

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 a Full Council meeting held on Wednesday 13th January 2021 at 7:15pm, via video conferencing.

Cllr. Wise welcomed everyone to the meeting held via Microsoft Teams Video Conferencing. Members were reminded that the meeting was being recorded.

1/01/21 Roll call

Cllrs. present: Brown
Boulton
Burns
Castle
Finn
Leniec
Martin
Morgan
Smith (joined at item 10)
Swallow
Thomas
Wise

In Attendance: 1 member of the public
D/Cllr Grant
C/Cllr Heathcoat
Sally Thurston Town Clerk
Marzia Sellitti, Deputy Town Clerk

2/1/21 Apologies for Absence

None

3/1/21 Minutes of last meeting – Wednesday 9th December 2020

It was PROPOSED that the minutes of the meeting held on Wednesday 9th December 2020 be SIGNED as a correct record. This was SECONDED and RESOLVED.

4/1/21 Declarations of Interest & requests for dispensations

None

5/1/21 Public Participation Time

Cllr. Wise read an email from a resident concerned about the poor state of the car park at District owned Folly park and enquiring when will this be resurfaced. D/Cllr. Thomas reported there are here are issues with ownership. This was being investigated and D/Cllr. Thomas would report back on progress.

The resident also enquired about the time scale for the installation of the path connecting the retail park to the town centre. C/Cllr Heathcoat informed members that despite a complicated legal matter around the footpath connection, work will be done to address the footpath link.

6/1/21 Reports from Outside Bodies

It was NOTED that a report from Thames Valley Police was not available this time.

7/1/21 County Councillor's Report

Members NOTED a report from County Cllr. Judith Heathcoat

8/1/21 District Councillors' Report

Members NOTED a report from District Cllrs. Bethia Thomas and David Grant.

9/1/21 Chairman's Activity Report

Members NOTED an activity report from Town Mayor, Cllr. Mike Wise

10/1/21 Reports from Committees

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

- a) Facilities Committee: 16th December 2020 the Chair of Finance was thanked for the work done on this year budget and for deducting from reserved funds.
- b) Finance and Audit Committee: 17th December 2020
- c) Planning & Highways Committee: 23rd December 2020

11/1/21 Clerk's Report & Schedule of Payments

- a) Members NOTED a Clerk's activity report.
- b) Cllr. Wise PROPOSED to APPROVE the schedule of payments (appendix a.). This was SECONDED by Cllr. Finn and RESOLVED.

12/1/21 Precept 2020/21

- a) Members NOTED the draft budget and precept request for 21/22 as recommended by the Finance and Audit Committee held 17th December 2020.
- b) It was PROPOSED by Cllr. Wise to agree the budget as presented for 2021/22 This was SECONDED by Cllr. Thomas and RESOLVED.
- c) It was PROPOSED by Cllr. Wise to request a precept of £435,577, which equates to £142.34 for a band D property. This was SECONDED by Cllr. Castle and RESOLVED.

13/1/21 To appoint members to fill a vacancy on the following Town Council committees

- a) It was PROPOSED by Cllr. Wise to appoint Cllr. Morgan as member of the Finance and Audit Committee. This was SECONDED by Cllr. Swallow and RESOLVED.
- b) It was PROPOSED by Cllr. Wise to appoint Cllr. Brown as member of the Facilities committee. This was SECONDED by Cllr. Castle and RESOLVED.

14/1/21 Calendar of Meetings

It was PROPOSED to approve a draft calendar of meetings from 1st March 2021 to 30th April 2022, this was SECONDED and RESOLVED.

15/1/21 Licence Application

Members NOTED that an application for a new premises licence for 18 Market Place had passed the date to receive comments, but any concern should be sent to the Town Clerk.

16/1/21 COVID-19 Update

Members NOTED an update

17/1/21 Items for Information Only

Members were informed of the following:

- Empty shop ideas for table tennis tables are needed.
- There are new OALC training opportunities, councillors interested are to let the Clerk know if they would like to attend.
- A workshop on the forthcoming Oxfordshire Electric Vehicle Infrastructure Strategy is still open for registration. Cllr. Wise, Morgan, Castle and Swallow expressed interest.
- Applications for Tesco bags of help are still undersubscribed in Faringdon. Promotion is needed.
- Deputy Town Clerk has received agreement that builders Ede will replace the gateway stone in Faringdon, but they want designs.
- Community College Awards
- Volunteers to marshal Covid-19 vaccination Centre are wanted in Faringdon. Cllr. Brown will marshal next week.
- The Town Centre Survey is now closed with 270 responses. These will be analyzed and presented at the Strategic Working Party and next Full Council Meeting

18/1/21 Correspondence

Members NOTED, for information only, a list of correspondence circulated by email from 3rd December 2020 up to and including 8th January 2021.

19/1/21 Agenda Items for the next meeting

Members are invited to suggest items for the agenda of the meeting to be held on 10th February 2021.

Meeting ended at 20:12

Appendix a. CLERK'S REPORT	Jan-21	
Salaries	Salaries	£ 12,859.08
HMRC	Tax and NI	£ 3,191.55
OCC Pension CONTS	Pension Contributions	£ 4,308.42
Payments made early due to	urgency	
Boxes of Joy	Donation	£ 150.00
Bacs payments to pay		
MHL	Boiler Services	£ 594.00
ANLX	Website hosting	£ 22.80
SLCC	Membership	£ 431.00
AIS	Copier costs	£ 120.70
Leaseplan	Van lease	£ 217.48
NALC	Gold Award accreditation fee	£ 120.00
Cloudy IT	CLLRs. Tablets and software	£ 4,668.30
Farcycles	Agency	£ 9.00
T Mackenzie	Agency	£ 110.25
A Saunders	Agency	£ 108.90
V Hughes	Agency	£ 12.60
P Wheeler	Agency	£ 40.50
A Cane	Agency	£ 4.95
S Baxter	Agency	£ 5.40
V Hughes	Agency	£ 9.00
J Fennely	Agency	£ 332.10
S Irigoyen	Agency	£ 136.80
L Remington	Agency Uffington Potters	£ 621.90
M Bradley	Agency	£ 1,089.00
H Martin	Agency	£ 124.56
The Place	Agency	£ 86.00
PHS	Sanitary Waste collections	£ 309.55
Fire Protection Shop	Fire Safety Items	£ 152.98
Digi Press	Walk markers	£ 92.40
Direct Debits		
Coop Bank	Credit Card repay	£ 388.22
VWHDC	PH Rates	£ 462.00
VWHDC	CEX Rates	£ 773.00
Barclaycard	Merchant fees	£ 31.41
British Gas	Meter charge	£ 24.96
British Gas	PHP Gas for reimbursement	£ 64.71
British Gas	PH Elec	£ 84.24
British Gas	CEX Gas	£ 586.52
British Gas	CEX Electric	£ 182.68
Fuel card services	Card fee	£ 8.40

