

# **FARINGDON TOWN COUNCIL**

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Clerk: Katherine Doughty



## **Minutes of Full Faringdon Town Council (FTC) meeting held on Monday 7<sup>th</sup> July 2025 at 7:00pm in the Jubilee Room, Pump House, Faringdon**

Cllrs. present:

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

In attendance:

Katherine Doughty, Town Clerk
Margaret Nairne, Town Clerk's Assistant

### **1/7/25 Apologies for Absence**

Apologies for absence were NOTED from Cllr. Palmer.

### **2/7/25 Minutes of last Meeting – Monday 9<sup>th</sup> June 2025**

The Minutes of the meeting held on Monday 9<sup>th</sup> June 2025 were signed as a correct record.

### **3/7/25 Declarations of Interest & requests for dispensations**

None

### **4/7/25 Public Speaking and Question Time**

None

### **5/7/25 County Councillor and District Councillor's Reports**

Members NOTED apologies from C/Cllr. Thomas and D/Cllr. Edwards. Their County and District Councillor reports will follow shortly and will then be available online at <https://www.faringdowntowncouncil.gov.uk/homepage/reports/>.

### **6/7/25 Items for Information**

Members NOTED the Action List.

- VJ Day event update: due to staffing problems, the scope of the commemoration event will be reduced in scope and be based in the Corn Exchange. The Mayor will look into organising an evening event.
- Audit of local shops: Members agreed to postpone this for six months.

### **7/7/25 Correspondence**

Members NOTED a list of correspondence circulated by email up to and including 7<sup>th</sup> July 2025.

### **8/7/25 Reports from Outside Bodies**

None

### **9/7/25 Chair's Activity Report**

Members NOTED the Chair's activity report

### **10/7/25 Reports from Committees**

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

- a) Facilities Committee meeting – 2 June 2025.  
Cllr. Ford PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to recommend a further cost of £1573 to be taken from Reserves for a more reliable and energy-efficient dishwasher.  
The Clerk and Deputy Clerk will review all of the recommendations currently outlined for payment from the Asset Maintenance Reserve and this will be considered at the Finance & Audit Meeting later this month.
- b) Staffing Sub-Committee meeting – 16 June 2025
- c) Extra Finance & Audit Committee meeting – 16 June 2025
- d) Community & Partnerships Committee meeting – 16 June 2025
- e) Planning & Highways Committee meeting – 23 June 2025
- f) Members NOTED expenditure approved under the Scheme of Delegation in consideration of the risk to the delivery of council services for BGG £7920 and Santos Cleaning Company £8200.

### **11/7/25 To consider responses to consultations**

Members discussed a response to South & Vale District Council's consultation on local government reorganisation (deadline 16 July).

Cllr. Castle PROPOSED, Cllr. Ford SECONDED and it was RESOLVED to respond that Faringdon Town Council is an important entity and should be retained in any future proposed change of governance, whilst ensuring that no additional responsibilities will be undertaken without proportionate and appropriate levels of funding.

### **12/7/25 Planning matters**

Members considered a response to a S106 funding application from Trust for Oxfordshire Environment.

STRONGLY OBJECT as the biodiversity project is not 'on the development site' (Land South of Highworth Road).

### **13/7/25 Art Bench Trail**

- a) Members considered requesting additional S106 funds for installation of the benches if supported by the District Council Arts Officer. This was RESOLVED.
- b) Cllr. Ford PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to approve a quote for installation of the benches with the Bewley contractor to install all of the benches with use of S106 funds for the extra £1000 required.

### **14/7/25 Clerk's Report**

Members NOTED the Clerk's external activities.

### **15/7/25 Finance**

- a) Cllr. Ford PROPOSED, Cllr. Webb SECONDED and it was RESOLVED to approve a quote from Cloudy IT for annual renewal of the Council's IT support at £6734.52.
- b) Cllr. Ford PROPOSED, Cllr. Wise SECONDED and it was RESOLVED to approve the Schedule of Payments up to and including 7th July 2025.

### **16/7/25 Agenda Items for the next meeting**

Items for Monday 8<sup>th</sup> September 2025 should be forwarded to Clerk by Tuesday 2<sup>nd</sup> September 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 items be discussed in closed session. This was PROPOSED, SECONDED and RESOLVED.**

### **17/7/25 To consider and resolve a proposal for the title of Freedom of Faringdon under the Local Government Act 1972 s249 (7).**

It was PROPOSED, SECONDED and RESOLVED to award this to a local resident for his exemplary voluntary fundraising and support of a number of charities and activities in the Faringdon Community over a long period of years and as a worthy citizen of the town. The Clerk will investigate whether FTC has another medal already and when this might suitably be awarded.

### **18/7/25 Staffing Sub-Committee**

It was PROPOSED, SECONDED and RESOLVED to approve recommendations from a Staffing Sub-Committee meeting held earlier on 7<sup>th</sup> July 2025.

- a) Marketing & Community Officer  
The job description was approved and the Clerk will advertise the role immediately.
- b) Information Centre Manager/Activities Officer
  - a. The reduced number of working days per week was approved for a 3-month period, then to be reviewed.
- c) The proposed change in working hours was approved.

Meeting closed at: 7.53 p.m.

Appendix A. Schedule of Payments July 2025		
Name	Notes	£ Payable
Salaries	Salaries	£16,923.45
HMRC	Tax and NI 214-F11H	£5,079.00
OCC Pension CONTS	Pension Contributions	£5,741.24
<b>Payments made early</b>		
Name	Details	£ Paid
<b>Bacs payments</b>		
Name	Details	£ Payable
Lopay	Folly Dollies WI Green Day expenses	£3.00
Lopay	Jonjo Accordion player Green Day expenses	£3.50
Faringdon Collection Trust	PH Annual rent	£25.00
C Oliver	Agency	£40.50
R T Machinery Ltd	Mower maintenance	£51.00
Valegame	CEX - Pest Control Services	£48.64
Filmbankmedia	Cinema	£104.40
Centennial Safety Group Ltd	Fire Safety	£120.00
MRD Digital Print	Agency	£120.00
Advanced Imaging Systems (AIS)	Photocopier	£133.52
Playsafety Limited	ROSPA Inspection	£192.00
Centennial Safety Group Ltd	Fire Safety	£384.00
Santos Cleaning Services	Cleaning all buildings	£978.00
Plowden & Smith	Picture restoration	£5,220.00
ADI Doors & Automation	CEX (June)	£6,424.76
CloudyIT	Annual contract fee	£7,045.78
<b>Direct Debits</b>		
Name	Details	£ Payable
Esso Fuel Card Services	Fuel	£3.60
O2 Mobile	Mobiles	£26.36
O2 Mobile	Mobiles	£30.84
Barclaycard	Processing fees	£46.31
Breathe	HR (June)	£64.80
Fuel Card services	Fuel	£74.42
British Gas	PH Electricity (May/June)	£116.57
Ayvens (Lease Plan UK Ltd)	Van lease	£152.53
British Gas	CEX Electricity (May/June)	£229.39
Vale of White Horse District Council	PH Business rates	£274.00
Cedar Telecom	Telephones/broadband	£410.81
Peninsula	HR (June)	£637.67
Vale of White Horse District Council	CEX Business rates	£986.00
PWLB	Loan repayments (due 1 July)	£3,911.95
Lloyds debit card	Repay	£1,256.88
Barclaycard	Repay	£480.95
<b>Total Town Council Invoices</b>		<b>£57,340.87</b>