

# **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 the Annual Town Council meeting to be held on Wednesday 9<sup>th</sup> May 2017 at 7.15pm in the Jubilee Room, the Pump House, Faringdon**

Before the meeting started Cllr. Wise announced that Cllr. Beesley had tendered her resignation effective immediately after this meeting. Cllr. Beesley was thanked for her contribution to the council.

<b>Cllrs Present:</b>	<b>Mike Wise (Town Mayor to minute 2/9/18)</b> <b>David Barron (Town Mayor from minute 3/9/18)</b> <b>Pauline Beesley</b> <b>Kiera Bentley</b> <b>Jane Boulton</b> <b>Al Cane</b> <b>Julie Farmer</b> <b>Mark Greenwood</b> <b>Steve Leniec</b> <b>Andrew Marsden</b> <b>Anne Marie Wright</b>
<b>In attendance</b>	<b>C/Cllr. Judith Heathcoat</b> <b>D/Cllr. Roger Cox</b> <b>PC Goodenough</b> <b>Rebekah Pugh, Deputy Town Clerk</b> <b>Sally Thurston, Town Clerk</b>
<b>Minute no:</b>	
<b>1/9/18</b>	<b>Election of Town Mayor</b> No nominations were received prior to the meeting. Nominations were invited from the floor. Cllr. Wise NOMINATED Cllr. Barron for the office of Mayor and Chairman, this was SECONDED by Cllr. Bentley. No further nominations were received. Cllr. Barron was ELECTED as Mayor and Chairman of Faringdon Town Council.
<b>2/9/18</b>	<b>Declaration of acceptance of office of Town Mayor</b> Cllr. Barron gave his declaration of office and took the Chair for the remainder of the meeting. Cllr. Wise gave a short speech of thanks. Cllr. Barron thanked Cllr. Wise for his many years of dedicated service as Mayor and a presentation was made.
<b>3/9/18</b>	<b>Election of Deputy Mayor</b> No nominations were received prior to the meeting. Nominations were invited from the floor. Cllr. Barron NOMINATED Cllr. Bentley for the office of Deputy Mayor, this was SECONDED by Cllr. Wright. Cllr. Wise NOMINATED Cllr. Farmer for the office of Deputy Mayor, this was SECONDED by Cllr. Greenwood. Cllr. Bentley was ELECTED as Deputy Town Mayor.
<b>4/9/18</b>	<b>Apologies for Absence</b> Cllrs. Angela Finn and Richard Marsh Sgt. Kevin Hickman
<b>5/9/18</b>	<b>Minutes of last meeting</b> The minutes of the extra meeting held on Wednesday 25 <sup>th</sup> April 2018 were signed as a correct record.
<b>6/9/18</b>	<b>Declarations of Interest &amp; requests for dispensations</b> None
<b>7/9/18</b>	<b>Public Speaking and Question Time</b>