O2	Mobiles	£	52.93
Screwfix	Maintenance items	£	91.49
Mainstream	Telephone and Broadband	£	107.81
British Gas	OTH Electric	£	24.32
British Gas	PH Electric	£	148.82
British Gas	CEX Electric	£	272.83
British Gas	CEX Gas	£	882.22
British Gas	PH Gas	£	401.02
British Gas	PH Meter Charge	£	20.33
Barclaycard	Merchant fees	£	71.23
Castle Water		£	40.01
Total Town Council Invoices		£	34,648.37

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Clerk: Sally Thurston



To: Members of Faringdon Town Council

You are summoned to attend an online meeting of Full Council on Wednesday 10th February 2021 at 7.15pm. Press & Public are invited to attend via this link:

[Click here to join the meeting](#)

Questions can be submitted to office@faringdowntowncouncil.gov.uk

AGENDA

1. Roll call

Cllrs. summoned: *Bentley, Brown, Boulton, Burns, Castle, Famakin, Finn, Leniec, Martin, Morgan, Smith, Swallow, Thomas and Wise*

2. Apologies for Absence

3. Minutes of last meeting – Wednesday 13th January 2021 (attached)

4. Declarations of Interest & requests for dispensations

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when the item is reached. Unless dispensation is granted, you must withdraw from the room when the meeting discusses and votes on the matter.

5. Public Participation Time

This period is designated for public speaking accordance with Standing Order 3 (f). Members of the public are welcome to speak on any business itemised on the agenda for up to 3 minutes. Questions will be restricted to one from each member of public, or a maximum of 3 per meeting. Written notice of questions must be received by the Clerk at least 3 working days before the meeting.

6. Reports from Outside Bodies

To receive and consider reports to include:

- a) Thames Valley Police (to follow)
- b) Faringdon Partnerships Network (attached)

7. County Councillor's Report

To receive a report from County Cllr. Judith Heathcoat (attached)

8. District Councillors' Report

To receive a report from District Cllrs. Bethia Thomas and David Grant (to follow)

9. Chairman's Activity Report

To receive an activity report from Town Mayor, Cllr. Mike Wise (to follow)

10. Reports from Committees To receive minutes and reports of the following committee meetings, including decisions taken under delegated authority:

- a) Finance and Audit Committee: 20th January 2021 (attached)
- b) Planning & Highways Committee: 27th January 2021 (to follow)
- c) Planning and Highways Committee: 3rd February 2021 (to follow)

11. Clerk's Report & Schedule of Payments

- a) To receive and consider Clerk's activity report (to follow)
- b) To receive and consider the schedule of payments up to and including February 10th (to follow)

12. Strategic Working Party 3rd February 2021 (attached)

- a) To consider revised short-term objectives in the Strategic Plan
- b) To set up and elect members to a Covid Recovery Working Party
- c) To consider Town Centre regeneration
- d) To set up and elect members to a CIL Working Party
- e) To receive community survey results

13. Licence Application

To consider an application for a new premises licence for 7a Market Place, Faringdon

14. Old Town Hall Renovation

Following the withdrawal of the chosen contractor to reconsider tenders as recommended by architect.

15. Covid Update

To receive an update (to follow)

16. Items for Information Only (to follow)

17. Correspondence

To receive, for information only, a list of correspondence circulated by email from 8th January 2021 up to and including 4th February 2021 (to follow)

18. Agenda Items for the next meeting

To suggest items for the agenda of the meeting to be held on 10th March 2021.

Town Clerk
4th February 2021

Finance & Audit (Financial Management)

RISK	Probability H/M/L	Impact H/M/L	Who might be affected	Existing control measures	Additional measures required
1.Failure to maintain an effective payments system	L	H	Council	All payments are supported by an invoice and approved by Council before payment. Emergency payments within the Clerks limit are reported to a future meeting. All cheques are signed by two Council members and one officer. Signatories are required to initial cheque counterfoils. Any payments made via BACS including salaries are authorised at the Full Council meeting and future payment schedule checked and signed Urgent payments required between meetings are signed by two councillors (cheque signatories) and one officer Bank payments are dual authorised	
2. Failure to ensure proper use of funds under S.137 of the LGA Act 1972	L	M	Council	The council currently has the General power of competence so does use s137.	
3. Incurring expenditure without proper legal authority	L	M	Council	The Clerk (RFO) is responsible for ensuring Council have power for expenditure, and recording in Minutes which power is being used. The council are currently eligible to use the general power of competence.	

4. Failure to set a Precept within sound budgeting arrangements.	L	H	Council	Town Clerk (RFO) is responsible for preparing draft budget for each Committee, in consultation with other members of the senior management team. These are presented to spending committees for approval, then to Finance & Audit Committee before final Council approval is sought. Meetings are arranged to comply with the VWHDC timetable for the Precept request.	
5. Poor financial management	L	H	Council	Management of the Council's financial affairs is the responsibility of the Clerk (RFO). Quarterly financial reports are submitted to each Committee to maintain effective budgetary control. Review of Financial Regulations carried out in May 2019– will be reviewed every 3 years or when legislative changes require. Review of Standing orders was completed on May 2019. Reviewed annually. A Treasury and Investment Policy was approved in May 2019 and will be reviewed annually in May.	Due to CV-19 policies were not approved in 2020. This review will be carried out in 2021
6. Failure to keep proper financial records	L	H	Council	Town Clerk has been appointed as Responsible Financial Officer. An internal audit is carried out annually by an independent and qualified auditor, whose report is submitted to Finance & Audit Committee. An interim internal audit is carried out mid financial year. Bank recs checked and countersigned by nominated councillor quarterly.	

7. Loss of money through theft/misappropriation	L	M	Council	<p>Receipts are issued for all income and all monies held pending banking are kept in a locked safe in the Clerk's office.</p> <p>Council has adequate fidelity guarantee insurance, which is reviewed by the RFO regularly to ensure it is adequate to cover sums held by the Council.</p>	
8. Failure to maintain record of Council assets	L	M	Council	RFO is responsible for keeping record of assets – all acquisitions and disposals are recorded and submitted to the external auditor as part of the Council's Annual Return.	Carry out periodical inventory checks.
9. Failure to comply with HM Revenue & Customs regulations	L	M	Council	<p>RFO is responsible for the calculation of salaries, and prompt payments of PAYE & NIC to Inland Revenue and pension contributions to the OCC Pension Fund.</p> <p>RFO also responsible for the proper recording of VAT input and output tax and the prompt completion and submission of VAT claims.</p>	
10. Management of Council Funds	L	M	Council	The Clerk (RFO) in conjunction with the Finance and Audit Committee is responsible for ensuring that Council funds are distributed evenly across various banks and the Public Sector Deposit Fund. The Clerk (RFO) is responsible for ensuring there are sufficient funds in any one account to cover outgoings.	

