

# **FARINGDON TOWN COUNCIL**

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



## **Minutes of Full Faringdon Town Council (FTC) meeting held on Monday 9<sup>th</sup> September 2024 at 7:00pm in the Jubilee Room, Pump House, Faringdon**

Cllrs. present: Peter Castle (Chair)  
Julie Farmer  
Angela Finn  
Steve Leniec  
Rufus Lunn  
Chris Palmer  
Gene Webb  
Mark Wild  
Mike Wise

In Attendance: Katherine Doughty, Town Clerk  
Margaret Nairne, Town Clerk's Assistant  
C/Cllr. Thomas  
D/Cllr. Edwards  
1 member of the public

In attendance online: Cllr. Boulton; Cllr. Ford; Cllr. Norris

### **1/8/24 Apologies for Absence**

Apologies for absence were NOTED from Cllr. Boulton; Cllr. Famakin; Cllr. Ford; Cllr. Morgan; Cllr. Norris

### **2/8/24 Minutes of last Meeting – Wednesday 8<sup>th</sup> July 2024**

The Minutes of the meeting held on Wednesday 8<sup>th</sup> July 2024 were signed as a correct record.

### **3/8/24 Declarations of Interest & requests for dispensations**

None

### **4/8/24 Public Speaking and Question Time**

None

### **5/8/24 Items for information and action list:**

Members NOTED the action list. The Oxfordshire Council Charter will be considered for adoption at the next Town Council meeting.

### **6/8/24 Correspondence**

Members NOTED a list of correspondence circulated by email up to and including 9<sup>th</sup> September 2024.

### **7/8/24 Reports from Outside Bodies**

a) Le Mêle Twinning trip: Cllr. Wise reported that this was a particularly successful trip with 53 people from Faringdon staying in Le Mêle.

- b) Parish Transport rep meeting: Cllr. Lunn reported that he attended this meeting just before the General Election. Oxfordshire County Council (OCC) outlined plans for clearer bus maps and bus tickets and reported that there is a big demand for community-owned transport in the country and they will be considering this.

### **8/8/24 County Councillor's Report**

Members NOTED a verbal report from C/Cllr. Thomas. The County Councillor and District Councillor's reports are available online at <https://www.faringdowntowncouncil.gov.uk/wp-content/uploads/2024/09/District-and-County-Councillors-report-09-09-24.pdf>

### **9/8/24 District Councillors' Report**

Members NOTED a verbal report from the D/Cllrs (available online as above). Members asked questions regarding the following and it was noted that questions should be channeled via the Town Clerk:

- a) Pricing for activities at the Leisure Centre and future renewal of Leisure Centre management contract.
- b) Possibility of new bin on cut through from Pye Street.
- c) What is the current extent/length of the Social Housing waiting list?

Members NOTED how much they value the attendance of the County and District Councillors at the meetings and thanked them for their attendance.

### **10/8/24 Chair's Activity Report**

Members NOTED the Mayor, Cllr. Peter Castle's, activity report below.

- 11/7/24 Town Clerk leaving event.
- 12/7/24 Opened Follyfest
- 28/7/24 Meeting of the Place committee
- 10/8/24 Choral concert in Le Mele sur Sarthe
- 11/8/24 Memorial service celebrating 80 years since the liberation of Le Mele sur Sarthe. Laid wreath and gave speech.
- 11/8/24 Dinner with the President of the L'orne region of France
- 31/8/24 Open Air cinema duty
- 6/9/24 Chair of VOWH dinner.

### **11/8/24 Reports from Committees**

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

- a) Finance and Audit Committee 29th July 2024
  - i) Telephone Box on Canada Lane – Cllr. Wise PROPOSED, Cllr. Wild SECONDED and it was RESOLVED to accept a quote for the refurbishment of the phone box in Canada Lane from Faringdon Electrical Services and installation of a defibrillator from Community Heartbeat, for a total of £5,141 and agree to fund from Community Infrastructure Levy (CIL).
  - ii) The Place – Cllr. Castle PROPOSED, Cllr. Wise SECONDED and it was RESOLVED fully to support The Place in their new management structure and with future funding.
- b) Planning & Highways: 22nd July and 19th August 2024.

### **12/8/24 Clerk's Report & Schedule of Payments**

- a) Members NOTED the Clerk's activity report.
- b) Cllr. Wise PROPOSED, Cllr. Farmer SECONDED to approve the Schedule of Payments up to and including 13<sup>th</sup> August 2024 totalling £82,297.97. This was RESOLVED. Cllr. Wise PROPOSED, Cllr. Leniec SECONDED to approve the Schedule of Payments up to and including 9<sup>th</sup> September 2024 totalling £48,940.94. This was RESOLVED.

### **13/8/24 Employment Software**

Members discussed the proposal to subscribe to 'Breathe HR' software and Cllr. Castle PROPOSED, Cllr. Lunn SECONDED and it was RESOLVED to subscribe to this for the benefits of time-saving and regulation of proper processes.

### **14/8/24 Updated Council Health and Safety Policies**

Cllr. Finn PROPOSED, Cllr. Wise SECONDED and it was RESOLVED to approve the updated Health and Safety Manual and Handbook. Clerk to investigate overarching Risk Management Policy for the Town Council.

### **Agenda Items for the next meeting**

- Review of bus services whose contracts are coming up for renewal in 2025 including the No.68 from Faringdon to Wantage which FTC can comment on.
- Facilities Committee minutes: 3rd September 2024

Items for 14<sup>th</sup> October 2024 should be forwarded to Clerk by Tuesday 8<sup>th</sup> October 2024.

Meeting closed at: 8.18 p.m.