	None																																					
	Cllr. Barron PROPOSED That items 26,27 and 28 be moved up the agenda considered next. This was SECONDED and RESOLVED.																																					
<b>8/9/18</b>	<b>Reports from Outside Bodies</b> PC Mick Goodenough gave a verbal report which was NOTED with thanks.																																					
<b>9/9/18</b>	<b>County Councillor's Report</b> County Cllr. Heathcoat gave a written and verbal report which was NOTED.																																					
<b>10/9/18</b>	<b>District Councillors' Report</b> District Cllr. Roger Cox gave a written and verbal report which was NOTED.																																					
<b>11/9/18</b>	<p>It was PROPOSED that the following Councillors be appointed to represent the Town Council with the following organisations:</p> <table border="1"> <tr> <td>Community Bus Executive Committee</td> <td>David Barron</td> </tr> <tr> <td>Faringdon &amp; Dist Chamber of Commerce</td> <td>Anne-Marie Wright</td> </tr> <tr> <td rowspan="2">Town Team</td> <td>Jane Boulton</td> </tr> <tr> <td>Deputy Julie Farmer</td> </tr> <tr> <td>Faringdon Twinning Association</td> <td>Mark Greenwood</td> </tr> <tr> <td rowspan="2">Faringdon United Charities</td> <td>Julie Farmer</td> </tr> <tr> <td>Al Cane</td> </tr> <tr> <td>Neighbourhood Action Group</td> <td>Kiera Bentley</td> </tr> <tr> <td>Oxfordshire Association of Local Councils</td> <td>Andrew Marsden</td> </tr> <tr> <td>Parish Transport Representative</td> <td>Al Cane</td> </tr> <tr> <td>Pink Pigeons Trust</td> <td>Kiera Bentley</td> </tr> <tr> <td rowspan="2">Pump House Project</td> <td>Mayor – David Barron</td> </tr> <tr> <td>Jane Boulton and Julie Farmer</td> </tr> <tr> <td rowspan="2">Traffic Advisory Committee</td> <td>David Barron</td> </tr> <tr> <td>Andrew Marsden – Deputy Mike Wise</td> </tr> <tr> <td rowspan="2">Public Access Defibrillator Committee</td> <td>Angela Finn</td> </tr> <tr> <td>Al Cane</td> </tr> <tr> <td rowspan="3">The Place</td> <td>Mayor – David Barron as Trustee</td> </tr> <tr> <td>Al Cane</td> </tr> <tr> <td>Anne- Marie Wright</td> </tr> <tr> <td>Wantage Independent Advice Centre</td> <td>Kiera Bentley</td> </tr> <tr> <td>Bromsgrove day Centre</td> <td>Julie Farmer</td> </tr> </table> <p>This was SECONDED and RESOLVED. It was PROPOSED that Cllr. Wise be nominated to stand for the OALC Executive Committee. This was SECONDED and RESOLVED.</p>	Community Bus Executive Committee	David Barron	Faringdon & Dist Chamber of Commerce	Anne-Marie Wright	Town Team	Jane Boulton	Deputy Julie Farmer	Faringdon Twinning Association	Mark Greenwood	Faringdon United Charities	Julie Farmer	Al Cane	Neighbourhood Action Group	Kiera Bentley	Oxfordshire Association of Local Councils	Andrew Marsden	Parish Transport Representative	Al Cane	Pink Pigeons Trust	Kiera Bentley	Pump House Project	Mayor – David Barron	Jane Boulton and Julie Farmer	Traffic Advisory Committee	David Barron	Andrew Marsden – Deputy Mike Wise	Public Access Defibrillator Committee	Angela Finn	Al Cane	The Place	Mayor – David Barron as Trustee	Al Cane	Anne- Marie Wright	Wantage Independent Advice Centre	Kiera Bentley	Bromsgrove day Centre	Julie Farmer
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<b>12/9/18</b>	<b>Representation on External Bodies</b> Members reviewed the representation on, or work with, the above external bodies and arrangements for reporting back. It was PROPOSED this be APPROVED. This was SECONDED and RESOLVED.																																					
<b>13/9/18</b>	<p>It was PROPOSED that the following councillors be appointed to sit on the following Town Council committees in addition to Cllr. Barron and Cllr. Bentley who are members of all Town Council Committees Ex-Officio as Mayor and Deputy Mayor:</p> <table border="1"> <tr> <td colspan="2"><b>Planning &amp; Highways</b></td> </tr> <tr> <td></td> <td>Andrew Marsden</td> </tr> <tr> <td></td> <td>Mike Wise</td> </tr> <tr> <td></td> <td>Jane Boulton</td> </tr> <tr> <td></td> <td>Al Cane</td> </tr> <tr> <td></td> <td>James Famakin</td> </tr> <tr> <td></td> <td>Mark Greenwood</td> </tr> <tr> <td></td> <td>Richard Marsh</td> </tr> <tr> <td></td> <td>Anne-Marie Wright</td> </tr> <tr> <td></td> <td>VACANCY</td> </tr> <tr> <td colspan="2"><b>Facilities</b></td> </tr> <tr> <td></td> <td>Jane Boulton</td> </tr> <tr> <td></td> <td>Angela Finn</td> </tr> <tr> <td></td> <td>Mark Greenwood</td> </tr> </table>	<b>Planning &amp; Highways</b>			Andrew Marsden		Mike Wise		Jane Boulton		Al Cane		James Famakin		Mark Greenwood		Richard Marsh		Anne-Marie Wright		VACANCY	<b>Facilities</b>			Jane Boulton		Angela Finn		Mark Greenwood									
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	<b>Community and Partnerships</b>	
		Al Cane
		Mike Wise
		Julie Farmer
		Steve Leniec
		Anne Marie Wright
		VACANCY
	This was SECONDED and RESOLVED. It was PROPOSED that all members received meeting papers from all Town Council Committees, Sub-Committees and Working parties. This was SECONDED and RESOLVED.	
<b>14/9/18</b>	It was PROPOSED that the following councillors be appointed as Chairmen of the following Town Council committees:	
	<b>Planning &amp; Highways</b>	
	Chairman	Andrew Marsden
	<b>Facilities</b>	
	Chairman	Jane Boulton
	<b>Community and Partnerships</b>	
	Chairman	Al Cane
	This was SECONDED and RESOLVED.	
<b>15/9/18</b>	It was PROPOSED that the following members be appointed to the Finance & Audit Committee:	
	<b>Finance and Audit</b>	
	Members	Steve Leniec
		Jane Boulton
		Al Cane
		Julie Farmer
		Angela Finn
		Mark Greenwood
		Andrew Marsden
		Mike Wise
	This was SECONDED and RESOLVED.	
<b>16/9/18</b>	It was PROPOSED that Cllr. Leniec be appoint Chairman of Finance & Audit Committee. This was SECONDED and RESOLVED.	
<b>17/9/18</b>	It was PROPOSED that the following members be appointed members to the following working parties set up by Full Council:	
	<b>Strategic Working Party</b>	
	Chairman	David Barron
	Members	<b>ALL</b> Members Town Clerk
	<b>S106 Working Party</b>	
	Chairman	Andrew Marsden
	Members	Julie Farmer
		VACANCY
		Mike Wise
		Town Clerk
		Deputy Town Clerk
	<b>Fossil Working Party</b>	
	Chairman	