Finance & Audit (Bye Laws, Code of Conduct, Computing, Council Meetings, Council Property& Documents, Data Protection, Employment of Staff, Provision of office accommodation, Newsletters and Website)

RISK	Probability H/M/L	Impact H/M/L	Who might be affected	Existing control measures	Additional measures required
11. Bye Laws – failure to maintain register	M	M	Council		Ensure register is up to date and properly maintained.
12. Code of Conduct	L	M	Council	New Councillors, whether elected or co-opted, are given Code of Conduct before making their declaration. Register of Interest/Register of Gifts forms sent to VWHDC Monitoring Officer – copy kept in Clerk’s office. New Code of Conduct, recommended by VWHDC, adopted June 2012. Members to be reminded of Code of Conduct and need to review Register of Interest/Register of Gifts forms at Annual Council Meeting.	Implement new code of conduct as soon as issued by VWHDC
13. Computing – Loss/damage arising from unauthorised use	M	M	Council	Access is restricted by use of passwords. 2 Copies of passwords kept in sealed envelopes in the safe and at the Mayors residence.	

14. Computing – Crash of IT system	L	H	Council	Cloud computing is used so all records are kept on secure data bases off site. Anti-virus software installed on all computer equipment and only approved software is installed by IT technician.	
15. Computing – Loss arising from theft/misappropriation	M	H	Council	Users are responsible for security of laptop. Laptops are password protected. All data is password protected. Data is securely kept on a Cloud system.	
16. Council meetings – Failure to meet statutory duty	L	M	Council	Officers are responsible for ensuring all members are notified of meeting by way of summons and agenda, ensuring that meeting is quorate and completion of minutes of proceedings. Minutes of meetings are checked for accuracy and signed at next meeting	Review policy on archiving of Minutes.
17. Council meetings - Access	L	L	Council	Access is available to all including disabled members/members of the public. An area is set aside for the Press and members of the public. Online meetings are now permitted due to temporary legislation brought in during CV-19. Meetings are open to all and link distributed. Meetings are recorded and broadcast on C+FTC You Tube channel – available for 6 months	Review online meetings as legislation released
18. Council meetings – Personal injury	L	M	Council	Controls are in place to minimise the risk of injury to officers, members and public. Council has appropriate insurance cover.	

19. Council Property and Documents – legal liability as a result of asset ownership			Council	Public Liability Cover of £10m is in place. Asset Register is maintained by the Clerk who carries out annual review with insurers to ensure adequate and appropriate insurance cover is held. This is reviewed and approved by the Finance and Audit Committee	
20. Council property and documents – loss of assets	L	M	Council	Register of assets is maintained and updated by the Clerk, approved by the F&A Committee and submitted to external auditor with Annual Return.	
21. Council property – loss/damage to civic regalia	L	L	Council	Council has adequate insurance against damage/loss. Regalia is covered by Royal Mail insurance during transit.	
22. Council documents – failure to effectively process	L	L	Council	All Post is opened by the Town Clerk (Deputy Clerk in the Town Clerk's absence) Post is distributed to appropriate member of staff for stamping and action. If no action is required, put into correspondence box for the next Council meeting together with emails for information only.	
23. Data Protection – Breach of Confidentiality	M	M	Council	Council is registered under Data Protection Act. GDPR policies adopted and in place reviewed annually in May Privacy statement in place reviewed annually in May	
24. Employment of staff Failure to comply with employment law.	L	M	Council/Staff	Council employ the services of Ellis Whittam to advise on employment law and HR issues.	

				Contracts of employment and job descriptions are reviewed annually. New employees receive contracts within 3 months of commencement of employment.	
25. Employment of Staff Lack of motivation/efficiency	L	H	Council/Staff	Each employee has a job description and personnel records. One to one meeting are held frequently with line managers. Annual Appraisals take place in Sept / Oct Policies on appraisals and pay reviewed Jan 2021	Clerk should receive a 6-monthly review
26. Employment of Staff Lack of training	M	M	Council/Staff	The Clerk is responsible for ensuring appropriate training is given and is kept up to date and for maintaining training records. The Council are responsible for ensuring the Clerk receives adequate training. A training log is displayed in the Clerk's office.	
27. Employment of Staff Inability to Recruit	M	H	Council/Staff	The Clerk, in consultation with Council's Staffing Sub-Committee, is responsible for drawing up recruitment policy.	
28. Employment of Staff Inability to Retain Staff	L	H	Council/Staff	The Clerk is responsible for ensuring staff appraisals are carried out regularly. The Staff Sub Committee are responsible for ensuring the Town Clerk's appraisal is carried out	
29. Employment of Staff Loss of key staff	M	H	Council/Staff	Computer records are held on a cloud system and accessible by the Town Clerk (or Deputy in the Clerks absence)	Key staff should document

					their key functions to avoid disruption to Council business.
30. Meetings of the Council Disability & Discrimination Act	L	L	Council/Members of Public	All meetings of Council/committees are held in rooms/venues accessible by the disabled.	
31. Provision of Office Accommodation Fire Risk Security Risk	L	H	Staff/Members of Public/Councillors	The LS Team are responsible for ensuring that fire alarms and firefighting equipment are checked and that fire drills are carried out on a regular basis. Security review undertaken in November 2017.	Security review to be undertaken in 2021
32. Provision of Office Accommodation Poor/Faulty Office Furniture	L	L	Staff/Members of Public/Councillors	Periodical inspection of office furniture and fittings is carried out, and replacements purchased when required.	
33. Provision of Office Accommodation and Information Centre Poor Office Conditions	L	L	Staff/Members of Public/Councillors	Periodical inspection of office is carried out to ensure that no slip/trip hazards are present. Staff should be vigilant to ensure that no slip/trip hazards are present.	
34. Provision of Office and Information Centre Accommodation Defective Electrical Equipment/Machinery	M	H	Staff/Members of Public/Councillors	Access to equipment is restricted to members of staff. Maintenance contracts are in place where appropriate. PAT testing is carried out annually and on all new items.	

