

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 Annual Town Council meeting held on Wednesday 20th May 2021 at 7:15pm in the Corn Exchange, Faringdon

1/5/21 Roll call

Cllrs. present: Mike Wise (Chair for min no. 1/4/21)
Kiera Bentley (Chair from min no. 2/4/21)
Jane Boulton
Rosalind Burns
Peter Castle
Angela Finn
Steve Leniec
Lucy Martin
Kimberly Morgan
Stephen Smith
Liz Swallow
Bethia Thomas

In Attendance:
Sally Thurston Town Clerk
Jo King, Town Clerk's Assistant

2 members of the public

2/5/21 Declaration of acceptance of office of Town Mayor

Cllr. Kiera Bentley was proposed by Cllr. Finn and seconded by Cllr. Swallow.

It was RESOLVED that Cllr. Kiera Bentley be elected to serve as Mayor of Faringdon until May 2022.

Declaration of acceptance of office of Town Mayor

Cllr. Kiera Bentley signed the declaration of Office for Town Mayor.

Cllr. Bentley thanked Cllr. Wise for his services to the Council as Mayor.

3/5/21 Election of Deputy Mayor

Cllr. Liz Swallow was proposed by Cllr. Bentley and seconded by Cllr. Thomas.

It was RESOLVED that Cllr. Liz Swallow be elected to serve as Deputy Mayor of Faringdon until May 2022.

Cllr. Liz Swallow signed the declaration of Office for Deputy Town Mayor.

4/5/21 Declaration of acceptance of office for all Councillors

Town Councillors signed their declaration of Office.

5/5/21 Apologies for Absence

Cllr. James Famakin
D/Cllr Grant

6/5/21 Minutes of last meeting – Wednesday 14th April 2021

It was PROPOSED that the minutes of the meeting held on Wednesday 14th April 2021 be SIGNED as a correct record. This was SECONDED and RESOLVED.

7/5/21 Declarations of Interest & requests for dispensations

None

8/5/21 Public Participation Time

- a) Member of public raised issue of out-of-control dogs at Folly Park, Faringdon Town Council will pass this information on to the District Council who owns the park.

9/5/21 To appoint members to the following Town Council committees**a. Planning & Highways**

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

Cllr. Bentley
Cllr. Boulton
Cllr. Castle
Cllr. Famakin
Cllr. Smith
Cllr. Swallow
Cllr. Wise

This was RESOLVED.

b. Facilities

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

Cllr. Bentley
Cllr. Boulton
Cllr. Burns
Cllr. Famakin
Cllr. Finn
Cllr. Leniec
Cllr. Martin
Cllr. Swallow

This was RESOLVED.

c. Community and Partnerships

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

Cllr. Bentley
Cllr. Castle
Cllr. Leniec
Cllr. Martin
Cllr. Morgan
Cllr. Smith

Cllr. Swallow
Cllr. Thomas
This was RESOLVED.

10/5/21 To appoint Chair of the following Town Council committees

- a. Planning & Highway
It was PROPOSED that Cllr. Jane Boulton act as Chair for the Planning and Highways Committee. This was SECONDED and RESOLVED.
- b. Facilities
It was PROPOSED that Cllr. Rosalind Burns act as Chair for the Facilities Committee. This was SECONDED and RESOLVED.
- c. Communities and Partnerships
It was PROPOSED that Cllr. Peter Castle act as Chair for the Communities and Partnerships Committee. This was SECONDED and RESOLVED.

11/5/21 To appoint members to Finance & Audit Committee

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

Cllr. Bentley
Cllr. Boulton
Cllr. Burns
Cllr. Castle
Cllr. Finn
Cllr. Leniec
Cllr. Morgan
Cllr. Smith
Cllr. Swallow
Cllr. Wise
This was RESOLVED.

12/5/21 To appoint Chair of Finance & Audit Committee

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

13/5/21 To appoint members to advisory committees / working parties set up by Full Council including:

- 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 to merge the S106 and CIL working party. This was SECONDED and RESOLVED.
It was PROPOSED that the following be members of the CIL/S106 Working Party:
Cllr. Bentley
Cllr Boulton
Cllr. Castle
Cllr. Finn

Cllr. Leniec
Cllr. Swallow
This was RESOLVED.

- c) Town Centre and COVID-19 Recovery working party.
It was PROPOSED to merge the Town Centre and COV-19 working party.
This was SECONDED and RESOLVED.
It was PROPOSED that the following be members of the Town
Centre/COV-19 Working Party:

Cllr. Bentley
Cllr. Boulton
Cllr. Burns
Cllr. Finn
Cllr. Martin
Cllr. Smith
Cllr. Swallow
Town Clerk

This was RESOLVED.

- d) Parking Working Party.
It was PROPOSED that the following be members of the Parking Working
Party:

Cllr. Bentley
Cllr. Boulton
Cllr. Castle
Cllr. Morgan
Cllr. Swallow

This was RESOLVED.

