

FARINGDON TOWN COUNCIL

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



Minutes of Full Faringdon Town Council (FTC) meeting held on Monday 9th June 2025 at 7:00pm in the Jubilee Room, Pump House, Faringdon

Cllrs. present:

Ford (Chair)
Boulton
Castle
Famakin
Farmer
Finn
Leniec
Lunn
Palmer
Webb
Wild
Wise

In attendance:

Katherine Doughty, Town Clerk
Margaret Nairne, Town Clerk's Assistant
C/Cllr. Thomas

1/6/25 Apologies for Absence

Apologies for absence were NOTED from Cllr. Morgan, Cllr. Norris.

2/6/25 Minutes of last Meeting – Monday 12th May 2025

The Minutes of the meeting held on Monday 12th May 2025 were signed as a correct record.

3/6/25 Declarations of Interest & requests for dispensations

None

4/6/25 Public Speaking and Question Time

None

5/6/25 County Councillor and District Councillor's Reports

Members NOTED reports from the County and District Councillors which will be available online at <https://www.faringdowntowncouncil.gov.uk/homepage/reports/>.

A question was asked regarding the Wessex Leisure money coming to Faringdon which Cllr. Thomas will follow up again.

6/6/25 Items for Information

Members NOTED the Action List

7/6/25 Correspondence

Members NOTED a list of correspondence circulated by email up to and including 9th June 2025. (Correspondence circulated throughout the month by email).

Members NOTED correspondence from The Vale Path Volunteers and the Clerk has sent a response thanking them for their sterling efforts.

8/6/25 Reports from Outside Bodies

Cllr. Wise reported following a very successful 35th Anniversary of the Le Mele French Twinning Association which was attended by 60 French visitors as well as 49 German twinning visitors and 4 Czech twinning visitors.

Members NOTED the AGM report from the Pump House Project.

9/6/25 Chair's Activity Report

Members NOTED the Chair's activity report including the notes from the recent Tourism Business Meeting.

10/6/25 Reports from Committees

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

- a) Strategic Working Party meeting: 19th May 2025.
- b) Planning & Highways Committee meeting: 19th May 2025. Recommendation:
 - i. Neighbourhood Plan Working Party to be set up. It was PROPOSED, SECONDED and RESOLVED to approve the Terms of Reference and to appoint Cllr. Ford and Cllr. Boulton to the working party.
- c) Facilities Committee meeting 2nd June 2025. Recommendations:
 - i. The Finance & Audit Committee considered the use of S106 funds for thermal improvements to the sash windows and the installation of CCTV in the Pump House. Cllr. Ford PROPOSED, Cllr. Farmer SECONDED and it was RESOLVED to go ahead with this recommendation.
 - ii. The Facilities Committee: It was PROPOSED, SECONDED and RESOLVED to approve the amendment to the Terms of Reference to delegate authority to the Town Clerk and Deputy Clerk for the use of alcohol in council venues and the Scheme of Delegation should be updated accordingly.

11/6/25 Committees

- a) It was PROPOSED that the following members be elected to serve on the Facilities Committee:
Jane Boulton
Julie Farmer
Angela Finn
Alan Ford
Steve Leniec
David Norris
Chris Palmer
Gene Webb
This was RESOLVED.
- b) Facilities Committee:
It was PROPOSED that Cllr. Norris or Cllr. Boulton act as Chair for the Facilities Committee. Following a vote it was RESOLVED that Cllr. Boulton be elected to serve as Chair of the Facilities Committee.

- c) It was PROPOSED to add Cllr. Webb as an eighth member to the Community & Partnerships Committee which includes:
 Peter Castle (Chair)
 James Famakin
 Julie Farmer
 Alan Ford
 Steve Leniec
 Rufus Lunn
 Kimberly Morgan
 This was SECONDED and RESOLVED.
- d) It was PROPOSED that the following members be elected to serve on the Staffing Sub-Committee:
 Julie Farmer
 Angela Finn
 Steve Leniec
 Gene Webb
 This was RESOLVED.
- e) It was PROPOSED that Cllr. Leniec be appointed Chair of the Staffing Sub-Committee.
 This was SECONDED and RESOLVED.

12/6/25 Events

- a) VJ Day – Members received and considered proposals and costings for a VJ Day event on 15 August 2025 in addition to agreed plans, in response to feedback about VE Day. Cllr. Ford PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to approve the above plans as well as an evening event to be organised by the Mayor, funded from the events budget.
- b) Folly Fest – Members received and considered proposals and costings for a Town Council stand at Folly Fest. Cllr. Ford PROPOSED, Cllr. Wise SECONDED and it was RESOLVED to purchase 2 new (double-sided) display boards at £378 each for use at Town Meetings and other events and Faringdon Town Council will use these and have a stand at Folly Fest to:
 - 1) Consult on play equipment options at Oakwood Park,
 - 2) Provide information on 'who we are, what we do, our projects, how the precept is spent',
 - 3) Provide a large map for residents to put a sticker where they think a new noticeboard is needed by the local community.
- c) Cllr. Ford PROPOSED, Cllr. Finn SECONDED and it was RESOLVED to approve the purchase of staff workwear and go ahead with the quote from PMG Schoolwear, be paid for from the events budget.