35. Meetings of the Council Failure to respond to the elector's wish to exercise his/her rights	M	M	Council/Members of Public	Members and staff are aware of the rights of the elector. Enquiries made under the Freedom of Information Act are dealt with promptly. Each Council or committee meeting agenda includes Public Participation Time.	
36. Meetings of the Council Failure to comply with new legislation	M	M	Council	The Council subscribe to the Oxfordshire Association of Local Councils, and the Society of Local Council Clerks. They are also members of the Larger Council Clerks group and subscribe to various appropriate publications. The Clerk is CiLCA trained and hold a Certificate of Higher Education in Community Governance. The Deputy Town Clerk is in the process of completing liLCA training and will progress to CiLCA on completion All newly appointed clerks should undertake appropriate training to ensure they are qualified	Clerk completed a degree programme in Community Governance.
37. Meetings of the Council Failure to report Council business in the Minutes	M	M	Council/Members of Public	The Clerk's team are responsible for the accurate recording of the Minutes of all Council, Committee, Sub-Committee and Working Party meetings. These are signed off at the next meeting of the Council, Committee, Sub-Committee or Working Party. A master copy of the Minutes is kept in a file specifically for the purpose and	

				is available for members of public to inspect by appointment.	
38. Meetings of the Council Failure to meet statutory duty on meetings	L	M	Council/Members of Public	All Councillors are notified of meetings by way of a summons and agenda, which is posted to their given address at least 3 clear working days before the meeting. Notices of meetings are posted on the Council notice board, and on the Council website at least 3 working days before the meeting. A schedule of meeting dates for the following fiscal year is posted on the Council notice board in February of each year.	
39. Newsletters Failure to meet statutory obligation re non-political content	M	L	Members of Public	Newsletter is prepared by Council staff and the content is approved by the Town Clerk / Deputy Clerk.	
40. Newsletters Defamation	L	M	Council/Members of Public	Content is subject to careful check and is approved by Town Clerk / Deputy Clerk. Adequate insurance cover is in place.	
41. Newsletters Failure to deliver and litter	L	L	Council/Members of Public	Newsletter to be distributed via an email distribution list and available in hardcopy in the council office Published monthly in local magazine	
42. Newsletters Non-Production of newsletter	L	L	Members of Public	The Council aims to produce a monthly newsletter. This is not always possible and is dependent on other work pressures. However, the Council does not have a legal obligation to produce a newsletter.	

43. Website Failure of Website Provider	L	L	Council/Members of Public	Council staff have developed close links with the website provider, and as a result early reinstatement of the service has always taken place. A back up copy of the website is kept by the provider.	
44. Website Poor Site Maintenance	M	L	Members of Public	Training has been given to members of staff and they have the ability to undertake all website activity.	A regular review of the site content is recommended to ensure it is up to date and relevant. Suggest monthly.
45. Website Confusion arising from links to external websites and Compromise of copyright by inclusion of website links	L	M	Members of Public	Permission has been sought from the operators of external websites which have links from the Council website.	Council website should contain clear statement that it is not responsible for the privacy practices of the content of external websites.
46. Website	L	L	Council/Members of Public	Ensure all website trained staff are aware of the risks involved when publishing	

Placing of Information on the site which may put people at risk				information regarding individuals or groups of individuals.	
47. Website Non-conformance with Data Protection Act	L	M	Council/Members of Public	Staff who post on the website are aware of the regulations under GDPR	
48. Website Non-compliance with Freedom of Information Act	M	M	Council/Members of Public	All information, as declared in the Council Model publication scheme, is available via the Clerk to the Council and on the Council website. Model Publication Scheme updated May 2019 and reviewed annually. Privacy notice is available on the website and reviewed annually in May.	To be reviewed May 2021
49. Website Loss of Data/Inability to access backup Insurance Accessibility	L	M	Council/Members of Public	Website is maintained by outside provider and a copy of web content is kept by them. Appropriate insurance cover is held by Council. The Council's website is reviewed regularly. Comments regarding the website are addressed by Council staff.	
50. information Centre – Cash Handling Theft Danger to staff	L	M	Council / Staff	Cash up takes place in locked Information Centre office Weekly cash up takes place upstairs Only relevant staff have access to till keys and safe Cash kept in locked till or in safe Till is only opened during transactions Weekly banking done at irregular times	

				Staff advised to hand over any cash during a robbery and not to confront assailant	
51. information Centre / cinema – stock theft	M	L	Council / Staff	<p>Staff to remain vigilant</p> <p>Centre not left unattended</p> <p>Thieves should not be approached – staff should call for assistance</p> <p>References sought for all staff</p> <p>Daily stock sales recorded</p> <p>Stock sheet kept up to date weekly</p> <p>Stocked checked periodically and at least monthly</p> <p>Incoming stock checked and recorded</p> <p>Stock not on display stored in locked cupboard</p> <p>Building alarmed when closed</p> <p>Councillor and Town Clerk checks end of year sheet</p> <p>Manager and Town Clerk carry out periodic checks</p>	
52. information Centre Accounting errors Misappropriation of funds Staff dishonesty	L	M	Council /Staff	<p>Procedures in place to ensure cash balances at end of day to record book and till Z2</p> <p>Segregation of duties:</p> <ol style="list-style-type: none"> 1. Different staff balance each day 2. Info manager periodically checks float and daily records 3. Town Clerk checks weekly sheets <p>Only relevant staff have access to till keys</p> <p>Two members of staff must be present to void or refund</p>	

				Two members of staff must be present to undertake a Z2 reading References sought for all staff	
53. Information Centre – Credit Cards Data protection Theft	L	M	Council / Staff/Public	Card machine reconciled at end of day Credit card slips kept in locked till or safe Slips shredded after 6 months PCI DSS compliance renewed annually Staff to be vigilant - watch out for repeated, small transactions and same card being used by different people Only relevant staff access details References sought for staff	
54. Cinema Cash Handling Theft Danger to staff Accounting errors Misappropriation of funds Staff dishonesty				Staff to remain vigilant Cash not to be left unattended when public present Refreshment float to be locked in back bar during showing Other cash kept in locked till, cash box or safe Only relevant staff have access to till keys Takings to be left in locked ash box in locked area behind bar. Cash up takes place in Council Office on following working day Staff advised to hand over any cash during a robbery and not to confront assailant Takings checked and put through information Centre till after balancing. Info Manager to carry out periodic checks of balancing and float	Credit card payments only during CV-19

				Town Clerk to check float annually References sought for all staff	
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Clerk: Sally Thurston



Minutes of a meeting of the Finance and Audit Committee on Wednesday 21st January at 7.15pm held via Teams virtual conference.

