

# **FARINGDON TOWN COUNCIL**

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## **Minutes of the Annual Town Council meeting held Monday 13<sup>th</sup> May 2024 at 7pm in the Jubilee Room, 5 Market Place, Faringdon, SN7 7HL**

**Cllrs present:** Peter Castle (Chair)  
Jane Boulton  
James Famakin  
Julie Farmer  
Angela Finn  
Alan Ford  
Rufus Lunn  
Kimberly Morgan  
Chris Palmer  
Gene Webb  
Mike Wise

**In attendance:** Sally Thurston (Town Clerk)  
Margaret Nairne (Town Clerk's Assistant)  
D.Cllr. Lucy Roberts; C.Cllr / D.Cllr. Bethia Thomas  
Sarah Johnson (Services and Facilities Officer – online)  
Cllr. David Norris (online)  
1 member of the public (online)

### **1/5/24 Election of Town Mayor**

It was PROPOSED that Cllr. Castle be elected Mayor. This was SECONDED.  
It was RESOLVED that Cllr. Castle be elected to serve as Mayor of Faringdon until May 2025.

### **2/5/24 Declaration of acceptance of office of Town Mayor**

Cllr. Castle signed the Declaration of Office for Town Mayor.

### **3/5/24 Election of Deputy Mayor**

It was PROPOSED that Cllr. Boulton be elected Deputy Mayor. This was SECONDED.  
It was RESOLVED that Cllr. Boulton be elected to serve as Deputy Mayor of Faringdon until May 2025.

### **4/5/24 Declaration of acceptance of office for Deputy Mayor**

Cllr. Boulton signed the Declaration of Office for Deputy Town Mayor.

### **5/5/24 Apologies for Absence**

Cllr. Leniec, Cllr. Norris, Cllr. Wild, Faringdon Neighbourhood Police Team

### **6/5/24 Minutes of last meeting**

It was PROPOSED that the minutes of the meeting held on Monday 8<sup>th</sup> April 2024 be SIGNED as a correct record. This was SECONDED and RESOLVED.

### **7/5/24 Declarations of Interest & requests for dispensations**

None

### **8/5/24 Public Speaking and Question Time**

None

**9/5/24** It was PROPOSED that the Mayor and Deputy Mayor are voting members on all committees and Working Parties. This was SECONDED and RESOLVED.

**10/5/24 To appoint members to the following Town Council committees**

**a. Planning and Highways**

It was PROPOSED that the following members be elected to serve on the Planning and Highways Committee:

James Famakin  
Alan Ford  
Rufus Lunn  
David Norris  
Chris Palmer  
Gene Webb  
Mark Wild  
Mike Wise

This was RESOLVED.

**b. Facilities**

It was PROPOSED that the following members be elected to serve on the Facilities Committee:

Angela Finn  
Steve Leniec  
David Norris  
Chris Palmer  
Gene Webb  
Mark Wild

This was RESOLVED.

**c. Community and Partnerships**

It was PROPOSED that the following members be elected to serve on the Community and Partnership Committee:

James Famakin  
Julie Farmer  
Steve Leniec  
Kimberly Morgan  
David Norris  
Gene Webb  
Mark Wild

This was RESOLVED.

**11/5/24 To appoint Chair of the following Town Council committees**

**a. Planning & Highways**

It was PROPOSED that Cllr. Ford act as Chair for the Planning and Highways Committee. This was SECONDED and RESOLVED.

**b. Facilities**

It was PROPOSED that Cllr. Norris act as Chair for the Facilities Committee. This was SECONDED and RESOLVED.

**c. Communities and Partnerships**

It was PROPOSED that Cllr. Farmer act as Chair for the Communities and Partnerships Committee. This was SECONDED and RESOLVED.

**12/5/24 To appoint members to Finance & Audit Committee**

It was PROPOSED that the following members be elected to serve on the Finance and Audit Committee:

Julie Farmer  
Angela Finn  
Alan Ford  
Steve Leniec  
Kimberly Morgan  
David Norris

Gene Webb  
Mark Wild  
This was RESOLVED.

**13/5/24 To appoint Chair of Finance & Audit Committee**

It was PROPOSED that Cllr. Leniec act as Chair for the Finance and Audit Committee. This was SECONDED and RESOLVED.

