Marsden
In attendance:	Sally Thurston – Town Clerk
Minute no:	Phil Matson – Facilities Manager
1/4/18	Apologies for Absence Apologies were received from Cllr. Steve Leniec, Angela Finn, Kiera Bentley and Mark Greenwood
2/4/18	Minutes of last meeting The minutes of the meeting held on Wednesday 20th June 2018 were signed as a correct record
3/4/18	Declarations of Interest NONE
4/4/18	Public Participation NONE
5/4/18	Financial reports Members received and NOTED financial reports for: a) Corn Exchange b) Pump House c) Recreation and Open Spaces
6/4/18	Facilities Reports members received and NOTED the following updates and reports: i. Bar Franchise – no report available ii. Bookings Booking software has now been we are in the process of transferring all regular bookings. The plan is to run systems side by side and go fully live in January 2019. iii. Facilities: a) Elms Tennis Court Court has been painted and bonded b) Allotments No update c) Tuckers Play area Litter is a continuing problem d) All Saints Church Yard Two trees have been assessed following recommendation from VWHDC Tree Officer. No immediate danger awaiting quote for remedial action. e) Town park Quotes have been gathered for play equipment / outdoor gym. Currently assessing funding options will report to next meeting. f) Oakwood Park New bench installed g) Tidy Team Several jobs completed including The Hobble and other paths h) Grit Bins

	<p>Salt ordered for winter</p> <p>i) Bus Shelters Requested extra funding for Park Rd bus shelters – agreed in principal awaiting funds.</p> <p>j) Corn Exchange Members received a request from the Finance and Audit Committee to consider allowing the upstairs cleaning cupboard as a museum store. This was APPROVED.</p> <p>k) Pump House New garden fence installed for The Place</p> <p>l) Highworth Road Lay-by Rubbish was a continuing problem</p> <p>m) Fixed wire testing completed – The Pump House and Corn Exchanged had failed on minor faults. Awaiting quotes for remedial works.</p>
7/4/18	<p>Christmas Lights 2018</p> <p>Members received and NOTED the following update:</p> <ul style="list-style-type: none"> • Three cross street strings still need replacing – funding has been requested from the Chamber of Commerce • The new undertakers removed a newly installed Christmas tree bracket and replaced with a sign. This has now been rectified. • Rotary have agreed to fund and install the small trees. All small tree lights will be PAT tested before they are plugged in to the new ring main. • The Clerk and Mayor are meeting with Rotary regarding the Lights On event. The Facilities Chair would also attend. <p>The Clerk had informed the Committee that the current Christmas Light provider had received and considered the new three-year contract and, due to increase costs, had requested an increase of 10% per annum to install and remove the lights. It was PROPOSED that, because this was an unbudgeted increase, the contractor be requested to stage the increase. £4,000 in year one and £4,316.53 in years 2 and 3. This was SECONDED and RESOLVED.</p>
8/4/18	<p>Health and Safety</p> <p>a) Members received and NOTED an update on health and safety issues</p> <p>b) Members received and NOTED the annual inspection of play space and apparatus report. The Facilities Manager reported that repairs had been carried out on a cradle swing and would be closely monitored. Barbed wire mentioned in the report was on private fencing but would be investigated.</p> <p>c) Members NOTED that personal safety training booked for all staff on 18/10/18</p>
9/4/18	<p>Anti-social behaviour</p> <p>Members were informed that a group of young people had accessed the Pump House roof and damaged tiles. The following actions have been taken as a result.</p> <ul style="list-style-type: none"> • Police report filed • Tiles fixed • Risk assessment carried out • Informed owner of Neighbouring property being used as access route • Roof checked for damage, weak areas and loose tiles • External door which gives access from Pump House fitted with a sensor to ensure alarm is activated if it is tampered with
10/4/18	<p>Corn Exchange Bar</p> <p>Members received and considered options for the sale of alcohol in the Corn Exchange. It was PROPOSED that, subject to financial requirements being agreed by the Finance and Audit Committee, that Option 2, where-by hirers apply for temporary events licenses and regular events operate under our license, should be trialled for a 6-month period. This was SECONDED and RESOLVED.</p>
11/4/18	<p>Skylight – Corn Exchange</p> <p>Members received one quote for the value of £1,700. The Facilities Manager explained that this repair was urgent but obtaining quotes had been problematic. It was</p>

	PROPOSED that the Town Clerk be delegated to authorise a repair up to the cost of £1,700 plus VAT, to be funded from the Corn Exchange maintenance budget. It was further PROPOSED that the Facilities Manager endeavoured to get at least one comparison quote. This was SECONDED and RESOLVED.
12/4/18	Fire Safety Contracts It was PROPOSED that new 12-month Fire Safety contracts with Pyrotech be APPROVED. This was SECONDED and RESOLVED.
13/4/18	Trees for Remembrance It was PROPOSED that the Town Council accept a tree of remembrance and plaque from Oxfordshire County Council and the Woodland Trust. It was further PROPOSED that the Leisure Services team be delegated to site the tree where they considered it would be least at risk from vandalism. This was SECONDED and RESOLVED.
14/4/18	Waste Collection Review Members received a review of waste services. It was PROPOSED that BIFFA be contracted to provide the service on a minimum 12-month contract. This was SECONDED and RESOLVED.
15/4/18	Dogs in Venues Policy It was PROPOSED that the DRAFT Dogs in Venues Policy be APPROVED. This was SECONDED and RESOLVED.
16/4/18	Water fountain Members discussed installing a water fountain in the Town Centre as a capital project for 2019/20. It was felt that the Portwell Pump would be an ideal site. The Clerk and Facilities Manager were asked to investigate options for the next meeting. This was AGREED.
17/4/18	Items for Information Only <ul style="list-style-type: none"> • Cllr. Wright has resigned so a new Vice Chair will be elected at next meeting • The Pump House Project has now invoiced for the roof repair and have been reimbursed. They have also been reminded of process. • A new drill and angle grinder have been purchased

Meeting closed at 8.35pm