

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL
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 Clerk: Sally Thurston



Minutes of a meeting of the Finance and Audit Committee on Wednesday 24th October at 7.15pm in the Jubilee Room, the Pump House, Faringdon

Cllrs present:	Steve Leniec (Chairman) David Barron Kiera Bentley Jane Boulton Al Cane Julie Farmer Andrew Marsden Mike Wise Adele Vincent, Information Centre Supervisor Karen Roberts, Town Development Officer Sally Thurston, Town Clerk
In attendance	
1/6/18	Apologies for Absence Cllrs. Mark Greenwood and Angela Finn
2/6/18	Minutes of last meeting The minutes of the meeting held on Tuesday 2 nd October 2018 were signed as a current record.
Cllr. Leniec PROPOSED that items 9 and 10. be considered after item 5. Items for information, in order for the Information Centre Supervisor to participate. This was SECONDED and RESOLVED.	
3/6/18	Declarations of Interest & requests for dispensations None
4/6/18	Public Participation Time None
5/6/18	Items for Information Only None
6/6/18	Information Centre a) Members NOTED a report from Information Centre Supervisor Members considered a proposal to hold a Lego expo event in the Information Centre. It was PROPOSED that the Lego Expo be APPROVED and be funded from the earmarked reserve for Economic Development. This was SECONDED and RESOLVED.
7/6/18	Faringdon Museum a) Members NOTED a report on the success and visitor numbers of the WW1 Hospital Exhibition. A total of 610 members of the public had visited the exhibition so far, since August 2018. b) Members NOTED a report of funding received for the museum and future exhibitions. A total of £8150 had been raised. c) It was PROPOSED that the museum be made a permanent feature in the Information Centre. This was SECONDED and RESOLVED.
8/6/18	Financial Reports a) Members NOTED the following reports: (i) Office and Establishment (ii) Direct Council Expenditure (iii) Information Centre b) Members NOTED summaries for the following committees: (i) Facilities (ii) Community and Partnerships

	c) Members NOTED the overall summary and notification of balances
9/6/18	Capital Projects Members considered capital projects for the 2019 / 2020 financial year for: (i) Office and Establishment (ii) Information centre (iii) Direct Council Expenditure None were proposed at this time.
10/6/18	Report from Grant Sub Committee Members NOTED minutes of the Grant Sub-Committee Meeting, including decisions taken under delegated authority, held on Wednesday 17 th October.
11/6/18	Audit and Internal Controls a) Members NOTED the external audit report 2017/18. The Clerk was thanked for her work in ensuring the council received a clean audit. This was NOTED. b) It was PROPOSED that the internal audit for 2017/18 be considered efficient and reliable. This was SECONDED and RESOLVED. c) It was PROPOSED that Kevin Rose from IAC be appointed internal auditor for 2018/19. This was SECONDED and RESOLVED.
12/6/18	Office Lights Members received and considered quotations to improve office lighting in the Pump House. It was PROPOSED that Faringdon Electrical be appointed to install lights in the Pump House. This should be funded from reserves. This was SECONDED and RESOLVED.
13/6/18	Beer Festival Grant It was PROPOSED that Mr. M. Blatch to receive direct payment of £150 for the Town Council grant for the Beer Festival, in the absence of a specific account. This was SECONDED and RESOLVED. It must be made clear the Faringdon Beer Festival that this cannot happen in future years.
14/6/18	Christmas Hours It was PROPOSED that the Christmas opening hours for the Town Council and Information Centre be as follows: Close at 1pm Saturday 22 nd December 2018 and re open 9am Wednesday 2 nd January 2019. This was SECONDED and RESOLVED
Due to the confidentiality of item 15. It was PROPOSED that is held in confidential session and that the press and public be excluded from the meeting. This was SECONDED and RESOLVED.	
15/6/18	Staffing a) Members NOTED that Town Clerk's direct reports have had appraisals. Information Centre and Facilities staff will have their appraisals shortly. It was also NOTED that the Town Council staff had all received Lone Worker training. b) Members NOTED a report from Cllrs. Leniec and Marsden following the Town Clerk's appraisal, which included the following recommendations: <ul style="list-style-type: none"> • To ease workload the Town Clerk should delegate routine tasks to other members of staff • To allow for concentration of complex tasks the Town clerk should work from home one day per week. • FTC should fund next level of Community Governance degree. This would be considered during budget setting.

The meeting closed at: 8.55pm