

FARINGDON TOWN COUNCIL

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

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of the Finance and Audit Committee meeting held on Monday 24th April 2017 at 7.15pm in the Meeting Room, Mike Ilott Suite, the Pump House, Faringdon.

Cllrs Present:	Steve Leniec (Chairman) David Barron Jane Boulton Al Cane Julie Farmer Mark Greenwood Andrew Marsden Mike Wise
In attendance	Sally Thurston, Town Clerk Rebekah Pugh, Deputy Town Clerk

1/4/17 **Apologies for Absence**
Cllrs. Angela Finn and James Famakin.

2/4/17 **Minutes of last meeting**
The minutes of the meeting held on Wednesday 1st March 2017 were signed as a correct record

3/4/17 **Declarations of Interest**
None

4/4/17 **Public Question Time**
None

5/4/17 **Public Speaking Time**
None

6/4/17 **Items for Information Only**
The committee were informed that leases for the Mayors Parlor had been received. It was AGREED that these should be considered at Full Council on 10th May due to time scales.

7/4/17 **Applications for financial assistance**
Members Considered the following grant applications:

Name of Organisation	Amount	Purpose of Grant
Folly Fest	£5,000	To assist with general expenses
Faringdon Rotary Club	£1,500 plus Venue Hire	Toward cost of Festive Faringdon
Wantage Independent Advice Centre	£1,500	Towards cost of running advice service
Royal British Legion	£151.50 – venue hire	Venue hire for Festival of Remembrance

Members felt there was insufficient information to make a decision on the Folly Fest grant. It was PROPOSED that Folly Fest be invited to present at the next council meeting on 10th May 2017 to include details of expected attendance and budget plans. It was further PROPOSED that a recommendation be made to full council that a grant of up to £4,000 plus room hire is awarded depending on the results of the presentation. This was SECONDED and CARRIED.

	<p>It was PROPOSED That the following grants be made:</p> <table border="1" data-bbox="564 165 1257 367"> <thead> <tr> <th data-bbox="564 165 938 208">Name of Organisation</th> <th data-bbox="938 165 1257 208">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="564 208 938 250">Faringdon Rotary Club</td> <td data-bbox="938 208 1257 250">£1,000 + venue hire</td> </tr> <tr> <td data-bbox="564 250 938 327">Wantage Independent Advice Centre</td> <td data-bbox="938 250 1257 327">£1,500</td> </tr> <tr> <td data-bbox="564 327 938 367">Royal British Legion</td> <td data-bbox="938 327 1257 367">£151.50 + venue hire</td> </tr> </tbody> </table> <p>This was SECONDED And RESOLVED.</p>	Name of Organisation	Amount	Faringdon Rotary Club	£1,000 + venue hire	Wantage Independent Advice Centre	£1,500	Royal British Legion	£151.50 + venue hire
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8/4/17	<p>Information Centre Members received and NOTED, with thanks, a report from Information Centre Supervisor.</p>								
9/4/17	<p>Financial Reports</p> <p>a) Members received and NOTED the following end of year reports:</p> <ul style="list-style-type: none"> (i) Office and Establishment (ii) Faringdon Tourist Information centre (iii) Direct Council Expenditure <p>b) Members received and NOTED an end of year summary for the following committees:</p> <ul style="list-style-type: none"> (i) Venues (ii) Recreation and Open Spaces (iii) Planning and Highways (iv) Youth Services <p>c) Members received and NOTED notification of end of year balances and uncommitted reserves. Cllr. Greenwood noted that there was a significant underspend and felt this money should be used to benefit the community rather than be held in reserves. It was PROPOSED that the level of reserves and how they were utilised be discussed at the Strategic working party meeting on 22nd May 2017. This was AGREED.</p>								
10/4/17	<p>Bank Accounts</p> <p>a) It was PROPOSED that operating funds were held in the Cooperative current account and sweep fee were cancelled. This was SECONDED and RESOLVED.</p> <p>b) Members considered maximum amounts held in Town Council accounts. It was PROPOSED that two further accounts were opened to ensure that a maximum of £75,000 was held in any one account. It was further PROPOSED that the Town Clerk seek advice on investigating investing up to £90,000, findings would be discussed further at the Strategic Working Party meeting on 22nd May 2017. This was SECONDED and RESOLVED.</p>								
11/4/17	<p>Christmas Lights The R&OS Committee have requested a meeting of the Christmas Lights Working Party to discuss this further. It was AGREED that this item be deferred until these discussions have taken place.</p>								
12/4/17	<p>Transitional Funding Members received and considered a funding agreement with Oxfordshire District Council for a transitional grant towards the Place Children and Family Project. It was PROPOSED that the Clerk ask OCC for further advice as the document was generic and did not fit the way the proposed service would work. This was AGREED.</p>								
13/4/17	<p>Insurance Members received and considered a quote from the existing insurers. Members were informed that a quote was still outstanding from Zurich. It was PROPOSED that authority be delegated to the Clerk in conjunction with the Chairman to select the best value quotations. This was SECONDED and RESOLVED.</p>								

<p>14/4/17</p>	<p>Hosted IT Services Members received and considered quotes. Members were informed that the current system was Cloud based, this caused frustrations when internet connection was poor. It was PROPOSED that a quote for a data storage system from CIS be accepted. This was SECONDED and RESOLVED</p>
<p>15/4/17</p>	<p>Mayors Allowance It was PROPOSED that a virement of £606.95 be taken from reserves, due to a late entry in 2015/16. This was SECONDED and RESOLVED.</p>
<p>16/4/17</p>	<p>Bins at Bus Shelters Members considered a request from the Planning and Highways Committee to purchase bins for bus shelters. It was PROPOSED that the Planning and Highways committee re-consider this request taking into account the on costs such as waste disposal and staff time. This was AGREED. The committee discussed if the maintenance of bus shelters and salt bins should be managed by the Facilities Committee. The Clerk was asked to put this on the agenda for further discussion the strategic Working Party Meeting on 22nd May 2017.</p>

The meeting closed at 9.25pm