- e) Climate Change Working Party.
It was PROPOSED that the following be members of the Parking Working
Party:

Cllr. Bentley
Cllr. Burns
Cllr. Castle
Cllr. Leniec
Cllr. Martin
Cllr. Swallow

This was RESOLVED.

**14/5/21 To appoint Town Council representatives to the following
organisations:**

- a. Community Bus Executive Committee
Cllr. Burns (Cllr. Wise Deputy)
- b. Faringdon Twinning Association
Cllr. Wise
- c. Faringdon United Charities
Cllrs. Bentley and Smith
- d. Neighbourhood Action Group
Cllr. Morgan
- e. Oxfordshire Association of Local Councils
Cllr. Bentley

- f. Parish Transport Representative
Cllr. Smith (Cllr. Wise deputy)
- g. Pump House Project
Cllrs. Burns and Martin.
- h. Traffic Advisory Committee
Cllrs. Boulton and Morgan (Cllr. Wise Deputy)
- i. Public Access Defibrillator Committee
Cllrs. Burns and Finn.
- j. The Place
Cllrs Bentley (Mayor/Trustee) and Martin
- k. Vale Community Impact
Cllr. Morgan
- l. Bromsgrove Day Centre
Cllr. Thomas

15/5/21 Representation on External Bodies

Members APPROVED representation on or work with the above external bodies and arrangements for reporting back.

16/5/21 Delegation arrangements

Members APPROVED arrangements to committees, sub-committees, staff, and other local authorities.

17/5/21 Terms of Reference

Members APPROVED Terms of Reference for Committees and working parties:

- 1) Finance and Audit Committee
- 2) Planning and Highways Committee
- 3) Facilities Committee
- 4) Community and Partnerships Committee
- 5) Strategic Working Party
- 6) CIL /S106 Working Party
- 7) Town Regeneration Working Party
- 8) Parking Working Party
- 9) Climate Change Working Party

18/5/21 Subscriptions

Members APPROVED subscriptions to the following bodies:

- a) Oxfordshire Association of Local Councils (renewed April 2021)
- b) Society of Local Council Clerks (renewed January 2021)

19/5/21 Standing Orders and Financial Regulations

- a) It was PROPOSED that standing orders be APPROVED. This was SECONDED and RESOLVED.
- b) It was PROPOSED that financial regulations be APPROVED. This was SECONDED and RESOLVED.

20/5/21 Asset Register

It was NOTED the inventory of land and assets would be presented to the next meeting.

21/5/21 Insurance

Members CONFIRMED arrangements for insurance cover is in place in respect of all insured risks.

22/5/21 Complaints Procedure

Members APPROVED of the Council's complaints procedure.

23/5/21 Freedom of Information

Members APPROVED the Council's procedure for handling requests made under the Freedom of Information Act 2000.

24/5/21 Employment Policies and Procedures

It was PROPOSED that the following employment policies and procedures be APPROVED.

- 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

This was SECONDED and RESOLVED.

25/5/21 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. Reserve's Policy
 23. Social Media Policy
 24. Safeguarding Policy
 25. Staff and Councillors Privacy Notice
 26. Strategic Plan
 27. Street naming policy
 28. Subject access request policy
 29. Town Mayor role descriptor
 30. Treasury and Investment Policy
 31. Tree Management Policy
 32. Vexatious Complaints Policy
 33. Volunteer Policy
 34. Youth Service Funding Policy
- This was SECONDED and RESOLVED.

26/5/21 Meetings

It was PROPOSED that ordinary meetings of Full Council be held in the Jubilee Room, Pump House at 7.15pm on Wednesdays (where possible) when COV-19 restrictions are lifted. This was SECONDED and RESOLVED. It was NOTED for the interim period, meetings should be held in the Corn Exchange at 7.15pm on Thursdays (due to facility being rented to outside organisation on Wednesday).

27/5/21 Reports from Outside Bodies

None.

28/5/21 County Councillor's Report

Faringdon Town Council welcomed newly elected County Councillor Bethia Thomas and NOTED a report.

29/5/21 District Councillors' Report

Members NOTED report from Cllrs Grant and Thomas.

30/5/21 Chairman's Activity Report

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

Cllr. Bentley proposed a vote of thanks to Cllr. Wise for his dedication and service, Cllr. Wise expressed his honour and enjoyment of attending thousands of events over his combined eight years' service as Mayor.

31/5/21 Reports from Committees

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

- a. Community and Partnerships: 31st March 2021
- b. Finance and Audit: 21st April 2021
- c. Planning & Highways: 28th April 2021
- d. Town Meeting: 5th May 2021

32/5/21 Notification of a Casual Vacancy

Members NOTED notification of a casual vacancy created by the resignation of Cllr. David Brown. If an election isn't called by 10 or more electors, then the position will be advertised for co-opting from the 5th June. Members AGREED if an election is not called co-option would take place at the Full Council meeting on 14th July.

33/4/21 Clerk's Report & Schedule of Payments (Appendix 1)

Cllr. Bentley PROPOSED the schedule of payments up to and including May 20th, 2021 be APPROVED for payment. This was SECONDED by Cllr. Wise and RESOLVED.