1/1/21 Apologies for Absence

Cllr. Thomas and Cllr. Castle

2/1/21 Roll call

Cllrs. present: Leniec, Finn, Bentley, Boulton, Morgan and Wise
In Attendance: Sally Thurston, Town Clerk
Marzia Sellitti, Deputy Town Clerk
Jo King, Town Clerk's Assistant

3/1/21 Minutes of last meeting – Thursday 17th December 2020

Minutes of last meeting held on Thursday 17th December 2020 were AGREED and will be SIGNED at the earliest available opportunity.

4/1/21 Declarations of Interest & requests for dispensations

None

5/1/21 Public Participation Time

None

6/1/21 Items for Information Only

Members NOTED:

- a) Notification of Westmill Interest
- b) CCLA Interest and updates

7/1/21 Information Centre

Members NOTED a report from the Information Centre Manager. It was NOTED that staff were thanked for their work to keep the centre open during the coronavirus pandemic, when restrictions allowed.

8/1/21 Financial Reports

- a) Members NOTED the following reports:
 - i. Office and Establishment
 - ii. Faringdon Information Centre
 - iii. Direct Council Expenditure
- b) Members NOTED summaries for the following committees:
 - i. Facilities
 - ii. Community and Partnerships
- c) Members NOTED a notification of balances.

9/1/21 Reserves

It was PROPOSED to move reserves of £75,324.34 held in a Nat West Account to the CCLA deposit fund and to close NAT West account. It was further PROPOSED to move £ 40.000 from the Lloyds account to CCLA and leave £ 6.000. This was SECONDED and RESOLVED.

10/1/21 Financial Risk Assessment 2020/21

After careful consideration, it was PROPOSED by Cllr. Leniec to APPROVE the Financial Risk Assessment for 2020/21. This was SECONDED by Cllr. Finn and RESOLVED.

11/1/21 Cyber Insurance

Members NOTED the cyber insurance provision and resolved to defer this item to the next meeting, to enable further investigation with Co-op bank and other councils.

12/1/21 Corn Exchange Offices

Members NOTED a request for rent reduction from Weaver Khan Architects. It was recommended to ask the tenant to investigate what grants are available to businesses affected by the pandemic and return to the committee if unsuccessful.

13/1/21 Better Ways to School Programme

Members received the estimated costs for the works required by Better Ways to School scheme of **£26,238.69**. It was NOTED that these works are on the public highway and would therefore be carried out by Oxfordshire County Council (OCC). It was PROPOSED by Cllr. Leniec to approve to release the s106 funds held for this purpose to OCC. OCC will invoice 50% payment up front and 50% on completion. This was SECONDED by Cllr. Wise and RESOLVED.

14/1/21 Local Government Pension Scheme

Members NOTED the following and were reminded to forward any comments to the Town Clerk:

- a) Consultation on Employer Flexibilities
- b) Revised Exit Cap Guidance
- c) Guidance on Preparing and Maintaining Policies on Review of Employer Contributions, Employer Exit Payments and Deferred Debt Agreements

Cllr. Leniec PROPOSED that due to the confidential nature of the following items we move into confidential session and public be asked to withdraw. This was SECONDED and RESOLVED.

15/1/21 Staff Sub Committee

Members received and considered recommendations from the staffing subcommittee.

- It was PROPOSED that, given the loss of income due to the prolonged coronavirus pandemic, the Town Clerk be given delegated authority to flexible furlough any staff, whose salary is funded from income, if and when necessary. This was SECONDED and RESOLVED.
- It was PROPOSED that a steering board be created to support and advise the council in managing the service level agreement. The board will report to the

Finance and Audit Committee. The Town Council representative should make regular reports to the Community and Partnerships Committee. Membership of the steering board should include:

- The Place Trustees (x4)
- Early Years Expert
- Town Cllr
- Service User
- Spurgeons rep
- Health Care professional
- Faringdon Academy Rep
- County Council Rep
- Town Clerk

This was SECONDED and RESOLVED.

- It was PROPOSED that a draft Pay Policy be APPROVED. This was SECONDED and RESOLVED.
- It was PROPOSED that the revised appraisal documents be APPROVED. This was SECONDED and RESOLVED.
- Members NOTED that the Town Clerk's appraisal had been undertaken. It was PROPOSED that the Clerk be awarded a 1 SCP salary increase to SCP 43 on successful completion of the Community Governance Degree. This was SECONDED and RESOLVED.
- Members NOTED staff appraisals had now need carried out.

REPORT TO FARINGDON DIVISION (Buckland with Gainfield, Buscot, Coleshill, Eaton Hastings, Faringdon, Gt Coxwell, Littleworth with Thrupp and Wadley and Little Coxwell) January 2021
All that is detailed within my monthly report is in the public domain. The report provides local news and a wider picture of the strategic work that Oxfordshire County Council undertakes and thus involves me both as your local County Councillor and as Deputy Leader for the County Council. Much of the strategic work has implications locally and is “useful” for the local town and parish councillors.

The Department for Education (DfE) has been providing laptops to schools to help disadvantaged children and families to access education remotely during coronavirus (COVID-19). The first tranche of laptops during the initial lockdown was given to local authorities to distribute and fire service delivered these. The second and current tranche is being distributed directly to schools, following the latest DfE guidance [Get help with technology during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-help-with-technology-during-coronavirus-covid-19). The DfE is also helping disadvantaged children with improved internet connections by working with providers to expand broadband. [Laptops, tablets and 4G wireless routers provided during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/laptops-tablets-and-4g-wireless-routers-provided-during-coronavirus-covid-19). Despite this £400 million investment – it sadly is not enough, and we will find many children and young people across Oxfordshire with little or no technology access at home.

There are a number of local community initiatives that are also supporting this effort and OCC has draft budget proposals including investment of £100,000 council funding for digital inclusion where work is gathering pace. Also, the County Councillors Priority Fund may be been used to provide monies for the purchase of laptops for schools during this financial year. Many County Councillors, like me have used all their County Councillors Priority Fund up on grants in their Divisions – mine was used up by the mid-summer of 2020, as follows:-

“Be Free Young Carers, 500.00. Citizens Advice Oxon south & Vale £1,397.94, Oxfordshire Play Association £1,000.00, “The Place” £4,887.04, Invita Summer Academy Oxfordshire £500.00, Farcycles Ltd £3,500.00, The Pump House Project £2,000.00 and Littleworth Parish Council £1,215.02

