

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON,
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Clerk: Katherine Doughty



Minutes of the Annual Town Council meeting held Monday 12th May 2025 at 7.00pm 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
Gene Webb
Mike Wise

In attendance: Katherine Doughty (Town Clerk)
Margaret Nairne (Town Clerk's Assistant)

1/5/25 Election of Town Mayor

It was PROPOSED and SECONDED that Councillors Ford and Boulton be elected Mayor. Following a vote it was RESOLVED that Cllr. Ford be elected to serve as Mayor of Faringdon until May 2026.
Cllr. Boulton resigned verbally from the Council and left the meeting.

2/5/25 Declaration of acceptance of office of Town Mayor

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

3/5/25 Election of Deputy Mayor

It was PROPOSED that Cllr. Farmer be elected Deputy Mayor. This was SECONDED. It was RESOLVED that Cllr. Farmer be elected to serve as Deputy Mayor of Faringdon until May 2026.

4/5/25 Declaration of acceptance of office for Deputy Mayor

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

5/5/25 Apologies for Absence

Cllr. Lunn; Cllr. Norris; Cllr. Palmer; Cllr. Wild

6/5/25 Minutes of last meeting

It was PROPOSED that the minutes of the meeting held on Monday 7th April 2024 be SIGNED as a correct record. This was SECONDED and RESOLVED.

7/5/25 Declarations of Interest & requests for dispensations

None

8/5/25 Public Speaking and Question Time

None

9/5/25 It was PROPOSED that the Mayor and Deputy Mayor are voting members on all committees

and Working Parties. This was SECONDED and RESOLVED.

10/5/25 To appoint members to the following Town Council committees

a. Planning and Highways

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

Jane Boulton
Peter Castle
James Famakin
Julie Farmer
Alan Ford
Rufus Lunn
David Norris
Chris Palmer
Gene Webb
Mark Wild
Mike Wise
This was RESOLVED.

b. Facilities

It was PROPOSED by Cllr. Ford, SECONDED by Cllr. Castle and RESOLVED to appoint existing members to serve on the Facilities Committee until the next Full Council meeting:

Peter Castle
James Famakin
Julie Farmer
Angela Finn
Alan Ford
Steve Leniec
Rufus Lunn
Kimberly Morgan
David Norris
Chris Palmer
Gene Webb
Mark Wild
Mike Wise

c. Community and Partnerships

It was PROPOSED that the following members be elected to serve on the Community and Partnership Committee and agreed to defer appointment of the 8th member until the next Full Council meeting:

Peter Castle
James Famakin
Julie Farmer
Alan Ford
Steve Leniec
Rufus Lunn
Kimberly Morgan
This was RESOLVED

11/5/25 To appoint Chair of the following Town Council committees

a. Planning & Highways

It was RESOLVED that Cllr. Wise is elected as Chair for the Planning and Highways Committee.

b. Facilities

It was RESOLVED that Cllr. Ford act as temporary Chair for the Facilities Committee.

c. Communities and Partnerships

It was RESOLVED that Cllr. Castle is elected as Chair for the Communities and Partnerships Committee.

12/5/25 Finance & Audit

It was RESOLVED that the following members be elected to serve on the Finance & Audit Committee

Peter Castle
James Famakin
Julie Farmer
Angela Finn
Alan Ford
Steve Leniec
Kimberly Morgan
Gene Webb
This was RESOLVED

d. Finance and Audit

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

13/5/25 To appoint members to 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 and RESOLVED.

b) S106 and CIL Working Party

It was PROPOSED that the following be members of the CIL/S106 Working Party and that the meetings take place in the evenings:

Peter Castle
James Famakin
Julie Farmer
Alan Ford
Gene Webb
Mike Wise
Officer appointed by the Town Clerk
This was RESOLVED.

c) Town Centre Regeneration Working Party

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

Peter Castle
Julie Farmer
Alan Ford
Kimberly Morgan
Gene Webb
Officer appointed by the Town Clerk
This was RESOLVED.

d) Climate Change Working Party

It was PROPOSED that the following be members of the Climate Change Working Party:

Peter Castle
James Famakin
Julie Farmer
Angela Finn
Alan Ford
Steve Leniec
Rufus Lunn
Kimberly Morgan
David Norris
Chris Palmer
Gene Webb
Mark Wild
Mike Wise
Officer appointed by the Town Clerk
This was RESOLVED.

e) Footpath / Cyclepath Connectivity Working Party

Julie Farmer

Alan Ford

Gene Webb

Mike Wise

Officer appointed by the Town Clerk

This was RESOLVED.

