

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 23rd November 2016 at 7.15pm in the Jubilee room The Pump House, Faringdon.

PRESENT: Cllrs. Steve Leniec Chairman

David Barron

Jane Boulton

Al Cane

Julie Farmer

Mark Greenwood

Andrew Marsden

Mike Wise

In Attendance: Sally Thurston Town Clerk

1/9/16 Apologies for Absence

Cllr. Angela Finn

2/9/16 Declarations of Interest

No declarations of interest were made at this time.

3/9/16 Minutes of Last Meeting – 26th October 2016

The minutes were signed as a correct record.

4/9/16 Items for Information

Members were informed that legal costs of £250+VAT had been incurred so far for professional advice following the application for Judicial Review against the District Council regarding the Neighbourhood Plan in which Faringdon Town Council were named as an interested party.

5/9/16 Public Speaking Time

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

6/9/16 Public Question Time

None received.

7/9/16 Precept 2017/18

Members discussed and NOTED draft precept figures for a-d below

a) Office & Establishment

(i) Revenue Budget & Grants

Members were informed that OCC had withdrawn funding for the Children's Centre from March 2017, a steering group hope to re-site the Centre but funding for staffing was needed. It was PROPOSED that the salary for one fulltime worker be added, at this stage, to the DRAFT budget. This was SECONDED and AGREED.

It was PROPOSED that an Office and Establishment draft revenue budget of £327,960.00 be put forward. This was AGREED.

(ii) Capital Expenditure

It was PROPOSED that no capital expenditure projects for Office and Establishment be included in the budget request for 2017/18

b) Information Centre

(i) Revenue Budget

It was PROPOSED that an Information Centre draft income budget of £2,580 be put forward. This was AGREED.

(ii) Capital Expenditure

It was PROPOSED that no capital expenditure projects for the Information Centre be included in the budget request for 2017/18

c) Direct Council Expenditure

(i) Revenue Budget

It was PROPOSED that a Direct Council Expenditure draft revenue budget of £17,460 be put forward. This was AGREED.

(ii) Capital Expenditure

It was PROPOSED that no capital expenditure projects for Direct Council be included in the budget request for 2017/18

d) Maintenance Fund

Members considered the management of a maintenance fund. It was PROPOSED that £27,132 held in ear marked reserves as Asset Replacement be transferred into a Maintenance fund which was held in the Direct Council Expenditure budget. Committees could then apply for additional maintenance and replacements from this budget line. This was SECONDED and CARRIED. It was suggested that any maintenance surplus from committee budgets could be accrued and transferred into the fund.

e) To review the following Committees' Budgets

(i) *Venues Committee*

Members NOTED a revenue budget of £2350 for the Corn Exchange and £7,445 for the Pump House.

Members NOTED a Capital Expenditure request of £20,000 for a replacement floor in the Corn Exchange and £7,356 for replacement chairs.

(ii) *Recreation & Open Spaces*

Members NOTED a revenue budget of £13,195

Members NOTED a Capital Expenditure request of £15,222 for a Christmas Lights Infrastructure.

(iii) *Planning & Highways*

Members NOTED a revenue budget of £1,500.

No capital expenditure request was made.

(iv) *Youth Services*

Members NOTED a revenue budget of £10,700
No capital expenditure request was made.

It was PROPOSED that the capital expenditure be removed from the precept request. It was further PROPOSED that £27,356 be funded from the Bloor homes earmarked reserve. This was SECONDED and CARRIED.

It was PROPOSED that funding for the £15,222 Christmas Lights infrastructure should be sought from alternative sources such as grants and business donations. This was AGREED.

Members NOTED an initial DRAFT revenue budget total of £372,660.

8/9/16 Staff Working Party

Members received and consider the following recommendations from the staff working party following three internal applications for the Deputy Town Clerk Position:

- Following interview it is recommended that Rebekah Pugh is appointed Deputy Town Clerk on 25 hours per week on a starting salary SCP 27. It was PROPOSED that this recommendation be approved and made to full council. This was SECONDED and CARRIED.
- The position of Trainee Clerk / Information Centre Supervisor on 25 hours per week is offered to Adele Vincent. Starting salary SCP 19. This was SECONDED and CARRIED.
- The Venues Manager is awarded a one SCP increase to SCP 23 and given extra responsibility for budgets and contractor management. This was SECONDED and CARRIED
- The part time Venues Caretakers hours are increased from 23 hours to 30 hours per week to cover for extra work of Venues Manager and extend the Tidy Team programme. This was SECONDED and CARRIED.