

FARINGDON TOWN COUNCIL

The Corn Exchange, FARINGDON, Oxfordshire, SN7 7JA

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Clerk: Sally Thurston



Minutes of a Finance & Audit Committee meeting held on Monday 16th May 2016 at 7.15pm in the Old Town Hall, Faringdon.

PRESENT: Cllrs. Steve Leniec Chairman
 Al Cane
 Angela Finn
 Julie Farmer
 Mark Greenwood
 Andrew Marsden
 Mike Wise

In Attendance: Sally Thurston Town Clerk

- 1/5/16 Apologies for Absence**
Apologies were received from Cllrs. David Barron and Jane Boulton
- 2/5/16 Declarations of Interest**
No declarations of interest were made at this time.
- 3/5/16 Minutes of Last Meeting – Wednesday 27th April 2016**
The minutes were signed as a correct record.
- 4/5/16 Items for Information**
None.
- 5/5/16 Public Speaking Time**
No members of the public wished to speak at this time.
- 6/5/16 Public Question Time**
None received.

Cllr. Steve Leniec proposed that due to the confidential nature of items to be considered that the next item be held in confidential session suspending standing order 1c. This was **SECONDED** and **CARRIED**.

- 7/5/16 Staffing**
Members considered a proposal to re-structure the Town Clerks office staff, the proposal was within the current staffing budget. Cllr. Leniec **PROPOSED** that the restructure as drafted be accepted and a Deputy Town Clerk or equivalent be recruited. This was **SECONDED** by Cllr. Mike Wise and **CARRIED**.

It was PROPOSED that the Deputy Town Clerk Job description as drafted be accepted with two minor amendments. This was AGREED. It was further PROPOSED that the Town Clerk in conjunction with Cllrs. Leniec, Wise and Farmer be delegated to agree a person and job specifications and proceed with the recruitment, seeking advice from Ellis Whittam throughout. This was AGREED.

An interview panel would be agreed at a later date.

The meeting closed at 8pm.