14/5/25 Representation on External Bodies:

Members reviewed representation on or work with the below external bodies.

a) It was PROPOSED that the following be appointed as Town Council Trustees on outside bodies:

- i. Faringdon Foodbank: Cllr. Morgan
- ii. The Place: Cllr. Ford
- iii. The Folly Trust: Cllr. Ford
- iv. Faringdon United Charity: Cllr. Finn and Cllr. Farmer
- v. Vale Community Impact: Cllr. Morgan

This was SECONDED and RESOLVED.

b) it was PROPOSED that the following be appointed representatives of the Town Council for outside organisations to include:

- i. Community Bus Executive Committee: Cllr. Wise
- ii. Faringdon Twinning Association France: Cllr. Wise
- iii. Faringdon Twinning Association Germany: Cllr. Morgan
- iv. The Place Stakeholders Committee: Cllr. Wise
- v. Public Access Defibrillator Committee: Cllr. Famakin and meeting agreed to defer appointment of second representative to next meeting of Full Council.
- vi. Oxfordshire Association of Local Councils: Meeting agreed to defer appointment of representative to next meeting of Full Council.
- vii. Parish Transport: Meeting agreed to defer appointment of representative to next meeting of Full Council.
- viii. Pump House Project: Cllr. Webb and Cllr. Wise
- ix. Traffic Advisory Committee: Cllr. Webb and Cllr. Wise
- x. Faringdon Day Centre: Cllr. Farmer

This was SECONDED and RESOLVED.

15/5/25 Delegation arrangements

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

16/5/25 Terms of Reference

It was PROPOSED that Terms of Reference for the following Committees, sub committees and working parties be APPROVED

- a) Finance and Audit Committee (amended)
- b) Planning and Highways Committee
- c) Facilities Committee
- d) Community and Partnerships Committee (amended)
- e) Grants Sub Committee (new)
- f) Staffing Sub Committee (new)
- g) Strategic Working Party
- h) CIL and s106 Working Party (amended)
- i) Town Centre Regeneration Working Party (amended)
- j) Climate Change Working Party

- k) Footpath/Cyclepath Connectivity Working Party (new)
This was SECONDED and RESOLVED

17/5/25 Subscriptions

Subscriptions to the following bodies were NOTED:

- a) Oxfordshire Association of Local Councils (renewed March 2025)
- b) Society of Local Council Clerks (renewed April 2025)
- c) Oxfordshire Neighbourhood Plan Association (for renewal May 2025)

18/5/25 Standing Orders and Financial Regulations

- a) Cllr. Ford PROPOSED that the amended Standing Orders be APPROVED and ADOPTED. Cllr. Morgan SECONDED and this was RESOLVED.
- b) Cllr. Ford PROPOSED that the recently amended Financial Regulations be APPROVED and ADOPTED. Cllr. Finn SECONDED and this was RESOLVED.

19/5/25 Members NOTED that arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses is a work in progress and deferred approval to later meeting of Full Council.

20/5/25 Asset Register

It was PROPOSED that the inventory of land and assets be APPROVED. This was SECONDED and RESOLVED. Members NOTED that all items listed need to be reviewed.

21/5/25 Insurance

- a) Members NOTED confirmation that arrangements for insurance cover are in place in respect of all insured risks.
- b) Members received quotes for insurance renewal. Cllr. Ford PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to approve the quote for £9,492. Fresh insurance quotes will also be obtained once the Asset Register is up-to-date.

22/5/25 Complaints Procedure

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

23/5/25 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.