## Appendix A. Schedule of Payments August 24

Name	Notes	£ Payable
Salaries	Salaries	£21,208.19
HMRC	Tax and NI	£5,769.36
OCC Pension CONTS	Pension Contributions	£7,270.43

**Payments made early**

Name	Details	£ Paid
Andrew Townsend Architects	Portwell Pump architectural services	£1,500.00
Spurgeons	The Place	£13,387.96

**Bacs payments**

Name	Details	£ Payable
Faringdon Folly	Booklet - Civil War	£40.00
Seldram Supplies	Cleaning materials	£50.24
Cllr Peter Castle	Expenses - various	£59.85
Advanced Imaging Systems	Photocopier servicing	£72.37
The Crown	Grant	£80.00
Vision ICT	Domain name biennial fee	£108.00
LeasePlan	Nissan van	£152.53
Venture Wholesale	Stock	£194.85
TRGT	Fair rent	£200.00
Filmbankmedia	Film rental x2	£208.80
Alphagraphics	Stock	£262.80
Aston & James Office Supplies Ltd	Stationery	£473.49
SLCC	Event fees	£557.00
Andrew Townsend Architects	Portwell Pump architectural services	£600.00
Spotless Cleaning Services (Reading) Ltd	Cleaning services	£648.00
Bass Therapy Ltd	Grant	£750.00
Redlynch Leisure Installations	Firemans pole	£780.00
Reliance Arboriculture	Tree work	£913.00
Skylight Cinemas Ltd	Mobile equipment	£957.00
Plan and Paint	TIC displays	£1,491.51
Bower & Bailey Solicitors	Footpath land	£1,565.40
PPL PRS	Music licenses	£1,713.98
The Pump House Project	Grant	£2,730.00
SK Conservation Ltd	Stone bench at Portwell	£13,071.82

**Direct Debits**

Name	Details	£ Payable
COOp Card	Repay	£83.88
Lloyds Card	Repay	£656.05
VWHDC	CEX Rates	£893.00
VWHDC	PH rates	£274.00
Mainstream	Telephone	£159.83
Fuel Card	Fuel	£115.64
Barclaycard	Credit Card Fee	£103.66
Screwfix	Maintenance	£4.67
O2	Mobiles	£51.46
Veolia	Waste diposal	£111.00
British Gas	CEX Gas	£159.06

British Gas	OTH Electric	£371.46
British Gas	CEX Electric	£1,027.79
British Gas	PH Gas	£123.80
British Gas	PH Electric	£179.05
Total Energies	OTH Electric	£51.77
Total Energies	PH Gas	£205.27
Everflow	CEX Water Jun-Sep	£113.81
Everflow	OTH Water Jun-Sep	£100.31
Everflow	PH Water Jun-Sep	£170.89
Cedar Telecom	Broadband	£326.32
Smartest Energy	PH Electric	£198.67
<b>Total Town Council Invoices</b>		<b>£82,297.97</b>

## Appendix A. Schedule of Payments September 2024

Name	Notes	£ Payable
Salaries	Salaries	£17,230.87
HMRC	Tax and NI	£3,888.85
OCC Pension CONTS	Pension Contributions	£5,703.93

### Payments made early

Name	Details	£	Paid
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### Bacs payments

Name	Details	£ Payable
Ann Strowger	Agency	£23.40
Aston & James	Stationery	£24.05
Advanced Imaging Systems	Photocopier	£43.63
Peter Wheeler	Agency	£56.25
Neil Podbery	Stock	£75.00
Kathryn Dythe	Agency	£84.60
Jane Cole	Agency	£87.30
Spotless Cleaning Services (Reading) Ltd	Cleaning	£90.00
Paul Tomlinson	Agency	£93.60
Vale of White Horse District Council	Mayor attendance - function	£100.00
Anne Saunders	Agency	£114.75
Jan Fennelly	Agency	£117.00
Sheila Irigoyen	Agency	£133.20
Cllr Peter Castle	Mayor expenses - mileage	£145.80
Rachel Williams (for Community Choir Concert)	Agency	£162.00
Ann Batchelor	Agency	£182.25
PHS Group	Washrooms waste (3 invoices)	£189.12
Lucy Fast / Lupe Creations	Agency	£189.90
Folly & Wild	Agency	£198.00
So Pure	Agency	£224.09
Oxon First Aid Response	Outdoor Cinema first aiders	£280.00
Botsford Bespoke Metal Art	Agency	£302.40
Faringdon Electrical Services	Lights - Pump House	£386.71
Uffington Potter	Agency	£468.90
Digipress	Museum work	£564.00
Faringdon Electrical Services	Xmas work - Pump House	£1,000.15
Plan & Paint	Museum work	£1,036.67

Cllr Peter Castle	Mayor expenses - visit Le Mele	£1,116.39
Sarah Rowe Design	Museum work	£1,200.00
Stagecoach	Faringdon Tourist Bus	£3,120.00
B&W Lift Services	Lift repairs - Pump House	£5,703.60

### Direct Debits

<b>Name</b>	<b>Details</b>	<b>£ Payable</b>
Fuel Card	Fuel	£3.60
Lloyds Card	Repay	£11.60
Screwfix	Maintenance	£36.40
British Gas	CEX Gas	£85.21
British Gas	PH Gas	£127.93
LeasePlan UK Ltd	Van lease	£152.53
British Gas	CEX Electric	£175.08
British Gas	PH Electric	£179.05
COOp Card	Repay	£179.94
VWHDC	PH rates	£274.00
British Gas	OTH Electric	£444.67
Veolia	Commercial waste - Pump House - May-July	£583.99
VWHDC	CEX Rates	£893.00
Cedar Telecom	Telephone/Broadband August	£1,457.53
<b>Total Town Council Invoices</b>		<b>£48,940.94</b>