

FARINGDON TOWN COUNCIL

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

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of a meeting of the Finance and Audit Committee held on Wednesday 31st July 2019 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.

Cllrs Present:	Steve Leniec (Chairman) Jane Boulton Kiera Bentley Peter Castle (to 14/4/19e) James Famakin (from 3/4/19) Julie Farmer Bethia Thomas
In attendance:	Cllr. Rosalind Burn Sally Thurston (Town Clerk) Marzia Sellitti (Deputy Town Clerk) Joanne King (Clerk's Assistant)
Min No:	
1/4/19	Apologies for Absence Mike Wise, Angela Finn, Stephen Smith
2/4/19	Minutes of last meeting The minutes of the meeting held on Wednesday 1 st May 2019 were signed as correct record
3/4/19	Declarations of Interest & requests for dispensations Cllr James Famakin declared an interest in item 14e, bursaries town centre properties, and would not vote on this matter. Cllr Kiera Bentley declared an interest in item 17, laptop replacements, and would not vote on this matter.
4/4/19	Public Speaking and Question Time None
5/4/19	To elect a Vice Chair It was PROPOSED that Cllr. Finn be elected as Vice Chair of the Finance and Audit Committee. This was SECONDED. It was further PROPOSED that Cllr. Famakin be elected as Vice Chair of the Finance and Audit Committee. This was SECONDED. Councillors voted Cllr. Finn 4 votes and Cllr. Famakin 3 votes. It was RESOLVED that Cllr. Finn be elected Vice Chair.
6/4/19	Items for Information Only <ul style="list-style-type: none"> • Members were advised on Unison Pay recommendation • Members were advised that new mapping software was being trialed and if successful would be purchased at £300 per annum from the IT support budget.
7/4/19	Applications for Financial Assistance Members considered an application from Wantage Independent Advice. It was PROPOSED that this application be DEFERRED to the first meeting of the Grants Sub Committee. This was SECONDED and RESOLVED.
8/4/19	Grants Sub – Committee <ol style="list-style-type: none"> a) It was PROPOSED that the following members be elected to Grants Sub Committee Cllrs: Bentley, Boulton, Castle, Finn, Thomas and Leniec. The Mayor and Deputy Mayor are members of the Subcommittee ex- officio. This was SECONDED and RESOLVED. b) It was PROPOSED that Cllr. Finn be elected as Chair of the Grants Sub Committee. This was SECONDED and RESOLVED

