

# **FARINGDON TOWN COUNCIL**

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

Telephone 01367 240281

[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

Clerk: Sally Thurston



## **Minutes of a meeting of the Finance and Audit Committee held on Wednesday 18<sup>th</sup> July 2018 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.**

<b>Cllrs Present:</b>	<b>Steve Leniec (Chairman)</b> <b>David Barron</b> <b>Kiera Bentley</b> <b>Al Cane</b> <b>Julie Farmer</b> <b>Andrew Marsden</b> <b>Mike Wise</b>
<b>In attendance</b>	<b>Mark Davies, CCLA to min no. 9/4/18</b> <b>Sally Thurston, Town Clerk</b>
<b>1/4/18</b>	<b>Apologies for Absence</b> Cllrs Mark Greenwood, Angela Finn and Jane Boulton. Deputy Town Clerk – Rebekah Pugh Information Centre Supervisor - Adele Vincent
<b>2/4/18</b>	<b>Minutes of last meeting</b> The minutes on the meeting held on Wednesday 18 <sup>th</sup> April 2018 were signed as a correct record.
<b>3/4/18</b>	<b>Elect a Vice Chair</b> It was PROPOSED that Cllr. Marsden be elected as Vice Chair. This was SECONDED and RESOLVED.
<b>4/4/18</b>	<b>Declarations of Interest &amp; requests for dispensations</b> None
<b>5/4/18</b>	<b>Public Participation Time</b> None
<b>6/4/18</b>	<b>Items for Information Only</b> Members were informed of the following action updates: <u>Minutes of 18/4/18</u> 5/3/18 Town Clerk and Deputy Town clerk attended leadership conference gaining essential knowledge in areas of interest such as: <ul style="list-style-type: none"> <li>• GDPR</li> <li>• Social media language and communication</li> <li>• How councils are approaching financial challenge</li> </ul> An agenda had been circulated. 6/3/18 – The Museum project is progressing well. Excellent research has taken place by Cllr. Wise and Faith Carpenter from the Company Curator. 8/3/18 – An Outdoor cinema will take place 26/8/2018 at Tuckers Park. 9/3/18 – Donations from Mayors allowance is not possible. <u>Previous minutes</u> 10/2/18 – The first round of youth grants has now been made. 5/5/17 Leader Funding – the application process is very complicated; an application should be ready for the September deadlines. The Town Development Officer, Karen Roberts is project managing the application. Cllr. Wise informed members that a boundary review had been agreed by Vale of White Horse District Council that would encompass all new houses at Fernham Fields and Steeds Farm into the Faringdon Parish by the 2019 elections. This would have an impact on Council tax for 2020.
<b>7/4/18</b>	<b>Information Centre</b>