		Mike Wise
		David Barron
		Jane Boulton
		Angela Finn
		Planning Clerk
	This was SECONDED and RESOLVED.	
<b>18/9/18</b>	<b>Delegation arrangements</b>	It was PROPOSED that the delegation arrangements to committees, sub-committees, staff and other local authorities be APPROVED. This was SECONDED and RESOLVED.
<b>19/9/18</b>	<b>Terms of Reference</b>	It was PROPOSED that the terms of reference for the Facilities and the Planning and Highways Committees be APPROVED. This was SECONDED and RESOLVED. It was PROPOSED that the terms of reference for the Community and Partnerships and the Finance and Audit Committees be reviewed by Committee. This was SECONDED and RESOLVED.
<b>20/9/18</b>	<b>Subscriptions</b>	Members reviewed subscriptions to the following bodies: a) Oxfordshire Association of Local Councils (renewed April 2018) b) Society of Local Council Clerks (renewed January 2018) It was PROPOSED that the Council continue to subscribe to these bodies. This was SECONDED and RESOLVED.
<b>21/9/18</b>	<b>Standing Orders and Financial Regulations</b>	It was PROPOSED that standing orders and financial regulations be AOPTED this was SECONDED and RESOLVED.
<b>22/9/18</b>	<b>Asset Register</b>	It was PROPOSED that the current Asset Register be APPROVED, and the methods used to complete the register be reviewed by the Finance and Audit Committee. This was SECONDED and RESOLVED.
<b>23/9/18</b>	<b>Insurance</b>	It was PROPOSED that members confirm the arrangements for insurance cover is in place in respect of all insured risks. This was SECONDED and RESOLVED.
<b>24/9/18</b>	<b>Complaints Procedure</b>	It was PROPOSED that the council's complaints procedure be APPROVED. This was SECONDED and RESOLVED.
<b>25/9/18</b>	<b>Freedom of Information</b>	It was PROPOSED that the council's procedure for handling request made under the Freedom of Information Act 2000. This was SECONDED and RESOLVED.
<b>26/9/18</b>	<b>Employment Policies and Procedures</b>	It was PROPOSED the following employment policies and procedures were APPROVED: a) Employee Handbook b) Lone Working Policy c) Staff Code of Conduct d) Training and Development Policy e) Stress Policy f) Discretionary Policy This was SECONDED and RESOLVED.
<b>27/9/18</b>	<b>Corporate Policies</b>	It was PROPOSED the following policies and procedures were APPROVED: a) Account Use Policy b) Advertising Policy c) Allotment Terms and Conditions d) Allotment Additional Buildings Policy e) Councillors Code of Conduct f) Credit Card Policy g) Document Retention Policy h) Grant Policy i) Mayor and Councillor Expenses Policy j) Openness of Local Government Bodies Policy

