

FARINGDON TOWN COUNCIL

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

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of an Annual Town Council meeting held on Wednesday 8th May 2019 at 7.15pm in the Jubilee Room, the Pump House, Faringdon	
Cllrs Present:	David Barron (Chairman for min no. 1/6/19 left the meeting after min no. 2/6/19) Mike Wise (Chairman from min no. 2/6/19) Kiera Bentley Jane Boulton Rosalind Burns Peter Castle James Famakin Julie Farmer Angela Finn Steve Leniec Lucy Martin Kimberly Morgan Stephen Smith Liz Swallow Bethia Thomas
In attendance:	5 members of the public PC Mick Goodenough (until min no. 9/6/19) Hilary Sherman, Planning Clerk Adele Vincent, Information Centre Manager Sally Thurston, Town Clerk
1/6/19	Election of Town Mayor Cllr. Kiera Bentley was proposed by Cllr. Thomas and seconded by Cllr. Swallow Cllr. Mike Wise was proposed by Cllr. Boulton and seconded Cllr. Leniec. It was RESOLVED that Cllr. Wise be elected to serve as Mayor of Faringdon until May 13 th , 2020.
2/6/19	Declaration of acceptance of office of Town Mayor Cllr. Wise signed the declaration of Office for Town Mayor. Cllr. Wise thanked David Barron for his services to the Council and as Mayor.
3/6/19	Election of Deputy Mayor Cllr. Farmer was proposed by Cllr. Boulton and seconded by Cllr. Leniec Cllr. Swallow was proposed by Cllr. Bentley and seconded by Cllr. Martin It was RESOLVED that Cllr. Farmer be elected to serve as Mayor of Faringdon until May 13 th 2020.
4/6/19	Declaration of acceptance of office for all Councillors All Councillors had signed their declaration of office, in the presence of Proper Officer Sally Thurston, before the meeting.
5/6/19	Apologies for Absence Apologies from C/Cllr. Judith Heathcoat were NOTED
6/6/19	Minutes of last meeting The minutes of the meeting held on Wednesday 1 st May were signed as a correct record.
7/6/19	Declarations of Interest & requests for dispensations NONE
8/6/19	Public Speaking and Question Time NONE
Cllr. Wise PROPOSED that item 28. Reports from other bodies be brought forward to allow PC. Goodenough to return to his duties. This was SECONDED and RESOLVED.	

28/6/19	<p>Reports from Outside Bodies</p> <p>Members NOTED a report from PC. M. Goodenough which included:</p> <ul style="list-style-type: none"> • Focuses for the police across Thames Valley are to prevent modern slavery, burglary, County lines drugs operations and exploitation. • 200 football fans visited the Town on Saturday 4th May en-route to Swindon. With the exception of a smoke bomb being set off the visit passed without further incident. Three Faringdon Neighbourhood Officers were in attendance. The Police football crowd control team also attended from Swindon.
9/6/19	<p>To appoint members to the following Town Council committees</p> <p>a) Planning & Highways</p> <p>It was PROPOSED that the following members be elected to serve on the Planning and Highways Committee:</p> <p>Cllr. Mike Wise Cllr. Kiera Bentley Cllr. Jane Boulton Cllr. Rosalind Burns Cllr. Peter Castle Cllr. James Famakin Cllr. Stephen Smith Cllr. Liz Swallow Cllr. Bethia Thomas This was RESOLVED</p> <p>b) Facilities</p> <p>It was PROPOSED that the following members be elected to serve on the Facilities Committee:</p> <p>Cllr. Mike Wise Cllr. Julie Farmer Cllr. Kiera Bentley Cllr. Jane Boulton Cllr. James Famakin Cllr. Angela Finn Cllr. Steve Leniec Cllr. Liz Swallow This was RESOLVED</p> <p>c) Community and Partnerships</p> <p>It was PROPOSED that the following members be elected to serve on the Community and Partnerships Committee:</p> <p>Cllr. Mike Wise Cllr. Julie Farmer Cllr. Peter Castle Cllr. Lucy Martin Cllr. Kimberly Morgan Cllr. Stephen Smith Cllr. Liz Swallow Cllr. Bethia Thomas This was RESOLVED</p>
10/6/19	<p>To appoint Chairmen of the above Town Council committees</p> <p>a) Planning & Highways</p> <p>It was PROPOSED that Cllr. Jane Boulton act as Chairman for the Planning and Highways Committee. This was SECONDED and RESOLVED</p> <p>b) Facilities</p> <p>It was PROPOSED that Cllr. Kiera Bentley act as Chairman for the Facilities Committee. This was SECONDED and RESOLVED</p> <p>c) Communities and Partnerships</p> <p>It was PROPOSED that Cllr. Bethia Thomas act as Chairman for the Community and</p>

