

FARINGDON TOWN COUNCIL

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

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Clerk: Sally Thurston



Minutes of a Finance & Audit Committee meeting held on Wednesday 27th July 2016 at 7pm in the Jubilee room The Pump House, Faringdon.

PRESENT: Cllrs. **Steve Leniec** Chairman
Jane Boulton
Julie Farmer
Andrew Marsden
Mike Wise

In Attendance: **Sally Thurston** Town Clerk
Present: **Cllr. Kiera Bentley (Minute 15/7/16)**

- 1/7/16 Apologies for Absence**
Cllrs. David Barron, Mark Greenwood, Angela Finn and Al Cane
- 2/7/16 Declarations of Interest**
No declarations of interest were made at this time.
- 3/7/16 Minutes of Last Meeting – Wednesday 13th July**
The minutes were signed as a correct record.
- 4/7/16 To Elect a Vice Chair**
It was PROPOSED that Cllr. Andrew Marsden be elected as Vice Chair. This was SECONDED and CARRIED.
- 5/7/16 Items for Information**
None.
- 6/7/16 Public Speaking Time**
No members of the public wished to speak at this time.
- 7/7/16 Public Question Time**
None received.
- 8/7/16 Applications for Financial Assistance**
Members considered the two applications received.
It was PROPOSED that £900 plus £52.20 room hire be granted to the Faringdon PAD Committee to maintain the defibrillator and provide training. This was SECONDED and CARRIED.

It was PROPOSED that £100 plus £52.20 room hire be granted to Ferendune Court, Anchor Trust. £80 Fund Community Bus for a beach trip for residents with a further £20 to buy ice creams. This was SECONDED and CARRIED.

9/7/16

Community and Tourist Information Centre

Members received and NOTED a report with thanks. It was further NOTED that there were concerns regarding having the door to the building open in the winter. Several suggestions for solutions were made. The clerk was asked to do more research and get quotes for a future meeting. This was AGREED.

10/7/16

Financial Reports

- a) Members NOTED the following reports:
 - (i) Office and Establishment
 - (ii) Faringdon Tourist Information centre
 - (iii) Direct Council Expenditure

- b) Members NOTED a summary for the following committees:
 - (i) Venues
 - (ii) Recreation and Open Spaces
 - (iii) Planning and Highways
 - (iv) Youth Services

11/7/16

Bank Accounts

It was PROPOSED that former Cllr. David Price be removed as a signatory from all Town Council Bank Accounts. This was SECONDED and RESOLVED.

It was PROPOSED that Cllrs Leniec, Wise and Farmer remain as signatories and Cllr. Marsden is added as an additional signatory on the following accounts:

- i. The Co-Operative Bank
- ii. The Bank of Ireland
- iii. Nat west Bank
- iv. Lloyds Bank
- v. Lloyds Bank C&TIC Account

This was SECONDED and RESOLVED.

12/7/16

Internal Audit

Members received and NOTED the following recommendations from Internal Audit Annual Return Visit on 18th May 2016:

1. The council should update its financial regulations in line with the NALC 2016 model.
2. The Council should annotate invoices with goods / services received.
3. An approval process should be put in place for the clerk's overtime. It was PROPOSED that the clerk email both overtime sheets and mileage claims to the Mayor and Chair of Finance, or in their absence the Deputy Mayor and Vice Chair of Finance, for approval. This was SECONDED and CARRIED.
4. The Information Centre Float should be recorded in the Town Council accounts.
5. £20,177 had been reordered as a creditor at 2015/16 year end, for works unfinished. This should have been recorded as an earmarked reserve.
6. The council should set up a separate account for stock journals.

7. The council should review any amount due from the trusts and consider if this should be written off.

It was PROPOSED that the Clerk be congratulated on a successful interim audit. This was SECONDED and CARRIED.

13/7/16 Town Council Insurance

- a) Members RECEIVED and NOTED Insurance documents for 2016/2017
- b) Members received and considered a proposal from Aviva for a reduced rate for early renewal and commitment to a long term agreement. It was PROPOSED that this item be DEFERRED until further investigation into the agreement and also into alternative providers could be carried out by the clerk. This was AGREED.

14/7/16 2016 – 2018 National Salary Award

- a) It was PROPOSED that new pay scales for 2016-17 be implemented immediately and backdated to 1st April 2016. This was SECONDED and RESOLVED.
- b) It was PROPOSED that new pay scales for 2017 - 18 be implemented from 1st April 2017. This was SECONDED and RESOLVED.

15/7/16 Corn Exchange Sound System

Members considered a request from the Venues Committee to release money from reserves to:

- a) Install a hearing loop in the Corn Exchange
It was PROPOSED that the £500 held in reserves for this project is released. It was further PROPOSED that the remaining £709.77 be funded from cinema income. This was AGREED.
- b) Improve the sound system
- c) Provide an additional microphone for the PA System
It was PROPOSED that, because Youth Services would benefit greatly from an improved sound system and additional microphone, £1281 be released from the Youth Service Operating reserves to fund this project. This was SECONDED and AGREED.

16/7/16 Portwell bench and diver

Members received and considered a request from the Recreation and Open Spaces Committee to release monies from the allocated budget, held in ear marked reserves, to clean the bench and sculpture. It was PROPOSED that the funds be released for this purpose and that the Clerk be delegated authority to allocate up to £800 for cleaning and sealing the bench. This was SECONDED and CARRIED.

Cllr Leniec PROPOSED that due to the confidential nature of the following item standing order 1(c) be suspended and both press and public be asked to leave the meeting. This was SECONDED and CARRIED.

17/7/16 Deputy Town Clerk Recruitment

It was PROPOSED that a recommendation be made to council that Mr. Stuart Porter is appointed as Deputy Town Clerk on a starting salary at SCP 23 on the NJC salary scale with a start date of 1/9/2016. This post would have a probation period of 6 months. The

post holder would be required to undertake ILCA within one year following on to CILCA within two years. The salary would be reviewed upon completion of ILCA. This was SECONDED and RESOLVED.

The meeting closed at 8.15pm

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