

**Minutes of a meeting of Faringdon Town Team held on Thursday 11<sup>th</sup> May 2017 at 9.30am at the Pump House, Faringdon.**

<b>Present:</b>	<p><b>D/Cllr. Roger Cox (Chairman)</b>  <b>C/Cllr. Judith Heathcoat</b>  <b>Cllr. Jane Boulton</b>  <b>Sarah Allen-Stevens</b>  <b>Bethia Thomas</b>  <b>Karen Roberts</b>  <b>Sally Thurston</b></p>	<p><b>Vale of White Horse District Council</b>  <b>Oxfordshire County Council</b>  <b>Faringdon Town Council</b>  <b>Faringdon Chamber of Commerce</b>  <b>Town Team Coordinator</b>  <b>FTC Business Co-ordinator designate</b>  <b>Town Clerk Faringdon Town Council</b></p>																								
<b>1/2/17</b>	<p><b>Apologies for Absence</b>                  Apologies were received from Mark Blatch and Dave Cookson</p>																									
<b>2/2/17</b>	<p><b>Minutes of last meeting</b>                  The Minutes of the meeting held on Thursday 16<sup>th</sup> March 2017 were signed as a correct record.                  It was NOTED that there was ongoing communication between the Chamber of Commerce and Marriott's regarding promoting empty shops, although there was nothing to report at this time.</p>																									
<b>3/2/17</b>	<p><b>Finance</b></p> <p>a) It was PROPOSED that the following invoices be approved:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Market management</td> <td>J Howse</td> <td style="text-align: right;">£75.00</td> </tr> <tr> <td>Faringdon Newspapers</td> <td>Advertising and distribution</td> <td style="text-align: right;">£300</td> </tr> <tr> <td>Market Subs</td> <td>NABMA</td> <td style="text-align: right;">£381.60</td> </tr> <tr> <td>Market Set up</td> <td>P Hunt</td> <td style="text-align: right;">£250</td> </tr> <tr> <td>Domain name</td> <td>CIS</td> <td style="text-align: right;">£81</td> </tr> <tr> <td>Gala Graphics</td> <td>Marketing Materials</td> <td style="text-align: right;">£43.99</td> </tr> <tr> <td>Discount Displays</td> <td>Marketing – table</td> <td style="text-align: right;">£274.74</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td style="text-align: right;"><b>£1406.33</b></td> </tr> </table> <p>This was AGREED.</p> <p>b) Members were informed that the 2016/2017 year closed with a bank balance of £5268.54. There were uncleared cheques of £1,081.60 giving a balance of £4,186.94. This was NOTED.                  It was NOTED that the Town Team accounts had been audited satisfactorily on Friday 5<sup>th</sup> May 2017.</p>		Market management	J Howse	£75.00	Faringdon Newspapers	Advertising and distribution	£300	Market Subs	NABMA	£381.60	Market Set up	P Hunt	£250	Domain name	CIS	£81	Gala Graphics	Marketing Materials	£43.99	Discount Displays	Marketing – table	£274.74	<b>Total</b>		<b>£1406.33</b>
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<b>4/2/17</b>	<p><b>2016 – 2018 Action Plan</b></p> <p>a) Members received and APPROVED an updated plan (attached), which had been informed by information gathered at the business workshop.</p> <p>b) Members received and NOTED a report on progress from the Town Team Coordinator.                  Members discussed the wording on the 'Your Faringdon' banners and marketing material. The Chamber of Commerce has requested to be listed separately, rather than as business leaders. It was felt that groups should not be listed separately. It was PROPOSED that the wording was left unchanged. This was AGREED.                  Members received and NOTED a business newsletter (attached).                  The following actions were AGREED:</p> <ol style="list-style-type: none"> <li>1. Business newsletter to be distributed to out of town centre businesses</li> </ol>																									

	<p>– BT and KR</p> <ol style="list-style-type: none"> <li>2. VWHDC Footfall survey results to be shared with TT members – DC</li> <li>3. Festive Faringdon and Art weeks to be added to larger events on action plan – BT</li> <li>4. Vale Business awards to be added to action plan - BT</li> <li>5. Road sign audit and plans to be shared with TT members and Traffic Advisory – ST</li> <li>6. Faringdon Mayor to be invited to judge bunting competition at market – BT</li> <li>7. Contact estate agents regarding the development of a welcome pack - BT</li> </ol>
<b>5/2/17</b>	<p><b>Markets</b></p> <p>Members NOTED that 3 market co-ordinators had been interviewed but were unable to commit to all the markets, so were unsuitable. It was also NOTED that the contract was very long, the clerk as concerned that this was discouraging applicants.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Vacancy leaflet to be given out at next market - ST and BT</li> <li>• Redraft contract – ST and DC</li> </ul> <p>Members were informed that lots of events were being organised for the Love Your Local Market fortnight (attached) which included a pop up market at a retirement home and a hanging basket competition which would work in conjunction with Faringdon in Bloom. This was NOTED.</p>
<b>6/2/17</b>	<p><b>Website</b></p> <p>Members NOTED that the domain name yourfaringdon.co.uk had been purchased for one year.</p>
<b>7/2/17</b>	<p><b>Faringdon Business Plan</b></p> <p>Members received and NOTED an update which included:</p> <ul style="list-style-type: none"> <li>• Plan had been drafted</li> <li>• Plan had been sent to business and business groups for comment</li> <li>• A deadline for comments would be set for Friday 19<sup>th</sup> May</li> <li>• Following the comments a document would be compiled for distribution</li> </ul>
<b>8/2/17</b>	<p><b>Retail Park</b></p> <p>Sarah Allen-Stevens declared an interest in this item as the former owner of the site. This was NOTED.</p> <p>Members were informed that strong relationships had been formed with both Costa and Waitrose who were keen to sponsor and support town events. Aldi were more difficult to engage with but this was ongoing.</p> <p>Progress had been made on signage and it was hoped that on site signage and road signs would be installed by the summer. This was NOTED.</p>
<b>9/2/17</b>	<p><b>Items for Information</b></p> <p>KR reported a town centre business had requested a banner on the roundabout at A420/ park Rd junction that listed all Faringdon business. It was explained that it was unlikely that this would be possible because of the highways permissions that would be needed. If the businesses wanted to progress this they would need to do so via Oxfordshire County Council.</p> <p><b>The next meeting was set for Thursday 20<sup>th</sup> July 2017 at 9.30am.</b></p>