

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 3rd June 2015 at 7.15 pm in the Jubilee Room, the Pump House, Faringdon.

PRESENT: Cllrs. Steve Leniec (Chairman)
David Barron
Jane Boulton
Julie Farmer
Angela Finn
Mark Greenwood from min. 3/3/15
Andrew Marsden
David Price

In Attendance: Sally Thurston, Town Clerk
Mark Blatch, Folly Fest
Beth Davis, C&TIC Supervisor

1/3/15 Apologies for Absence

Apologies were received from Cllrs. Mike Wise and James Famakin

2/3/15 Declarations of Interest

None at this time

3/3/15 Appoint a Vice Chairman

Cllr. Steve Leniec proposed Cllr. Andrew Marsden as Vice Chairman. This was seconded and CARRIED.

4/3/15 Minutes of Last Meeting: Wednesday 4th March 2015

The Minutes were signed as a correct record.

5/3/15 Items for Information Only

The Clerk reported that a payment of £1354 has been received from Builders Ede to cover the legal costs incurred during the SSSI negotiations. This was NOTED.

6/3/15 Public Speaking Time

None

7/3/15 Public Question Time

None received

8/3/15 Applications for Financial Assistance

- a. The committee received a report of regular grants that had been made since 2009. The clerk was asked to investigate further past grants to Abingdon CAB. The report was NOTED.
- b. To consider the following applications:

Name of Organisation	Amount	Purpose of Grant
Royal British Legion	£25	To cover printing costs for Festival of Remembrance

It was proposed that the council continue to cover the printing costs for this event at the Clerks' discretion. This was seconded and CARRIED.

Name of Organisation	Amount	Purpose of Grant
Folly Fest	£5,000	To assist with general expenses

It was proposed that a grant of £3,000 be made under LGA 1972 s.145. With additional room hire expenses of up to £750 for the Town Council venues. This was seconded and CARRIED.

9/3/15 Faringdon Community & Tourist Information Centre

A written report was received from the C&TIC Supervisor. Thanks were given to the CTIC staff for their hard work during a period of change. The report was NOTED with thanks to Beth Davis, C&TIC Supervisor.

10/3/15 End of Year Financial Reports 2014/15

Members received the following reports:

- (i) Office & Establishment & Grants
- (ii) Community & Tourist Information Centre
- (iii) Direct Council Expenditure
- (v) Summary of Council Income/Expenditure
- (vi) Notification of end of year balances and uncommitted reserves

The reports were NOTED.

Cllr. David Price requested that the Clerk investigate providing a cash flow forecast for the next meeting. This was AGREED.

11/3/15 Internal Auditors Report

Members received a report from the internal audit carried out on 18th May 2015 and considered recommendations and action list.

1. It was noted that the council should make any future lump sum payments of the Chairman's Allowance under PAYE. It was proposed that the Clerk get further clarification of this and report to the next meeting. This was AGREED.

2. It was NOTED that Youth Workers are not on standard NJC rates and this should be rectified. It was proposed that the Clerk provide costing's for this action to the next meeting. This was AGREED.
3. It was proposed following actions should be AGREED and NOTED:
 - To note an adjustment of £88.27 in the Petty Cash book due to an historical error.
 - To set the office petty Cash limit at £200 and this be run on an imprest systemThis was seconded and CARRIED.
4. It was noted that a councillor who is not a bank signatory should review the bank reconciliations quarterly. Cllr. Leniec proposed that Cllr. Marsden be delegated authority to carry out this review. This was seconded and CARRIED.
5. It was proposed that the Clerk carry out the remaining actions. This was seconded and CARRIED.

12/3/15 Financial Regulation Review

Members received and considered reviewed Financial Regulations, which were prepared in line with NALC guidelines.

1. Cllr. Marsden proposed that the reference to VAT Act 1994 s.33 be removed, as this inaccurate as far as Faringdon Town Council is concerned. This was seconded and CARRIED.
2. It was proposed that the Finance and Audit Committee make a recommendation that Council adopt the updated Financial Regulations with the above amendment. This was seconded and CARRIED.

13/3/15 Bank Accounts

The Clerk informed members that the auditor has confirmed that Town Councils are not covered by the £80,000 guarantee. He has advised that we set a maximum limit to hold in our bank accounts that does not exceed what we can afford to lose without affecting our ability to deliver the service.

Cllr. Mark Greenwood suggested that it could be safer to put all funds in one high street bank.

It was proposed that the Clerk write a report with recommendations for the next meeting. This was AGREED.

14/3/15 VoWHDC Debt

It was proposed that the committee formally accept a part payment from VoWHDC as part of the Corn Exchange sale agreement and that the remaining £1,459 be written off. This was seconded and CARRIED.

15/3/15 Tuckers Recreation Ground Trust

Members considered a request from Tuckers recreation ground trust to receive a £1,000 grant for 2014/15 and 2015/16.

It was proposed that the trust be granted £1,000 for 2015/16 only as any earmarked funds for 14/15 had now fallen into reserves. This was seconded and CARRIED. If the Trust needed the funds for specific project it was recommended they made a further request.

16/3/15 FAZE – Proposed purchase of site

- a. Members received an update on progress.
The Clerk informed the committee that our solicitor had posed several questions to Oxfordshire County Council regarding the site and we were awaiting a response.

- b. Members received and considered information regarding drainage and contamination received from SLADE Legal. It was proposed that the council proceed with the purchase of the site and that the Clerk contact OCC to ascertain progress. This was seconded and CARRIED.

17/3/15 Business Rates

Members received and considered an outstanding demand for business rates at the Corn Exchange following a revaluation.

The Clerk reported that the following actions had been taken:

1. An appeal had been made against the revaluation level.

2. The tenant of the Council Chamber had applied for small business rate relief.

The actions were NOTED.

18/3/15 HR and Health & Safety Advice

Members received a proposal from Ellis Whittam for the future provision of advice and considered early renewal.

It was proposed the Clerk obtain further quotes for this service and present them at the next meeting. This was AGREED.

19/3/15 Councillor Emails

Members considered quotation to provide all councillors with a designated Faringdon Town Council email address

It was proposed that the quote be accepted and that councilors were provided with a.gov email address at a cost of £10 per mailbox per year. This was seconded and CARRIED.

20/3/15 Strategic Working Party Recommendations

- i. Terms of reference

Members received and considered draft terms of reference for the committee. It was proposed these be accepted with the word 'strict' removed. This was seconded and CARRIED.

ii. Three Year Plan

Members received and considered a draft 3 year plan.

It was proposed that this be AGREED as a working document that would continue to change and be amended. This was seconded and CARRIED.

21/3/15 Staff Matters.

- a. The committee formally appointed the following members to the Staff Working Party:
Mayor, Deputy Mayor, All Committee Chairmen and the Town Clerk.
It was noted that there was concern regarding how confidential staff matters were reported. It was proposed that the Clerk research how other councils deal with this and report to the Staff Working Party. This was AGREED.
- b. The committee considered awarding the recommended NALC non-consolidated payment to staff. It was proposed that these payments be made this was seconded and CARRIED.