

# FARINGDON TOWN COUNCIL

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

Telephone 01367 240281

[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

Clerk: Sally Thurston



## Minutes of a Town Council meeting held on Wednesday 11<sup>th</sup> Sep 2019 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.

<b>Cllrs Present:</b>	<b>Mike Wise (Mayor)</b> <b>Kiera Bentley</b> <b>Jane Boulton</b> <b>Rosalind Burns</b> <b>James Famakin</b> <b>Angela Finn</b> <b>Steve Leniec</b> <b>Kimberley Morgan</b> <b>Stephen Smith</b> <b>Liz Swallow</b> <b>Bethia Thomas</b>
<b>In attendance:</b>	<b>C/Cllr. Judith Heathcoat</b> <b>D/Cllr David Grant</b> <b>Sally Thurston, Town Clerk</b> <b>Marzia Sellitti, Deputy Town Clerk</b> <b>Jo King, Clerk's Assistant</b>
<b>Min no.</b>	
<b>1/9/19</b>	<b>Apologies for Absence</b> T/Cllrs. Finn, Farmer and Castle Thames Valley Police
<b>2/9/19</b>	<b>Minutes of last meeting</b> The minutes of the meeting held on Wednesday 10 <sup>th</sup> July 2019 were signed as a correct record
<b>3/9/19</b>	<b>Declarations of Interest &amp; requests for dispensations</b> None
<b>4/9/19</b>	<b>Public Participation Time</b> None
<b>5/9/19</b>	<b>Reports from Outside Bodies</b> a) Members NOTED a report from Thames Valley Police b) Members NOTED a report from FATAc
<b>6/9/19</b>	<b>County Councillor's Report</b> Members NOTED two reports from County Cllr. Judith Heathcoat for the periods July/Aug and Aug/Sep
<b>7/9/19</b>	<b>District Councillors' Report</b> Members NOTED a report from District Cllrs. Grant and Thomas D/Cllr Grant updated the Council on the situation with Lloyds Bank van, once there is agreed action FTC will be informed then this can be publicised to residents.
<b>8/9/19</b>	<b>Chairman's Activity Report</b> Members NOTED an activity report from Town Mayor, Cllr. Mike Wise, which highlighted: <ul style="list-style-type: none"> <li>• YOCO group visited Kenya in August, the trip was a great success and Cllr Wise congratulated the organisers and children involved</li> <li>• Buskers event in Faringdon was a great success, it was agreed that the Clerk would send a letter of thanks to organise Al Cane.</li> <li>• On Saturday 7<sup>th</sup> September with Cllr Boulton, attended the AGM and second meeting of the Oxfordshire Neighbourhood Plans Alliance (ONPA) in Chalgrove. Cllr Mike Wise was elected to represent the VoWH. FTC needs to nominate three members to attend ONPA meetings. Cllr Mike Wise and Cllr Jane Boulton plus another.</li> <li>• Attended along with staff from FTC, the funeral service of Mrs Eileen Pill, former</li> </ul>