24/5/25 Employment Policies and Procedures

It was PROPOSED 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
- m) Harassment and Bullying Policy and Risk Assessment
- n) Staff Health & Safety Policy handbook
- o) Staff health & Safety manual

This was SECONDED and RESOLVED

25/5/25 Corporate Policies

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

- a) Account Use Policy
- b) Advertising Policy
- c) Councillors Code of Conduct
- d) Committee Chair Role Descriptor
- e) Communication Plan
- f) Credit Card Policy (amended to include Deputy Clerk)
- g) Data breach response plan
- h) Data Protection Policy
- i) Document Retention Policy
- j) Dog Policy
- k) General Privacy Notice
- l) General Privacy Policy
- m) Grant Policy
- n) ICT Provision for Councillors
- o) Mayor and Councillor Expenses Policy
- p) Motion Under Notice form
- q) Openness of Local Government Bodies Policy
- r) Press and Media Policy
- s) Projection Equipment Hire Policy
- t) Protocol for marking the death of a senior figure
- u) Publication Scheme
- v) Reserves Policy
- w) Social Media Policy
- x) Safeguarding Policy
- y) Strategic Plan
- z) Street naming policy
- aa) Subject access request policy
- bb) Town Mayor role descriptor
- cc) Treasury and Investment Policy
- dd) Tree Management Policy
- ee) Vexatious Complaints Policy
- ff) Volunteer Policy
- gg) Youth Service Funding Policy
- hh) Plastic Free Policy
- ii) Equality and Diversity Policy
- jj) Branding and Style Guide
- kk) Climate Action Policy (new)
- ll) Gifts & Hospitality Policy
- mm) Risk Management Policy & Strategy

This was SECONDED and RESOLVED

25/5/25 Meetings

Cllr. Ford PROPOSED that ordinary meetings of Full Council be held in the Jubilee Room, Pump House at 7pm on Mondays (where possible) and the schedule of meetings was approved. This was SECONDED by Cllr. Webb and RESOLVED. Cllr. Wise OBJECTED.

26/5/25 Items for Information Only and Action List : the following were NOTED

- a) The Action List:

27/5/25 Correspondence

Members NOTED, for information only, correspondence up to and including 12th May 2025.

28/5/25 Reports from Outside Bodies

- a) Thames Valley Police
- b) Parish Transport meeting

29/5/25 County Councillor and District Councillor's Reports

Members NOTED reports from County Cllr. Thomas and District Councillor Edwards.

30/5/25 Chair's Activity Report

Members NOTED a report from the Mayor.

Civic Service: Members NOTED the Mayor's recent attendance at the Civic Service at All Saints' Church and it was agreed that the Clerk will undertake research into the possibilities around arranging a Civic Service and look into what other council's do.

31/5/25 Reports from Committees

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

- a) Planning & Highways Committee 14th April 2025
- b) Finance & Audit Committee 28th April 2025
- c) Grants Sub-Committee 28th April 2025

32/5/25 Town Park

This item was agreed to be no longer relevant.

33/5/25 Corn Exchange

- a) Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to accept ADI Doors quote for automation of the new doors to be funded from reserves.
- b) Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to part-exchange the old stage with the chosen supplier in exchange for a further three storage trolleys for under the stage.

34/5/25 The Pump House

Members discussed the proposal to amend the feasibility study on the original S106 solar project to include an energy audit and asbestos report, as recommended by the surveyors. Cllr. Ford PROPOSED, Cllr. Finn SECONDED and it was RESOLVED to defer any further decisions on this, subject to speaking to the property owner and resolving the future of the lease.

35/5/25 Clerk's Report & Schedule of Payments

- a) Cllr. Leniec PROPOSED the schedule of payments up to and including 12th May 2025, be APPROVED. This was SECONDED by Cllr. Castle and RESOLVED.
- b) The Clerk's external activities to 12th May 2025 were NOTED

36/5/25 Agenda Items for the next meeting

The next meeting will be held on Monday 9th June 2025. Items for discussion need to be received by Monday 2nd June 2025.

Due to the confidential nature of the following item the Chair moved that the public, press and broadcast media be excluded for the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the item be discussed in closed session. This was PROPOSED, SECONDED and RESOLVED.

37/5/25 Architect/Planning Consultant quotes

Members considered Architect/Planning Consultant quotes: The Clerk reported that 5 companies were invited to quote for the project and 2 quotes have been received which were higher than anticipated. Cllr. Ford PROPOSED, Cllr. Finn SECONDED and it was RESOLVED to review the project aims and to review future funding proposals for the whole project before moving forward.

38/5/25 Peninsula for Human Resources and Health & Safety services

Members considered and discussed the recommendation from the Clerk to employ Peninsula for Human Resources and Health & Safety services.

Cllr. Ford PROPOSED the replacement of Worknest with Peninsula for Human Resources and Health & Safety services. This was SECONDED by Cllr. Castle and RESOLVED. There were 2 OBJECTIONS and 1 ABSTENTION.

Meeting Closed at: 8.36 p.m.

