

FARINGDON TOWN COUNCIL

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

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Clerk: Sally Thurston



Minutes of a Finance & Audit Committee meeting held on Wednesday 26th October at 7.15pm in the Jubilee room The Pump House, Faringdon.

PRESENT: Cllrs. **Steve Leniec** Chairman
David Barron
Al Cane
Julie Farmer
Angela Finn
Mark Greenwood (from min 19/8/16)
Andrew Marsden
Mike Wise

In Attendance: **Sally Thurston** Town Clerk

1/8/16 Apologies for Absence

Cllr. Jane Boulton

2/8/16 Declarations of Interest

No declarations of interest were made at this time.

3/8/16 Minutes of Last Meeting – Wednesday 27th July 2016

The minutes were signed as a correct record.

4/8/16 Items for Information

None.

5/8/16 Public Speaking Time

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

6/8/16 Public Question Time

None received.

7/8/16 Applications for Financial Assistance

Members considered the following applications received.

Name of Organisation	Amount	Purpose of Grant
Home Start	£673.60	Volunteer Expenses – Home Visit Service
Faringdon Town Football Club	£2,000	Purchase a combination tool to improve park surface
South and Vale Carers	£1,500	Support Young Carers

It was PROPOSED that £673.60 be awarded to Home Start to meet volunteer expenses. This was SECONDED and RESOLVED.

It was PROPOSED that £2,000 be awarded to Faringdon Town Football Club to purchase a combination tool to improve the pitch surface. This was SECONDED and RESOLVED.

It was PROPOSED that £1,500 be awarded to South and Vale Carers to support young carers in Faringdon. This was SECONDED and RESOLVED.

It was PROPOSED that the surplus of funds in the FAZE building expenses budget – code 2134 – be vired to the grants budget because all outstanding costs had now been met. This was SECONDED and RESOLVED.

8/8/16

Information Centre

Members NOTED a report. It was PROPOSED that thanks to the Information Centre staff for their continuing hard work be passed on to staff and recorded. This was CARRIED.

9/8/16

Financial

a) Members NOTED the following reports:

- (i) Office and Establishment
- (ii) Information centre
- (iii) Direct Council Expenditure

b) Members NOTED a summary for the following committees:

- (i) Venues
- (ii) Recreation and Open Spaces
- (iii) Planning and Highways
- (iv) Youth Services
- (v) War Memorial Trust
- (vi) Tuckers Recreation Ground Trust
- (vii) Council Summary

c) To NOTE a summary of the financial position

d) Members considered delegating a member, who is not a signatory, to check bank reconciliations once a quarter. Cllr. Finn was PROPOSED. This was SECONDED and RESOLVED.

10/8/16

Capital Projects

Members considered capital projects for the 2017 / 2018 financial year for:

- (i) Office and Establishment
None proposed.
- (ii) Information centre

It was PROPOSED that an internal door should be fitted in the hall of the Pump House, the entrance to the Information Centre, to keep heat in. It was further PROPOSED that this should be included in the Venues capital requests. This was

CARRIED. It was further PROPOSED that the clerk gets three quotes for the next venues meeting. This was AGREED.

Information staff had requested an A- Frame for advertising. It was PROPOSED that this be purchased from the current advertising budget, up to £300. This was AGREED.

- (iii) Direct Council Expenditure
None proposed.

11/8/16 Local Government Finance Settlement

Members have received and NOTED a technical consultation paper regarding council tax referendum principles for town and parish councils from OALC.

12/8/16 Trade Accounts

It was PROPOSED that trade accounts be set up at:

- (i) Budgens
(ii) Screwfix

This was SECONDED and RESOLVED.

13/8/16 Youth Services Consultation

Members discussed employing professional consultants to carry out an assessment of need for Youth Services. It was AGREED that this should be discussed again when the direction of Children's Services was clear, because of the cross over in the services.

14/8/16 Pyrotech Maintenance Contracts

Members received and considered maintenance contracts for emergency lighting and fire safety. It was PROPOSED that authority to sign the contracts should be delegated to the Clerk in conjunction with the Chair of Venues. This was SECONDED and CARRIED.

15/8/16 Christmas Lights Infrastructure

Members received and considered a recommendation from the Recreation and Open Spaces Committee to release £1816.28 from reserves to carry out necessary electrical works to the fuse board in the Pump House. It was PROPOSED that £1816.28 be released for these works as per quote that was agreed at R&OS committee on 19th October 2016. This was SECONDED and RESOLVED.

16/8/16 Replacement Strimmer

Members received and considered a recommendation from the Recreation and Open Spaces Committee to release £665 from the replacement fund to purchase a strimmer. It was PROPOSED that £665 be released to purchase a strimmer as per quote that was agreed at R&OS committee on 19th October 2016. This was SECONDED and RESOLVED.

17/8/16 Play Surface

Members received and considered a request from the Recreation and Open Spaces Committee to release £2,000 held in earmarked reserves for resurfacing Oakwood park to use alongside allocated capital fund and VWHDC grant to install rubber surfacing. It was PROPOSED that £2000 be released. This was SECONDED and RESOLVED.

18/8/16

Willes Close Lease

Members received and considered a recommendation to draft a 25 year lease of the Willes Close triangle to the Sensory Garden Project with a view to complete in early 2017. Members were concerned about a lease being drafted before the group had become a registered charity and before funds were secured for the project. It was PROPOSED that the group be asked to formally request a lease in writing. This was AGREED. It was further PROPOSED that the lease be discussed again when the group were registered as a charity. This was SECONDED and CARRIED.

19/8/16

Christmas Hours

Members considered a recommendation from the clerk. It was PROPOSED that the council offices and Information centre should close on Friday 23rd December 2016 at 1pm and re-open on Tuesday 3rd January at 9am. This was AGREED.

Cllr. Leniec PROPOSED that due to the confidential nature of the following items the committee should suspend standing order 1c and move into confidential session. This was SECONDED and AGREED.

20/8/16

Staff Working Party

Members received and consider the following recommendations from the staff working party:

a) Deputy Town Clerk Recruitment

The position be advertised as either a full time post (37hours) and job share / part time post (20 Hours x2)

Salary: SCP 23 - 26 Timescale: Advertise - week commencing 31st October 2016. Closing date - 30th November 2016. Aim to have candidate in post by 1st February 2017. Shortlisting: Ellis Whittam should assist with the initial shortlisting.

It was PROPOSED that this recommendation be accepted. This was SECONDED and CARRIED.

b) Members were informed that current staff were taking on extra responsibility and working extra hours to compensate for the current shortages.

It was PROPOSED that a note of thanks be sent to all staff. This was AGREED.

c) Business Coordinator

The position should be advertised as a part time post (18.5 hours) on a one year fixed term contract. Salary: SCP 25. Advertise on Town Council website week commencing 31st October 2016. Aim to have candidate in post by 1st January 2017. The Clerk and 2 members of the s106 working party to shortlist and interview.

It was PROPOSED that this recommendation be accepted. This was SECONDED and CARRIED.