	Deputy Town Clerk
<b>9/9/19</b>	<b>Reports from Committees</b> Members NOTED minutes and reports of the following committee meetings, including decisions taken under delegated authority: <ol style="list-style-type: none"> <li>Facilities: 17<sup>th</sup> July 2019</li> <li>Planning and Highways: 24<sup>th</sup> July and 21<sup>st</sup> August 2019</li> <li>Finance and Audit: 31<sup>st</sup> July 2019</li> </ol>
<b>10/9/19</b>	<b>Climate Change Working Party (CCWP)</b> It was PROPOSED that Faringdon Town Council declare a climate emergency. This was SECONDED and RESOLVED. It was further PROPOSED that the following recommendations from the CCWP be actioned: <ol style="list-style-type: none"> <li>Town Council audit of current practices and improve practice where possible – to include energy use, recycling, cleaning products, vehicles, weed spray. The Clerk would investigate other councils to look for good practice.</li> <li>Continue to investigate 20mph speed limit in Town Centre</li> <li>Invite external members to join the Climate Change Working party to include a Farcycles representative, business owners and other interested parties to investigate ideas above and launch a community action group</li> <li>Hold a public meeting – to enthuse residents</li> </ol> The Town Clerk would produce report for Finance Committee, before budget setting, with associated costs for above. This was SECONDED and RESOLVED  It was PROPOSED, SECONDED and RESOLVED that £200 TMAX unwrapped monies, secured by Cllr. Bentley for the Faringdon Unwrapped Project, which had now folded, to be diverted to CCWP. Members NOTED from D/Cllr Grant District Council holding Climate Change meeting on 15 <sup>th</sup> October and FTC are welcome to attend.
<b>11/9/19</b>	<b>Cricket Club Funding</b> PROPOSED, SECONDED and RESOLVED to apply for s106 funds on behalf of Faringdon Cricket Club for club house furniture.
<b>12/9/19</b>	<b>Town Centre</b> Town Centre Table Licence, members NOTED an update report. It was PROPOSED, SECONDED and RESOLVED to apply for planning permission for change of use of land within Market Place for outside tables. Saturday market, members NOTED request from people to reconsider Saturday market. It was PROPOSED, SECONDED and RESOLVED that Market stall holders would be responsible for supplying their stalls, insurance and own risk assessment and FTC would be overarching body responsible for booking pitches on the Old Town Hall apron. It was further PROPOSED, SECONDED and RESOLVED to place this activity under the Facilities committee.
<b>13/9/19</b>	<b>Motion Under Notice</b> It was PROPOSED by Cllr. Smith and SECONDED by Cllr. Burns that: In accordance with Standing Order 26b), it is proposed that Faringdon Town Council Standing Orders be amended as follows: <ol style="list-style-type: none"> <li>Replace all references to 'Chairman', with 'Chair';</li> <li>Replace all references to 'Vice Chairman', with 'Vice Chair';</li> <li>Replace all references to Councillors as 'he', with 'they' and replace all related references to 'his', with 'their'.</li> <li>It is further proposed that, as and when Council policies are updated, they shall be amended to reflect these changes.</li> </ol> This was RESOLVED
<b>14/9/19</b>	<b>Clerk's Report &amp; Schedule of Payments (appendix 1)</b> Members NOTED a Clerk's activity report Cllr. Morgan PROPOSED that the schedule of payments made in August under delegated authority This was SECONDED by Cllr. Smith and RESOLVED Cllr. Wise PROPOSED that the schedule of payments up to and including Sep 11 <sup>th</sup> , 2019. This was SECONDED by Cllr. Morgan and RESOLVED
<b>15/9/19</b>	<b>Councillor Surgeries</b>

	Members NOTED and considered delivery plan for Saturday Councillor Surgeries
<b>16/9/19</b>	<b>Official Council Seal</b> Members NOTED advice from NALC and considered the use of the Town Council Seal. In accordance with this advice it was PROPOSED, SECONDED and RESOLVED not to use the FTC's Town Council Seal for identification purposes for members of the public. The seal must only be used on Town Council documents.
<b>17/9/19</b>	<b>Oxfordshire County Council Transition Fund Agreement</b> It was PROPOSED, SECONDED and RESOLVED to sign the transitional agreement for additional funding for The Place. It was further PROPOSED, SECONDED and RESOLVED to delegate two members to sign the agreement, Cllr Mike Wise and Cllr Kiera Bentley.
<b>18/9/19</b>	<b>Allotment Handover</b> Members received an update on the handover of management of the Town Council Allotments to the Allotment Society. It was PROPOSED, SECONDED and RESOLVED to transfer rental income form FTC to allotment society.
<b>19/9/19</b>	<b>County Councillor Priority Fund</b> It was PROPOSED, SECONDED and RESOLVED to delegate responsibility to the Town Clerk to for apply for funding for Willes Close Triangle fencing and trees.
<b>20/9/19</b>	<b>Items for Information Only</b> Fire station visit is on the 18 <sup>th</sup> September, the Strategic working party would commence at 7:45 so Councillors can attend both events
<b>21/9/19</b>	<b>Correspondence</b> Members NOTED, for information only, correspondence from 11 <sup>th</sup> July up to and including 11 <sup>th</sup> Sep 2019.