Appendix A. Schedule of Payments May 2025		
Name	Notes	£ Payable
Salaries	Salaries	£19,146.25
HMRC	Tax and NI 214-F11H	£5,829.72
OCC Pension CONTS	Pension Contributions	£6,538.77
Payments made early		
Name	Details	£ Paid
Santos Cleaning Services	PH Cleaning	£504.00
Bacs payments		
Name	Details	£ Payable
Liza Whitney	Mileage	£9.00
Sarah Johnson	Mileage	£18.45
NG Shippobothan	Orders/Stock	£20.00
Royal British Legion Farinf & District	Poppy wreath	£27.50
Pink Pigeons Trust	Orders/Stock	£35.00
SLCC Enterprises	Training	£36.00
V A Sansford	Agency	£40.50
Pocket Mountain Limited	Orders/Stock	£41.94
Oxfordshire Neighbourhood Plans Alliance	Membership	£50.00
Christine Purdy	Agency	£51.75
Advanced Imaging Systems	Photocopier	£56.05
David Whyman Map Sales	Orders/Stock	£59.40
CPRE Oxfordshire	Orders/Stock	£60.00
Robert Marchant	Agency	£63.00
Folly & Wild	Agency	£70.20
High Speed Training	Training	£84.00
Filmbank Media	Film rental	£104.40
Faringdon Folly	Orders/Stock	£120.00
Faringdon Historical Society	Orders/Stock	£128.44
Rialtas Business Solutions Ltd	Making Tax Digital Software renewal	£139.20
Faringdon Whist Club	Grant	£150.00
Film Bank Media	Licence	£176.00
Aston & James Office Supplies Ltd	Stationary	£204.48
Kitty Bliss Face Painting	Big Green Day event	£225.00
Miss Louise C Remington	Agency	£229.50
PI Group Consultants	Training	£260.00
Katherine Doughty	Expenses	£360.00
Rialtas Business Solutions Ltd	Annual software support & maintenance	£454.80
Auditing Solutions Ltd	Internal audit 2024-25	£612.00
Rialtas Business Solutions Ltd	Software	£1,046.40
Faringdon Electrical Services	Cost of small Xmas trees 2024	£1,166.40
Jo Walsh Garden Design	Town Park design work	£1,130.00
Abbey Electrical UK	Electrical	£1,371.38
Youth Challenge Oxfordshire	Grant	£2,000.00
Champions MA (Judo Dojo)	Grant	£2,283.00
Sports & Play Consulting Ltd	Oakwood Play Area - consultant fee	£2,500.00

SLCC Enterprises	Community Governance 2nd payment	£3,250.00
Faringdon FollyFest 2025	Grant	£4,000.00
Oxfordhire Play Association	Grants (Youth Club & Play Day)	£6,500.00
Vale of White Horse District Council	Grant return - Town Park	£14,404.00
The Place Families Project	Grant	£32,500.00
Direct Debits		
Name	Details	£ Payable
Esso Fuel Card Services	Fuel	£3.60
Screwfix	Materials	£16.99
O2 Mobile	Mobiles (April 2025)	£26.36
O2 Mobile	Mobiles (April 2025)	£30.84
Barclaycard	Processing fees	£34.81
Vale of White Horse District Council	Tennis Court business rates	£65.60
Fuel Card services	Fuel (March)	£93.26
Everflow	Water	£112.85
Veolia	CEX Waste	£114.72
Veolia	CEX Waste	£111.26
Ayvens	Van lease	£152.53
British Gas	PH Electricity (Mar/Apr)	£160.38
British Gas	PH Electricity (Apr/May)	£163.47
British Gas	CEX Electricity (Mar/Apr)	£274.44
Vale of White Horse District Council	PH Business rates	£278.50
British Gas	OTH Electricity (Apr)	£317.25
British Gas	PH Gas (Mar/Apr)	£343.92
British Gas	CEX Electricity (Apr/May)	£346.26
British Gas	CEX Gas (Apr)	£379.83
Cedar Telecom	Telephones/broadband	£402.26
British Gas	OTH Electricity (Feb/Mar)	£478.20
British Gas	CEX Electricity (Mar/Apr)	£528.82
Vale of White Horse District Council	CEX Business rates	£981.25
Lloyds debit card	Repay	£438.80
Credit card	Repay	£100.00
Total Town Council Invoices		£114,012.73