

# **FARINGDON TOWN COUNCIL**

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## **Minutes of the Annual Town Council meeting held Monday 17<sup>th</sup> May 2023 at 7pm in the Jubilee Room, 5 Market Place, Faringdon, SN7 7HL**

**Cllrs present:** Jane Boulton  
Peter Castle  
James Famakin  
Julie Farmer  
Angela Finn  
Alan Ford  
Steve Leniec  
Kimberly Morgan  
David Norris  
Chris Palmer  
Gene Webb  
Mike Wise

**In attendance:** Sally Thurston (Town Clerk)  
Margaret Nairne (Town Clerk's Assistant)  
Sarah Johnson (Services and Facilities Officer – Online)  
Joerg Poeschl from Königstein im Taunus (Online)

Before the meeting commenced members present signed their declaration of acceptance of office.

### **1/5/23 Election of Town Mayor**

It was PROPOSED that Cllr. Castle be elected Mayor. This was SECONDED.  
It was PROPOSED that Cllr. Boulton be elected Mayor. This was SECONDED.  
A vote took place.  
It was RESOLVED that Cllr. Castle be elected to serve as Mayor until May 2024.

### **2/5/23 Declaration of acceptance of office of Town Mayor**

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

### **3/5/23 Election of Deputy Mayor**

It was PROPOSED that Cllr. Boulton be elected Deputy Mayor. This was SECONDED. It was RESOLVED that Cllr. Boulton be elected to serve as Deputy Mayor until May 2024.

### **4/5/23 Declaration of acceptance of office for Deputy Mayor**

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

### **5/5/23 Apologies for Absence**

Cllr. Bentley, Cllr. Lunn, D/Cllr. Edwards and C/D/Cllr. Thomas

### **6/5/23 Minutes of last meeting**

It was PROPOSED that the minutes of the meeting held on Monday 3<sup>rd</sup> April 2023 be SIGNED as a correct record. This was SECONDED and RESOLVED.

### **7/5/23 Declarations of Interest & requests for dispensations**

None

### **8/5/23 Public Speaking and Question Time**

None

**9/5/23** It was PROPOSED that the Mayor and Deputy Mayor are voting members on all committees and Working Parties. This was SECONDED and RESOLVED.

**10/5/23 To appoint members to the following Town Council committees**

**a. Planning and Highways**

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

Cllr. Boulton  
Cllr. Castle  
Cllr. Famakin  
Cllr. Ford  
Cllr. Lunn  
Cllr. Norris  
Cllr. Webb  
Cllr. Wild  
Cllr. Wise

**b. Facilities**

It was PROPOSED, SECONDED and RESOLVED that the following members be elected to serve on the Facilities Committee:

Cllr. Boulton  
Cllr. Castle  
Cllr. Finn  
Cllr. Leniec  
Cllr. Norris  
Cllr. Palmer  
Cllr. Webb  
Cllr. Wild

**c. Community and Partnerships**

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

Cllr. Boulton  
Cllr. Castle  
Cllr. Famakin  
Cllr. Farmer  
Cllr. Leniec  
Cllr. Morgan  
Cllr. Palmer  
Cllr. Wild

**11/5/23 To appoint Chair of the following Town Council committees**

**a. Planning & Highways**

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

**b. Facilities**

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

**c. Communities and Partnerships**

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

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

A vote took place. It was RESOLVED that Cllr. Morgan be elected as Chair for the Communities and Partnerships Committee.

**12/5/23 To appoint members to Finance & Audit Committee**

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

Cllr. Boulton  
Cllr. Castle  
Cllr. Famakin  
Cllr. Finn  
Cllr. Leniec  
Cllr. Morgan  
Cllr. Norris  
Cllr. Webb  
Cllr. Wild  
Cllr. Wise

**13/5/23 To appoint Chair of Finance & Audit Committee**

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

**14/5/23 To appoint members to advisory committees / working parties set up by Full Council to include:**

a) Strategic Working Party

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

It was further PROPOSED by Cllr. Webb that the Strategic Working Party should be a smaller group of members. This was SECONDED.

A vote took place. It was RESOLVED that all Councillors and the Town Clerk be members of the Strategic Working Party.

b) S106 and CIL Working Party

It was PROPOSED, SECONDED and RESOLVED that the following be members of the CIL/S106 Working Party:

Cllr. Boulton  
Cllr. Castle  
Cllr. Finn  
Cllr. Leniec  
Cllr. Norris  
Cllr. Webb  
Cllr. Wild  
Cllr. Wise

Officer appointed by the Town Clerk

c) Town Centre Regeneration working party

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

Cllr. Boulton  
Cllr. Castle  
Cllr. Farmer  
Cllr. Lunn  
Cllr. Morgan  
Cllr. Palmer  
Cllr. Webb  
Cllr. Wild

Officer appointed by the Town Clerk

d) Climate Change Working Party.