**14/5/24 To appoint members to advisory committees / working parties set up by Full Council to include:**

a) Strategic Working Party

It was PROPOSED that all Councillors and the Town Clerk be members of the Strategic Working Party. This was SECONDED and RESOLVED.

b) S106 and CIL Working Party

It was PROPOSED that the following be members of the CIL/S106 Working Party:

Jane Boulton  
Peter Castle  
David Norris  
Gene Webb  
Mark Wild  
Mike Wise

Officer appointed by the Town Clerk

This was RESOLVED.

c) Town Centre Regeneration working party

It was PROPOSED that the following be members of the Town Centre Regeneration working party Working Party:

Jane Boulton  
Peter Castle  
James Famakin  
Julie Farmer  
Rufus Lunn  
Kimberly Morgan  
Gene Webb  
Mark Wild

Officer appointed by the Town Clerk

This was RESOLVED.

d) Climate Change Working Party.

It was PROPOSED that the following be members of the Climate Change Working Party:

Jane Boulton  
Peter Castle  
Alan Ford  
Kimberly Morgan  
Chris Palmer  
Mark Wild  
Mike Wise

Officer appointed by the Town Clerk

This was RESOLVED.

**15/5/24 To appoint Town Council representatives to outside organisations to include:**

It was PROPOSED that the following be appointed as representatives on outside bodies:

a) Faringdon Foodbank

Cllr. Morgan

b) The Place

Cllr. Castle (Mayor/Trustee)

- c) The Folly Trust  
Cllr. Castle
- d) Faringdon United Charity  
Cllr. Finn and Cllr. Farmer
- e) Vale Community Impact  
Cllr. Morgan

This was SECONDED and RESOLVED.

#### **16/5/24 Representation on External Bodies**

- a) The Place Steering Committee  
Cllr. Wise
- b) Traffic Advisory Committee  
Cllr. Ford and Cllr. Boulton (Cllr. Webb as deputy in the event the representatives cannot attend)
- c) Public Access Defibrillator Committee  
Cllr. Norris and Cllr. Famakin
- d) Community Bus Executive Committee  
Cllr. Wise
- e) Faringdon Twinning Association France  
Cllr. Wise
- f) Faringdon Twinning Association Germany  
Cllr. Ford
- g) Oxfordshire Association of Local Councils  
Cllr. Lunn
- h) Parish Transport  
Cllr. Lunn
- i) Pump House Project  
Cllr. Farmer and Cllr. Morgan
- j) Faringdon Day Centre  
Cllr. Farmer

#### **17/5/24 Representation on External Bodies**

It was PROPOSED that the representation on or work with the above external bodies and arrangements for reporting back be APPROVED. This was SECONDED and RESOLVED.

#### **18/5/24 Delegation arrangements**

It was PROPOSED that delegation arrangements to committees, sub-committees, staff, and other local authorities be APPROVED. This was SECONDED and RESOLVED.

#### **19/5/24 Terms of Reference**

It was PROPOSED that Terms of Reference for the following Committees, sub committees and working parties be APPROVED.

- 1) Finance and Audit Committee
- 2) Planning and Highways Committee
- 3) Facilities Committee
- 4) Community and Partnerships Committee
- 5) Strategic Working Party
- 6) CIL and s106 Working Party
- 7) Town Centre Regeneration Working Party
- 8) Climate Change Working Party

This was SECONDED and RESOLVED.

#### **20/5/24 Subscriptions**

It was PROPOSED subscriptions to the following bodies be APPROVED:

- a) Oxfordshire Association of Local Councils (renewed April 2024)
- b) Society of Local Council Clerks (renewed January 2024)
- c) Oxfordshire Neighbourhood Plan Association (renewed April 2024)

This was SECONDED and RESOLVED.

#### **21/5/23 Standing Orders and Financial Regulations**

- a) It was PROPOSED that Standing Orders be APPROVED and ADOPTED. This was SECONDED and RESOLVED.
- b) It was PROPOSED that Financial Regulations be APPROVED and ADOPTED. This was SECONDED and RESOLVED.

#### **22/5/24 Asset Register**

It was PROPOSED that the inventory of land and assets be APPROVED. This was SECONDED and RESOLVED.

