

# FARINGDON TOWN COUNCIL

## Minutes of a Town Council meeting held on Wednesday 8<sup>th</sup> April 2009 at 7.15 p.m. in the Old Town Hall, Market Place, Faringdon

**PRESENT:** Cllrs. J.C.W. Gillman (Town Mayor)  
Mrs. M.J. Barker (Deputy Mayor)  
Mrs. J. Boulton  
J. Boyle  
R. Cox  
A.V. Hickmore  
D. Hughes  
D. Keeble  
A. Marsden  
N.S. O'Keeffe  
Dr. M. Wise

**In Attendance:** C/Cllr. Mrs. J. Heathcoat  
1 Member of Public  
The Town Clerk & Assistant Clerk

### **49/09 Apologies for Absence**

Apologies were received from Cllrs. Ms. J. Farmer, S. Leniec and D. Price.

### **50/09 Minutes of last meeting : 11<sup>th</sup> March 2009**

*Min. 39/09:* Cllr. Wise asked for the word 'disinterested' (Final line, 3<sup>rd</sup> para.) to be changed to read 'uninterested'. Following this amendment the Minutes were signed as a correct record.

### **51/09 Matters Arising & Action List**

The actions carried out on the Action List were NOTED.

### **52/09 Declarations of Interest**

No declarations were made.

### **53/09 Public Question Time & Public Speaking Time**

There was only one member of public present, who did not wish to speak, and no questions had been received.

### **54/09 County Councillor's Report**

C/Cllr. Mrs. Heathcoat had submitted a written report, which was NOTED. She also stated that she had recently been dealing with the problem of Community College students parking their cars in the Leisure Centre car park, and Fernham Road, which was highlighted by D/Cllr. Mrs. Thomson in her report to the previous meeting.

She had also attended a recent thatched cottage fire in Buckland, and praised the actions of the Fire Service officers. She had also attended the FAP Action Plan Launch evening.

### **55/09 District Councillors' Report**

D/Cllr. Cox tabled a written report, which was NOTED, and he highlighted that the West Area Committee had recently awarded a grant of £1,900 to Faringdon Community Bus. Cllr. Mrs. Barker raised concerns about the trading estate adjacent to Chowle Farm on the A420, to which D/Cllr. Cox replied that the owners did not have permission for the development and this was an ongoing issue, particularly due to the dangers for vehicles turning right into the estate from the Faringdon direction.

### **56/09 Chairman's Activity Report**

Cllr. Gillman gave a verbal report, and stated that he had attended the recent Family Centre AGM, who received a talk about the lack of transport to other towns and the impact on mothers attending for ante-natal and post-natal care. He had also attended the repatriation of three soldiers recently killed in Afghanistan. He formally thanked Cllr. John Boyle, who had organised the Youth Event, for all his hard work which had resulted in such a successful day.

### **57/09 Reports from Committees**

*Planning & Highways : 3<sup>rd</sup> March* – The Minutes were NOTED.

*Planning & Highways : 24<sup>th</sup> March*

Cllr. Hickmore thanked Cllr. Wise for chairing this meeting, and for preparing such a detailed response to VWHDC Core Strategy – Preferred Options Evidence Base document, which had now been submitted to the VWHDC. The Minutes were NOTED.

*Venues : 10<sup>th</sup> March*

Cllr. Boyle drew attention to a rumour being circulated that the S.106 funds for the Pump House had been used on the Corn Exchange, and that a decision had been made by Council to demolish the Theatre and turn the area into a car park. Both of these rumours were denied. The Minutes were NOTED.

*Finance: 6<sup>th</sup> April*

Cllr. Wise proposed the following recommendations from the Finance Committee:

- (a) The purchase of a bookings software programme at a cost of £1,000.
- (b) The relocation of the F.C. & T.I.C. to the Corn Exchange for a trial period of two years, or for review after the further development of the Pump House/Theatre, together with expenditure of up to £4,000 to be taken from reserves.

Cllr. Wise's proposal was seconded and CARRIED.

Cllr. Wise also stated that the Finance Committee had considered advice from the Council's Solicitor on the terms of the draft Contract. Various points had been raised, and this matter would be further considered by the Committee at their next meeting, with a view to reporting to the next Council meeting.

