

# **FARINGDON TOWN COUNCIL**

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

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

Clerk: Sally Thurston



## **Minutes of the annual meeting of Faringdon Town Council meeting held on Wednesday 10<sup>th</sup> May 2017 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.**

<b>Cllrs Present:</b>	<b>Mike Wise (Town Mayor)</b> <b>David Barron (Deputy Town Mayor from min 3/6/17)</b> <b>Pauline Beesley</b> <b>Kiera Bentley</b> <b>Jane Boulton</b> <b>Al Cane</b> <b>Julie Farmer</b> <b>Angela Finn</b> <b>Mark Greenwood</b> <b>Steve Leniec</b> <b>Andrew Marsden</b> <b>Anne-Marie Wright (from minute 6/6/17)</b>
<b>In attendance:</b>	<b>Sally Thurston, Town Clerk</b> <b>Rebekah Pugh, Deputy Town Clerk</b> <b>County Councillor Judith Heathcoat</b> <b>6 members of the public</b>
<b>Not Present:</b>	<b>James Famakin</b> <b>Richard Marsh</b>
<b>1/6/17</b>	<b>Election of Town Mayor</b> Cllr. Steve Leniec NOMINATED Cllr. Mike Wise as Faringdon Town Mayor. This was SECONDED by Cllr. Jane Boulton. Cllr. Mike Wise was duly ELECTED as Mayor.
<b>2/6/17</b>	<b>Declaration of acceptance of office of Town Mayor</b> Cllr. Mike Wise signed his declaration of the office of Mayor.
<b>3/6/17</b>	<b>Election of Deputy Mayor</b> Cllr. Mike Wise NOMINATED Cllr. David Barron as Deputy Mayor. This was SECONDED by Cllr. Al Cane. Cllr. David Barron was duly ELECTED as Deputy Mayor.
<b>4/6/17</b>	<b>Apologies for Absence</b> The following apologies were received: D/Cllrs. Cox and Kainth. Sgt. Ryan James.
<b>5/6/17</b>	<b>Minutes of last meeting</b> Cllr. Beesley noted that she was present at the meeting but not recorded in the minutes. The Minutes of the meeting held on Wednesday 8 <sup>th</sup> March 2017 were signed as a correct record, with this amendment.
<b>6/6/17</b>	<b>Co-option of a Councillor</b> Three candidates to give short presentation outlining what they would bring to the council. The candidates left the room to allow members to vote. Anne- Marie Wright was co-opted to the office of councillor. Anne-Marie Wright signed her declaration of acceptance of the office of co-opted member.
<b>7/6/17</b>	<b>Declarations of Interest</b> Cllr. Beesley declared an interest as a stall holder at FollyFest. It was PROPOSED that Cllr. Beesley should remain in the meeting but refrain from voting on agenda item 9. This was AGREED.
<b>8/6/17</b>	<b>Public Speaking and Question Time - None</b>
<b>9/6/17</b>	<b>Folly Fest Grant Application</b> Members received a presentation and considered a grant application for £5,000 plus room hire for the 2017 FollyFest. The FollyFest committee were asked to ensure that

