

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 Wednesday 23rd March 2016 at 7.15 pm in the Jubilee Room, the Pump House, Faringdon.

PRESENT: Cllrs. **Steve Leniec** Chairman
David Barron
Jane Boulton
Al Cane
Mark Greenwood
Andrew Marsden
Mike Wise

In Attendance: **Sally Thurston** Town Clerk

- 1/3/16 Apologies for Absence**
Apologies were received from Cllrs. Angela Finn, Julie Farmer and David Price. Beth Davis, C&TIC Supervisor.
- 2/3/16 Declarations of Interest**
No declarations of interest were made at this time.
- 3/3/16 Minutes of Last Meeting – Wednesday 2nd March 2016**
The minutes were signed as a correct record.
- 4/3/16 Items for Information**
The Clerk informed members that all buildings had now been revalued and insurance adjusted.
- 5/3/16 Public Speaking Time**
No members of the public wished to speak at this time.
- 6/3/16 Public Question Time**
None received.
- 7/3/16 Applications for Financial Assistance**
- a) Members reviewed grant giving policy and procedures. A template policy was considered.
It was PROPOSED that the Clerk draft a new policy using the template to be considered at the Finance and Audit Committee meeting on 27th April 2016. It was further PROPOSED that the policy should include:
 - First time grants should be considered at Finance Committee Meetings with dates published in advance.

- Annual and repeat grants should be considered as part of the precept setting process. Applicants should be made aware of the deadline well in advance.
- Grants should be restricted to non-profit making organisations.
- It should be stated that grants from the same organisations are normally restricted to one per year.

This was SECONDED and CARRIED.

b) Members considered the following applications:

Name of Organisation	Amount	Purpose of Grant
Faringdon Whist Drive	£150	Room Hire
Folly Fest	£5,000	To assist with general expenses
The Pump House Project	£2,000	Staff Costs
Faringdon Business Expo	£500	To assist with expenses including Room Hire
Enrych Oxfordshire	£1,000	To assist with running costs

It was PROPOSED that the Committee grant £150 to Faringdon Whist Drive to cover room hire. This was SECONDED and CARRIED.

It was PROPOSED that all other grants be deferred to the Finance and Audit Committee Meeting on 27th April 2016 when a new grant budget would be available. This was SECONDED and CARRIED.

8/3/16

Community and Tourist Information Centre

Members received an update from the Town Clerk in the absence of the C&TIC Supervisor. This was NOTED

9/3/16

Financial Reports

- a) The committee received and NOTED the following reports:
- (i) Office and Establishment
 - (ii) Faringdon Tourist Information centre
 - (iii) Direct Council Expenditure
- b) The committee received and NOTED a financial summary for the following committees:
- (i) Venues
 - (ii) Recreation and Open Spaces
 - (iii) Planning and Highways
 - (iv) Youth Services
- c) The committee received and NOTED the Clerk's report detailing:
- Cash Flow analysis
 - Current financial position
 - Predicted end of year reserves

10/3/16

Council Reserves

Members considered implementing a policy for the level of Town Council Reserves held. It was PROPOSED that the task of researching and formulating a draft policy for consideration be delegated to the Strategic Working Party to enable thorough research and full risk assessments to be carried out. This was AGREED.

11/3/16

Internal Auditors Report

Members received and considered the Internal Auditors recommendations. Following recommendations it was PROPOSED that the council collected income from both Tuckers Recreation Ground Trust and Faringdon War Memorial Trust to defray costs met by the council, subject to an annual account of income and expenditure for the Trusts. This should be recorded in the Town Council accounts. This was SECONDED and CARRIED. It was further PROPOSED that the Town Council closed the imprest wages account held with Co-op Bank. This was SECONDED and CARRIED.

It was NOTED that most operational actions had already been implemented and the remaining would be implemented in the new financial year.

12/3/16

Leases

Members received two estimates from SLCC recommended solicitors to draw up new leases for:

- The Pump House Project
- Chamber Office
- Old Town Council Office

It was PROPOSED that the Clerk be delegated authority to appoint the most economical with a budget of up to £1850. This cost should be recouped from the lettings income of the offices.

13/3/16

Health and Safety and HR Advice

Members received and considered quotes from Ellis Whittam and WPS.

The clerk reported that the HR advice had been excellent from Ellis Whittam but some adjustments were needed to the H&S provision to ensure it was better suited to Town Council requirements. It was PROPOSED that the Ellis Whittam quote be accepted providing that adjustments to the service could be made to suit Town Council requirements and that monthly payments terms were requested. This was SECONDED and CARRIED.

Cllr Leniec proposed invoking Standing Order 1(c) due to the confidentiality of the following item. This was seconded and CARRIED.

14/3/816

Staff Matters

- (a) Members received a staffing update from the Clerk which was NOTED.
- (b) Members considered a recent raise in the Living Wage to £8.25per hour. It was PROPOSED that a review and regarding of all posts in the council take place. In the interim it was PROPOSED that a two SCP raise was awarded to the employees on the lowest band to ensure they were paid the Living Wage, as recommended by the Living Wage Foundation with effect from 1st April 2016. It

was further PROPOSED that, to ensure salary differentials, a one SCP raise be awarded to all staff with a full time equivalent salary of under £20,000, with effect from 1st April 2016. This was SECONDED and CARRIED.

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