

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON,
Oxfordshire, SN7 7HL
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Clerk: Katherine Doughty



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

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

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

1/8/24 Apologies for Absence

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

2/8/24 Minutes of last Meeting – Wednesday 8th July 2024

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

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

None

4/8/24 Public Speaking and Question Time

None

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

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

6/8/24 Correspondence

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

7/8/24 Reports from Outside Bodies

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

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

8/8/24 County Councillor's Report

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

9/8/24 District Councillors' Report

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

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

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

10/8/24 Chair's Activity Report

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

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

11/8/24 Reports from Committees

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

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

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

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

13/8/24 Employment Software

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

14/8/24 Updated Council Health and Safety Policies

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

Agenda Items for the next meeting

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

Items for 14th October 2024 should be forwarded to Clerk by Tuesday 8th October 2024.

Meeting closed at: 8.18 p.m.

Appendix A. Schedule of Payments August 24

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

Payments made early

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

Bacs payments

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

Direct Debits

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

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

Appendix A. Schedule of Payments September 2024

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

Payments made early

Name	Details	£ Paid
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Bacs payments

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

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

Direct Debits

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