	Members NOTED a report from Information Centre Supervisor, with thanks.																																							
<b>8/4/18</b>	<b>Investments</b> Members received and NOTED a presentation from Mark Davies, CCLA regarding options for investments.																																							
<b>9/4/18</b>	<b>Financial Reports</b> <ul style="list-style-type: none"> <li>a) Members 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 NOTED summaries for the following committees: <ul style="list-style-type: none"> <li>(i) Facilities</li> <li>(ii) Community and Partnerships</li> </ul> </li> <li>c) Members NOTED the notification of balances</li> </ul>																																							
<b>10/4/18</b>	<b>Bank Accounts</b> <ul style="list-style-type: none"> <li>a. It was PROPOSED that bank signatories for all Town Council bank accounts remain as: Cllr. Barron, Cllr. Leniec, Cllr. Marsden, Cllr. Wise, Sally Thurston and Rebekah Pugh. This was SECONDED and RESOLVED.</li> <li>b. Members received and a request from Co-Op Bank for additional information for non-signatory members. It was PROPOSED that the Clerk go back to the Cooperative Bank and question the need for this. It was further PROPOSED that the clerk be delegated authority in conjunction with the bank signatories to change the day to day operating account to Lloyds if necessary. This was SECONDED and RESOLVED.</li> <li>c. It was PROPOSED that the following list of direct debits be APPROVED: <table border="1" data-bbox="550 992 1401 1509"> <thead> <tr> <th>Company</th> <th>Reason</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Barclay Card</td> <td>Merchant fee</td> <td>Monthly</td> </tr> <tr> <td>Castle Water</td> <td>Water rates</td> <td>Quarterly</td> </tr> <tr> <td>CF Corporate</td> <td>Copier Lease</td> <td>Quarterly</td> </tr> <tr> <td>Coop Bank</td> <td>Creditcard reap</td> <td>Monthly</td> </tr> <tr> <td>Fuel card services</td> <td>Fuel and card service</td> <td>Monthly</td> </tr> <tr> <td>Mainstream</td> <td>Phone and broadband</td> <td>Monthly</td> </tr> <tr> <td>O2</td> <td>Mobiles x 5</td> <td>Monthly</td> </tr> <tr> <td>PWLB</td> <td>Loan repay</td> <td>Quarterly</td> </tr> <tr> <td>Screw Fix</td> <td>Account repay</td> <td>Monthly</td> </tr> <tr> <td>SSE</td> <td>Utilities</td> <td>Quarterly</td> </tr> <tr> <td>VWHDC</td> <td>Business rates</td> <td>Monthly</td> </tr> <tr> <td>British Gas</td> <td>Utilities</td> <td>Quarterly</td> </tr> </tbody> </table> <p>This was SECONDED and RESOLVED.</p> </li> </ul>	Company	Reason	Frequency	Barclay Card	Merchant fee	Monthly	Castle Water	Water rates	Quarterly	CF Corporate	Copier Lease	Quarterly	Coop Bank	Creditcard reap	Monthly	Fuel card services	Fuel and card service	Monthly	Mainstream	Phone and broadband	Monthly	O2	Mobiles x 5	Monthly	PWLB	Loan repay	Quarterly	Screw Fix	Account repay	Monthly	SSE	Utilities	Quarterly	VWHDC	Business rates	Monthly	British Gas	Utilities	Quarterly
Company	Reason	Frequency																																						
Barclay Card	Merchant fee	Monthly																																						
Castle Water	Water rates	Quarterly																																						
CF Corporate	Copier Lease	Quarterly																																						
Coop Bank	Creditcard reap	Monthly																																						
Fuel card services	Fuel and card service	Monthly																																						
Mainstream	Phone and broadband	Monthly																																						
O2	Mobiles x 5	Monthly																																						
PWLB	Loan repay	Quarterly																																						
Screw Fix	Account repay	Monthly																																						
SSE	Utilities	Quarterly																																						
VWHDC	Business rates	Monthly																																						
British Gas	Utilities	Quarterly																																						
<b>11/4/18</b>	<b>Internal Controls</b> <ul style="list-style-type: none"> <li>a) Members received and NOTED the internal audit report for 2017/18. The Clerk was thanked and congratulated on a clean audit.</li> <li>b) It was PROPOSED that Cllrs. Finn, Greenwood, Cane and Boulton be assigned to check reconciliations at the end of each quarter. This was SECONDED and RESOLVED.</li> </ul>																																							
<b>12/4/18</b>	<b>Terms of Reference</b> It was PROPOSED that the DRAFT Terms of Reference be APPROVED. This was SECONDED and RESOLVED.																																							
<b>13/4/18</b>	<b>Grants Sub – Committee</b> <ul style="list-style-type: none"> <li>a) It was PROPOSED that the following members be appointed to the Grant Sub-Committee; Cllrs. Barron, Boulton, Cane, Greenwood, Farmer, Leniec, Marsden and Wise. This was SECONDED and RESOLVED.</li> <li>b) It was PROPOSED that Cllr. Barron be elected as Chairman of the Grants Sub-Committee. This was SECONDED and RESOLVED.</li> </ul>																																							
<b>14/4/18</b>	<b>Insurance</b>																																							

	Members receive and NOTED insurance documents for 2018/19.
<b>15/4/18</b>	<b>Tree Maintenance</b> Members received a recommendation from the Town Clerk to allocate an emergency tree maintenance budget from reserves. It was PROPOSED that £1,500 be released from reserved and held in an emergency tree maintenance fund in the Facilities Committee budget. This was SECONDED and RESOLVED.
<b>16/4/18</b>	<b>Museum Storage</b> Members received a recommendation to allocate and prepare an available room storage of museum items. It was PROPOSED that a request be made to the Facilities Committee that the cleaning cupboard on the first floor of the Corn Exchange be allocate for this purpose. This was SECONDED and RESOLVED.
<b>17/4/18</b>	<b>Young Traders Market</b> Members considered the costings for the facilitation of a proposed Young Traders Market to be held on 20 <sup>th</sup> October 2018. Cllr. Bentley advised that the Town Team had agreed to allocate £200 towards the event. It was PROPOSED that the committee underwrite the remaining costs of approx. £240, for room hire and staff costs, to enable the event to go ahead. This was SECONDED and RESOLVED. It was further PROPOSED that the Facilities Committee be requested to provide free room hire for the event. This was SECONDED and RESOLVED.
Given the confidential nature of the items 18 and 19 it was PROPOSED that they be held in confidential session. This was SECONDED and RESOLVED.	
<b>18/4/18</b>	<b>Investments</b> Members considered investment of Town Council reserves. It was PROPOSED that an extra meeting be held in September to allow members to consider and digest the information received from CCLA. This was SECONDED and RESOLVED. The Clerk was asked to prepare projections for the meeting; based on an investment of £100,000, using the figures provided by CCLA and for existing accounts. This was AGREED
<b>19/4/18</b>	<b>Staff Matters</b> <ol style="list-style-type: none"> <li>a) It was PROPOSED that the NALC recommended pay increases for Town Council Staff be awarded from 1<sup>st</sup> April 2018. This was SECONDED and RESOLVED.</li> <li>b) It was PROPOSED that a 1 SCP pay increase be awarded to the Deputy Town Clerk following the successful completion of CiLCA. This was SECONDED and RESOLVED.</li> <li>c) It was PROPOSED a 1 SCP pay increase be awarded to the Information Centre Supervisor following the successful completion of IiLCA. This was SECONDED and RESOLVED.</li> <li>d) It was PROPOSED that £1000 be released from reserves to increase the training budget to enable 2 attendees to attend the NALC and National SLCC Conference. This was SECONDED and RESOLVED.</li> </ol>