

# **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 29<sup>th</sup> July 2015 at 7.15 pm in the Jubilee Room, the Pump House, Faringdon.**

**PRESENT:** Cllrs. **Steve Leniec** (Chairman)  
**Jane Boulton**  
**James Famakin** from min. 7/4/15  
**Julie Farmer**  
**Mark Greenwood**  
**Andrew Marsden**  
**Mike Wise**

**In Attendance:** **Sally Thurston, Town Clerk**  
**2 Members of the Public**

## **1/4/15 Apologies for Absence**

Apologies were received from Cllrs. David Barron and Angela Finn and Beth Davis, TC&TIC Supervisor

## **2/4/15 Declarations of Interest**

Cllr. Mike Wise declared an interest in the Folly Trust grant application as he is a Friend of the Folly.

## **3/4/15 Minutes of Last Meeting – Wednesday 3<sup>rd</sup> June 2015**

The minutes were signed as a correct record

## **4/4/15 Items for Information**

None

## **5/4/15 Public Speaking Time**

No members of the public wished to speak at this time

## **6/4/15 Public Question Time**

None

## **7/4/15 Applications for Financial Assistance**

Members were informed that there was £5750 remaining in the grants budget for the 2015/16 financial year.

The following grant requests were expected:

South and Vale Carers £1,500, Wantage Independent Advice £1,000 + and Abingdon Citizens Advice £1,000. It was proposed that £3,000 was ring fenced to allocate to these services. This was AGREED.

Members considered the following applications:

Name of Organisation	Amount	Purpose of Grant
1.Faringdon Folly Trust	£3,000	Safety assessment, management and accident prevention of the woodland
2. Faringdon Pre-School	£205	Computer equipment
3.Faringdon Rotary Club	£1,000	To cover costs of Festive Faringdon
4.1 <sup>st</sup> Faringdon Scout Group	£5029.34	Development of three new scouting units and equipment

1. Ms. Gene Webb spoke on behalf of the Folly Trust and explained that the Folly Woodland was now very well used by both residents and visitors. It will cost approx. £4,000 per year to maintain the woodland and keep it safe. It was proposed that the Folly Trust be awarded a grant of £1,000 this was seconded and AGREED.
2. Mrs. Alison Thomson spoke on behalf of Faringdon Pre-school and explained that the pre-school was struggling to meet the growing costs. It was proposed that Faringdon Pre-school be awarded a grant of £205 to meet the costs of computer software. This was seconded and AGREED.
3. It was proposed that Faringdon Rotary Club be awarded a grant of £500 plus room hire costs of up to £212.80. This was seconded and AGREED.
4. Members felt that the application from Faringdon Scouts needed to be more realistic and focused. It was proposed the clerk contact the scout group and explain that the Town Council had a very small amount remaining in their budget and suggest they made a more specific application. This was AGREED.

#### **8/4/15 Community & Tourist Information Centre**

Members received a report from the C&T.I.C. Supervisor which was NOTED with thanks.

#### **9/4/15 2014/15 First Quarter Financial Reports**

The following reports were NOTED:

- i. Office & Establishment & Grants
- ii. Community & Tourist Information Centre
- iii. Direct Council Expenditure

- iv. Summary of Council Income/Expenditure.
- v. Receive a report on financial position and cash flow

**10/4/15 Vire Funds from Reserves**

It was proposed that a virement of £1027.08 be made from reserves to cover the cost of the new council mower. This was seconded and CARRIED.

**11/4/15 Bank Account Mandates**

It was proposed that: Sally Thurston, Town Clerk  
 Hilary Sherman, Deputy Town Clerk  
 Cllr. Julie Farmer  
 Cllr. Steve Leniec  
 Cllr. Mike Wise  
 Cllr. David Price

act as bank signatories for the following Town Council bank accounts:

- i. The Co-Operative Bank
- ii. The Bank of Ireland
- iii. Nat west Bank
- iv. Lloyds Bank
- v. Lloyds Bank C&TIC Account

This was seconded and CARRIED

It was proposed that June Rennie be removed from all Town Council accounts. This was seconded and CARRIED.