	Partnerships Committee. This was SECONDED and RESOLVED
11/6/19	<p>To appoint members to Finance & Audit Committee</p> <p>It was PROPOSED that the following members be elected to serve on the Finance and Audit Committee:</p> <p>Cllr. Mike Wise Cllr. Julie Farmer Cllr. Kiera Bentley Cllr. Jane Boulton Cllr. Peter Castle Cllr. James Famakin Cllr. Angela Finn Cllr. Steve Leniec Cllr. Stephen Smith Cllr. Bethia Thomas</p> <p>This was RESOLVED</p>
12/6/19	<p>To appoint Chairman of Finance & Audit Committee</p> <p>Cllr. Steve Leniec and Cllr. James Famakin were both PROPOSED to act as Chairman for the Finance and Audit Committee. It was RESOLVED that Cllr. Steve Leniec be elected to serve as Chairman of the Finance and Audit Committee.</p>
13/6/19	<p>To appoint members to advisory committees / working parties set up by Full Council including:</p> <p>a) Strategic Working Party It was PROPOSED that all Councillors and the Town Clerk be members of the Strategic Working Party. This was RESOLVED</p> <p>b) S106 Working Party It was PROPOSED that the following be members of the CIL / s106 Working Party:</p> <p>Cllr. Mike Wise Cllr. Julie Farmer Cllr. Kiera Bentley Cllr. Jane Boulton Cllr. Rosalind Burns Cllr. Peter Castle Cllr. Stephen Smith Cllr. Liz Swallow Town Clerk</p> <p>This was RESOLVED</p>
14/6/19	<p>It was RESOLVED that the following members act as Town Council representatives to the following organisations:</p> <p>a) Community Bus Executive Committee Cllr. Rosalind Burns</p> <p>b) Faringdon Twinning Association Cllr. Bethia Thomas</p> <p>c) Faringdon United Charities Cllrs. Bentley and Farmer - 4-year appointment</p> <p>d) Neighbourhood Action Group Cllr. Kimberly Morgan</p> <p>e) Oxfordshire Association of Local Councils Cllr. Kiera Bentley</p> <p>f) Parish Transport Representative Cllr. Stephen Smith</p> <p>g) Pink Pigeons Trust Cllr. Angela Finn</p> <p>h) Pump House Project Cllrs. Bentley and Martin</p> <p>i) Traffic Advisory Committee Cllrs. Jane Boulton and Kimberly Morgan. Cllr. Wise to act as Deputy</p> <p>j) Public Access Defibrillator Committee</p>

