

FARINGDON TOWN **COUNCIL**

The Corn Exchange, FARINGDON, Oxfordshire, SN7 7JA

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Clerk: Sally Thurston



Minutes of a Finance & Audit Committee meeting held on Thursday 14th January at 7.15 pm in the Jubilee Room, the Pump House, Faringdon.

PRESENT: Cllrs. Steve Leniec
Jane Boulton
Al Cane (deputising for David Price)
Angela Finn
Julie Farmer
Andrew Marsden
Mike Wise

In Attendance: Sally Thurston, Town Clerk

- 1/1/16 Apologies for Absence**
Apologies were received from Cllrs. David Barron, David Price and Mark Greenwood. Beth Davis, C&TIC Supervisor.
- 2/1/16 Declarations of Interest**
No declarations of interest were made at this time.
- 3/1/16 Minutes of Last Meeting – Wednesday 25th November 2015**
The minutes were signed as a correct record.
- 4/1/16 Items for Information**
The Clerk informed the committee that the Maintenance and replacement Fund will be added to committee agendas, as requested, in the next round of meetings.
- 5/1/16 Public Speaking Time**
No members of the public wished to speak at this time.
- 6/1/16 Public Question Time**
None received.
- 7/1/16 Community & Tourist Information Centre**
Members received a report from Faringdon Community and Tourist Information Centre Supervisor which was NOTED.
- 8/1/16 Financial Reports**
a) *Members received and NOTED the following financial reports to 30th November 2015:*
(i) *Office and Establishment*

- (ii) *Faringdon Tourist Information centre*
 - (iii) *Direct Council Expenditure*
- b) *Members received and NOTED a financial summary to 30th November 2015 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.*

9/1/16

Precept 2016/17

Members discussed precept figures for a-c below

- a) **Office & Establishment**
 It was PROPOSED that, following a Council decision to withdraw Youth Services from the FAZE site, the cost of operating the building until the lease expired in August 2016, amounting to £4,719, be included in the O&E budget. This was SECONDED and CARRIED.
 This resulted in a revenue budget of £285,669. This was AGREED.
 No capital projects were proposed.
- b) **Faringdon Community & Tourist Information Centre**
 A revenue budget of an income of £2580 was AGREED.
 No capital projects were proposed.
- c) **Direct Council Expenditure**
 A revenue budget of £18,300 was AGREED.
 No capital projects were proposed.
- d) **Members reviewed the following Committees' Budgets**
- (i) *Venues Committee*
 A revenue budget of £16,315 was received and NOTED.
 It was NOTED that the Venues committee had decided to remove a hearing loop for the Corn Exchange from their capital expenditure bids and source funds for this project from 2015 / 2016 budget.
 It was PROPOSED that the Corn Exchange replacement floor be removed as a capital request and other funding avenues such as s106 funding be pursued. This was SECONDED and CARRIED.

It was PROPOSED that the freestanding standing lights requested for the Pump House be removed as a capital

request and other avenues of funding be explored. This was SECONDED and CARRIED.

It was NOTED that the maintenance staff team had recommended a carpet shampooer as a capital purchase. It was PROPOSED that this be purchased from the Office and Establishment budget for 2015/16. This was SECONDED and CARRIED.

(ii) Recreation & Open Spaces

A revenue budget of £13,835 was received and NOTED.

It was PROPOSED that a shed at £1,100 be included as a capital project. This was SECONDED and CARRIED.

It was further PROPOSED that £5,650 be allocated towards rubber surfacing at Oakwood Park as a capital project. This was SECONDED and CARRIED.

(iii) Planning & Highways

A revenue budget of £2,580 was received and NOTED.

(iv) Youth Services

A revenue budget of £10,380 was received and NOTED.

- e) It was PROPOSED that a total precept requirement of £339,496.00 be recommended to Council. This was SECONDED and CARRIED.

10/1/16

Financial Risk Assessment

It was PROPOSED that the Financial Risk Assessment for the 2015 / 2016 financial year be APPROVED. This was SECONDED and CARRIED.

11/1/16

Faze Purchase

- Following the Council's decision to withdraw Youth Services from the FAZE site, it was PROPOSED that the Clerk inform Oxfordshire County Council of this decision. It was further PROPOSED that the Clerk investigate reduced rates for the building until the lease ends in August 2016. This was SECONDED and CARRIED.
- The committee considered possible future uses for the site and could offer no alternatives.

12/1/16

Relocation of Services

The committee received and considered quotes and costing's to move Faringdon Town Council Offices to the Pump House. It was PROPOSED that up to £7,758, to cover costs of relocation and preparing the current offices to let, to include a new telephone system be released from reserves. This was SECONDED and CARRIED.

- 13/1/16 Corn Exchange Roof Repair**
The committee considered a request from the Venues Committee to release funds from reserves to carry out essential repair to the Corn Exchange roof. It was PROPOSED that £6081 be vired from the ear marked maintenance fund in reserves to cover the cost of this repair. This was SECONDED and CARRIED.
- 14/1/16 Christmas Lights**
It was PROPOSED that £500, donated by the Faringdon Retailers Group towards the cost of new lights for the Old Town hall and held in reserves, be released to meet the costs. This was SECONDED and CARRIED.
- 15/1/16 Queens 90th Birthday**
Members considered a request from the Queens 90th Birthday Working Party for funds to provide appropriate celebrations. The committees were informed that funds may be available from VWHDC but these would not be certain until February 2016. It was PROPOSED that up to £1,500 be vired from reserves only if no funds were received from VWHDC. This was SECONDED and CARRIED.
- 16/1/16 Computer**
Members received a quote of £205.00 ex. VAT for a reconditioned, replacement desktop PC for Office use. It was PROPOSED that this be purchased from the current 2015/2016 budget. This was SECONDED and CARRIED.
- 17/1/16 Calendar of Meetings**
Members received and considered a draft meeting calendar for 2016/17 for Finance and Audit Committee meetings that aligned meetings with quarterly reports. It was PROPOSED that the draft calendar for F&A be APPROVED. This was AGREED.
- 18/1/16 Staff Matters**
Cllr. Leniec PROPOSED that due to the confidential nature of items to be considered that this item be held in confidential session suspending standing order 1c. This was SECONDED and CARRIED.
- (a) Appraisals – Members received and APPROVED a report from the Town Clerk following appraisals.
- (b) Members received and APPROVED a report from the Town Clerk regarding the appointment of a Senior Youth Worker.
- (c) It was PROPOSED that Youth Service staff salaries be aligned with the SCP Salary Scale This was SECONDED and CARRIED.
- (d) Members considered and APPROVED two end of probation

reviews.

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