

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 8th September 2025 at 7:00pm in the Jubilee Room, Pump House, Faringdon

Cllrs. present: Farmer (Chair)
Castle
Famakin (from Item 5)
Finn
Lunn
Morgan
Palmer
Webb
Wild
Wise

In attendance: Katherine Doughty, Town Clerk
Margaret Nairne, Town Clerk's Assistant
Lucy Edwards, D/Cllr.

In attendance online: Cllr. Ford

1/8/25 Apologies for Absence

Apologies for absence were NOTED from Cllr. Boulton, Cllr. Ford, Cllr. Leniec, Cllr. Norris.

2/8/25 Minutes of last Meeting – Monday 7th July 2025

The Minutes of the meeting held on Monday 7th July 2025 were signed as a correct record.

3/8/25 Declarations of Interest & requests for dispensations

None

4/8/25 Public Speaking and Question Time

None

5/8/25 County Councillor and District Councillor's Reports

Members NOTED a short report from C/Cllr. Thomas and D/Cllr. Edwards. The County and District Councillor report will then be available online at

<https://www.faringdowntowncouncil.gov.uk/homepage/reports/>.

6/8/25 Items for Information

- a) Members NOTED the Action List.
 - Road closure notice on Canada Lane: Clerk to ensure County Council understand that this is a cul-de-sac with only one way to enter and exit.
- b) Members received the District Council correspondence re. deep cleanse services. Clerk to suggest The Hobble and the path at the end of Southampton Street to Volunteer Way.

7/8/25 Correspondence

Members NOTED a list of correspondence circulated by email up to and including 8th September 2025.

8/8/25 Reports from Outside Bodies

None

9/8/25 Clerk's Report

Comprehensive report has been circulated. Recommendations:

1. Members NOTED that the Coach Lane Churchyard has 3-5 years of burial space remaining and that they should begin to consider whether the Town Council will wish to accept the maintenance liability when it closes. Clerk to monitor and check for any deadlines, also with reference to any changed responsibilities under future local government re-organisation.
2. Members discussed and supported the Clerk's idea of drafting a project proposal to employ a Town Centre Manager.
3. Members considered what services/assets would be beneficial to the council and community and how we might be better placed to operate those compared to existing local authorities. Members agreed that this could be discussed at the Strategy Meeting on 15th September.

10/8/25 Chair's Activity Report

Members NOTED the Chair's activity report

11/8/25 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 July 2025

Cllr. Farmer PROPOSED, Cllr. Palmer SECONDED and it was APPROVED (with one abstention) to accept the tender from Sutcliffe Play South West for Oakwood Park subject to minor amendments to the design.

12/8/25 Royal Garden Party Nominations 2026

Members NOTED correspondence from His Majesty's Lord-Lieutenant of Oxfordshire with regard to nominations for invitees to the 2026 Royal Garden Party. Cllr. Castle PROPOSED, Cllr. Wise SECONDED and it was APPROVED that Councillors should make nominations by email to the Clerk by 19th September 2025 and delegate the decision to the Clerk.

13/8/25 Faringdon Food Bank

Members considered a report regarding the future running of the Food Bank. The Partnership Agreement with Faringdon Town Council expires end September 2026. Cllr. Castle PROPOSED, Cllr. Wise SECONDED and it was APPROVED that the Food Bank Committee may fill the Food Bank Manager vacancy externally (now they have the ability and HR resources to do so) with Faringdon Town Council paying 50% of the salary via a grant; 6 months' costs will be in the next financial year and included in the Council's budget. The future of Faringdon Town Council's partnership agreement with the Food Bank will be reviewed in January or February 2026.

14/8/25 Finance

- a) Members considered and Cllr. Wise PROPOSED, Cllr. Castle SECONDED and it was APPROVED to approve the Schedule of Payments up to and including 8th September 2025 including those paid under delegated authority on 15th August.

