

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 Wednesday 25th November 2015 at 7.15 pm in the Jubilee Room, the Pump House, Faringdon.

PRESENT: Cllrs. **Steve Leniec** (Chairman from min: 10/6/15)
David Barron
Jane Boulton
Angela Finn
Julie Farmer
Mark Greenwood
David Price (from min 7/6/15)
Andrew Marsden (Chairman until min: 10/6/15)
Mike Wise

In Attendance: Sally Thurston, Town Clerk

1/6/15 Apologies for Absence

None received

2/6/15 Declarations of Interest

No declarations of interest were made at this time.

3/6/15 Minutes of Last Meeting – Wednesday 30th September 2015

Cllr. Finn stated that she had submitted her apologies for this meeting but they were not recorded. The minutes were signed as a correct record with this amendment.

4/6/15 Items for Information

None

5/6/15 Public Speaking Time

No members of the public wished to speak at this time.

6/6/15 Public Question Time

None received.

7/6/15 Applications for Financial Assistance

Members considered the following application:

The Independent Advice Centre, Wantage	£2, 000
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It was PROPOSED that £1,500 be awarded to Wantage Independent Advice Centre with additional support in the provision of a room if possible. This was SECONDED and CARRIED.

8/6/15

Community & Tourist Information Centre

Members received a report from Faringdon Community and Tourist Information Centre Supervisor which was NOTED.

9/6/15

Financial Reports

- a) *Members received and NOTED the following half year reports:*
- (i) Office and Establishment*
 - (ii) Faringdon Tourist Information centre*
 - (iii) Direct Council Expenditure*
- b) *Members received and NOTED a half year financial summary for the following committees:*
- (i) Venues*
 - (ii) Recreation and Open Spaces*
 - (iii) Planning and Highways*
 - (iv) Youth Services*
- c) *The clerk gave a summary of the financial position at 30th September 2015. The balance in the Town Council Accounts at the 30th September 2015 was £413,677 which includes all reserves and earmarked funds. This was NOTED.*

10/6/15

Precept 2016/17

Members discussed draft precept figures for a-d below

- a) Office & Establishment
- It was NOTED that FCB did not require the £1,500 advertising support in the 2016.17 financial year but a budget of £250 for advertising would be required.
 - The grants budget was also increased to £15,000
- This resulted in an initial revenue budget of £281,950. This was AGREED.
No capital projects were proposed at this stage.
- b) Faringdon Community & Tourist Information Centre
An initial revenue budget of an income of £2580 was AGREED.
No capital projects were proposed at this stage.
- c) Direct Council Expenditure
An initial revenue budget of £18,300 was AGREED.
No capital projects were proposed at this stage.
- c) Maintenance Fund
Members considered a draft maintenance and replacement fund. It was suggested that the fund required more investigation and work that would include; a maintenance plan and risk assessments. It was proposed that the maintenance and replacement be discussed further at relevant committees to ensure it covered all areas. This was AGREED

- e) Members reviewed the following Committees' Budgets
- (i) *Venues Committee*
An initial revenue budget of £18,775 was received and NOTED.
No capital projects were proposed at this stage.
 - (ii) *Recreation & Open Spaces*
An initial revenue budget of £13,835 was received and NOTED.
The following capital projects were proposed and NOTED:
 - Rubber play surface at Oakwood Park: £15,000
 - Tree Survey: £1500The R&OS committee was asked to consider if:
 - a) A tree survey should be a capital project or added to the maintenance budget.
 - b) Improvements to play surface could be grant funded.
 - (iii) *Planning & Highways*
An initial revenue budget of £2,580 was received and NOTED.
 - (iv) *Youth Services*
An initial revenue budget of £21,195 was received and NOTED.
Members also NOTED a second revenue budget of £16,030 had been prepared should Youth Services be withdrawn from the FAZE site in August 2016.

11/6/15

Faze Purchase

Members were informed that OCC had advised they had not received the letter, sent by recorded delivery, to request that restrictions to use the site solely for Youth Services be removed. OCC were now in receipt of the letter but no response had been received.

Members were further informed that Youth Services were running successfully in other venues in the Town centre. It was suggested that the Youth Services Committee were responsible for a decision regarding the location of their service and the purchase of the FAZE site should be treated separately and be referred to Full Council. This was AGREED.

12/6/15

Relocation of Services

Members received and considered a costed proposal to move Faringdon Town Council Offices to the Pump House. Cllr. Price informed members that a recent meeting between himself, Lord Faringdon and the clerk had confirmed that Lord Faringdon supported the move. In addition the move would support and strengthen Youth Services in a central location. It was proposed a recommendation be made to council that the Town Council Offices were relocated to the Pump House in the current financial year. This was SECONDED and CARRIED.

13/6/15

Financial Recommendations

- a) Members were informed that most actions recommended by the internal auditor have now been carried out and an interim audit will take place in February to cover outstanding issues with Venues bookings and the OTH Trust income and expenditure.
- b) It was PROPOSED that the draft credit card policy be APPROVED. This was SECONDED and CARRIED.

14/6/15

Staff Matters

- a) Members were informed that all appraisals had been carried out except TIC which will take place in December
- b) It was PROPOSED that the Youth and Community Officer work with the Pump House project as their Safeguarding Officer. This was AGREED.
- c) It was PROPOSED that the draft discretionary policy relating to the LGS Pension Scheme be APPROVED. This was AGREED.