

# **FARINGDON TOWN COUNCIL**

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

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[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

Clerk: Sally Thurston



## **Minutes of the Finance and Audit Committee meeting held on Wednesday 17<sup>th</sup> January 2018 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.**

<b>Cllrs Present</b>	<p><b>Steve Leniec (Chairman)</b>  <b>David Barron</b>  <b>Jane Boulton</b>  <b>Al Cane</b>  <b>Richard Marsh</b>  <b>Andrew Marsden</b>  <b>Mike Wise</b></p>
<b>In Attendance:</b>	<p><b>Cllr. Pauline Beesley</b>  <b>Cllr. James Famakin</b>  <b>Rebekah Pugh, Deputy Town Clerk</b>  <b>Sally Thurston, Town Clerk</b></p>
<b>Minute Number</b>	
<b>1/1/18</b>	<p><b>Apologies for Absence</b>  Cllr. Julie Farmer  Cllr. Angela Finn  Cllr. Mark Greenwood</p>
<b>2/1/18</b>	<p><b>Minutes of last meeting</b>  The minutes of the meeting held on Wednesday 29th November 2017 were signed as a correct record.</p>
<b>3/1/18</b>	<p><b>Declarations of Interest &amp; requests for dispensations</b>  None</p>
<b>4/1/18</b>	<p><b>Public Participation</b>  None</p>
<b>5/1/18</b>	<p><b>Items for Information Only</b>  None</p>
<b>6/1/18</b>	<p><b>Information Centre</b>  Members NOTED a report from Adele Vincent, Information Centre Manager. A successful Christmas with good sales of Cards for Good Causes assisting with increased footfall. Members offered thanks to staff.</p>
<b>7/1/18</b>	<p><b>Precept 2018/19</b></p> <p><b>a) Office &amp; Establishment</b>  (i) Members NOTED a current financial report  (ii) Members considered the DRAFT revenue &amp; grants budget. It was PROPOSED that £180 for lone worker solutions be added to the lone worker line and an extra 0.5% to the salaries and pension lines in case of increase. A DRAFT revenue budget of £301,970 be put forward. This was SECONDED and RESOLVED.  (iii) No items for capital expenditure were put forward.</p> <p><b>b) Faringdon Information Centre</b></p>

	<p>(i) Members NOTED a current financial report</p> <p>(ii) Members considered the Draft revenue budget. It was PROPOSED that a DRAFT income budget of £2,160 be put forward. This was SECONDED and RESOLVED.</p> <p>(iii) No items for capital expenditure were put forward</p> <p><b>c) Direct Council Expenditure</b></p> <p>(i) Members NOTED a current financial report</p> <p>(ii) Members considered the DRAFT revenue budget. It was PROPOSED that the Mayor's allowance be increased to £2500 and that the DRAFT revenue budget of £17,043 be put forward. This was SECONDED and RESOLVED.</p> <p>(iii) No capital expenditure was put forward.</p> <p><b>d) Committee Budgets</b></p> <p>Members reviewed the following committee budgets.</p> <p>(i) Facilities Committee          Corn Exchange =£5,750          Pump House = £6,695          Recreation and Open Spaces = £14,176</p> <p>(ii) Community and Partnerships Committee = £21 750</p> <p>(iii) Planning and Highways Committee = £0.00</p> <p>It was PROPOSED by Cllr. Steve Leniec that these budgets be approved, this was SECONDED by Cllr. Mike Wise and RESOLVED.</p> <p><b>e) Budget Summary</b></p> <p>These figures resulted in a total precept requirement of £365 224. Cllr. Leniec explained that this amounted to a 0.92% increase for a Band D household. Cllr. Leniec PROPOSED that a total precept requirement of £365,224 be recommended to Council. This was SECONDED by Cllr. Marsden and RESOLVED.</p>
8/1/18	<p><b>Grants Sub-Committee</b></p> <p>a) Members NOTED the minutes of the Grants Sub-Committee held Wednesday 10<sup>th</sup> January 2018.</p> <p>b) Members received and considered draft Terms of Reference for the Grants Sub – Committee. It was PROPOSED that these be recommended to Full Council. This was SECONDED and RESOLVED.</p> <p>c) Members received and considered the amended Grants Policy. It was PROPOSED that these be recommended to Full Council. This was SECONDED and RESOLVED.</p>
9/1/18	<p><b>Terms of Reference</b></p> <p>Members considered the amended terms of reference for the Finance and Audit Committee, these were APPROVED. It was PROPOSED that these be recommended to Full Council. This was SECONDED and RESOLVED</p>
10/1/18	<p><b>Financial Risk Assessment</b></p> <p>Members considered the Financial Risk Assessment for 2017/18. It was PROPOSED that the Financial Risk Assessment for the 2017/2018 financial year be APPROVED. This was SECONDED and RESOLVED.</p>
11/1/18	<p><b>Oxfordshire County Council Local Government Pension Scheme.</b></p> <p>a) Members NOTED a letter regarding end of year 2018. It was further NOTED that FTC always meet deadlines.</p> <p>b) Members NOTED a letter regarding changes to administration.</p> <p>c) Members NOTED administration strategy and it was PROPOSED, SECONDED and RESOLVED that FTC sign the service level agreement.</p>
12/1/18	<p><b>Facilities</b></p> <p>The following recommendation was received from the Facilities Committee:</p> <p>a) Lift Inspection – Facilities will fund this from their revenue budget.</p>

	<p>b) Fixed Wire Testing – It was PROPOSED that a quote from Abbey Electrical be accepted for £2,595.45 and funded from underspent insurance line in the Office and Establishment budget. This was SECONDED and RESOLVED. Cllr. Leniec informed members that going forward the Facilities committee had budgeted for a third of the project cost for the next fixed wire test in three years. It was PROPOSED that this be earmarked to ensure that funds were in place in three years' time. This was SECONDED and RESOLVED. Cllr. Marsden raised that charges that relate to the fixed wire testing of the OTH need to be charged to the War Memorial Trust. This was AGREED.</p> <p>c) Disabled Access to the rear garden from the Old Theatre to be met using an earmarked reserve from a developer contribution which has been approved by the developer. This was NOTED.</p>
<p><b>13/1/18</b></p>	<p><b>Health and Safety</b>  Members received and considered the draft Lone Worker Policy that had been written in response to a recent health and safety visit. It was PROPOSED after a typing correction this be APPROVED and recommended to council. This was SECONDED and RESOLVED.</p>

The meeting closed at 8.02pm