<p>9/4/19</p>	<p>Financial Reports</p> <p>a) Members NOTED the following reports:</p> <ul style="list-style-type: none"> (i) Office and Establishment (ii) Faringdon Tourist Information centre (iii) Direct Council Expenditure <p>Members were informed that the Mayors chain had no more linkages to add new Mayors names to it and were given associated costs to increase links. After discussion it was PROPOSED to maintain existing Majors chain as it is and not add new links, This was SECONDED and RESOLVED.</p> <p>b) Members NOTED summaries for the following committees:</p> <ul style="list-style-type: none"> (i) Facilities (ii) Communities and Partnerships (iii) <p>c) members NOTED current balances</p> <p>It was PROPOSED to move £50,000 form Lloyds Bank to CCLA to receive higher interest rate. This was SECONDED and RESOLVED</p>																																				
<p>10/4/19</p>	<p>Policies</p> <p>a) It was PROPOSED to APPROVE committee terms of reference. This was SECONDED and RESOLVED.</p> <p>b) It was PROPOSED to APPROVE an amended Treasury and Investment Policy. This was SECONDED and RESOLVED.</p>																																				
<p>11/4/19</p>	<p>Banking</p> <p>a) It was PROPOSED that the following members be appointed bank signatories for all town council bank accounts: Cllrs: Bentley, Farmer, Leniec Mike Wise. This was SECONDED and RESOLVED.</p> <p>b) It was PROPOSED that the following direct debits be approved:</p> <table border="1" data-bbox="292 1106 1497 1675"> <thead> <tr> <th>Company</th> <th>Reason</th> <th>Regularity</th> </tr> </thead> <tbody> <tr> <td>Screwfix</td> <td>Maintenance Items</td> <td>When purchased</td> </tr> <tr> <td>Public works loan board</td> <td>Loan repayments</td> <td>Quarterly</td> </tr> <tr> <td>02</td> <td>Mobile phones</td> <td>Monthly</td> </tr> <tr> <td>VWHDC</td> <td>Business Rates</td> <td>Monthly</td> </tr> <tr> <td>Coop Bank</td> <td>Credit card repay</td> <td>Monthly</td> </tr> <tr> <td>Castle Water</td> <td>Water rates – venues</td> <td>Monthly</td> </tr> <tr> <td>British Gas</td> <td>Electricity and Gas – venues</td> <td>Quarterly</td> </tr> <tr> <td>Viking</td> <td>Stationery</td> <td>When purchased</td> </tr> <tr> <td>Mainstream</td> <td>Telephone and Broadband</td> <td>Monthly</td> </tr> <tr> <td>Fuel card Services</td> <td>Fuel Card repay</td> <td>Monthly</td> </tr> <tr> <td>CF Corporate finance</td> <td>Copier Lease</td> <td>Quarterly</td> </tr> </tbody> </table> <p>This was SECONDED and RESOLVED.</p>	Company	Reason	Regularity	Screwfix	Maintenance Items	When purchased	Public works loan board	Loan repayments	Quarterly	02	Mobile phones	Monthly	VWHDC	Business Rates	Monthly	Coop Bank	Credit card repay	Monthly	Castle Water	Water rates – venues	Monthly	British Gas	Electricity and Gas – venues	Quarterly	Viking	Stationery	When purchased	Mainstream	Telephone and Broadband	Monthly	Fuel card Services	Fuel Card repay	Monthly	CF Corporate finance	Copier Lease	Quarterly
Company	Reason	Regularity																																			
Screwfix	Maintenance Items	When purchased																																			
Public works loan board	Loan repayments	Quarterly																																			
02	Mobile phones	Monthly																																			
VWHDC	Business Rates	Monthly																																			
Coop Bank	Credit card repay	Monthly																																			
Castle Water	Water rates – venues	Monthly																																			
British Gas	Electricity and Gas – venues	Quarterly																																			
Viking	Stationery	When purchased																																			
Mainstream	Telephone and Broadband	Monthly																																			
Fuel card Services	Fuel Card repay	Monthly																																			
CF Corporate finance	Copier Lease	Quarterly																																			
<p>12/4/19</p>	<p>Internal Controls</p> <p>a) Members received and NOTED an internal audit report for 2018/19.</p> <p>b) It was PROPOSED that Cllrs. Bentley, Boulton, Finn and Thomas be assigned to check reconciliations at the end of each quarter. This was SECONDED and RESOLVED</p>																																				
<p>13/4/19</p>	<p>NALC Conference</p> <p>It was PROPOSED that Cllrs. Bentley and Castle attend the NALC Conference, this was SECONDED and RESOLVED.</p>																																				
<p>14/4/19</p>	<p>Facilities Recommendations</p> <p>a) It was PROPOSED that the office Wi-Fi be improved as per quote of £605, funded from the Asset Replacement Fund. This was SECONDED and RESOLVED</p>																																				