Oxfordshire firefighters break down barriers to first response emergency care

Residents being treated in emergency situations in Oxfordshire have a better chance of a speedy recovery thanks to a new role for firefighters. It is part of a scheme that is also saving time and money for partner blue light services in the police and ambulance. Firefighters and paramedics are joining forces to deliver faster response, reduced damage and improved outcomes for Thames Valley residents. Ambulance crews across the country face a common problem when responding to an emergency 999 call for help. It is not uncommon for them to arrive and find that the resident, incapacitated by injury or illness, cannot reach their door. Previously paramedics have turned to police colleagues to force entry to a locked property so they can provide vital first aid care. However, a year-long trial across Thames Valley has demonstrated that involving firefighters in the first-call attendance can result in faster response times, less damage to property, and most importantly, improved outcomes for residents requiring emergency medical treatment. In a collaboration involving the three fire and rescue services of Thames Valley, alongside South Central Ambulance Service and Thames Valley Police it was identified that fire crews are trained to achieve safe, quick, effective access in situations where buildings are locked tight. Using equipment carried on their vehicles, they can help reduce the damage that forcing an entry can cause. Over the twelve-month period of the trial, fire crews responded to 626 Thames Valley incidents where enabling entry was required, with an average response time of nine minutes. As soon as the crews had gained access, unless their assistance was required further at that incident, they were placed on standby ready to respond to the next emergency call. South Central Ambulance Service crews have seen a reduction in time spent waiting to enter properties and this, alongside quicker intervention, has led to faster re-deployment of their crews during the recent trial. Thames Valley Police has also seen a benefit. It has estimated that as a result of the fire service involvement, more than 200 hours of police time has been saved. This has not only generated a financial saving but importantly allowed for resource to be freed up to prevent, respond to and investigate crime across the Thames Valley.

Oxfordshire staff praised for response to Christmas floods, storms and ice and the further problems being experienced during January. A combination of storms, flooding, and sub-zero

temperatures caused problems for hundreds of households both over the festive period and the New Year. Oxfordshire County Council's highways, fire and rescue, adult social care, transport and emergency planning teams have been praised for their round the clock response to Storm Bella, widespread flooding and icy conditions over the Christmas and new year period, which included the evacuation of two care homes. Between Christmas and the new year, Oxfordshire Fire and Rescue Service (OFRS) attended 70 flood related incidents – although many of these calls involved multiple properties, meaning the number of homes or people assisted was even higher. OFRS crews pumped out water for some incidents, where possible. Staff also had to deal with properties affected by flood water and sewage, including the evacuation of properties. The situation was exacerbated by high groundwater, which led to drainage and sewerage being inundated with water. A number of roads had to be closed due to surface water flooding and many vehicles needed to be rescued from flood water. During this period, approximately 25,000 sandbags were distributed by the county council to at risk or already flooded properties, and crews worked round the clock to keep on top of the demand.

Road Treatment by Highways Staff during the Christmas period and January have also been tested. If there is a sharp drop in temperatures mixed with the already wet and flooded roads this will make, both treatment and driving difficult in places for the gritters since Christmas Eve they have used nearly 2,500 tonnes of salt 1,200 miles of treated network – a total length of road network treated during that period of more than 14,000 miles. There are still flood alerts in place in Oxfordshire. Visit [GOV.UK](https://www.gov.uk) for more information. For one-stop advice about what to do and how to get help before, during and after a flooding incident visit the county council's [Oxfordshire Flood Toolkit](#).

Care Homes in Oxfordshire - New resource helps to improve our oral health

Residents who live in care settings across Oxfordshire will be able to get additional support to improve their oral health with a new online toolkit. Designed by Oxfordshire County Council, in collaboration with Community Dental Services, the new toolkit aims to improve oral health and offer practical advice to those who live and work in care settings. Oxfordshire County Council has been working with Community Dental Services (CDS) since 2015 and engagement of care homes and their staff in oral care has always been a priority.

Oxfordshire County Council's Fire and Rescue Service has received praise from Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) following an inspection that assessed its response to COVID-19. The inspection assessed how effectively and efficiently the service prevents and protects the public against fires and how well it looks after staff. As the Cabinet Member for Community Safety, I was also interviewed by the HMI Inspector Matt Parr.

Her Majesty's Inspector, Matt Parr, commented in his findings: "The service responded well during the pandemic and provided additional support to its community. It used its wholetime and on-call firefighters to respond to emergencies, and the increased availability allowed the service to support its partners, especially the local ambulance trust. This meant the people of Oxfordshire were well supported through the pandemic."

Councillor Judith Heathcoat, Deputy Leader of Oxfordshire County Council and Cabinet Member for Fire and Rescue, said: "Oxfordshire Fire and Rescue Service is a key partner amongst our regional emergency services. I am proud to see that the hard work of our staff, particularly to all those who supported our ambulance service has been recognised in this inspection. Inspections are an important way to get objective feedback on how a service has responded and continues to respond to the pandemic."

Due to the current lockdown and pressure on the National Health Service, Oxfordshire Fire and Rescue Service remains available to support South Central Ambulance Service. The inspectorate also recognised the work the service carried out alongside the county council's emergency planning team in supporting the Thames Valley Local Resilience Forum. This involved putting in place necessary command structures to respond to the pandemic and to continue providing services to members of the public. The pandemic has resulted in unprecedented changes to the way many organisations deliver services and the use of digital technology is no exception. The inspection found that Oxfordshire Fire and Rescue Service is continuing to improve and use technology to ensure it is working in the most effective and efficient way. The service adapted its fire safety visits to telephone calls, working with residents to help reduce the risk of fire in the home. During these calls, firefighters provide advice and support to reduce any immediate risk from fire, flooding or power

cuts. It also provides advice on health and crime prevention. The service confirmed that it is still conducting high risk safe and well visits in a COVID-19 secure way. Residents can request a safe and well assessment using the form on the Council's Website.

Pancake Day ... avoid the need to call firefighters to your celebration

Residents are being given safe cooking tips by Oxfordshire Fire and Rescue Service in readiness for Shrove Tuesday - Pancake Day - on Tuesday 16 February. It is easy to be consumed by the tantalising aroma of a delicious, warm pancake sprinkled with lemon juice and sugar. But such a mouth-watering distraction might mean fire safety is not be at the forefront of the mind! The cook safety messages are designed to grab attention: Fat and chip pan fires can be devastating, with a very high proportion of fires resulting in injuries. **Councillor Judith Heathcoat, Oxfordshire County Council's Cabinet Member for Community Safety, said:** "Making pancakes can be lots of fun for the whole family and they certainly can be delicious. However, over half of all accidental fires in the home start in the kitchen. So please take care, especially when cooking with hot oil. Avoid the need to call firefighters to your Shrove Tuesday celebration."

