

# **FARINGDON TOWN COUNCIL**

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Clerk: Katherine Doughty



## **Minutes of an Extra Finance and Audit Committee Meeting held on Tuesday 11<sup>th</sup> November 2025 at 7.00pm in the Jubilee Room, Pump House, Faringdon**

**Members Present:** Cllr. Leniec (Chair)

Cllr. Castle

Cllr. Farmer

Cllr. Webb

Cllr. Wise

**In attendance:** Katherine Doughty, Town Clerk

Margaret Nairne, Town Clerk's Assistant

**In attendance online:** Sarah Johnson, Deputy Town Clerk

**1/9/25 Apologies for Absence:** Cllr. Finn; Cllr. Ford

**2/9/25 Declarations of Interest & requests for dispensations**

None

**3/9/25 Public Speaking and Question Time**

None

**4/9/25 To consider waiving the Corn Exchange hire fee for a community event  
with recommendation to the Facilities Committee**

Cllr. Castle PROPOSED, Cllr. Wise SECONDED and it was RECOMMENDED to the Facilities Committee to waive the Corn Exchange hire fee for the Christmas Day community lunch. The Clerk will ask the organisers to acknowledge the support of FTC including the FTC logo on their publicity.

**5/9/25 Van**

Clerk provided a report on the problems with the Council's van clarifying that costs will be paid in accordance with Financial Regulations 5.18. The Services and Facilities Officer is investigating a cost comparison for buying the van, with ongoing running and maintenance costs or repairing it and it was PROPOSED, SECONDED and RESOLVED to give the Clerk authority to continue to pay for hiring a van.

**6/9/25 Staffing Training Day**

a) It was PROPOSED, SECONDED and RESOLVED to close the office on Thursday 13 November for staff training.

b) Members NOTED, in accordance with Financial Regulations 5.15, the training costs to be paid from the training budget.

**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.**

### **7/9/25 Human Resources**

Members NOTED the resignation of the Activities & Office Manager and it was PROPOSED by Cllr. Leniec, SECONDED by Cllr. Farmer and RESOLVED to advertise the post based on the recently agreed job description. Following this, Cllr. Farmer PROPOSED, Cllr. Leniec SECONDED and it was RESOLVED that a current member of the TIC staff will take on the management of the TIC on a temporary basis with additional hours and a temporary move up the pay scale to reflect the increased responsibility.

### **8/9/25 The Pump House Project (PHP)**

Members received an update and discussed the future of the building and PHP. Considerations for future use of the building were agreed and included the Council drafting a proposal for facilitating a youth services project over the next 6-12 months.

The Clerk will work with the Deputy Town Clerk to establish the current running costs of the Pump House Project as a whole, and of the building. They will liaise with the staff at the PHP and revisit the recent Health & Safety report as well as, if necessary, commissioning a general survey of heating, maintenance and potential future repairs.

### **9/9/25 Agenda items for next meeting:**

Items for Monday 12<sup>th</sup> January 2026 should be forwarded to Clerk by Tuesday 6<sup>th</sup> January 2026.

**Meeting closed at: 8.07 p.m.**