

FARINGDON TOWN COUNCIL

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

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www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of a meeting of the Finance and Audit Committee to be held on Wednesday 1st May 2019 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 Angela Finn Mark Greenwood Andrew Marsden Mike Wise
In attendance:	Cllr. Beverly Capewell Sally Thurston (Town Clerk)
1/3/19	Apologies for Absence None
2/3/19	Minutes of last meeting The minutes of the meeting held on Wednesday 6 th March 2019 were signed as a correct record
3/3/19	Declarations of Interest & requests for dispensations Cllr. Barron declared an interest in item 14, Mayor's expenses, and would not vote on this matter.
4/3/19	Public Speaking and Question Time None
5/3/19	Items for Information Only <ul style="list-style-type: none"> • Members were advised the amount of CCLA interest for year was £455.92 • Members were provided the auditors interim report. This was reported to last meeting but the written report was unavailable.
6/3/19	Information Centre Members NOTED a report from Information Centre Supervisor
7/3/19	Financial Reports <p>a) Members NOTED the following end of year reports:</p> <ol style="list-style-type: none"> i. Office and Establishment ii. Faringdon Information Centre iii. Direct Council Expenditure <p>b) Members NOTED an end of year summary for the following committees:</p> <ol style="list-style-type: none"> i. Facilities ii. Community and Partnerships <p>c) Members NOTED end of year balances. It was PROPOSED that earmarked reserves for 2019/20 be APPROVED. This was SECONDED and RESOLVED.</p> <p>d) It was PROPOSED that the Asset Register for 2018/2019 be APPROVED. This was SECONDED and RESOLVED.</p>
8/3/19	Grants Sub Committee <p>a) Members NOTED a report from the Grants subcommittee meeting, including decisions taken under delegated authority held on 1st May 2019.</p> <p>b) It was PROPOSED that a payment of up to £140 be made to Ms G Webb as a grant for to Faringdon.org on receipt of proof of payment. This was SECONDED and RESOLVED.</p>
9/3/19	Outdoor Cinema Members considered provision for an outdoor cinema in 2019. It was PROPOSED that the profits above budget from the Cinema, of £3883, be held in an earmarked reserve to make

	provision for this activity. This was SECONDED and RESOLVED.
10/3/19	Insurance It was PROPOSED that the insurance policy documents for 2019/2020 be APPROVED. This was SECONDED and RESOLVED.
11/3/19	Employment and Health and Safety It was PROPOSED that a proposal from Ellis Whittam to provide employment and health and safety advice for a 3-year term, at a cost of £2,610.40, be APPROVED. This was SECONDED and RESOLVED.
12/3/19	Asset Management Members received and considered information regarding asset management software that worked with the current accounting software. It was PROPOSED that the clerk be delegated authority to purchase the software up to £250. This was SECONDED and RESOLVED.
13/3/19	Old Council Chamber Lease Members received and considered a recommendation from the Facilities Committee to approve a draft lease for the Old Council Chamber. It was PROPOSED that the draft lease be recommended to Council. This was SECONDED and RESOLVED.
14/3/19	Mayor's Expenses Members received and considered a request from Cllr. Barron to cover travel expenses to the Royal Garden Party which he had been invited to attend out of his term, when he would no longer be a Town Councillor. After a lengthy discussion, it was PROPOSED that Cllr. Barron be awarded up to £150 in travel expenses subject to auditor approval. This was SECONDED and DECLINED.
15/3/19	Staffing a) Members received and considered a recommendation from the Deputy Town Clerk recruitment panel that Ms Marzia Selletti be appointed as Deputy Town Clerk. It was PROPOSED that this appointment be recommended to Council. This was SECONDED and RESOLVED. b) It was PROPOSED that the salary point for Deputy Town Clerk be set at point 18 and reviewed at the following points: <ol style="list-style-type: none"> 1. Successful completion of probation 2. Successful completion of ILCA 3. Successful completion of CilCA This was SECONDED and RESOLVED. c) Members received and NOTED a staffing update which included: <ul style="list-style-type: none"> • Staff have worked hard covering the vacant Deputy Town Clerk post • Actions from staff review are underway • One member of staff has resigned from Information Centre, advertisements for a replacement have been posted