13/6/25 Town Centre reports

Members PROPOSED, SECONDED and RESOLVED to go ahead with a 12-month subscription to HUQ for £900 via Vale of White Horse District Council and this would be funded from CIL monies. The value of the subscription would be considered at the end of 12 months. The Clerk will ascertain whether the information gained by other towns in the local group can be shared and whether we can share the data with local businesses.

14/6/25 Clerk's Report and Finance

- a) Members NOTED the Clerk's external activities.

15/6/25 Finance

- a) Cllr. Ford PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to approve the Schedule of Payments up to and including 9th June 2025.
- b) Cllr. Ford PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to approve the Faringdon Town Council Annual Accounts - 1st April 2024 to 31st March 2025.
- c) Cllr. Ford PROPOSED, Cllr. Finn SECONDED and it was RESOLVED to approve the Annual Internal Audit Report. The Town Clerk was congratulated on facilitating an excellent audit.
- d) Cllr. Ford PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to approve the Annual Governance Statement (section 1).
- e) Cllr. Ford PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to approve the Accounting Statements (section 2).
- f) Cllr. Ford PROPOSED, Cllr. Farmer SECONDED and it was RESOLVED to approve explanations of variances.
- g) Cllr. Ford PROPOSED, Cllr. Farmer SECONDED and it was RESOLVED to NOTE year end bank reconciliations.
- h) Cllr. Ford PROPOSED, Cllr. Farmer SECONDED and it was RESOLVED to approve for the period of public right to view accounts.

16/6/25 Agenda Items for the next meeting

Items for Monday 7th July 2025 should be forwarded to Clerk by Tuesday 1st July 2025.
Members noted that suggestions for Agenda items need to be proposed and seconded.

Meeting closed at: 8.25 p.m.

Appendix A. Schedule of Payments June 2025		
Name	Notes	£ Payable
Salaries	Salaries	£16,444.12
HMRC	Tax and NI 214-F11H	£5,069.17
OCC Pension CONTS	Pension Contributions	£5,672.89
Payments made early		
Name	Details	£ Paid
Santos Cleaning Services	PH Cleaning	£504.00
Bacs payments		
Name	Details	£ Payable
Robert Marchant	Agency	£2.25
Screwfix Direct	Supplies	£3.24
Liza Whitney	Mileage	£9.45
Kathryn Dyche (Dyche Ceramics)	Agency	£22.50
Anne Saunders	Agency	£27.00
Mr & Mrs Wheeler	Agency	£29.25
A Cane	Agency	£29.25
The Place	Agency/Donation	£32.13
Town & Green	Agency	£34.20
M Lubienski	Hire refund	£36.90
J Fennelly	Agency	£39.15
S Mapplebeck	Hire refund	£52.20
Aston & James	Stationery	£59.10
J A Cole	Agency	£60.75
Folly & Wild	Agency	£63.45
The Solid Soap Bar Company Ltd	Agency	£77.73
Advanced Imaging Systems (AIS)	Photocopier	£82.84
Christopher Dyche	Agency	£98.55
Red Sky Creative	Signs	£102.00
Paul Botsford	Agency	£104.40
Lupe Creations	Agency	£123.30
Sheila Irigoyen	Agency	£134.10
Vale Game	Pest control	£146.61
Rialtas	Training KD & SM	£156.00
Troy Film Agency	Cinema	£189.90
Louise Remington	Agency	£218.70
Paul's Planters	Summer display	£335.00
Wynn Matson	Summer hanging baskets	£360.00
Pyrotec	OTH testing	£410.40
Pyrotec	CEX testing	£410.40
Warren Cochrane	Bus shelter and CEX window cleaning	£415.00
James Hallam	Business insurance	£423.99
Santos Cleaning Services	PH Cleaning	£504.00
Alphagraphics	Agency	£525.60
Faringdon Twinning Association	Mandolin event/Donation	£590.06
James Hallam	Fleet insurance	£704.00
James Hallam	Property insurance	£1,200.17

The Advertiser Magazine	Newsletter	£1,680.00
Stage Solutions	CEX stage	£5,973.38
James Hallam	Commercial combined insurance	£7,164.74
Direct Debits		
Name	Details	£ Payable
Esso Fuel Card Services	Fuel	£3.60
O2 Mobile	Mobiles (June 2025)	£26.36
O2 Mobile	Mobiles (June 2025)	£30.84
Barclaycard	Processing fees	£39.34
Information Commissioners Office	Annual fee	£47.00
Fuel Card services	Fuel	£94.46
Ayvens (Lease Plan UK Ltd)	Van lease	£152.53
Veolia	Trade waste	£161.26
British Gas	OTH Electricity (Apr/May)	£166.35
British Gas	PH Electricity (May)	£184.36
Vale of White Horse District Council	PH Business rates	£274.00
British Gas	CEX Electricity (May)	£361.55
Cedar Telecom	Telephones/broadband	£402.89
British Gas	CEX Gas (May)	£419.59
British Gas	PH Gas (Apr/May)	£654.10
Vale of White Horse District Council	CEX Business rates	£986.00
PWLB	Loan repayments (due 1 July)	£3,911.95
Lloyds debit card	Repay	£227.59
Credit card	Repay	£49.95
Total Town Council Invoices		£58,515.59