**The meeting closed at 8.50pm**

#### **Appendix 1:**

<b>CLERK'S REPORT August 2019</b>		
Salaries by BACS	Salaries	£ 12,798.12
HMRC by BACS	Tax and NI	£ 2,841.22
OCC by Cheque	Pension Contributions	£ 4,368.45
<b>Bacs payments to pay</b>		
Digipress	Exhibition boards	£ 216.00
Teckpoint	Laptop	£ 1,435.00
Shires equestrian	Horse	£ 582.00
Filmbank media	Outdoor cinema licence	£ 298.80
Mainstream	Telephone and line installation	£ 734.86
NALC	NALC Conference	£ 507.58
Weaver Khan	Phouse quinquennial	£ 960.00
Faringdon newspapers	Stock	£ 35.38
OCC Pension Fund	Early retirement costs	£ 410.85
Gladson	Bus shelter delivery	£ 912.00
AIS	Copier costs	£ 109.80
Dash Wholesale	Stock	£ 177.00
Leaseplan	Van lease	£ 169.48
MHP	Stock	£ 126.00
M Wise	Expenses	£ 106.65
CIS	Hosted IT	£ 299.40

Lams direct	Filter projector	£	80.96
Spurgeons	Family Services	£	2,763.08
Active	Maintenance	£	7.74
<b>Direct Debits</b>			
Coop Bank	CC repay	£	406.73
VWHDC	C/Ex Rates	£	761.00
VWHDC	Phouse Rates	£	363.00
Castle Water	PH Water	£	40.50
Castle Water	CEX Water	£	53.17
Barclay card	Merchant fees	£	31.83
Fuel Card services	Fuel	£	120.96
O2	Mobiles	£	74.21
Screwfix	Maintenance items	£	27.16
<b>Total Town Council Invoices</b>		<b>£</b>	<b>31,818.93</b>

<b>CLERK'S REPORT Sept 2019</b>			
Salaries by BACS	Salaries	£	12,640.29
HMRC by BACS	Tax and NI	£	2,947.39
OCC by Cheque	Pension Contributions	£	4,181.78
<b>Bacs payments made early due to urgency</b>			
Vision ICT	Email hosting (annual fee)	£	434.40
Animation Station (C Osbourne)	Youth Grant		£1,500
<b>Bacs payments to pay</b>			
Apple	App Developer acc	£	79.00
Lechlade PC	Councillor training	£	60.00
Microshade	Anti Virus	£	33.60
CIS	Office 365 / hosted IT	£	182.40
Oxon Event Medics	Outdoor Cinema First Aid	£	90.00
Parish Online	Mapping software	£	360.00
Spurgeons	Family Services	£	2,763.08
Seldram Supplies	Cleaning products	£	489.70
PPL/PRS	PRS/ PPL licence	£	1,060.32
TVE	Blower repair	£	59.75
Carterton Town Council	Event Deputy Mayor	£	20.00
Faringdon Newspapers	Stock	£	16.82
Lease Plan	Van Lease	£	169.48
PHS Group	Duty of Care - sanitary all venues	£	162.00
AIS LTD	Copier costs	£	41.28
Filmbank	Fisherman's Friends cancellation	£	24.00
BIFFA	Waste disposal	£	276.12
ANLX	Web hosting	£	22.80
Filmbank	Licence	£	122.50

Filmbank	Licence	£	99.60
FCB	AGENCY	£	170.00
S Irigoyen	AGENCY	£	120.42
S Baxter	AGENCY	£	18.00
J Clements	AGENCY	£	81.00
National Trust	Allotment rent	£	147.50
<b>Direct Debits</b>			
Coop Bank	CC repay	£	248.92
VWHDC	C/Ex Rates	£	761.00
VWHDC	Phouse Rates	£	363.00
Fuel Card Services	Fuel	£	22.80
PWLB	Loan repayment	£	2,240.50
British Gas	CEX GAS	£	242.63
Castle Water	FTFC to be reimbursed	£	195.29
O2	Mobiles	£	41.23
MAINSTREAM	Phone and broadband	£	44.49
Screwfix	Maintenance items	£	2.49
<b>Total Town Council Invoices</b>		<b>£</b>	<b>32,535.58</b>