

FARINGDON TOWN COUNCIL

The Corn Exchange, FARINGDON, Oxfordshire, SN7 7JA

Telephone 01367 240281 Fax 01367 240303

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of a Finance & Audit Committee meeting held on Wednesday 30th September 2015 at 7.15 pm in the Jubilee Room, the Pump House, Faringdon.

PRESENT: Cllrs. **Steve Leniec** (Chairman)
David Barron
Jane Boulton
James Famakin
David Price
Andrew Marsden
Mike Wise

In Attendance: **Sally Thurston, Town Clerk**
John Tabor, South and Vale Carers
Cllr. Ian Bell

1/5/15 Apologies for Absence

Apologies were received from Cllrs. Julie Farmer and Mark Greenwood and Beth Davis, C&TIC Supervisor

2/5/15 Declarations of Interest

No declarations of interest were made at this time.

3/5/15 Minutes of Last Meeting – Wednesday 29th July 2015

The minutes were signed as a correct record.

4/5/15 Items for Information

The Clerk informed members of the following:

- Research has been carried out with regard to the Council making BACS payments on a regular basis. Two banks accounts have been identified that would allow councillors to authorise payments via internet banking. The Clerk will carry out further research and bring to the next meeting.
- The revised asset replacement / maintenance fund is under progress and will be presented at then next meeting.
- The new R&OS van has been ordered.
- PAT Testing equipment has been purchased and tests have been carried out in all venues.
- A thank you card had been received from Faringdon Pre School for a grant awarded towards IT equipment.
- A Credit Note of £327.69 had been received from the insurance company for low claims.

- The Financial Services compensation scheme deposit protect limit is £75,000 per bank / building society account
- One month's telephone line rental has been credited for broadband issues earlier in the month.

5/5/15 Public Speaking Time

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

6/5/15 Public Question Time

None received.

7/5/15 Applications for Financial Assistance

Members considered the following applications:

South and Vale Carers	£1,500
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John Tabor gave a short presentation about the work of South and Vale Carers. It was PROPOSED that the full amount be awarded to South and Vale Carers. This was SECONDED and CARRIED.

The Committee asked John Tabor to pass their thanks to the team at South and Vale Carers for their work in Faringdon.

8/5/15 Community & Tourist Information Centre

Members received a report from Faringdon Community and Tourist Information Centre Supervisor which was NOTED. Members expressed their thanks for the dedication of the C&TIC staff. They were grateful for the hard work at all the extra events that the team had attended and organised, particularly Heritage Day.

It was NOTED that Fiona Merrick had now left the C&TIC. The clerk was asked to write a letter of thanks for her service. This was AGREED.

9/5/15 Finance

- (a) The following Financial reports to 31st August 2015 were NOTED
 - (i) Office & Establishment
 - (ii) Direct Council Expenditure
 - (iii) C&TIC
 - (iv) Summary of Council Income & Expenditure
 - (v) Bank Account Reconciliations
- (b) Members received audited accounts and report from external auditor for information. It was NOTED that Full Council had approved these on 9th September 2015. The Clerk informed the committee that issues arising from this audit were being addressed.
- (c) Members received an update regarding actions recommended by the internal auditor. This was NOTED.
- (d) It was PROPOSED that an un-used Bank of Ireland Account was closed. This was SECONDED and CARRIED.

10/5/15 Joint Economic Forum

It was PROPOSED that JEF be granted £500 following an invoice dated 1st September 2015. This was SECONDED and CARRIED.

11/5/15 FAZE Site Purchase

a) Members were informed that no response had been received from Oxfordshire County Council following a request to remove clause 11.2 from the transfer agreement.

It was PROPOSED that the Clerk write to Oxfordshire County Council and Inform them that if clause 11 was not removed Faringdon Town Council were no longer interested in the purchase of the site. A response should be requested within 28days.

This was SECONDED and CARRIED.

The clerk was asked to address the letter to Peter Clarke, Head of Legal Services and it be sent recorded delivery.

b) Members received and considered a letter outlining a potential increase in the estimated legal fees for the purchase due to extra work required.

It was PROPOSED that the Council requested a detailed invoice for work to date. It was further PROPOSED that alternative providers were considered for future work. This was SECONDED and CARRIED.

12/5/15 Relocation of Services

It was proposed that this matter be deferred to the Venues Committee for consideration. This was SECONDED and CARRIED.

13/5/15 Willes Close

Members were informed that the position had not changed.

14/5/15 Christmas Opening Hours 2015

It was PROPOSED that the closure of the FC&TIC and Town Clerk's office from 12.30pm on Thursday 24th December and re-open at 9am Monday 4th January be authorised. This was SECONDED and CARRIED.

15/5/15 Staff Matters

a) To receive and consider a discretionary policy relating to the LGS Pension Scheme. Members were advised that this policy was current being reviewed and would be presented to the next meeting.

b) Members NOTED the following staffing update:

- FAZE is currently closed and staff are to be re-deployed.
- The appraisal for Town Clerk has been completed.
- All staff appraisals are to be carried out from w/c 5th October.

c) Members received and considered a Recruitment Policy. It was PROPOSED that this policy be APPROVED this was SECONDED and CARRIED.