It was AGREED to defer other recommendations regarding staff matters until the end of the meeting, when these would be discussed in confidential session.

### **58/09 Reports from Outside Committees**

*Joint Environmental Trust : 22<sup>nd</sup> January 2009*- The Minutes were NOTED.

## 59/09 Clerk's Report & Schedule of Payments

### BILLS TO BE PAID

1. The following had already been paid because Cllr. Boyle required reimbursement of his costs, and required retrospective authorisation.

Cllr. J. Boyle	Reimbursement for out of pocket expenses Arising from Youth Event	929.34
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2. The following invoices required authorisation and payment in the usual way.

Davis Home Centre	Maintenance items	17.09
Mr. T. Wheeler	P/House window and bus shelter cleaning	75.00
Three Counties Business Machines	Photocopier charges	236.23
VWHDC	Pump House Council Tax (2 months)	717.00
VWHDC	Tennis Court Business Rates	194.00
Second 2 None	Van Servicing	150.00
Neill Saunders	Annual Garage Rent	1,100.00
Chubb Fire Ltd.	Pump House fire alarm servicing	81.65
Viking Direct	Stationery	43.07
Darryl Pugh	Repair to disabled toilet (C/Ex)	70.00
Andrew Townsend Arch.	Survey Fees – All Saints Churchyard	1771.00 *
The National Trust	Allotment Rent	147.50
Oxford City Supplies	Cleaning materials	125.35
O.A.L.C.	Annual Subscription 2009/10	1127.61
Imprest Wages A/c	Salaries for March (inc. £150 P/Cash)	8026.36

### 3. Direct Debits

- (a) The following direct debits for payment during the coming year require authorization.

VWHDC Corn Exchange Business Rates (Hall only, not including Town Clerk's offices)

Payable on 1<sup>st</sup> of each month: 10 instalments of £485.00

(b) O2 Online	Venues Mobile Phone	21.36
O2 Online	ROS Mobile Phone	13.22
Zen Internet Ltd.	Broadband charges	48.92
British Telecom	Office telephone charges	244.65

**TOTAL F.T.C. INVOICES**

**15118.98**

\* Reimbursable by J.E.T.

#### 4. F.C. & T.I.C. Invoices

Method Publishing	Stock purchases	276.00
Tanners Yard Press	Stock purchases	9.74
Simplyicons	Stock purchases	78.63

#### Agency Sales

Faringdon Community Bus	Ticket Sales (March)	122.60
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**TOTAL F.C. & T.I.C. INVOICES** **486.97**

Cllr. J.C.W. Gillman proposed that the above bills be paid, seconded by Cllr. Mrs. Barker and CARRIED.

#### 60/09 Correspondence

(a) Mr & Mrs. D. Rutter – Faringdon Coffee House

Requesting permission to erect a parasol over Portwell square.

Mr. & Mrs. Rutter's request was considered and this was AGREED, provided that the parasol and base were both taken in each night after the close of business.

(b) Defence Academy, Shrivenham : Cllr. Gillman drew attention to a letter of invitation to a Visitors' Day being held on 23<sup>rd</sup> June and urged members to attend.

Cllr. Gillman asked members whether they would agree to go into confidential session to discuss the Finance Committee's recommendations on staffing matters, and members AGREED. He then proposed to invoke S/Order No. 65 on the grounds of the confidentiality of the item, and this was seconded and CARRIED.

Cllr. Wise proposed the following recommendations, which were seconded by Cllr. Gillman and CARRIED.

1. Change Ms. Owers job title to Leisure Services Supervisor;
2. Advertise the post of Leisure Services Assistant as soon as possible in What's On in Faringdon;
3. The position to be advertised at SCP 14-16;
4. Both positions would be subject to a 3 month probationary period, with a salary review upon successful completion for Ms. Owers;
5. The salary range for the Leisure Services Supervisor would be amended to 17-21;
6. New job descriptions would be drawn up for each post, which would be ratified by the Finance Committee.

An ex gratia payment be made to Ms. Owers in recognition of her hard work over the past 9 months during the Park Superintendent's illness.