- b) Members NOTED the budget has been exceeded for the Corn Exchange/Maintenance & Repairs and Cllr. Palmer PROPOSED, Cllr. Famakin SECONDED and it was RESOLVED to permit future expenditure (taking into consideration use/offset of Reserves).

15/8/25 Clerk's Report

Members NOTED the Clerk's external activities.

16/8/25 Agenda Items for the next meeting

Items for Monday 13th October 2025 should be forwarded to Clerk by Tuesday 7th October 2025.

- MUGA
- Community building and community space.

Due to the confidential nature of the following item the Chair moved and it was agreed 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.

17/8/25 Staffing

Cllr. Wise PROPOSED, Cllr. Castle SECONDED and it was RESOLVED, following a successful interview process, formally to appoint Ben Lewis as Facilities Supervisor with effect from 1 September 2025.

Meeting closed at: 8.21 p.m.

Appendix A. Schedule of Payments September 2025

| Name | Notes | £ Payable |
|-------------------|-----------------------|-------------------|
| Salaries | Salaries | £15,890.64 |
| HMRC | Tax and NI 214-F11H | £4,895.29 |
| OCC Pension CONTS | Pension Contributions | £5,427.26 |
| <i>Subtotal</i> | | <i>£26,213.19</i> |

| BACS payments made early | | |
|---|------------------------------------|------------|
| Name | Details | £ Paid |
| Royal British Legion Faringdon & District | VJ Day Wreath | £27.50 |
| Oxon First Aid Response | Outdoor Cinema | £280.00 |
| Jackie Kerr Recruitment | Agency worker | £496.92 |
| The Purple Plumbing People | CEX dishwasher installation | £500.88 |
| Santos Cleaning Services | Venue cleaning x3 | £1,360.00 |
| Faringdon Electrical Services | Canada Lane kiosk materials (only) | £2,345.18 |
| | | |
| Bacs payments | | |
| Name | Details | £ Payable |
| P & S Wheeler | Agency | £11.25 |
| A Cane | Agency | £20.70 |
| YOCO | Agency (Outdoor cinema donations) | £31.08 |
| C Nicholls | CEX Hire refund | £32.40 |
| H Martin | Agency | £36.00 |
| The Solid Bar Company Ltd | Agency | £39.55 |
| The Place | Agency (Outdoor cinema donations) | £49.82 |
| Botsford Bespoke Metal Art | Agency | £54.00 |
| Town & Green | Agency | £58.50 |
| P & J Tomlinson | Agency | £60.75 |
| Dyche Laser Creations | Agency | £94.05 |
| J Fennelly | Agency | £101.70 |
| PTS Calibrations | PAT Tester calibration | £103.20 |
| Christine Purdy | Agency | £115.20 |
| National Trust | Allotment rent (6 months) | £147.50 |
| Folly & Wild | Agency | £152.10 |
| Faringdon Community Bus | Agency | £157.50 |
| S Irigoyen | Agency | £162.00 |
| PHS Group | Waste | £196.68 |
| Filmbank Media | September Cinema & Outdoor Cinema | £367.20 |
| Nichola Henshaw | 3rd instalment for art bench trail | £13,000.00 |

| Direct Debits | | |
|--------------------------------|-------------------------------|-----------|
| Name | Details | £ Payable |
| Esso Fuel Card Services | Fuel | £25.20 |
| O2 Mobile | Mobiles | £30.84 |
| Advanced Imaging Systems (AIS) | Photocopier | £37.47 |
| Ayvens | Van lease | £152.53 |
| VWHDC | PH Business Rates | £274.00 |
| Cedar Telecom | Phones/Broadband | £407.14 |
| British Gas | OTH Electricity - July-August | £458.79 |
| Peninsula | HR & H&S | £637.67 |
| VWHDC | CEX Business Rates | £986.00 |
| Lloyds debit card | Repay | £0.00 |

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| Total Town Council Invoices | | £44,214.01 |