	all documentation including financial details were submitted with any future grant applications. Folly Fest were also asked to ensure that the Town Council were credited in any publicity and via a banner at the event to ensure that the people of Faringdon were aware of their contribution towards the facilitation of the event. With these conditions it was PROPOSED that a sum of £3,800 plus room hire be awarded to towards the costs of staging the festival. This was SECONDED and RESOLVED.						
It was PROPOSED that item 27 be discussed next on the agenda. This was SECONDED and RESOLVED.							
<b>10/6/17</b>	<b>County Councillor's Report</b> Members received and NOTED a report from County Cllr. Judith Heathcoat.						
It was PROPOSED that items 12 to 16 be discussed prior to items 10 and 11 to allow committees to be elected before outside bodies. This was SECONDED and RESOLVED.							
<b>11/6/17</b>	<p><b>It was PROPOSED that the following members be appointed to the Town Council committees:</b></p> <table border="1"> <tr> <td>a) Planning &amp; Highways</td> <td>Mike Wise David Barron Pauline Beesley Kiera Bentley Jane Boulton Al Cane Mark Greenwood James Famakin Andrew Marsden Richard Marsh Anne-Marie Wright</td> </tr> <tr> <td>b) Facilities</td> <td>Mike Wise David Barron Jane Boulton Angela Finn Mark Greenwood Steve Leniec Andrew Marsden Anne-Marie Wright</td> </tr> <tr> <td>c) Community and Partnerships</td> <td>Mike Wise David Barron Pauline Beesley Kiera Bentley Al Cane Julie Farmer Steve Leniec Andrew Marsden</td> </tr> </table> <p>This was SECONDED and RESOLVED</p>	a) Planning & Highways	Mike Wise David Barron Pauline Beesley Kiera Bentley Jane Boulton Al Cane Mark Greenwood James Famakin Andrew Marsden Richard Marsh Anne-Marie Wright	b) Facilities	Mike Wise David Barron Jane Boulton Angela Finn Mark Greenwood Steve Leniec Andrew Marsden Anne-Marie Wright	c) Community and Partnerships	Mike Wise David Barron Pauline Beesley Kiera Bentley Al Cane Julie Farmer Steve Leniec Andrew Marsden
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<b>12/6/17</b>	<p><b>To appoint Chairmen of the above Town Council committees Voted for by new committee members.</b></p> <p>a) Planning &amp; Highways Cllr. Marsden was NOMINATED as the Planning and Highways Committee Chairman. This was SECONDED and RESOLVED.</p> <p>b) Facilities Cllr. Boulton was NOMINATED as the Facilities Committee Chairman. This was SECONDED and RESOLVED.</p> <p>c) Communities and Partnerships Cllr. Cane was NOMINATED as the Communities and Partnerships Committee Chairman. This was SECONDED and RESOLVED.</p>						
<b>13/6/17</b>	<p><b>It was PROPOSED that the following members be appointed to the Finance &amp; Audit Committee:</b></p> <p>Mike Wise David Barron</p>						

	Jane Boulton Al Cane Julie Farmer Angela Finn Mark Greenwood Steve Leniec Andrew Marsden Richard Marsh This was SECONDED and RESOLVED
<b>14/6/17</b>	<b>To appoint Chairman of Finance &amp; Audit Committee</b> Cllr. Steve Leniec was NOMINATED as the Finance and Audit Committee Chairman. This was SECONDED and RESOLVED.
<b>15/6/17</b>	<b>To appoint members to advisory committees / working parties set up by Full Council:</b> a) Strategic Working Party It was PROPOSED that ALL MEMBERS be appointed to this working party. This was SECONDED and RESOLVED. b) Fossil Working Party It was PROPOSED that the following members were appointed to this working party: Mike Wise David Barron Jane Boulton Angela Finn This was SECONDED and RESOLVED.
<b>16/6/17</b>	<b>It was PROPOSED that the following Town Council representatives be appointed to the following organisations:</b> a) Community Bus Executive Committee Cllr. David Barron b) Chamber of Commerce Cllr. Anne-Marie Wright c) Faringdon Town Team Cllr. Jane Boulton Deputy: Cllr. Pauline Beesley d) Faringdon Twinning Association Cllr. Mark Greenwood e) Faringdon United Charities Cllrs. Al Cane and Julie Farmer appointed until 2019 f) Neighbourhood Action Group Cllr. Pauline Beesley g) Oxfordshire Association of Local Councils Cllr. Andrew Marsden h) Parish Transport Representative Cllr. David Barron i) Pink Pigeons Trust Cllr. Kiera Bentley j) Pump House Project Cllrs. Al Cane and Pauline Beesley k) Traffic Advisory Committee Cllrs. Andrew Marsden and David Barron Deputy: Mike Wise l) Public Access Defibrillator Committee Cllrs. Al Cane and Angela Finn m) The Place Cllrs. Al Cane and Anne-Marie Wright This was SECONDED and RESOLVED
<b>17/6/17</b>	<b>Representation on External Bodies</b> Members reviewed and representation on or work with the above external bodies and arrangements for reporting back. It was PROPOSED that these be APPROVED. This was RESOLVED.
<b>18/6/17</b>	<b>Delegation arrangements</b> Members reviewed and the arrangements of delegation to committees, sub-committees, staff and other local authorities. It was PROPOSED that these be APPROVED. This was RESOLVED.
<b>19/6/17</b>	<b>Terms of Reference</b> Members reviewed Terms of Reference for the following committees: 1. Finance and Audit 2. Planning and Highways