**12/4/15 Financial Regulations and Audit Recommendations**

i. It was proposed that the Clerks be authorised to transfer up to £20,000 between Town Council accounts. This was seconded and AGREED.

ii. It was proposed that the following Direct Debits be approved:

Associated Networks	Web Hosting
Co – Op Bank	Credit Card Repay
Co-Op Bank	Sweep Fee
Fuel Card Services	Van and Mower Fuel
Mainstream Services	Telephone and Broadband Office and FAZE
02	Mobile Phone
Public Works Loan Board	Pump House and Corn Exchange Loan
Siemens	Photo Copier Lease
SSE	Electricity and Gas Suppliers
Talk Talk	P/House Broadband
Thames Water	Water Rates
VWHDC	Rates

This was seconded and CARRIED.

- iii. It was proposed that the limit on Town Council credit card be increased from £300 to £500 in line with the Clerks emergency spending limit. This was seconded and CARRIED.
- iv. It was proposed that valuations were obtained for the Corn Exchange and the Pump House up to a cost of £500. This was seconded and CARRIED.

#### **13/4/15 Payment of Bills by BACS**

Members considered payment of Council bills via BACS.

It was proposed that this was agreed in principal and clerk report to the next meeting in detail how this would be administered and controlled. This was seconded and CARRIED.

#### **14/4/15 Asset Replacement**

Members received a DRAFT list, including only items that would impede the operation of the Town Council if they failed. The Clerk was asked to investigate if unexpected costs for item such as boilers and roofs could be insured against. It was proposed that the fund be renamed a Maintenance Fund and that the clerk bring a further revised list and costs to the next meeting. This was seconded and AGREED.

#### **15/4/15 FAZE – Proposed purchase of site**

Members received an update and discussed the late addition of clause 11.2 that made the Town Council liable to repay a grant given to County Council to refurbish the site in 2009. This grant would be repayable, decreasing over 21 years, if Youth Services were removed from the site. It was proposed that the Clerk, Chairman and Vice Chairman be given the delegated authority to proceed with the purchase only if the clause was removed. In the event that the County Council refused to remove the clause the decision should be brought back to committee. This was seconded and CARRIED.

Members were informed that a quote of £500 had been received from Marriott's to value the site taking into consideration the restrictions. It was proposed that this be put on hold until the County Council had responded regarding the removal of clause 11.2. This was AGREED.

#### **16/4/15 Town Council Van**

Members considered a recommendation from the Recreation and Open Spaces Committee and received quotes regarding the leasing of a suitable Town Council vehicle. It was proposed that a quote for a 36 month term at £141.23 per month, including maintenance, for a Nissan Cabstar dropside van from Automotive Leasing, who specialise in leasing vehicles to local authorities, be accepted. On the condition that the current van could be sold to cover the £16.23 per month shortfall in the R&OS budget. This was seconded and CARRIED.

### **17/4/15 Pat Testing Equipment**

Members considered purchasing PAT testing equipment to carry out testing in house following the Venue Managers successful completion of a training course. It was proposed that this equipment was purchased up to a value of £397. This was seconded and CARRIED.

### **18/4/15 Staff Matters.**

- a. Members considered a strategy to ensure the Town Council budgets effectively for planned increases in the 'New Living Wage'. Members felt that it was important to plan ahead for this change. Members were informed that an annual rise of 2.65% per year over the next 5 years would take the lowest paid staff to £9 per hour. It was proposed that the clerk prepare a more detailed report that included further detail including the differential between pay grades and take it to the next Staff Working Party. This was AGREED.

Cllr Leniec proposed invoking Standing Order 1(c) due to the confidentiality of the following item. This was seconded and CARRIED.

- b. Members considered a request for expenses from students who carried a placement at FAZE. It was proposed that a payment of 25p per mile was made, this would total £250. It was further proposed that a clear policy was produced to ensure that the Town Council's position on expenses for students was clear from the outset. This was seconded and CARRIED.