

FARINGDON TOWN COUNCIL
sitting as FARINGDON WAR MEMORIAL TRUST
(Registered Charity No. 202549)

Minutes of a Meeting of the Faringdon War Memorial Trust
held on Monday, 22 February 2016 at 7.00 pm
in the Old Town Hall, Market Place, Faringdon

TRUST MEMBERS PRESENT: Town Councillors
Jane Boulton (in the Chair)
Ian Bell
Al Cane
Steve Leniec
Patrick Middleton

Non-Voting Trust Members
Joy Blake, Royal British Legion
Bill Law, Royal British Legion

IN ATTENDANCE: Sally Thurston, Town Clerk
Liz Billson, Assistant Town Clerk

In the absence of both the Chairman and Vice-Chairman, it was agreed that Jane Boulton would chair the meeting.

1/1/16 Apologies for Absence

Apologies for absence were received from Town Councillors Julie Farmer, Angela Finn and Mike Wise.

2/1/16 Minutes of Last Meeting: 14th December 2015

The Minutes were AGREED and signed as being a correct record of the meeting held on 14th December 2015.

3/1/16 Public Speaking Time

There were no members of the public present.

4/1/16 Report from Royal British Legion

Joy Blake introduced Bill Law, who has taken over as RBL representative from Gordon Dowell.

Joy reported that special services were held several times a year in Christ Church in Oxford, during which the names of soldiers killed in the First and Second World Wars were read out. A number of soldiers from Faringdon would be commemorated in this way in May, and the RBL hoped to contact relatives who may wish to attend. An article would appear in the Folly in March asking interested relatives to make contact.

5/1/16 Remembrance Exhibition

Joy Blake suggested that 2 councillors and 2 representatives of the RBL needed to work together on this. It was AGREED that the Assistant Town Clerk would approach Mike Wise and Angela Finn/David Barron to establish whether they would be prepared to take this on, and then report back to Joy Blake.

It was further AGREED that Bill Law would make enquiries into the possibility of having a military vehicle parked in the Marketplace as publicity for the exhibition.

6/1/16 Terms of Reference

It was explained that the Trust should have written Terms of Reference, reflecting its Charitable Objects, but that none had so far been found. The Town Clerk reported that Angela Finn was willing to produce a draft document for the Trust to consider at a future meeting. This was AGREED.

7/1/16 Bookings

(a) Bookings Report

A report on bookings in the Old Town Hall from the Assistant Town Clerk was received and NOTED.

(b) Review of types of bookings to be accepted

The Assistant Town Clerk explained that there were currently 2 hire charge rates in operation for the Old Town Hall- a community rate and a commercial rate. However, the Trust's Charitable Objects required that the Old Town Hall be hired out 'as a Parish meeting room and for other charitable purposes', rather than on a commercial basis. After some discussion it was proposed that the commercial rate be removed, and that all attempts be made to maximise bookings for the benefit of the local community. This was seconded and CARRIED.

8/1/16 Accounting Procedures

The Town Clerk circulated a recommendation from the auditor, that the Trust agree to permit the Town Council to collect income from the Old Town Hall lettings in order to defray costs met by the Council on behalf of the Trust. The Town Council should provide the Trust with an annual account of income and expenditure. Monitoring of the arrangement would take place at both Trust and Finance Committee meetings. Lettings for Town Council meetings and activities would be paid for via an internal recharge. It was proposed, seconded and CARRIED that this recommendation be accepted. The Town Clerk advised that in its current financial position, the Trust could not afford to carry out the planned renovation work to the Old Town Hall without seeking a grant.

9/1/16 Financial Matters

(a) Financial Report

The Assistant Town Clerk reported that the Trust's bank balances were as follows: Treasurers Account: £7,411.63; Business Instant Account: £2,975.45. These were NOTED. The updating of the bank mandate had not yet been completed.

(b) Payment of Bills

The following bills, paid since the last meeting of the Trust, were noted:

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| Fire extinguisher maintenance | Pyrotec | £27.68 | Bill paid by FTC 01/16 |
| Water charges 20/10/15 - 13/01/16 | Thames Water | £23.48 | Direct Debit paid by FTC 02/16 |
| Electricity 24/10/15 – 25/01/16 | SSE | £149.21 | Direct Debit paid by FTC 02/16 |
| Insurance premium | WPS | £34.32 | Bill paid by FTC 02/16 |

(c) Insurance

Following the revaluation of the Old Town Hall at £848,000, the Town Council's insurance brokers had advised that the level of insurance be raised accordingly. This had resulted in an increase of £34.32 to the premium until the date of renewal, and an annual increase to the premium of £137.66 (including IPT at 9.5%). This was noted.

10/1/16 Budget 2016/17

A detailed budget was circulated and NOTED. In line with the auditor's recommendations, it was proposed that the Trust would in future put forward a recommended budget, with a zero balance, for consideration by the Finance Committee. This would form part of the Town Council's budgeting process. If the Trust's income were to exceed its expenditure in any year, the excess would appear as a grant to the Trust from the Town Council. Any deficit would also be covered by the Town Council, again in the form of a grant. This was seconded and CARRIED.

11/1/16 Grants

The Town Clerk reported that she had made a pre-application to the Heritage Lottery Fund for a grant of £80,000 to renovate the Old Town Hall and carry out a programme of community engagement activities. She had received a very positive and helpful response and would like to submit a full application as soon as possible. Patrick Middleton expressed an interest in becoming involved in the application, and particularly in the community engagement aspect. It was AGREED that they should proceed with the application.