

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place
FARINGDON, Oxfordshire, SN7 7HL
Telephone 01367 240281
office@faringdowntowncouncil.gov.uk
www.faringdowntowncouncil.gov.uk
Clerk: Katherine Doughty



Minutes of the Facilities Committee meeting held on Monday 8th December 2025 at 6 p.m. in the Jubilee Room, Pump House, Faringdon

Cllrs present: Cllr. Boulton (Chair)
Cllr. Farmer
Cllr. Finn
Cllr. Ford
Cllr. Leniec
Cllr. Webb

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

In attendance online: Sarah Johnson, Services and Facilities Officer

1/6/25 Apologies for Absence

Apologies for absence were NOTED from Cllr. Palmer

2/6/25 Election of Vice Chair

It was PROPOSED and SECONDED to appoint Cllr. Webb as Vice Chair and this was RESOLVED.

3/6/25 Minutes of last meeting

The minutes of the meeting held on Monday 1st September 2025 were signed as a correct record.

4/6/25 Declarations of interest

None

5/6/25 Public Question and Speaking Time

None

6/6/25 Project and Action List

Members NOTED the action list.

7/6/25 Facility Reports

Members NOTED updates and reports including decisions taken under delegated authority for Town Council assets.

8/6/25 Corn Exchange

- a) Members received quotes to replace the boilers and pumps for recommendation to the Finance & Audit Committee. It was decided to defer a decision until the next meeting.
- b) Members received a quote (procured under SSJ) to repair the stonework. Cllr. Leniec PROPOSED, Cllr. Ford SECONDED and it was resolved to put the quote from SK Conservation for £3,102 forward to the Finance and Audit Committee for approval in January.

9/6/25 Pump House

Members NOTED an update on the repairs to the Pump House.

10/6/25 Town Council vehicle

- a) Members received quotes and discussed the proposal either to lease or purchase a replacement vehicle. Cllr. Leniec PROPOSED, Cllr. Ford SECONDED and it was resolved to put the quote for £29,549 + £400 road tax + separate 5-year warranty, to be funded from reserves, forward to the Finance and Audit Committee for approval.

11/6/25 Software

- a) Members considered quotes to digitise statutory health and safety checks across venues and parks. Cllr. Boulton PROPOSED, Cllr. Farmer SECONDED and it was resolved to put the quote from Inspection Manager for £720 per annum to the Finance and Audit Committee for approval, to go into the budget for 2026.27.
- b) Venue booking software: Cllr. Ford PROPOSED, Cllr. Farmer SECONDED and it was resolved to put the quote from Bookteq for £2,340 per annum forward to the Finance and Audit Committee for approval, to go into the budget for 2026.27.

12/6/25 All Saints' Churchyard

Members received quotes to include memorial headstone topple testing and survey of the boundary wall. Cllr. Boulton PROPOSED, Cllr. Webb SECONDED and it was resolved to put the quote from ATA for £2,200 forward to the Finance and Audit Committee for approval to go into the budget for 2026.27.

13/6/25 Precept budget 2026/27

- a) Members NOTED financial reports
 - I. Corn Exchange
 - II. Pump House
 - III. Recreation and Open Space
- b) Members NOTED draft budgets for 2026/27
 - I. Corn Exchange
 - II. Pump House
 - III. Recreation and Open Space
- c) Members considered and NOTED capital expenditure projects for 2026/27
 - I. Corn Exchange
 - II. Pump House
 - III. Recreation and Open Space

Expenditure to be prioritized with new boiler being priority 1 and Christmas lights being priority 2.

14/6/25 Items for information only

None.

15/6/25 Items for next agenda:

Items for the meeting to be held on 16th March 2026 must be sent to the Clerk by Monday 10th March 2026.

Meeting ended at 6.49 p.m.