	<p>Cllrs. Rosalind Burns and Angela Finn</p> <p>k) The Place</p> <p>Cllrs. Mike Wise, Liz Swallow and Lucy Martin</p> <p>The following organisations were missed off the list and will be appointed at the next Full Council meeting:</p> <ol style="list-style-type: none"> 1. Wantage Independent Advice Centre 2. Bromsgrove Day Centre
15/6/19	<p>Representation on External Bodies</p> <p>Members APPROVED representation on or work with the above external bodies and arrangements for reporting back.</p>
16/6/19	<p>Delegation arrangements</p> <p>Members APPROVED arrangements to committees, sub-committees, staff and other local authorities.</p>
17/6/19	<p>Terms of Reference</p> <p>Members APPROVED Terms of Reference for Committees:</p> <ol style="list-style-type: none"> a) Community and Partnerships b) Facilities c) Finance and Audit d) Planning and Highways
18/6/19	<p>Subscriptions</p> <p>Members APPROVED subscriptions to the following bodies:</p> <ol style="list-style-type: none"> a) Oxfordshire Association of Local Councils (renewed April 2019) b) Society of Local Council Clerks (renewed January 2019)
19/6/19	<p>Standing Orders and Financial Regulations</p> <p>It was PROPOSED that standing orders and financial regulations be APPROVED. This was SECONDED and RESOLVED.</p>
20/6/19	<p>Asset Register</p> <p>Members APPROVED the inventory of land and assets</p>
21/6/19	<p>Insurance</p> <p>Members CONFIRMED arrangements for insurance cover is in place in respect of all insured risks.</p>
22/6/19	<p>Complaints Procedure</p> <p>Members APPROVED of the Council's complaints procedure.</p>
23/6/19	<p>Freedom of Information</p> <p>Members APPROVED the Council's procedure for handling requests made under the Freedom of Information Act 2000.</p>
24/6/19	<p>General Power of Competence</p> <p>Cllr. Wise PROPOSED that Faringdon Town Council adopt the General Power of Competence, confirming Faringdon is an eligible council with at least two thirds of its members being declared elected and the Clerk holding the CiLCA qualification. This was SECONDED by Cllr. Bentley and RESOLVED.</p>
25/6/19	<p>Employment Policies and Procedures</p> <p>It was PROPOSED that the following employment policies and procedures be APPROVED:</p> <ol style="list-style-type: none"> a) Data protection policy – Staff b) Discretionary Policy c) Employee Handbook d) Lone Working Policy e) Recruitment Policy f) Social Media Policy g) Staff Code of Conduct h) Stress Policy i) Training and Development Policy <p>This was RESOLVED</p>
26/6/19	<p>Corporate Policies</p> <p>It was PROPOSED that the following policies and procedures be APPROVED:</p> <ol style="list-style-type: none"> 1) Account Use Policy

	<ul style="list-style-type: none"> 2) Advertising Policy 3) Allotment Terms and Conditions 4) Allotment Additional Buildings Policy 5) Councillors' Code of Conduct 6) Committee Chairman Role Descriptor 7) Credit Card Policy 8) Data breach response plan 9) Data Protection policy 10) Document Retention Policy 11) Dog Policy 12) General Privacy Notice 13) Grant Policy 14) Mayor and Councillor Expenses Policy 15) Motion Under Notice form 16) Openness of Local Government Bodies Policy 17) Press and Media Policy 18) Projection Equipment Hire Policy 19) Protocol for marking the death of a senior figure 20) Publication Scheme 21) Reserves policy 22) Social Media Policy 23) Safeguarding Policy 24) Staff and Councillors Privacy Notice 25) Strategic Plan 26) Subject access request policy 27) Town Mayor role descriptor 28) Treasury and Investment Policy 29) Volunteer Policy 30) Youth Service Funding Policy <p>This was RESOLVED.</p>
27/6/19	<p>Meetings</p> <p>It was PROPOSED that ordinary meetings of Full Council be held in the Pump House at 7.15pm. This was SECONDED and RESOLVED.</p> <p>Town Meetings should be held in the Corn Exchange at 7.30pm</p>
28/9/19	See above
29/6/19	<p>County Councillor's Report</p> <p>Members NOTED the monthly and annual report from County Cllr. Judith Heathcoat</p>
30/6/19	<p>District Councillors' Report</p> <p>No report was available from the outgoing District Councillors. Newly elected District Councillor Bethia Thomas, explained that roles would be assigned to Councillors at a meeting of District Council on Thursday 9th May.</p>
31/6/19	<p>Chairman's Activity Report</p> <p>No report was available from out-going Mayor, David Barron.</p> <p>Newly elected Mayor Cllr. Wise informed Council that he would be attending a meeting of Oxfordshire parishes in Chalgrove on Saturday 11th May about the lack of representation or involvement of made Neighbourhood Plans in the Oxfordshire Joint Strategic Spatial Plan 2050.</p>
32/6/19	<p>Reports from Committees</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"> a) Finance and Audit: 1st May b) Planning & Highways: 24th April 2019 c) Facilities Committee: 17th April 2019
33/6/19	<p>Clerk's Report & Schedule of Payments (Appendix 1)</p> <p>Cllr. Leniec PROPOSED the schedule of payments up to and including May 8th, 2019 be APPROVED for payment. This was SECONDED by Cllr. Bentley and RESOLVED.</p>
34/6/19	OALC Nominations