	<p>3. Facilities 4. Community and Partnerships</p> <p>It was PROPOSED that these be APPROVED. This was RESOLVED. The Planning and Highways Committee were asked to review their terms of reference in order to bring them into the same format as that of other committees.</p>
20/6/17	<p><b>Subscriptions</b></p> <p>It was PROPOSED that the following subscriptions be APPROVED:</p> <ul style="list-style-type: none"> <li>a) Oxfordshire Association of Local Councils</li> <li>b) Society of Local Council Clerks</li> </ul> <p>This was SECONDED and RESOLVED.</p>
21/6/17	<p><b>Standing Orders and Financial Regulations</b></p> <ul style="list-style-type: none"> <li>a) Members reviewed the Financial Regulations. It was PROPOSED that amended Financial Regulations that include contract regulations be ADOPTED. This was SECONDED and RESOLVED. It was AGREED that these regulations would be subject to further review at the strategic working party on 22/5/2017.</li> <li>b) Members reviewed the Standing Orders. It was PROPOSED that these be ADOPTED. This was RESOLVED.</li> </ul>
22/6/17	<p><b>Asset Register</b></p> <p>Members reviewed and NOTED the inventory of land and assets.</p>
23/6/17	<p><b>Insurance</b></p> <p>Members confirmed arrangements for insurance cover in respect of all insured risks.</p>
24/6/17	<p><b>Complaints Procedure</b></p> <p>Members reviewed the Council's complaints procedure. It was PROPOSED that this be ADOPTED. This was RESOLVED.</p>
25/6/17	<p><b>Freedom of Information</b></p> <p>Members reviewed the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. It was PROPOSED that these be ADOPTED. This was RESOLVED.</p>
26/6/17	<p><b>Press and Media Policy</b></p> <p>Members considered the Council's policy for dealing with the press/media. It was PROPOSED that this be ADOPTED. This was RESOLVED. Cllr. Farmer wished her objections to this policy be NOTED; she felt it was an infringement on her rights to free speech.</p>
27/6/17	<p><b>Meetings</b></p> <p>It was PROPOSED that the Jubilee Room be the usual place for full Council meetings and that these meetings usually be held at 7.15pm. This was SECONDED and RESOLVED.</p>
28/6/17	<p><b>Reports from Outside Bodies</b></p> <p>Members received and NOTED a report from Thames Valley police.</p>
29/6/17	<p><b>District Councillors' Report</b></p> <p>Members received and NOTED a report from District Cllr. Roger Cox</p>
30/6/17	<p><b>Chairman's Activity Report</b></p> <p>Members received and NOTED an activity report from Town Mayor, Cllr. Mike Wise</p>
31/6/17	<p><b>Reports from Committees</b></p> <p>Members received and NOTED minutes and reports of the following committee meetings, including decisions taken under delegated authority:</p> <ul style="list-style-type: none"> <li>a) Venues: 19<sup>th</sup> April 2017</li> <li>b) Recreation and Open Spaces: 19<sup>th</sup> April 2017</li> <li>c) Finance and Audit: 24<sup>th</sup> April 2017</li> <li>d) Planning &amp; Highways: 26<sup>th</sup> April 2017</li> </ul> <p>It was PROPOSED that thanks be recorded to all members past and present of both the Venues and Recreation and Open Spaces Committees which had now been dissolved. This was SECONDED and RESOLVED.</p>
32/6/17	<p><b>Clerk's Report &amp; Schedule of Payments</b></p> <p>It was PROPOSED by Cllr. Barron and SECONDED by Cllr. Finn that the following schedule of payments up to and including May 11<sup>th</sup> 2017 be APPROVED for</p>

payment. This was RESOLVED.