#### **23/5/24 Financial Controls**

- a) It was PROPOSED, SECONDED and RESOLVED to re-appoint of Auditing Solutions to audit the 2023.24 accounts
- b) It was PROPOSED, SECONDED and RESOLVED to APPROVE the Financial Risk assessment for the 2024.25 financial year

#### **24/5/24 Insurance**

- a) It was PROPOSED, SECONDED and RESOLVED to APPROVE the insurance schedule
- b) It was PROPOSED that it be confirmed that arrangements for insurance cover are in place in respect of all insured risks. This was SECONDED and RESOLVED.

#### **25/5/24 Complaints Procedure**

It was PROPOSED that the council's complaints procedure be APPROVED. This was SECONDED and RESOLVED.

#### **26/5/24 Freedom of Information**

It was PROPOSED that the council's procedure for handling requests made under the Freedom of Information Act 2000 be APPROVED. This was SECONDED and RESOLVED.

#### **27/5/24 Employment Policies and Procedures**

It was PROPOSED that the following employment policies and procedures be APPROVED as recommended by the Finance and Audit Committee:

- 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) Staff and Councillors' Privacy Policy
- i) Stress Policy
- j) Training and Development Policy
- k) Training Costs Policy
- l) Pay Policy and Practice

This was SECONDED and RESOLVED.

#### **26/5/24 Corporate Policies**

It was PROPOSED that the following policies and procedures be APPROVED:

- 1) Account Use Policy
- 2) Advertising Policy

- 3) Councillors' Code of Conduct
- 4) Committee Chair Role Descriptor
- 5) Communication Plan
- 6) Credit Card Policy
- 7) Data breach response plan
- 8) Data Protection policy
- 9) Document Retention Policy
- 10) Dog Policy
- 11) General Privacy Notice
- 12) General Privacy Policy
- 13) Grant Policy
- 14) ICT Provision for Councillors
- 15) Mayor and Councillor Expenses Policy
- 16) Motion Under Notice form
- 17) Openness of Local Government Bodies Policy
- 18) Press and Media Policy
- 19) Projection Equipment Hire Policy
- 20) Protocol for marking the death of a senior figure
- 21) Publication Scheme
- 22) Reserves Policy
- 23) Social Media Policy
- 24) Safeguarding Policy
- 25) Strategic Plan
- 26) Street naming policy
- 27) Subject access request policy
- 28) Town Mayor role descriptor
- 29) Treasury and Investment Policy
- 30) Tree Management Policy
- 31) Vexatious Complaints Policy
- 32) Volunteer Policy
- 33) Youth Service Funding Policy
- 34) Plastic Free Policy
- 35) Equality and Diversity Policy
- 36) Branding and Style Guide

This was SECONDED and RESOLVED.

### **29/5/24 Meetings**

It was PROPOSED that ordinary meetings of Full Council be held in the Jubilee Room, Pump House at 7pm on Mondays (where possible). This was SECONDED and RESOLVED.

### **30/5/24 Items for Information Only and Action List : the following were NOTED**

- a) The Action List
- b) Leisure Strategy response
- c) Councillor Surgery
- d) Letter from MP regarding Asylum seekers
- e) New and updated Financial regulations have been released – these will be reviewed and amended for Finance & Audit Committee approval in July.

### **31/5/24 Correspondence**

Members NOTED, for information only, correspondence up to and including 13<sup>th</sup> May 2024.

### **32/5/24 Reports from Outside Bodies**

- a) Thames Valley Police
- b) Parish Transport meeting

### **33/5/24 County Councillor's Report**

Members NOTED a report from County Cllr. Thomas

### **34/5/24 District Councillors' Report**

Members NOTED a report from District Cllr. Thomas and District Cllr. Edwards

### **35/5/24 Chair's Activity Report**

Members NOTED a report from the Mayor.

### **36/5/24 Reports from Committees**

Members NOTED minutes and reports of the following committee meetings, including decisions taken under delegated authority:

- a) Planning & Highways: 22nd April 2024
- b) Finance and Audit: 29th April 2024
- c) Town Meeting: 1st May 2024

Cllr. Wise's thanks were NOTED following receiving the award of Honorary Freeman of the Town of Faringdon.

