

# **FARINGDON TOWN COUNCIL**

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

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Clerk: Sally Thurston



## **Minutes of a meeting of the Finance and Audit Committee held on Wednesday 30<sup>th</sup> November 2019 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.**

<b>Cllrs Present:</b>	<b>Steve Leniec (Chairman)</b> Kiera Bentley Peter Castle Julie Farmer Stephen Smith Mike Wise
<b>In attendance:</b>	<b>Sally Thurston (Town Clerk)</b> Joanne King (Clerk's Assistant)
<b>Min No: agenda/meeting/year</b>	<b>2 members public (left after item 9/6/19)</b>
<b>1/6/19</b>	<b>Apologies for Absence</b> Cllrs. Jane Boulton, James Famakin, Angela Finn and Bethia Thomas
<b>2/6/19</b>	<b>Minutes of last meeting</b> The minutes of the meeting held on Wednesday 30th October 2019 were signed as correct record.
<b>3/6/19</b>	<b>Declarations of Interest &amp; requests for dispensations</b> None
<b>4/6/19</b>	<b>Public Speaking and Question Time</b> None
<b>5/6/19</b>	<b>Items for Information Only</b> Total income figures for Information Centre were NOTED.
Cllr. Leniec PROPOSED that item. 9 be brought forward to enable members of the public to speak on the matter. This was SECONDED and RESOLVED.	
<b>9/6/19</b>	<b>20mph Zone</b> A member of the public spoke in support of a 20mph zone explaining that local schools believed this initiative would assist in safe passage of children to school. Members were informed that maximum costs for necessary surveys and consolation, to be carried out but the highways authority, would be £4620. After discussion it was PROPOSED that the Town Council support a 20MPH zone in the Town Centre as a pilot project for reducing speed. This was SECONDED and RESOLVED. It was further PROPOSED that monies from two S106 agreements FA01 £2,282.54 and FA12 £526.74, held by Oxfordshire County Council, be applied for and £1,810 be released from reserves for this purpose. This was SECONDED and RESOLVED.

6/6/19	<p><b>Precept 2019/20</b></p> <p>a) Office &amp; Establishment</p> <ol style="list-style-type: none"> <li>i. Members NOTED a 6-month financial report.</li> <li>ii. Members considered the DRAFT revenue &amp; grants budget. It was PROPOSED £1350 be added to the IT Support line to enable provision to be made for future IT purchases. This was SECONDED and RESOLVED. It was PROPOSED that a DRAFT revenue budget of £350,765 be put forward. This was SECONDED and RESOLVED. This figure includes £18,500 for grants to outside bodies.</li> <li>iii. Capital expenditure. Members NOTED that six FTC staff computers were not fit for purpose. It was PROPOSED that six computers be purchased, as soon as practical, from the renewals and maintenance ear marked reserve - up to £4,050. This was SECONDED and RESOLVED. It was NOTED that provision would be made in the revenue budget for future renewals.</li> </ol> <p>b) Faringdon Information Centre</p> <ol style="list-style-type: none"> <li>i. Members NOTED a 6-month financial report.</li> <li>ii. Members considered the Draft revenue budget. It was PROPOSED that a DRAFT income budget of £135 be put forward. This was SECONDED and RESOLVED.</li> <li>iii. Capital expenditure. A display cabinet was needed in the Information Centre. Costings would be brought to the next meeting.</li> </ol> <p><b>c) Direct Council Expenditure</b></p> <ol style="list-style-type: none"> <li>i. Members NOTED a 6-month financial report.</li> <li>ii. Members considered the Draft revenue budget. It was PROPOSED that a DRAFT revenue budget of £16,210.09 be put forward. This was SECONDED and RESOLVED.</li> <li>iii. No items for capital expenditure were put forward.</li> </ol> <p><b>d) Committee Budgets</b></p> <ol style="list-style-type: none"> <li>i. Facilities Committee The following DRAFT revenue budgets were NOTED: <ul style="list-style-type: none"> <li>• Corn Exchange =£7360</li> <li>• Pump House = £6425</li> <li>• Recreation and Open Spaces = £16530</li> </ul> Capital expenditure requests for tables, mower, loop system would be costed for the next meeting.</li> <li>ii. Community and Partnerships Committee A DRAFT revenue budget of £12,285 was NOTED. No capital expenditure items were requested.</li> </ol> <p><b>e) Precept Request</b> It was PROPOSED that a total DRAFT precept request of £409,432 be presented at the Town Meeting on Monday 2nd December 2019. This was SECONDED and RESOLVED</p>
7/6/19	<p><b>IT Provision</b> Two quotes were considered to update IT provision.</p>

	It was PROPOSED that a quote from Cloudy IT be accepted and the new service implemented as soon as possible. This was SECONDED and RESOLVED. It was further PROPOSED that up to £3650 be released from the renewals and maintenance ear marked reserve for set up costs. The monthly costs would be funded from the revenue budget - IT support line. This was SECONDED and RESOLVED. The Clerk was asked to investigate liability for cyber-attacks.
<b>8/6/19</b>	<b>Pyrotech Contracts</b> It was PROPOSED that fire safety contracts with Pyrotech be renewed for a 12month term. This was SECONDED and RESOLVED
<b>10/6/19</b>	<b>Wantage Independent Advice Centre Grant</b> Members considered further information regarding a grant awarded on 30 <sup>th</sup> October 2019. It was AGREED that the grant offered for 2019/20 totalled £2,000. A grant request for £2,250 would be considered in 2020/21.
<b>Cllr. Leniec PROPOSED that due to the confidentiality of item 11 it be held in confidential session. This was SECONDED and RESOLVED.</b>	
<b>11/6/19</b>	<b>Deputy Town Clerk</b> Members received and considered an end of probation report for the Deputy Town Clerk. Following the successful completion of the probationary period it was PROPOSED that confirm Ms. Marzia Sellitti's permanent appointment as Deputy Town Clerk be confirmed and her pay scale be increased one SCP from SCP 18 to SCP 19. This was SECONDED and RESOLVED. It was NOTED that members congratulated the Deputy Town Clerk on her permanent appointment and thanked her for her excellent attitude and hard work.

**The meeting closed at 8:31pm**