

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire,
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www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of a Finance & Audit Committee meeting held on Monday 9th January 2017 at 8pm in the Jubilee Room, the Pump House, Faringdon.

**PRESENT: Cllrs. Steve Leniec
David Barron
Jane Boulton
Al Cane
Angela Finn
Julie Farmer
Mark Greenwood
Andrew Marsden
Mike Wise**

**In Attendance: Sally Thurston, Town Clerk
Rebekah Pugh Deputy Town Clerk
1 member of the public**

1/1/17 Apologies for Absence

2/1/17 Declarations of Interest

Cllr. Farmer declared an interest in item no. 12 as Quidne IT who provided quotes are a client of hers. This was NOTED.

Cllr. Barron declared an interest in item 7iv. as he is a member of the Beer Society. This was NOTED.

3/1/17 Minutes of Last Meeting – Wednesday 23rd November 2016

The minutes were signed as a correct record.

4/1/17 Items for Information

5/1/17 Public Speaking Time

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

6/1/17 Public Question Time

None received.

7/1/17 Applications for Financial Assistance

a) Members considered the following applications:

Name of Organisation	Amount	Purpose of Grant
I. Wantage Independent Advice Centre	£1,500	General Expenses
It was PROPOSED that this grant application be met in full. This was SECONDED and CARRIED.		

II. Citizens Advice Bureau	£2095	Expenses to provide an extended service in Faringdon
It was PROPOSED that this grant application be met in full. This was SECONDED and CARRIED.		

III. Live in the Park	£200	To part fund the hire of a generator
It was PROPOSED that this grant application be met in full. This was SECONDED and CARRIED.		

IV. Faringdon Beer Society	£800	Towards marketing, advertising and associated costs of a beer festival
Cllr. Leniec expressed concern that this event was in direct competition with the pubs in Faringdon. Mark Blatch, Faringdon Beer Society, explained that the event sold different beers and was intended to increase footfall to the town, increasing trade for all. It was PROPOSED that a grant of £400 be awarded plus room hire charges, on the condition that Faringdon Town Council was prominently mentioned in any advertising. This was SECONDED and CARRIED.		

Members were informed that there was a total of £2,326 left in the grants budget for 2016/17. It was PROPOSED that the remaining £2,119 be released from reserves. This was SECONDED and CARRIED.

- b) Members considered a request from Tuckers Recreation Ground Trust for the £1,000 annual grant. It was PROPOSED that this be awarded. This was SECONDED and CARRIED.
- c) Members received repeat grant applications 2017/18 totaling £14,200 for information and budgeting purposes. These applications would be considered in full in April 2017.

8/1/17

Information Centre

Members received a report from Faringdon Information Centre Supervisor which was NOTED with thanks.

9/1/17

Financial Reports

- a) Members received and NOTED the following financial reports to 30th November 2016:
 - (i) Office and Establishment
 - (ii) Faringdon Tourist Information centre
 - (iii) Direct Council Expenditure

- b) Members received and NOTED a financial summary to 30th November 2016 for the following committees:
 - (i) Venues
 - (ii) Recreation and Open Spaces
 - (iii) Planning and Highways
 - (iv) Youth Services
- c) Members received and NOTED the Clerk's report of the financial position and predicted end of year reserves.

10/1/17

Precept 2017/18

Members discussed precept figures for a-c below

- a) Office & Establishment
It was AGREED to put forward a revenue budget of £327,960.00. This included £16,150 towards children's centre salaries.
No capital projects were proposed.
- b) Faringdon Community & Tourist Information Centre
It was AGREED to put forward a budget of £2580 income.
No capital projects were proposed.
- c) Direct Council Expenditure
It was AGREED to put forward a revenue budget of £17,460.00.
No capital projects were proposed.
- d) Members reviewed the following Committees' Budgets:
 - (i) *Venues Committee*
Revenue budgets of £2350 for the Corn Exchange and £7445 for the Pump House were received and NOTED. Capital requests of £27,356 for a replacement floor in the Corn Exchange and improved cinema seating were NOTED
 - (ii) *Recreation & Open Spaces*
A revenue budget of £13,195 was received and NOTED. A capital request for £15,222 for Christmas Light infrastructure was NOTED
 - (iii) *Planning & Highways*
A revenue budget of £1,500 was received and NOTED.
 - (iv) *Youth Services*
A revenue budget of £10,700 was received and NOTED.

- e) These figures resulted in a total precept requirement of £360,160; Cllr. Leniec explained that this amounted to a 3.1% increase for a band D household. The increase was as a result of the additional costs budgeted towards Children's Centre salaries following cuts to the service by Oxfordshire County Council. Cllr. Greenwood felt that budget increase was above inflation and should be reduced. Cllr. Leniec PROPOSED that a total precept requirement of £360,160 be recommended to Council. This was SECONDED by Cllr. Marsden. Cllr. Greenwood PROPOSED that this be reduced to an increase of 2%. This proposal was not seconded. It was RESOLVED that a precept requirement of £360,160 be recommended to Council. Cllr. Greenwood objected.

11/1/17 Financial Risk Assessment

Members considered the Financial Risk Assessment for 2016/17. It was PROPOSED that the Financial Risk Assessment for the 2016/2017 financial year be APPROVED. This was SECONDED and CARRIED.

12/1/17 Business Co-ordinator

Members considered a recommendation to purchase of a laptop and mobile phone for business use of the new s106 funded Business Coordinator. It was PROPOSED that a laptop at a cost of £302 and a mobile phone at a cost of £12.78 per month be purchased from s106 funds secured for the Faringdon Park retail development. This was AGREED.

13/1/17 Mobile Phone Contracts

Members considered a recommendation from the Town Clerk to move Town Council mobiles to one business account. It was PROPOSED that a business account be set up and all council mobile phones be migrated to this account as contracts end. This was SECONDED and CARRIED.

14/1/17 Computer Upgrades

Members were informed that four machines need upgrading as the operating systems are no longer supported by the hosted IT providers. Quotes to replace with refurbished machines or upgrade were expected shortly. It was PROPOSED that the Clerk, in conjunction with the chairman, be delegated authority to spend up to £1000 on this project. It was further PROPOSED that these funds be released from the asset replacement fund. This was SECONDED and CARRIED.

15/1/17 Photocopier Lease

Members received and considered a quote for the provision and maintenance of a photocopier. The current lease ends on 22/2/2017. Members were informed that two further quotes were expected on Wednesday 11/1/2017. It was PROPOSED that the

Clerk be delegated authority to accept the best value quote not exceeding current costs, preferably on a contract of 3 years and not more than 5 years. This was SECONDED and CARRIED.

16/1/16

Staff Matters

Cllr. Leniec PROPOSED that due to the confidential nature of the item to be considered that this item be held in confidential session suspending standing order 1c. This was SECONDED and CARRIED.

It was PROPOSED that a one spinal column point salary increase be awarded to the Town Clerk following the successful completion of level 4 in Community Governance and achieving Advanced Clerk status, as recommended by SLCC. This was SECONDED and CARRIED.

The meeting closed at 9.25pm