34/5/21 Pump House Project Lease

Members received and considered Pump House project lease. It was PROPOSED to accept lease. This was SECONDED and RESOLVED. Members elected Cllrs. Bentley and Burns to sign the lease.

35/5/21 Rugby s106 application

It was PROPOSED to support the Rugby Club application. This was SECONDED and RESOLVED.

36/5/21 Grants

To receive and consider recommendations from:

- a. Grants sub-committee discussion panel.
It was PROPOSED to grant in full £3000 Folly Fest application. This was SECONDED and RESOLVED.
- b. Youth Grants discussion Panel.
 - a) It was AGREED to defer Adventure Plus application, as the money being requested had been reduced and therefore require an update to application.
 - b) It was PROPOSED to grant in full £1050 Pump House project application for youth counselling service, after points raised at the youth grants discussion meeting were all addressed and resolved. This was SECONDED and RESOLVED.
 - c) It was PROPOSED to grant in full £1320 Faringdon Academy of Schools application for Duke of Edinburgh Award assistance. This was SECONDED and RESOLVED.

37/5/21 Town Centre Bollards

Members received and considered recommendations for a project to replace bollards in the town centre. It was PROPOSED to APPROVE the project plan and proceed with the bollard replacement. This was SECONDED and RESOLVED.

38/5/21 Eagles Park

Members received and considered proposed license terms. It was PROPOSED to accept the proposed licence terms. This was SECONDED and RESOLVED.

39/5/21 Green Energy

Members received and considered quotes for change of supplier to a green provider.

It was PROPOSED to change supplier to Northern Gas and Power for a 3-year contract. This was SECONDED and RESOLVED.

40/5/21 Licence Application

It was PROPOSED to support an application from Gin to My Tonic, to add off sales of alcohol to their premises licence. This was SECONDED and RESOLVED.

41/5/21 Items for Information Only

- a) Acorn Timber were to cease trading and therefore no longer able to provide a Christmas Tree for the town centre. It was agreed they should be thanked for their many years' service to the town.
- b) Planting bursary – query from business owner outside the catchment area, applications will be considered if they enhance the Town.

42/5/21 Correspondence

Members NOTED, for information only, correspondence up to and including 14th May 2021.

Meeting Closed at 8:55 pm

Appendix a. CLERK'S REPORT	May-21	
Salaries	Salaries	£ 12,871.86
HMRC	Tax and NI	£ 3,109.28
OCC Pension CONTS	Pension Contributions	£ 4,292.99
Bacs payments to pay		
Anlx	Website costs	£ 22.80
Imperial Restorations	OTH Cert no 1 works	£ 19,437.50
Roundway Roofing	CEX Roofing	£ 11,998.80
Weaver Khan	CEX Roofing Architect	£ 732.60
Peter Kinch Plant Hire	Multi drill	£ 24.00
A Townsend Architects	OTH	£ 3,010.09
Baxter	Painting Bursary	£ 150.00
Ellis Whittam	HS and HR	£ 3,264.37
WPS	OTH Insurance	£ 529.00
Rialtas	Year end close	£ 672.00
Aston & James	Stationery	£ 99.42
DWN	Stock	£ 321.38
DeMontfort Uni	Masters Fee	£ 3,000.00
VWHDC	Office Rates	£ 388.98
Spurgeons	Family centre salaries	£ 354.92
D Whyman	Stock	£ 103.74
Southfield	Stock	£ 211.97
FDHS	Stock	£ 58.18

CPRE	Stock	£ 48.00
AIS	Copier Costs	£ 28.85
Cannings	Machinery maintenance	£ 341.70
Leaseplan	Van lease	£ 152.53
G Webb	Grant	£ 54.00
Farcycles	Grant	£ 2,470.00
Folly Trust	Grant	£ 5,000.00
Oxfordshire Play Association	Youth Club grant	£ 5,000.00
Direct Debits		
Coop Bank	Credit Card repay	£ 88.78
VWHDC	PH Rates	£ 371.60
VWHDC	Tennis Court Rates	£ 65.60
VWHDC	CEX Rates	£ 777.50
British Gas	CEX Gas	£ 669.86
British Gas	PH Gas	£ 101.57
British Gas	Capped Meter	£ 21.69
British Gas	OTH Elec	£ 311.98
O2	Mobiles	£ 35.21
Fuel card services	Fuel	£ 61.15
Screwfix	Maintenance items	£ 138.07
Barclay card	Merchant fee	£ 25.14
British Gas	P House Elec	£ 87.25
British Gas	CEX Elect	£ 188.41
Castle Water	OTH Water	£ 60.81
Castle Water	Cex Water	£ 112.69
Castle Water	Tuckers Water for reimbursement	£ 125.71
Castle Water	Phouse Water	£ 89.32
Mainstream	Telephone and Broadband	£ 231.09
Total Town Council Invoices		£ 81,312.39