	<ul style="list-style-type: none"> <li>k) Press and Media Policy</li> <li>l) Projection Equipment Hire Policy</li> <li>m) Protocol for marking the death of a senior figure</li> <li>n) Social Media Policy</li> <li>o) Safeguarded Policy</li> <li>p) Treasury and Investment Policy</li> <li>q) Youth Service Funding Policy</li> <li>r) Reserves policy</li> <li>s) General Privacy Notice</li> <li>t) Volunteer Policy</li> </ul> <p>This was SECONDED and RESOLVED.</p>
<b>28/9/18</b>	<p><b>Meetings</b></p> <p>It was PROPOSED that the time and place of ordinary meetings of the full council up to and including the next annual meeting of council remain at 7.15pm in the Pump House. This was SECONDED and RESOLVED.</p>
<b>29/9/18</b>	<p><b>Chairman's Activity Report</b></p> <p>Members NOTED an activity report from former Town Mayor, Cllr. Mike Wise</p>
<b>30/9/18</b>	<p><b>Reports from Committees</b></p> <p>Members NOTED minutes and reports of the following committee meetings, including decisions taken under delegated authority:</p> <ul style="list-style-type: none"> <li>a) Finance and Audit: 18<sup>th</sup> April 2018</li> <li>b) Planning &amp; Highways: 25<sup>th</sup> April 2018</li> </ul>
<b>31/9/18</b>	<p><b>Clerk's Report &amp; Schedule of Payments</b></p> <p>Cllr. Barron PROPOSED that the schedule of payments up to and including May 11<sup>th</sup> 2018 (appendix 1) be APPROVED. This was SECONDED by Cllr. Al Cane and RESOLVED.</p>
<b>32/9/18</b>	<p><b>General Data Protection Regulations</b></p> <p>Members received and NOTED an update on progress in becoming compliant with legislation, due to be in place from 25<sup>th</sup> May 2018, which included:</p> <ul style="list-style-type: none"> <li>a) A GDPR data destruction day will to be held on 15/5/2018 where all documents will be assessed any personal data will be shredded or redacted</li> <li>b) Mailing lists will be relaunched</li> <li>c) Old mailing lists will be deleted</li> <li>d) New Policies under construction will be in place by 25/5/18</li> <li>e) New privacy notice is on website</li> <li>f) All booking forms have been amended to include permission to hold data</li> <li>g) NALC are reviewing the need for Town and Parish Councils to have a DPO and have advised we wait for a decision before appointing.</li> </ul>
<b>33/9/18</b>	<p><b>Funding Variation Agreement</b></p> <p>It was PROPOSED that a funding variation agreement to allow funding for the Place Family and Children's project to be extended to four years be APPROVED. This was SECONDED and RESOLVED.</p> <p>It was PROPOSED that Cllrs. Cane and Barron be authorised the sign the agreement on behalf of the Council. This was SECONDED and RESOLVED.</p>
<b>34/9/18</b>	<p><b>Items for Information Only</b></p> <p>Members were informed that a reply had been received from VWHDC regarding the Councils challenge on the use of S106 monies, this had been circulated. The Clerk was asked to put this matter on the agenda for the June meeting.</p>
<b>35/9/18</b>	<p><b>Correspondence</b></p> <p>Members NOTED correspondence from 11<sup>th</sup> April up to and including 11<sup>th</sup> May 2018.</p>