### **37/5/24 Portwell Renovation**

Cllr. Wise PROPOSED, Cllr. Palmer SECONDED and it was RESOLVED to approve a recommendation from the Finance and Audit Committee to renovate the Portwell Pump using £13,666 of Community Infrastructure Levy.

### **38/5/24 Clerk's Report & Schedule of Payments**

- a) Cllr. Morgan PROPOSED the schedule of payments up to and including May 13<sup>th</sup> 2024, be APPROVED. This was SECONDED by Cllr. Wise and RESOLVED (appendix a.).
- b) The Clerk' external activities to 13<sup>th</sup> May 2024 were NOTED

### **39/5/24 Agenda Items for the next meeting**

- Review the meetings schedule

The next meeting will be held on Monday 10<sup>th</sup> June 2024. Items for discussion need to be received by Monday 3<sup>rd</sup> June 2024.

**Due to the confidential nature of the following item it was PROPOSED it be discussed in closed session. This was SECONDED and RESOLVED.**

### **40/5/24 Appointment of Town Clerk**

It was PROPOSED, SECONDED and RESOLVED to appoint Katherine Doughty as Town Clerk on the agreed terms.

### **41/5/24 Outgoing Town Clerk**

Members discussed and agreed a gift and leaving party for the outgoing Town Clerk, to be organised by the Mayor.

**Meeting Closed at: 8.07 p.m.**

## Appendix a.

<b>Appendix A. Schedule of Payments May 24</b>		
Salaries	Salaries	£17,326.36
HMRC	Tax and NI	£ 4,092.21
OCC Pension CONTS	Pension Contributions	£ 5,785.52
<b>Payments made early</b>		
So Pure	Agency	£ 144.70
Don Rogers (ST Reinburse)	Community Award Trophies	£ 198.00
A Ford	Germany expenses	£ 371.89
<b>Bacs payments</b>		
Button Box	Agency	£ 21.60
All Saints	Civic Service Refreshments	£ 39.93
Pink Pigeon Trust	Stock	£ 45.00
AIS	Copier costs	£ 63.50
Cameo Glass	OTH glass	£ 124.32
Leaseplan	Van lease	£ 152.53
Filmbank	Licences	£ 274.40
The Place	Agency	£ 523.62
RT Machinery	Service	£ 528.92
Designer Metal Ltd	Tree Guards	£ 822.00
Reliance Arboriculture	Tree survey	£ 850.00
Seldram Supplies	Cleaning supplies	£ 898.14
Michaels Civic Out fitters	DM Chain/ Freedom medal	£ 1,129.80
Live at the Park	Grant	£ 1,200.00
Plan and Paint	Museum curation	£ 1,023.33
Paramount Plants	Town Park trees from grant	£ 1,589.30
Fattorini	Mayors Chain	£ 2,318.45
MVB	Cinema cupboard	£ 3,120.00
Folly Fest	Grant	£ 3,500.00
Worknest	HR and HS provision	£ 4,020.44
OPA	Youth grant and Playday 2024	£ 6,500.00
Stagecoach	2023.24 Tourist bus	£ 6,825.00
Pyrotech	CEX Fire alarm	£ 7,092.00
<b>Direct Debits</b>		
COOp Card	Repay	£ 477.29
Lloyds Card	Repay	£ 2,316.47
VWHDC	Tennis Court	£ 67.00
VWHDC	CEX Rates	£ 893.00
VWHDC	PH rates	£ 274.00
Mainstream	Telephone	£ 160.21
Fuel Card	Fuel	£ 134.88
Barclaycard	Credit Card Fee	
Screwfix	Maintenance	£ 66.12
O2	Mobiles	£ 51.46
Veolia	Waste disposal	£ 150.46
British Gas	CEX Gas	£ 820.84
British Gas	CEX Electric	£ 1,198.70
Total Energies	OTH Electric x 3 months	£ 1,064.82
Smartest Energy	PH Electricity x 2 months	£ 252.56
Total Energies	PH Gas	£ 1,098.13
Castle Water	PH Water	£ 51.21



Castle Water	OTH Water	£ 22.31
Castle Water	CEX Water	£ 55.85
Cedar Telecom	Broadband	£ 117.13
ICO	Data Protection fee	£ 40.00
CF Corporate	Copier Lease	£ 198.25
<b>Total Town Council Invoices</b>		<b>£79,736.27</b>