Smoke alarm testing promoted in new Fire Kills campaign- Residents are being reminded that smoke alarms save lives. As part of its Fire Kills campaign, Oxfordshire Fire and Rescue Service is asking people to test their smoke alarms as part of a regular household routine. **Councillor Judith Heathcoat, Oxfordshire County Council's Cabinet Member for Community Safety, said:** "Fire safety should be a priority for every resident. They should ensure they have enough smoke alarms in the home and that they work. Smoke alarms can give the vital extra seconds warning needed to escape a fire. Fire kills. Please take sensible safety precautions by fitting and regularly testing smoke alarms." While the majority of homes across the country now have alarms fitted, most people are not aware that the average alarm has a lifespan of just ten years and then needs replacing.

Oxfordshire Fire and Rescue Service is asking people to make sure that their alarms are up to date and up to the job.

To keep alarms effective in working order:

- Make sure there is at least one smoke alarm on every level of the home.
- Test the smoke alarms by pushing the button every month.
- Check that the smoke alarms are less than 10 years old.
- Change the batteries every year. Never remove them.
- Fit smoke alarms in the right place - on landings and hallways and near bedrooms. Also consider fitting them in rooms which have electrical appliances. For example, a heater or charger - or other fire risks.
- Take a moment to check on loved ones who may need help to ensure They are fully protected.

Oxfordshire's Library Service - Residents across Oxfordshire have continued to benefit from the county's home library service during the pandemic with 8,364 library books being delivered from April to December 2020. Oxfordshire County Council's home library service is offered free to users in partnership with Age UK to almost 800 residents of all ages. These residents are unable to visit libraries themselves through frailty, infirmity or a disability and have no other means of getting access to loaned products. It is also available to full-time carers and those who might need the service in the short-term following illness or hospitalisation. The service depends on a team of around 180 volunteers who supply the users with loan items on visits every three weeks. The service matches its volunteers carefully to specific residents to allow the same volunteer to visit each time. During the pandemic the number of volunteers has dropped linked to the impacts of COVID-19.

Faringdon Market Place – Highway Programme 2021/22 - further to several visits by officers to examine the Market Place pavements and attendance at Faringdon Town Council by an officer to discuss and explain the repair programme, I would advise that I am now waiting on an answer from officers with regard to when the pavements are to be repaired with in the programme of works.

Great Coxwell – Grips and Gulleys – OCC's programme of maintenance of "grips and gulleys" is a four yearly cycle – the Coxwell Road within Great Coxwell Parish is to be visited by engineers and will be cleared/cleaned.

Faringdon “Better Ways to School” – Cycle Scheme – I have been in conversation and correspondence with both the Clerk of FTC and officers at OCC. I am pleased at last to be able to advise that “Skanska” is to further this project.

Faringdon 20mph Speed Limited – It has been agreed that a consultation on this piece of work will be paid for by OCC.

Faringdon Division S106 monies –

Faringdon Library – total S106 monies of £128k to be spent on the refurbishment of the library which commenced in 2020 and was to have been completed last year but, have been hampered by Covid-pandemic.

Youth Work - £5,471.22 developer obligations that are currently unspent for youth work – I have met with officers and have also be in correspondence with FTC Clerk and it is hoped that this money will be used and support work of the Oxfordshire Play Association to develop a youth programme for years 7-9. I have supported Oxfordshire Play Association for several years via my County Councillors Priority Fund – their work is superb.

“Since writing the above, I can confirm that approval for some of these fund is to be made available for the youth provision proposal in Faringdon. The funds must be used for capital so they can only be used for certain pieces of work. They cannot be used for staffing and must be put to use for longer term sustainable opportunities/provision. On that basis the Childrens Education Familites officer has managed to secure £2880.00 as per Martin Gillett’s request to pay for hire of premises in Faringdon and £4,659.74 for session resources (including external delivery costs, activities and equipment. This totals £7,539.74 to go towards the proposed youth provision. There were slight additional funds available which officers have been able to add to the original figure hence this total.”

Adult Social Care - £15,471.22 – I have met with officers on several occasions to have this money invested in the Division but the terms of the S106 contribution are very constricting I have met with Karen Fuller of Adult Social Care and two other officers to discuss once again how these monies can be used for the benefit of the Division directly and not at arm’s length and this has been supported and is being investigated.

Museums - £919.08 developer obligations currently unspent on Museums and I have met with Carole Anderson the Museums Service Manager. I have written to FTC Clerk to bring her up to date on the situation. I have been pushing for this small amount of money to be passported across to Faringdon Town Council but, currently these monies are being invested in the storage areas in the County where collections from Faringdon are currently being stored in appropriate conditions. I have written and waiting on a response to have this “small” amount monies move to FTC for the town’s use – once I have a response I will advise FTC. I have always supported Faringdon’s desire to have a museum of it’s own, from being Chairman of the Faringdon and District Museum Trust, up to this present day and the current museum displays in the Pump House. I have also ensured that my County Councillors Priority Fund has supported this project.

“FixMyStreet”- this is software on the OCC website for residents to register road defects.

I am currently not undertaking “surgeries” but please do not hesitate to contact me on 01367 241468 or Judith.heathcoat@oxfordshire.gov.

Judith Heathcoat – C/Cllr Faringdon Division

Deputy Leader – Oxfordshire County Council, Cabinet Member for Community Safety

District Council Report for Faringdon Town Council

Bethia Thomas and David Grant

10 Feb 2021

We are almost half way through February, and while it is very cold outside it is good to see that the local vaccination programme is doing so well here in Faringdon. To the best of our knowledge the clinic that has been set up through the White Horse Medical Practice has hit all its targets and we would like to thank all those involved in the efficient running of this system. Even with this positive news it is clear that we all still need to act responsibly, following government guidelines to protect our communities and stop the spread of this disease.

The council is proud of its record of involvement throughout the pandemic with officers working incredibly hard to support our residents. As always, our top priority as a council is to help the most vulnerable through this period, so if you are contacted by anyone who needs support please direct them to our community hub. There is support available to businesses too, with a variety of different grants available to suit the majority - all details and further information are laid out below.

Other council services are up and running, but please bear with us if response times to non-COVID related queries take a little longer than usual to resolve. We continue to work with the town council in partnership and are happy that we have set up monthly walk arounds with Sally Thurston helping us identify and respond to key issues around the town.