	It was PROPOSED that Cllr. Bentley be nominated for co-option to sit on the OALC Executive Committee for the period to 2023. This was SECONDED and RESOLVED.
35/6/19	<p>Items for Information Only</p> <p>Members were informed that:</p> <ul style="list-style-type: none"> All Councillors are members of the Tuckers Recreation Ground Trust and The Faringdon War Memorial Trust. Chairmen will be elected for the trusts at the next meetings on 15/5/2019. Farcycles will be holding a Musical Event in the Corn Exchange on Saturday 11th and Sunday 12th May FREE defibrillator training will be held in the library at 5.30pm on Friday 10th May.
36/6/19	<p>Correspondence</p> <p>Members NOTED, for information only, correspondence from 10th April up to and including 8th May 2019.</p>

Meeting Closed at: 8.20pm

Appendix 1

CLERK'S REPORT May 2019		
Salaries		
Salaries by BACS	Salaries	£ 12,161.96
HMRC by BACS	Tax and NI	£ 2,403.07
OCC by Cheque	Pension Contributions	£ 3,264.25
Bacs payments to pay		
Rotary	Grant	£ 1,000.00
Farcycles	Grant	£ 1,334.50
Folly Fest	Grant	£ 3,000.00
FCB	Agency	£ 70.00
S Irigoyen	Agency	£ 17.28
J Fennelly	Agency	£ 9.00
J Clements	Agency	£ 81.00
L Remington	Agency	£ 57.60
RBS	End of Year Closedown	£ 683.64
AIS	Copier costs	£ 78.55
SLCC	Job Adverts	£ 241.20
Leaseplan	Van Lease	£ 169.48
S Rowe	Board design Museum	£ 735.00
in4m	Stock	£ 138.00
S Gill	Stock	£ 120.96
Zurich	Insurance	£ 10,950.25
OALC	Training	£ 108.00
Microshade	Anti Virus	£ 43.20
ANLX	Web hosting	£ 22.80
G Webb	Grant	£ 86.76
D Barron	Mayors Expenses	£ 104.10

Gladstone	Bus Shelter	£ 5,907.84
Spurgeons	Family Services	£ 2,763.08
Online Playgrounds	Playground repair	£ 111.60
Direct Debits		
Coop Bank	CC repay	£ 310.06
VWHDC	C/Ex Rates	£ 761.00
VWHDC	Phouse Rates	£ 363.00
VWHDC	Tennis Court Rates	£ 65.00
Fuel Card	Fuel	£ 83.49
British Gas	PHP to be reimbursed	£ 1,153.70
Mainstream Digital	Telephone and broadband	£ 209.56
O2	Mobiles	£ 77.96
Barclaycard	Merchant Fee	£ 31.36
Screwfix	Maintenance items	£ 153.93
Total Town Council Invoices		£ 48,872.18