It was PROPOSED, SECONDED and RESOLVED that the following be members of the Climate Change Working Party:

Cllr. Boulton  
Cllr. Castle  
Cllr. Ford  
Cllr. Morgan  
Cllr. Wild  
Cllr. Wise

Officer appointed by the Town Clerk

**15/5/23 To appoint Town Council representative trustees on outside organisations:**

It was PROPOSED, SECONDED and RESOLVED that the following be appointed as representative trustees on outside bodies:

- a) Faringdon Foodbank  
Cllr. Morgan
- b) Faringdon United Charity  
Cllr. Finn and Cllr. Farmer
- c) Vale Community Impact  
Cllr. Morgan
- d) The Place  
Cllr. Castle (Mayor/Trustee)
- e) The Folly Trust  
Cllr. Castle

**16/5/23 To appoint Town Council representatives to outside organisations.**

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

- a) The Place Steering Committee  
Cllr. Farmer
- b) Traffic Advisory Committee  
Cllr. Boulton and Cllr. Wise and Cllr. Webb as deputy
- c) Public Access Defibrillator Committee  
Cllr. Famakin and Cllr. Norris
- d) Community Bus Executive Committee  
Cllr. Wise
- e) Faringdon Twinning Association France  
Cllr. Wise
- f) Neighbourhood Action Group (NAG) – It was PROPOSED, SECONDED and RESOLVED to have two representatives on the NAG.  
Cllr. Morgan and Cllr. Wild
- g) Oxfordshire Association of Local Councils  
Cllr. Lunn
- h) Parish Transport  
Cllr. Wise
- i) Pump House Project  
Cllr. Castle and Cllr. Morgan
- j) Faringdon Day Centre  
Cllr. Farmer
- k) Westmill Solar Co-operative  
Cllr. Wise
- l) Oxfordshire Neighbourhood Plan Network  
Cllr. Wise

**17/5/23 Representation on External Bodies**

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

#### **18/5/23 Delegation arrangements**

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

#### **19/5/23 Terms of Reference**

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

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

Parking Working Party – as this working party is no longer active because parking is now considered by the Planning and Highways Committee it was PROPOSED, SECONDED and RESOLVED to close it.

#### **20/5/23 Subscriptions**

It was PROPOSED subscriptions to the following bodies be APPROVED:

- a) Oxfordshire Association of Local Councils (renewed April 2023)
- b) Society of Local Council Clerks (renewed January 2023)
- c) Oxfordshire Neighbourhood Plan Association

This was SECONDED and RESOLVED.

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

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

#### **22/5/23 General Power of Competence**

It was PROPOSED that the Power of General Competence be adopted, having confirmed that Faringdon is an eligible council with at least two thirds of its members being declared elected and the Clerk holding a suitable qualification. This was SECONDED and RESOLVED.

#### **23/5/23 Asset Register**

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

#### **24/5/23 Insurance**

- a) Members considered insurance proposals. It was PROPOSED, SECONDED and RESOLVED to accept a quote from James Hallam.
- b) It was PROPOSED that it be confirmed that arrangements for insurance cover are in place in respect of all insured risks. This was SECONDED and RESOLVED.

#### **25/5/23 Complaints Procedure**

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

#### **26/5/23 Freedom of Information**

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

### **27/5/23 Employment Policies and Procedures**

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

- a) Data protection policy – Staff
- b) Discretionary Policy
- c) Employee Handbook
- d) Lone Working Policy
- e) Recruitment Policy
- f) Social Media Policy
- g) Staff Code of Conduct
- h) Staff and Councillors Privacy Policy
- i) Stress Policy
- j) Training and Development Policy
- k) Training Costs Policy
- l) Pay Policy and Practice

### **26/5/23 Corporate Policies**

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

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

### **29/5/23 Meetings**

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

It was PROPOSED, SECONDED and RESOLVED to hold Grants Sub-committee meetings at flexible start time dependant on the length of the agenda.

### **30/5/23 Items for Information Only and Action List**

The Action List was NOTED.

The following was NOTED: the Coronation celebrations were a great success and enjoyed by all. Members RECORDED thanks to all staff members for their hard work organising the events and on the day itself.

### **31/5/23 Correspondence**

Members NOTED, for information only, correspondence up to and including 16th May 2023.

### **32/5/23 Reports from Outside Bodies**

No reports. The Clerk will remind the police to send a report.

### **33/5/23 County Councillor's Report**

Apologies received from County Cllr. Thomas for no report this month.

### **34/5/23 District Councillors' Report**

Apologies received from District Cllr. Thomas no report this month.

### **35/5/23 Chair's Activity Report**

No report from the outgoing Mayor.