	<p>b) It was PROPOSED that a Faringdon Town Council App at a cost of up to £1060 be commissioned from general reserves. This was SECONDED and RESOLVED. It was NOTED that a future annual cost of £500 would be budgeted for.</p> <p>c) Members considered a proposal to create a wildlife sanctuary in the Willes Close triangle. It was PROPOSED that a reptile survey be undertaken at a cost of £750 from general reserves. This was SECONDED and RESOLVED. It was further PROPOSED, following the results of the survey, that the Facilities Committee produce a detailed plan for project. This was SECONDED and RESOLVED.</p> <p>d) It was PROPOSED that the Clerk be delegated authority, in conjunction with the Town Centre Regeneration Working Party, to progress the installation of water refill station with a budget of up to £5,000 from the s106 Business Park ear marked reserve. This was SECONDED and RESOLVED</p> <p>e) It was PROPOSED that a bursary scheme for Town Centre properties for decoration (up to £150 for 15 properties) and external planting (up to £50 for 20 properties) be set up, with a budget of up to £2500 from the s106 Business Park ear marked reserve. This was SECONDED and RESOLVED.</p> <p>f) It was PROPOSED that the Clerk be delegated authority, in conjunction with the Town Centre Regeneration Working Party, to progress the installation of benches in the Market Place, with a budget of up to £3,000 from the s106 Business Park ear marked reserve. This was SECONDED and RESOLVED</p> <p>g) It was PROPOSED that the Clerk be delegated authority, in conjunction with the Town Centre Regeneration Working Party, to progress the installation of a town sign with a budget of up to £1,500 from the s106 Business Park ear marked reserve. This was SECONDED and RESOLVED.</p> <p>h) It was PROPOSED that the Clerk be delegated authority, in conjunction with the Town Centre Regeneration Working Party, to progress the installation of additional town centre planters with a budget of up to £2,000 from the s106 Business Park ear marked reserve. This was SECONDED and RESOLVED.</p> <p>i) It was PROPOSED that the Clerk be delegated authority, in conjunction with the Town Centre Regeneration Working Party, to progress the installation of 2 wire sculptures to collect plastic waste with a budget of up to £500 from the s106 Business Park ear marked reserve. This was SECONDED and RESOLVED</p>
15/4/19	<p>Community and Partnerships Recommendations</p> <p>a) It was PROPOSED that a welcome pack be compiled and distributed to all new residents. A budget of up to £400 was allocated from the advertising budgets. This was SECONDED and RESOLVED.</p> <p>b) It was PROPOSED that a budget of up to £100 be made available to the Busker Initiative, for printing costs, from the s106 Business Park ear marked reserve. This was SECONDED and RESOLVED.</p>
16/4/19	<p>Youth art initiative</p> <p>Members considered a proposal to hold pilot youth art workshops in the Corn Exchange. It was PROPOSED that a budget of £2580 be allocated to the project from the Youth Operating ear marked reserve. This was SECONDED and RESOLVED</p>
17/4/19	<p>Laptops</p> <p>Members received and considered quotes. It was PROPOSED that the clerk be delegated authority to spend up to £1000 on a replacement laptop from the asset replacement fund. This was SECONDED and RESOLVED. It was PROPOSED that an allocated fund for replacement IT be considered during the budget setting period for the next financial year. This was AGREED.</p>
18/4/19	<p>Lord Berners Exhibition</p> <p>Members considered a proposal for a Lord Berners Exhibition in the museum. It was PROPOSED that a budget of £3965 be allocated to the exhibition from a grant awarded for the museum from the County Councillors Priority Fund. This was SECONDED and RESOLVED.</p>
19/4/19	<p>S106 Funds for an Artificial Cricket Strip</p> <p>Members considered a recommendation from the VWHDC Leisure Team. It was</p>

	PROPOSED that the Clerk be delegated authority to apply for s106 funds to install an artificial Cricket square at Faringdon Cricket Club. This was SECONDED and RESOLVED.
20/4/19	Staffing <ul style="list-style-type: none">a) Members considered a recommendation from the Staff Sub Committee to award a salary increase to two members of staff with a total annual cost of £1,411. It was PROPOSED that this recommendation be APPROVED. This was SECONDED and RESOLVED.b) Members NOTED the minutes from the Staff Sub Committee.

The meeting closed at 9pm.

DRAFT