

# Faringdon Town Team



**Minutes of a meeting of Faringdon Town Team held on Thursday 5<sup>th</sup> October 2017 at 9.30am at the Pump House, Faringdon.**

<b>Present:</b>	<b>D/Cllr. Roger Cox (Chairman)</b> <b>T/Cllr. Jane Boulton</b> <b>Mark Blatch</b> <b>David Cookson</b> <b>Mel Lane</b> <b>Karen Roberts</b> <b>Bethia Thomas</b> <b>Melanie Smans</b> <b>Sally Thurston</b>	<b>Vale of White Horse District Council</b> <b>Faringdon Town Council</b> <b>Faringdon Chamber of Commerce</b> <b>VWHDC Economic Development</b> <b>Faringdon Business Group</b> <b>Faringdon Town Council</b> <b>Town Team Coordinator</b> <b>VWHDC Economic Development</b> <b>Town Clerk Faringdon Town Council</b>	<b>Actions</b>																		
1/4/17	<b>Apologies for Absence</b> Apologies were received from C/Cllr. Judith Heathcoat																				
2/4/17	<b>Minutes of last meeting</b> The Minutes of the meeting held on Thursday 20 <sup>th</sup> July 2017 were signed as a correct record.  MS explained that business rates were the same for pop up shops and had circulated a link explaining business rates and any rate relief available.  MS had circulated a footfall survey and it was NOTED that Faringdon had done well in this survey in comparison to bigger towns.  BT had not yet written a press release detailing shop opening times but would forward information to the Town Clerk.  MB reported that the Chamber felt that the Town team was the most relevant Group to oversee the business plan. It was AGREED that other groups could report progress into the Town Team meetings but the business plan was whole town document with no individual ownership.  KR reported that the Business Park had agreed to a Faringdon sign but would charge costs of approx. £1,500 and would review on a month to month basis reserving the right to remove the sign at any time. It was agreed that this was not value for money and a sign should be negotiated at the planning stage of any future development.  All other actions were complete.																				
3/4/17	<b>Finance</b> a) It was PROPOSED that the following invoices be approved: <table border="1" data-bbox="400 1805 1142 2085"> <tr> <td>B Thomas</td> <td>Market Coordinator x 3</td> <td>£225</td> </tr> <tr> <td>B James</td> <td>Market Coordinator</td> <td>£75</td> </tr> <tr> <td>The Mover</td> <td>Market Set up x 2</td> <td>£250</td> </tr> <tr> <td>South East Workwear</td> <td>Food Fest T-Shirts</td> <td>£200</td> </tr> <tr> <td>Digi press</td> <td>Banners Food fest</td> <td>£166.40</td> </tr> <tr> <td>Total</td> <td></td> <td>£916.40</td> </tr> </table>		B Thomas	Market Coordinator x 3	£225	B James	Market Coordinator	£75	The Mover	Market Set up x 2	£250	South East Workwear	Food Fest T-Shirts	£200	Digi press	Banners Food fest	£166.40	Total		£916.40	
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	<p>This was AGREED.</p> <p>b) Members were informed that the bank account balance was £3455.841 at the end of August. The Town Clerk would request the £500 FTC grant. A cheque for £5000 for the growth bid had been transferred to The Town Team, a balance of £1000 VWHDC grant would be transferred on the next pay run. This was NOTED.</p>	ST to arrange cheque and request grant
<b>4/4/17</b>	<p><b>Action Plan</b></p> <p>Members received and NOTED a report on progress from the Town Team Coordinator. It was NOTED that the Town Team Coordinator was working her notice period and would finish work on 20<sup>th</sup> October 2017. Focus had been on the Food Festival and the coordinator had reduced her hours to lengthen her notice period ensuring assistance in the organisation of the festival.</p>	
<b>5/4/17</b>	<p><b>Market Coordinator Recruitment</b></p> <p>Members NOTED that John Malloy had been awarded the Market Coordinator contract to March 2018 at an increased fee of £100 as agreed by email. The increase in the fee was to cover market sign installation each month.</p> <p>Members asked that JM attended the next meeting</p>	ST to invite JM to the next meeting
<b>6/4/17</b>	<p><b>Food Festival</b></p> <p>Members received an update from KR which include:</p> <ul style="list-style-type: none"> <li>• Organisation was progressing well</li> <li>• Chefs from Sudbury House had visited the Junior School and the Senior School to promote the Bake-Off competition.</li> <li>• Sudbury House had donated prizes for the competition</li> <li>• 25 food stands had been booked</li> <li>• Demos would take place in the Corn Exchange</li> <li>• A demo kitchen had been sourced from Blanchfords</li> <li>• Extra bins would be needed</li> </ul>	ST to investigate bins
<b>8/4/17</b>	<p><b>Items for information / any other business</b></p> <p><i>This item was brought forward to allow a confidential recruitment session to follow.</i></p> <p>ML suggested the following:</p> <ul style="list-style-type: none"> <li>• Finger post directing shoppers to local businesses be purchased by the business group and displayed at the monthly market.</li> <li>• A shop front grant be reintroduced</li> <li>• Parking in the Town be revisited – particularly the 30minute bays.</li> <li>• The infant school be used as parking for major events as it was for the Freedom Parade</li> <li>• Work Experience be better coordinated with businesses and the school in the Town to encourage future entrepreneurs and business people.</li> </ul>	<p>ST to investigate permissions needed for a sign</p> <p>MS to check with Planning</p> <p>RC to talk to police re parking enforcement</p> <p>RC to contact infant school regard food fest parking</p> <p>ST to speak to Youth workers to investigate the possibility of a meeting between FCC and businesses.</p>

<p><b>7/4/17</b></p>	<p><b>Town Team Coordinator Recruitment</b>  <i>Non-voting members were asked to leave the meeting due to the confidentiality of this item.</i>  It was AGREED that:</p> <ul style="list-style-type: none"> <li>• A temporary person be recruited to cover the post on the same terms until March 31<sup>st</sup> 2018</li> <li>• Further consideration be given to the post with the view of developing the promotion of Faringdon as a tourist destination.</li> </ul>	<p>ST to advertise role</p> <p>ST, DC and MS to work on developing the job description for an enhanced role should funding be available.</p>
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**Next meeting scheduled for Thursday 7<sup>th</sup> December 2017 @ 9.30am**