

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 on Wednesday 30th October 2019 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.	
Cllrs. present:	Steve Leniec (Chairman) Jane Boulton Kiera Bentley Peter Castle Julie Farmer Angela Finn Mike Wise
In attendance	Sally Thurston (Town Clerk)
Minute no:	Joanne King (Clerk's Assistant)
1/5/19	Apologies for Absence Cllrs. James Famakin, Bethia Thomas and Stephen Smith
2/5/19	Minutes of last meeting – Wednesday 31st July 2019 It was NOTED that minute 3/4/19 stated that Cllr. Bentley had declared an interest in the purchase of a laptop, this should read Cllr. Farmer. With this amendment the minutes were signed as correct record
3/5/19	Declarations of Interest & requests for dispensations No declarations were made at this time
4/5/19	Public Participation Time None
5/5/19	Items for Information Only Members were informed that £148 .72 from a grant made to the Chamber of Commerce for a business expo in 2016 had been refunded as it was unspent.
6/5/19	Financial Reports (attached) a) Members NOTED the following reports: (i) Office and Establishment (ii) Direct Council Expenditure (iii) Information Centre b) Members NOTED summaries for the following committees: (i) Facilities (ii) Community and Partnerships c) Members NOTED a report on funds held with CCLA d) Members NOTED overall summary and notification of balances
7/5/19	Information Centre Members NOTED a report from Information Centre Manager, with thanks. It was agreed that a report detailing all funds that were taken through the Information Centre till would be brought to the next meeting.
8/5/19	Capital Projects Members considered ideas for capital projects for the 2020 / 2021 financial year for: (i) Office and Establishment – a cost for computer upgrades would be brought to the budget meeting. (ii) Information Centre – costs for any additional signage required would be brought to the budget meeting. (iii) Direct Council Expenditure - None
9/5/19	Public Works Loan Board

	Members NOTED a statement
10/5/19	Financial Regulations 2019 Members received and considered new model Financial Regulations from NALC. It was PROPOSED that a recommendation be made to full council that the minor changes be ADOPTED and integrated into the Faringdon Town Council Financial REGULATIONS. This was SECONDED and RESOLVED.
11/5/19	HMRC It was PROPOSED that an underpayment in the 2012 / 2013 of £2,070.03 be made. This was SECONDED and RESOLVED. It was NOTED that this error had only just come to the attention of the Clerk as payments are always made in advance and had been masking the underpayment.
12/5/19	Report from Grant Sub Committee The minutes from the meeting held on Wednesday 30 th October were NOTED. 1. Members received a recommendation from the Grant Sub-Committee that a virement be made from reserves to grant £2000 to the Wantage independent Advice Centre. Cllr. Finn PROPOSED that this recommendation be APPROVED. Cllr. Bentley made a counter PROPOSAL that the grant be reduced by 10% because planned changes had yet to be tested. This PROPOSAL was not SECONDED. Cllr. Wise SECONDED the original proposal, and this was RESOLVED. 2. Members received a recommendation from the Grant Sub-Committee that a virement be made from reserves to grant £1000 to the Oxfordshire Association for the Blind. Cllr. Finn PROPOSED that this recommendation be APPROVED. This was SECONDED and RESOLVED.
13/5/19	Willes Close Triangle Members received a recommendation from the Facilities Committee. It was PROPOSED that a grant of £2505 from the County Councillors Priority fund to develop the triangle as a wildlife sanctuary be released, to enable gates to be installed and a path to be cut. This was SECONDED and RESOLVED.
14/5/19	Audit and Internal Controls a) Members NOTED an external audit report for 2018/19. The Clerk was congratulated on a clean audit. b) Members agreed that the internal audit had been effective. c) It was PROPOSED that IAC Ltd be appointed as internal auditor for a three-year period. This was SECONDED and RESOLVED.
15/5/19	Christmas Hours It was PROPOSED that the Christmas closure for the Town Council and Information Centre be as follows: Close at 4pm Monday 23 rd December 2019 and re open 9am Thursday 2 nd January 2020. This was SECONDED and RESOLVED.
16/5/19	Members Allowances Members had received a request to make an allowance to members to cover childcare costs. Members were informed, following advice from OALC, that there was no provision Parish and Town Council to make a carers allowance. Members were disappointed that they could not consider this request and NOTED that both NALC and OALC were lobbying for change.
17/5/19	Faringdon War Memorial Trust Members received and considered a request from the Trust. It was PROPOSED the £102 owed to the Council from the Trust at the end of Financial year 2018/19 be made as a grant. This was SECONDED and RESOLVED.
18/5/19	Westmill Solar Farm Members considered making an investment in Westmill Solar Farm. <i>It was NOTED that at this stage Cllr. Wise declared an interest, as a current investor in the scheme, and would refrain from voting.</i>

	<p>The Clerk advised that this investment could be made using the General Power of Competence. It was PROPOSED that an investment of £2500, from general reserves, be made in Westmill Solar Farm. This was SECONDED and RESOLVED. Cllr. Farmer voted against.</p>
<p>Cllr. Leniec PROPOSED that due to the confidentiality of the next item that it be held in confidential session. This was SECONDED and RESOLVED.</p>	
<p>19/5/19</p>	<p>Staffing</p> <ul style="list-style-type: none"> a) It was NOTED that the staff review had been implemented and was working well. The new Deputy Town Clerk and Clerk's Assistant were settling in and performing well. b) Members received and considered a report from Cllrs. Leniec and Finn following the Town Clerk's appraisal. It was PROPOSED that the following recommendations be APPROVED: <ul style="list-style-type: none"> a. The Council fund continuing professional development to enable the Clerk to undertake a Masters in Community Governance from 2021 to 2023 at a cost of £5550 over the two years. b. The Clerk be granted two days study leave for her dissertation in 2020. c. The Clerk be awarded a salary increase of 1SCP from SCP 41 to SCP 42 with effect from the date of the successful appraisal – 29th October 2019. <p>This was SECONDED and RESOLVED.</p>

The meeting closed at 8.50pm.