The meeting closed at 9.15pm

## Appendix 1

<b>CLERK'S REPORT May 2018</b>		
<b>Salaries May</b>		
Salaries by BACS	Salaries	£ 12,158.12
HMRC by BACS	Tax and NI	£ 2,446.34
OCC by Cheque	Pension Contributions	£ 3,934.75
<b>BACS Payments</b>		
Royal Mail	Stamps - paid early due to urgency	£ 338.66
C Gale	Market refund- paid early due to urgency	£ 15.00
L Howe	Market refund- paid early due to urgency	£ 15.00
C Gray	Market refund- paid early due to urgency	£ 15.00
Travis Perkins	Maintenance items	£ 40.33
Southfield Stationers	Stock	£ 159.86
Faringdon War Memorial Trust	Balance	£ 416.00
Lease Plan	Van Lease	£ 169.48
Tom Wheeler	2x bus shelter clean	£ 180.00
DWN Ltd	Stock	£ 245.16
Skylight	Outdoor cinema deposit	£ 897.00
Shelia Gill	Stock	£ 125.28
History Society	Stock	£ 69.81
Copeland and Copeland	OTH Repairs	£ 588.00
SLCC	Training	£ 348.00
AIS	Copier Costs	£ 87.10
CIS Ltd	Hosted IT	£ 193.80
David Whyman	Stock	£ 25.93
IN4M	Stock	£ 15.00
FCB	Agency	£ 157.00
L Remington	Agency	£ 143.10
S Imgoyen	Agency	£ 45.45
J Fennely	Agency	£ 191.70

Faringdon Allotment Society	Allotment maintenance	£ 27.24
Spurgeons	Families service	£ 2,763.08
Ellis Whittam	HR and HS Service	£ 2,880.00
RBS Ltd	EOY Service	£ 639.60
P Kinch	Plant hire	£ 25.62
Filmbank	Film Licence	£ 99.60
Oxfordshire Youth	Membership	£ 72.00
Microshade	Antivirus	£ 43.20
Folly Fest	Grant 6/3/18	£ 4,000.00
WIAC	Grant 6/3/18	£ 1,750.00
Enrych	Grant 6/3/18	£ 1,000.00
Specialist Xpress	Structural Engineers report OTH	£ 600.00
<b>Direct Debits</b>		
Coop bank	Credit Card repay	£ 499.50
VWHDC	Rates PH	£ 357.00
VWHDC	Rates C/Ex	£ 744.00
VWHDC	Rates Tennis Court	£ 64.00
CFCorporate	Copier Lease	£ 178.45
Fuel card services	Fuel	£ 27.82
Castle Water	P/House Water	£ 16.98
Castle Water	C/Ex Water	£ 27.49
Barclay card	Merchant fees	£ 28.48
Mainstream Digital	Telephone and Broadband.	£ 166.35
O2	Mobiles	£ 83.85
Screwfix	Maintenance items	£ 75.79
<b>Total Town Council Invoices</b>		<b>£ 39,190.92</b>