### **36/5/23 Reports from Committees**

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

- a) Finance and Audit: 17th April 2023
- b) Planning & Highways: 24th April 2023

### **37/5/23 Clerk's Report & Schedule of Payments**

- a) Cllr. Leniec PROPOSED the schedule of payments up to and including May 17<sup>th</sup> 2023, be APPROVED. This was SECONDED by Cllr. Boulton and RESOLVED.
- b) The Clerk' external activities to 16<sup>th</sup> May 2023 were NOTED.

### **38/5/23 German Twinning**

- a) It was PROPOSED formally to agree to a twinning partnership with Königstein im Taunus. This was SECONDED and UNANIMOUSLY RESOLVED.
- b) Members PROPOSED, SECONDED and RESOLVED to appoint Cllr. Ford as a representative to the German Twinning Association.

### **39/5/23 Allotments**

Members considered adoption of the new allotments on the Oriel Estate, Faringdon. A decision was deferred pending arrival of the formal paperwork.

Cllr. Wise mentioned that under the Faringdon Neighbourhood Plan, housing developments over a certain size are obliged to contribute either land for allotments or a financial contribution towards their establishment and Members agreed that the Clerk should write to the VoWHDC planning office to follow up instances where this has not happened.

### **40/5/23 Agenda Items for the next meeting**

The next meeting will be held on Monday 12<sup>th</sup> June 2023. Items for discussion need to be received by Wednesday 31<sup>st</sup> May 2023

**Meeting Closed at: 8.01pm**

<b>Appendix A. Schedule of Payments</b>	<b>May-23</b>		
Salaries	Salaries	£	15,830.86
HMRC	Tax and NI	£	3,380.13
OCC Pension CONTS	Pension Contributions	£	5,139.90

<b>Bacs payments made early</b>			
One Vision Signs	Building signs	£	119.49
Quidne IT	LS Desktop	£	679.20
Sadlers	Twinning deposit/ bursary	£	250.00
The Burnt Chef Project	Mayors Dinner	£	150.00
Beaujangles LTD	Coronation packs	£	887.28
Jacksons	Bursary	£	50.00
The Lotus Retreat	Bursary	£	200.00
OPA	Playday	£	1,500.00
Earth Anchors	Boules Bench	£	836.40
DMW Ltd	Boules Landscaping	£	894.00
Lushlooking Cakes	Coronation Cakes	£	350.00
Anne Garrison	Maypole Dancing	£	362.00
<b>Bacs payments</b>			
S Thurston	Mileage sign collection x 2	£	15.75
AIS	Copier Costs	£	36.43
One Vision Signs	Boules Park Sign	£	49.76
CPRE	Stock	£	60.00
R Vilitos	Stock	£	60.00
Faringdon Folly	Stock	£	80.00
Filmbank	Licence	£	104.40
Town and Green	Agency	£	117.90
History Society	Stock	£	127.99
Little Goat Soap Co	Stock	£	136.14
Pyrotec	Fire Safety	£	136.80
SLCC	Local Council Admin	£	141.80
Leaseplan	Van Lease	£	152.53
Aston&James	Stationery	£	192.66
Heritage Cards and Souvenirs	Stock	£	227.09
MHP	Stock	£	318.00
Folly and Wild	Agency	£	370.35
Market Café	Coronation Teas	£	450.00
Auditing Solutions Ltd	Internal Audit	£	576.00
Seldram	Cleaning Supplies	£	641.92
Sports Courts Ltd	Tennis Court Line Paint	£	1,200.00
Rialtas Ltd	Accounting Software	£	1,057.78
BGG Tree Care	Tuckers and Church	£	1,320.00
Folly Fest	Grant	£	3,500.00
OPA	Youh Grant	£	5,000.00
AJ Arborists	Tree Works	£	5,292.00
Worknest	HR and HS	£	5,593.05
Spurgeons	Family Services	£	8,235.00
<b>Direct Debits</b>			
Coop Bank	Credit Card Repay	£	616.75
VWHDC	CEX Rates	£	813.22
VWHDC	PH rates	£	278.50
VWHDC	Tennis court rates	£	65.60
Mainstream	Broadband and tele	£	305.47
Fuel Card Services	Fuel card	£	9.60
Screw fix	Maintenance items	£	22.33
Barclaycard	Merchant fee	£	51.58
Active Plumbing Supplies	Plumbing supplies	£	53.02
O2	Mobiles	£	58.76
Castle Water	CEX Water	£	567.34
Castle Water	PH Water	£	240.18
Smartest Energy	PH Elec	£	108.44
Smartest Energy	7PH Elec	£	163.18
British Gas	CEX Gas	£	809.74
Barclay Card	Merchant Fee	£	44.05
British Gas	CEX Elec	£	587.15
<b>Total Town Council Invoices</b>		<b>£</b>	<b>70,617.52</b>