Local Issues to Faringdon

- **Funding for leisure returning to Faringdon** – We are preparing further work with the town council and key stakeholders as part of a consultation on how to spend the developer contributions for leisure infrastructure from developments in Faringdon that the previous administration had planned to put towards a leisure centre in Wantage. We have been working on identifying and securing these funds for Faringdon and are looking forward to seeing this work progress.
- **Faringdon Preschool** – Last month we were happy to report our support for Faringdon Academy of Schools granting them £3,000 to provide laptops for the schools from our covid support grant. Since then we have had a request from Faringdon Preschool for a grant to supply them with the covid test kits so that they are able to provide early years education to our youngest residents with safety. The test kits are currently not available to such providers, and we are investigating the options available to them – at the moment, if there are no practical means of providing these tests, we are minded to grant the request.
- **The Place** – Similarly “The Place” has also come forward with a request for our covid support grant. We are investigating this further, but at the moment, it does not seem to fit into the criteria of the grant. Despite this, we are continuing to work with Carole and Lucy to see if we can provide the funds in other ways – through personal fundraising efforts and coordinating partnership working with local businesses. We will keep you updated on progress on this.
- **Folly Park** – We have had a walk around Folly Park with the town clerk and are continuing to work together to progress all the issues that we seeing there. We have now seen the park’s latest inhabitants, and are working with the Otter Trust, and closely with officers of both councils to make sure we are working to an acceptable solution for all the park’s users.
- **Swan Park** – We have been working in partnership with the town council to forward the idea of creating an area devoted to our twin town La Mele, with a boules court and decorative planting in the area opposite the “The Swan” Inn on Station St.
- **Brown Bins** – Unfortunately due to staff shortages we have not yet been able to reinstate normal garden waste collections. We apologise for the delay but would like to reassure all residents

signed up to the scheme that we are working hard to make sure it is back in place as soon as possible and have plans in place if any further delays occur.

- **Faringdon Leisure Centre** – Faringdon Leisure Centre remains closed due to current lockdown conditions. We will keep you updated when this changes. We are in the process of applying for a grant to replace the old gas boiler which has come to the end of its serviceable life, with a new low carbon alternative. We will keep you posted on developments as they come to light.
- **Gloucester St Car Park** – We received a full response about the carparks in Faringdon with particular reference to the bins located there; this piece of work is now being followed up by the town council, but we will continue to work in partnership to ensure resolution of these issues.
- **Stay Grounded** – We are all really happy to see that “Stay Grounded Coffee and Stores” has been taken over by the owners of “The Bell”. We believe this is promising news for the future of the town centre, and have offered support for their new business through Team SVBS.

District Update

- **Support for vulnerable residents** – The South and Vale Community Hub continues to be available to help people access support and essentials during the lockdown if they have nobody else to turn to. We are encouraging individuals who need support to email communitysupport@southandvale.gov.uk or call 01235 422600.

The Community Hub team is currently available from:

8.30am-5pm Monday to Thursday

8.30am-4.30pm on Fridays

Our Housing Needs team are available to help people who are at risk of being made homeless or who are sleeping rough – for more details visit www.whitehorsedc.gov.uk/housing

Support is also available to those experiencing financial difficulties – to find out more please visit southoxon.gov.uk/benefits / www.whitehorsedc.gov.uk/benefits

For those difficulty paying council tax can visit www.whitehorsedc.gov.uk/counciltax or call 0345 302 2315.

- **Support for businesses** - To find out more about the various support and grants available, and to sign up to receive notifications about new grant funding, businesses should visit www.svbs.co.uk.

Financial support for businesses affected by restrictions continues to become available from the government and is administered locally by us. We are aware the amounts available will not cover all losses but our teams are working hard to ensure the help is distributed swiftly.

- **COVID Marshalls** – The council’s advisory Covid Marshalls are on duty in our town centres and busy areas to engage, explain and encourage businesses and members of the public to adhere to COVID-19 guidelines to help keep everyone safe.

Major Planning Developments

- **Planning enforcement:**
We would like to thank residents and town councillors for keeping us informed with any potential issues relating to conformance with planning conditions at new developments such as the land South of Park Road and South of Highworth Road. We are in continual contact with the team to ensure that regulations are complied with.

- Steeds Appeal:
Officers believe we have a good case, and we will be making representations to the planning inspectorate in support of our legal team.
- Volunteer Way (P21/V0056/RM):
We have asked for further environmental information on this application. It looks good as they have heat recovery systems to prevent unwanted noise.
- Volunteer Inn, 2 Gloucester St (P20/V3239/FUL)
We are getting an independent viability assessment on this application and there should be a new call in period once that is received if needed.
- Old Gas Works, 5 Lechlade Road (P20/V3172/RM)
This application is for 14 dwellings on the old gas works with the entrance of Canada Lane. We are following up concerns of the town council with officers.

Councillor Surgeries

We are still suspending face to face councillor surgeries for the time being but are, of course, happy to take phone calls and emails from residents and town councillors at any time.

Bethia Thomas, Bethia.Thomas@whitehorsedc.gov.uk

David Grant, David.grant@whitehorsedc.gov.uk

Appendix a. CLERK'S REPORT	Feb-21	
Salaries	Salaries	£ 12,859.08
HMRC	Tax and NI	£ 3,191.55
OCC Pension CONTS	Pension Contributions	£ 4,308.42
Bacs payments to pay		
Faringdon Electrical Services	Christmas Lights	£ 5,179.84
Caldecourt Carpets	CEX top office carpet	£ 501.00
Cloudy Group	Telephone access licence (2 months)	£ 9.48
AIS	Copier costs	£ 25.20
Oxfordshire County Council	Better ways to school	£ 15,743.22
MHL	Removal of cold water tank	£ 792.00
SLCC	Practioners Conference	£ 90.00
Leaseplan	Van lease	£ 169.48
OALC	Cllr Training (JB Nov & Dec)	£ 120.00
S Thurston	Foodbank reimbursment	£ 164.00
Cards for Good Causes	Charity cards sold	£ 3,610.48
Barclay Card	Card fee	£ 21.67
HSQE	H&S training whole team	£ 391.20
Daglish	OTH Scaffolddesign and drawings	£ 1,104.00
Direct Debits		
Coop Bank	Credit Card repay	£ 196.84
VWHDC	PH Rates	£ 462.00
VWHDC	Tennis court rates	£ 99.60
CF Corporate	Photocopier Lease	£ 761.80
Fuel Card services	Fuel Card services	£ 8.40
British Gas	PH Gas	£ 475.16
British Gas	OTH Electric	£ 25.50
British Gas	Capped Meter	£ 21.01
Mainstream	Telephone and broadband	£ 207.66
Screwfix	Maintenance	£ 59.97
O2	Mobiles	£ 54.13
British Gas	CEX Gas	£ 748.45
British Gas	CEX Electric	£ 175.02
British Gas	PH Electric	£ 79.83
Total Town Council Invoices		£ 51,655.99



The rota for the War Memorial Flower arrangements is going well. Please find attached photos of the lovely arrangements.

January's flowers arranged by Flowers from Molly
February's flowers arranged by Faringdon History Society

Adele Vincent