<b>CLERK'S REPORT MAY 2017</b>		
<b>Salaries April</b>		
Salaries by BACS	Salaries	£ 14,007.58
HMRC by BACS	Tax and NI	£ 2,726.89
OCC by Cheque	Pension Contributions	£ 4,526.60
<b>Cheques</b>		
Budgens	Supplies	£ 83.17
Faringdon Newspapers	Papers for resale	£ 13.92
Screw Fix	Maintenance items	£ 20.98
RBS LTD	End of Year Close	£ 615.60
Film Bank	Licence	£ 175.00
Oxfordshire Youth	Membership	£ 40.00
Automotive Leasing	Van Lease	£ 169.48
AIS Ltd	Copier Costs	£ 55.34
Faringdon War Memorial Trust	Balance	£ 274.00
Rtuckers Recreation Ground Trust	Balance	£ 360.00
Faringdon Electrical	Various - see invoice	£ 9,089.93
SLCC	CILCA Course fee	£ 250.00
Tom Brown's School Museum	Stock	£ 15.00
Active Plumbing	Pump House repair	£ 256.98
Am Egos	Agency	£ 27.00
Shelia Gill	Stock	£ 98.04
Tracy Jerret	Room Hire refund	£ 42.16
Mrs G Ebsworth	Hanging Baskets	£ 210.00
Faringdon Historical Society	Stock	£ 69.81
Ellis Whittam	HR and HS Advice / Insurance	£ 3,065.30
<b>Grants Awarded</b>		
Faringdon District Rotary Club	Festive Faringdon grant	£ 1,000.00
Wantage Independent Advice	Advice grant	£ 1,500.00
<b>Direct Debits</b>		
CoOp Bank	Credit Card repay - see invoice	£ 84.12
VWHDC	P/House Rates	£ 345.00
VWHDC	Tennis Court Rates	£ 62.00
VWHDC	C/Ex Rates	£ 699.00
O2	Mobile Phones	£ 30.04
Fuel Card Services	Fuel Card fee	£ 7.20
Castle Water	Tuckers Water Rates	£ 149.06
Castle Water	OTH Water Rates	£ 38.24
Castle Water	P/House Water	£ 104.68
Castle Water	C/Ex Water	£ 120.72
SSE	P/House Electricity	£ 252.29
SSE	C/Ex Electricity	£ 1,272.12
SSE	OTH Electricity	£ 296.00
<b>Total Town Council Invoices</b>		<b>£ 42,153.25</b>

33/6/17

**Mayor's Parlour lease**

Members received and considered a draft lease for the Mayors Parlour. Cllr. Farmer enquired if the lease was exclusive of business rates. The Clerk informed members that because the room was small, the lease had been drawn up inclusive of business

	<p>rates. Cllr. Farmer asked if this could be investigated further. It was PROPOSED that the lease be APPROVED. This was SECONDED and RESOLVED.</p> <p>It was PROPOSED that Cllrs Wise and Barron be delegated to sign the lease, in the presence of the Clerk, on behalf of the council. This was SECONDED and RESOLVED.</p>
<b>34/6/17</b>	<p><b>Funding Agreement</b></p> <p>Members received and considered a funding agreement for transitional funding from OCC. Following concerns raised by the Finance and Audit Committee it was PROPOSED that a novation clause be added to the agreement. It was PROPOSED that the agreement be signed with this addition. This was SECONDED and CARRIED. No services would be offered until the agreement had been transferred to 'The Place' who would be responsible for service delivery.</p>
<b>35/6/17</b>	<p><b>Items for Information Only</b></p> <ul style="list-style-type: none"> <li>• A launch event for Wall Hangings created by the U3A for the Old Town Hall would be held on 24/5/2017 at 3.30pm. all councillors were invited to attend.</li> <li>• Pop-up markets would be held on 23/5/20147 and 30/5/2017 at Ferendune court. The Mayor was invited to attend.</li> <li>• Churches Together had agreed top pledge £5,000 per annum for three years to The Place Children's and Families project.</li> </ul>
<b>36/6/17</b>	<p><b>Correspondence</b></p> <p>Members received and NOTED, for information only, correspondence from 12<sup>th</sup> April up to and including 10<sup>th</sup> May 2017.</p> <p>Cllr. Greenwood suggested that all councillors sign the Tree Charter included in the correspondence.</p>