

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL  
 Telephone 01367 240281  
[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)  
 Clerk: Sally Thurston



**Minutes of a meeting of the Finance and Audit Committee held on Wednesday 6<sup>th</sup> March 2019 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.**

<b>Cllrs present:</b>	<b>Steve Leniec (Chairman)</b> <b>Kiera Bentley</b> <b>Julie Farmer</b> <b>Angela Finn</b> <b>Mark Greenwood</b> <b>Andrew Marsden</b> <b>Mike Wise</b>
<b>In attendance:</b>	<b>Sally Thurston – Town Clerk</b>
<b>1/2/19</b>	<b>Apologies for Absence</b> Cllrs. David Barron, Jane Boulton and Al Cane
<b>2/2/19</b>	<b>Minutes of last meeting</b> The minutes of the meeting held on Monday 7 <sup>th</sup> January 2019 were signed as a correct record.
<b>3/2/19</b>	<b>Declarations of Interest &amp; requests for dispensations - None</b>
<b>4/2/19</b>	<b>Public Speaking and Question Time - None</b>
<b>5/2/19</b>	<b>Items for Information Only</b> Members NOTED the following for information: <ul style="list-style-type: none"> <li>• An interest report from CCLA – a full amount received in the 2018/19 financial year would be presented to the next meeting.</li> <li>• The museum is progressing well. Some cases have been donated and a new exhibition should be launched late March.</li> <li>• The Clerk will attend a risk management training course on 17/4/2019. This would also be investigated for members.</li> <li>• £4,156.96 has been requested and received from The Place to fund Spurgeons costs over budget.</li> <li>• £27,298.15 s106 funds have been received by the Vale for Town Council contributions from Fernham Fields. This must be applied for. A capital project needs to be identified and costed.</li> <li>• Other s106 funds have also been received by the Vale for sport and rec. The Clerk is working with clubs to ensure money comes to Faringdon.</li> </ul>
<b>6/2/19</b>	<b>Information Centre</b> Members received and NOTED a report from Information Centre Supervisor. Thanks to all staff were NOTED for their continued hard work.
<b>7/2/19</b>	<b>Financial Reports</b> <ol style="list-style-type: none"> <li>a) Members NOTED the following reports:                     <ol style="list-style-type: none"> <li>(i) Office and Establishment</li> <li>(ii) Direct Council Expenditure</li> <li>(iii) Information Centre</li> </ol> </li> <li>b)                     <ol style="list-style-type: none"> <li>(i) Members NOTED a summary for the: Facilities Committee</li> <li>(ii) A summary for the Community and Partnerships Committee was unavailable at the meeting and would be circulated by email and presented at the next meeting.</li> </ol> </li> <li>c) Members NOTED an overall summary and notification of balances</li> </ol>

8/2/19	<p><b>Report from Grant Sub Committee</b></p> <p>Members NOTED a report from the Grant Sub-Committee Meeting, including decisions taken under delegated authority, held on Wednesday 6<sup>th</sup> March 2019.</p> <p>Following a recommendation from the Sub Committee it was PROPOSED that £830 be vired from underspent budget lines in the Office and Establishment budget to enable Citizens Advice Bureau to be awarded a grant of £4,181. This was SECONDED and RESOLVED. It was NOTED that CAB had been advised to submit future grant requests in the first quarter.</p>
9/2/19	<p><b>Facilities Committee</b></p> <p>Following a recommendation from the Facilities Committee it was PROPOSED that The following recommendation be made to Full Council: A quote (option 2) to repair the Old Theatre Roof from Charterville Roofing for £21, 538 be accepted and funded from the Bloor Homes earmarked reserve. This was SECONDED and RESOLVED.</p> <p>Following a recommendation from the Facilities Committee it was PROPOSED that the loss of income from allotments of £1,050 as a result of transferring allotment management to the allotment society be authourised. This was SECONDED and RESOLVED.</p> <p>Members NOTED that an offer would be made the tenants in the Corn Exchange offices, following a request to reduce the amount of space used.</p>
10/2/19	<p><b>Interim Audit Report</b></p> <p>The report from interim audit held on 19<sup>th</sup> February 2019 was not yet available. However, members NOTED that auditor felt we should investigate dual authorisation on bank accounts and that the Clerk has ascertained that Co-op bank offer this facility. It was PROPOSED that the Clerk be authourised to set up this facility as soon as possible in the new financial year. This was SECONDED and RESOLVED. The internal auditors report would be presented to the next meeting.</p>
<p><b>Due to the confidential nature of the following item Cllr. Leniec PROPOSED that be held in confidential session and the press and public be asked to withdraw. This was SECONDED and RESOLVED.</b></p>	
11/2/19	<p><b>Staffing</b></p> <p>Members received and considered recommendations from the Staff Sub Committee meeting held on 4<sup>th</sup> March 2019.</p> <p>a) It was PROPOSED that:</p> <ol style="list-style-type: none"> <li>a. The recommendations of the staff review were implemented, at a cost over budget of £10,155</li> <li>b. A Deputy Town Clerk should be recruited on the LC2 salary scale at points 18 – 23.</li> </ol> <p>This was SECONDED and RESOLVED.</p> <p>b) It was PROPOSED that:</p> <ol style="list-style-type: none"> <li>a. The Town Clerk be rewarded at salary point 41 on the new updated scale (47 on the current scale) effective from 1<sup>st</sup> April 2019. An increase of 5 SCP.</li> <li>b. A salary scale LC3 41 – 45 (new scale) should be introduced.</li> <li>c. The salary should be re-evaluated annually.</li> <li>d. Salary scales should be introduced for all Council positions.</li> </ol> <p>This was SECONDED and RESOLVED</p> <p>c) It was PROPOSED that the NALC recommended salary increase be implemented on 1<sup>st</sup> April 2019. This was SECONDED and RESOLVED.</p>

**The meeting closed at 8.55pm**