

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL

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Clerk: Sally Thurston



## **Minutes of the Finance and Audit Committee meeting held on Monday 23<sup>rd</sup> October 2017 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.**

<b>Cllrs Present:</b>	<b>Steve Leniec (Chairman)</b> <b>Pauline Beesley ( Vice Chair of Planning – Deputising for Cllr. Marsden)</b> <b>Jane Boulton</b> <b>Al Cane</b> <b>Mark Greenwood</b> <b>Angela Finn</b>
<b>In attendance</b>	<b>Sally Thurston, Town Clerk</b>
<b>1/6/17</b>	<b>Apologies for Absence</b> Adele Vincent, Rebekah Pugh. Cllrs. David Barron, Julie Farmer, Richard Marsh, Mike Wise and Andrew Marsden.
<b>2/6/17</b>	<b>Minutes of last meeting</b> The minutes of the meeting held on Monday 24 <sup>th</sup> July 2017 were signed as a correct record
<b>3/6/17</b>	<b>To Elect Vice Chair</b> Cllr. Andrew Marsden was NOMINATED to act as Vice Chair for 2017/18. This was SECONDED and RESOLVED.
<b>4/6/17</b>	<b>Declarations of Interest</b> None
<b>5/6/17</b>	<b>Public Question and Speaking Time</b> None
<b>6/6/17</b>	<b>Items for Information Only</b> Spurgeons have requested that the budget for equipment and session provision is held locally as this is what The Place committee will be fundraising for. This will be discussed at the next meeting.
<b>7/6/17</b>	<b>Information Centre</b> Members received and NOTED, with thanks, a report from Information Centre Supervisor.
<b>8/6/17</b>	<b>Financial Reports</b> <ul style="list-style-type: none"> <li>a) Members received and NOTED the following reports:                             <ul style="list-style-type: none"> <li>(i) Office and Establishment</li> <li>(ii) Faringdon Tourist Information centre</li> <li>(iii) Direct Council Expenditure</li> </ul> </li> <li>b) Members received and NOTED summaries for the following committees:                             <ul style="list-style-type: none"> <li>(i) Facilities</li> <li>(ii) Planning and Highways</li> <li>(iii) Community and Partnerships</li> </ul> </li> <li>c) Members received and NOTED notification of balances.                              Members NOTED that the Bank of Ireland was closing to English customers and balances would be transferred to Lloyds. The Clerk was asked to investigate alternative banks. The Clerk was also asked to invite CCLA to present at a future meeting regarding investment possibilities. This was AGREED.</li> </ul>

<b>9/6/17</b>	<p><b>Capital Projects</b></p> <p>Members considered ideas for capital projects for the 2018 / 2019 financial year for:</p> <ul style="list-style-type: none"> <li>(i) Office and Establishment</li> <li>(ii) Information centre</li> <li>(iii) Direct Council Expenditure</li> </ul> <ul style="list-style-type: none"> <li>• Cllr Beesley suggested Market Stalls would be an excellent investment for the town. Cllr, Beesley would bring further information to the next meeting.</li> <li>• The Clerk was asked to get prices for replacement computers and it would be discussed if these should fall under revenue or capital at the next meeting.</li> </ul>
<b>10/6/17</b>	<p><b>Report from Grant Sub Committee</b></p> <p>The minutes of the Grant Sub-Committee Meeting, including decisions taken under delegated authority, held on Monday 9<sup>th</sup> October 2017 were received and NOTED.</p>
<b>11/6/17</b>	<p><b>Audit and Internal Controls</b></p> <ul style="list-style-type: none"> <li>a) <i>It was PROPOSED that the external audit report 2016/17 was APPROVED this was SECONDED and RESOLVED.</i></li> <li>b) <i>It was PROPOSED that the internal audit 2016/17 was effective. This was SECONDED and RESOLVED.</i></li> <li>c) <i>It was PROPOSED that IAC be appointed as internal auditor for 2017/18 at a cost of £650 plus VAT for two visits. This was SECONDED and RESOLVED.</i></li> </ul>
<b>12/6/17</b>	<p><b>Pyrotech Maintenance Contracts</b></p> <p>It was PROPOSED that the maintenance contracts for emergency lighting and fire safety with Pyrotech be APPROVED. This was SECONDED and RESOLVED.</p>
<b>13/6/17</b>	<p><b>Security Review</b></p> <p>This item was deferred to a future meeting when full costs have been established.</p>
<b>14/6/17</b>	<p><b>Christmas Hours</b></p> <p>It was PROPOSED that the Christmas opening hours for the Town Council and Information Centre be as follows: close at 1pm Saturday 23<sup>rd</sup> December 2017 re-open 9am Tuesday 2<sup>nd</sup> January 2018.</p> <p>This was SECONDED and RESOLVED. It was further PROPOSED that the decision for Christmas Closing be DELEGATED to the Clerk for future years. This was SECONDED and RESOLVED.</p>
<b>15/6/17</b>	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>a) It was PROPOSED that the recruitment of a temporary Town Coordinator to March 2018 be APPROVED and DELEGATED to the Town Clerk in conjunction with Town Team. This was SECONDED and RESOLVED.</li> <li>b) Members were informed that the staff team was working well. The new training and development policy is being introduced. One to ones are now implemented and the first full team training session has taken place with a second being planned.</li> </ul>