

FARINGDON TOWN COUNCIL

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

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Clerk: Sally Thurston



Minutes of a Facilities Committee meeting held on Wednesday 2nd January at 7.45pm in the Jubilee Room, the Pump House, Faringdon.	
Present:	Jane Boulton (Chairman) Kiera Bentley Beverley Capewell Steve Leniec Andrew Marsden
In attendance:	Sally Thurston, Town Clerk Rebekah Pugh, Deputy Town Clerk
1/1/19	Apologies for Absence Cllrs. David Barron and Angela Finn Phil Matson, Facilities Manager
2/1/19	Minutes of last meeting To agree and sign as a correct record of the meeting held on Wednesday 7th November 2018
3/1/19	Declarations of Interest None
4/1/19	Public Question and Speaking Time None
5/1/19	Precept 2019/20 a) Members NOTED financial reports b) Members consider any final amendments to the budget for 2019/20. No amendments were proposed. <u>The Corn Exchange</u> It was PROPOSED an expenditure budget of £5,675 be put forward, this was RESOLVED. <u>The Pump House</u> It was PROPOSED that an expenditure budget of £5,897 be put forward, this was RESOLVED. <u>Recreation and Open Spaces</u> It was PROPOSED that an expenditure budget of £16,828 be put forward, this was RESOLVED. c) Members considered capital expenditure projects for 2019/20. A quote to repair cross street decorations had been received. It was PROPOSED that £4,300 of capital expenditure be put forward to improve the Christmas lights
6/1/19	Facilities Reports Members NOTED the following reports: i. <u>Facilities Manager's report</u> a) Elms Tennis Court b) Allotments c) Tuckers Play area d) All Saints Church Yard e) Town park f) Oakwood Park g) Christmas Lights h) Tidy Team i) Corn Exchange j) Pump House

	<p>i. <u>Bookings Report.</u> Cllr. Marsden requested that this report be tabled without VAT in future to ensure the actual income received was reported.</p>
7/1/19	<p>Venue Booking Software Members were informed that training on the software had been received and a day has been scheduled for 7th January to transfer all data.</p>
8/1/19	<p>Health and Safety</p> <p>a) Members received an update on health and safety issues. It was NOTED that all points on the action plan had now been completed, except the fire door on boiler room in the Corn Exchange – the Leisure Services team awaiting advice on the best course of action. It was also NOTED that Fixed wire testing carried out and all remedial work was complete</p>
9/1/19	<p>Bar</p> <p>a) Members received a progress report on the bar. Meetings had been held with the Masons to find a solution to their bar provision. The current bar will withdraw this week. The new system should be up and running by second week on January.</p> <p>b) It was PROPOSED that an application for the Council to become the licence holder be made. This was RESOLVED. Members received new DRAFT terms and conditions for hirers selling alcohol. These would be taken to VWHDC licensing for advice and approval.</p>
10/1/19	<p>Museum</p> <p>a) Members considered a proposal from the Finance and Audit to provide a permanent museum in the June Rennie Room. It was PROPOSED that the Museum be made a permanent feature. This was SECONDED and RESOLVED.</p> <p>b) The installation of lighting in the museum was DEFERRED to the next meeting as quotes had not yet been received.</p> <p>c) Members considered evening access via the lift to the Pump House with a permanent museum in situ. It was PROPOSED that the building be staffed if lift access was required. It was further PROPOSED that a line be added to the booking form for hirers to request lift access. This was SECONDED and RESOLVED.</p>
11/1/19	<p>Lift Members considered a quote for essential repairs to the outside lift in the Pump House. The Clerk advised that this repair could be funded from lift servicing budget line and the under spend in utilities budgets. It was PROPOSED that a second quote be sourced and that the Clerk be delegated authority to accept the best value quote up to £1,600. This was SECONDED and RESOLVED.</p>
12/1/19	<p>Pump House Project Roof Members considered concerns raised by the Pump House Project regarding the condition of the roof of the Old Theatre. The roof is leaking and cannot be patched any further. One quote had been received so far, with a full replacement costing in the region of £28,000. Members agreed that a replacement roof be further investigated. It was PROPOSED that a request be made to Finance that funding for this project be considered. This was RESOLVED. It was further PROPOSED that if funding is agreed three quotes should be sourced and fully considered at a future meeting. This was AGREED. Concern was NOTED that the building was currently leased to the Pump House Project on a peppercorn lease of £2 per annum, members felt that if the roof was replaced costs may need to be recouped via rental income. It was AGREED this would be discussed further closer to the end of the lease period.</p>
13/1/19	<p>All Saints' Church Path Lighting Members received and considered PCC plans to install lighting along the church path Members felt this was a good idea and had no objections to the plans. It was PROPOSED that written declaration should be obtained stating that the Church would be responsible for both public liability and maintenance/replacement of the lighting. This was SECONDED and RESOLVED.</p>
14/1/19	<p>Citizens Advice Members received and considered a request to provide additional office space for weekly sessions. It was NOTED that no space was currently available. It was suggested that The</p>

	<p>Place be asked if they could share their office and that the Pump House Project be approached if this was not possible.</p> <p>It was also NOTED that the CAB currently used the Deputy Town Clerk's office. Reconfiguration was being investigated to enable the CAB to use the photocopier room, this could also be a hot desk office for councillors to access. It was suggested that this could become a bookable space.</p>
15/1/19	<p>Allotments</p> <ul style="list-style-type: none"> a) Members NOTED and allotment report b) Members NOTED plans to provide further allotment provision with new development at Land South of Park Rd c) Members considered the management of allotments. It was PROPOSED that the Clerk approach the allotment society to discuss and bring back to the next meeting. This was SECONDED and RESOLVED.
16/1/19	<p>Items for Information Only</p> <p>Members were informed that:</p> <ul style="list-style-type: none"> • A meeting had been held with Cricket Club to discuss assisting with a funding application to improve facilities of Cricket, Rugby, skatepark and tennis and add a trim trail. FTC facilitated the attendance of VWHDC officer and sought planning advice regarding floodlighting. On going assistance has been offered. • FTC had assisted Farcycles to submit a full planning application for the cycle park.
17/1/19	<p>Agenda for next meeting</p> <p>No items were suggested.</p>