

# **FARINGDON TOWN COUNCIL**

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Clerk: Sally Thurston



## **Minutes of Finance and Audit Committee Meeting held on Monday 29<sup>th</sup> April 2024 at 7pm in the Jubilee Room, Pump House, Faringdon**

**Members Present:** Cllrs: Leniec (Chair)  
Boulton  
Castle  
Finn  
Norris  
Webb  
Wise

**In attendance:** Sally Thurston, Town Clerk

### **1/2/24 Apologies for Absence:**

Cllr. Wild; Cllr. Morgan; Margaret Nairne, Town Clerk's Assistant

### **2/2/24 Minutes and notes of meetings**

It was PROPOSED that the minutes of the meeting held on Monday 8th January 2024 be signed as a correct record. This was SECONDED and RESOLVED.

### **3/2/24 Declarations of Interest & requests for dispensations**

None

### **4/2/24 Public Speaking and Question Time**

None

### **5/2/24 Items for Information Only. Members NOTED**

- a. Investment and Interest updates: Interest earned 2023.24 = £24,673
- b. Action list
- c. CIL Payment letter
- d. Westmill Newsletter

### **6/2/24 Information Centre**

Members received and NOTED the end-of-year report.

### **7/2/24 Finance Reports**

- a) Members NOTED the following reports:
  - i. Office and Establishment
  - ii. Direct Council Expenditure
  - iii. Faringdon Information centre

- b) Members NOTED summaries for the following committees:
  - i. Facilities

ii. Community and Partnerships

c) Members received and NOTED a full summary including notification of balances and predicted end of year reserves

**8/2/24 Earmarked Reserves**

Members received and PROPOSED, SECONDED and APPROVED earmarked reserves for 2024.25

Members agreed that any surplus in maintenance budget lines be put into earmarked maintenance fund – we will not know exact figures until close down on 13th May.

**9/2/24 Grants Sub-Committee**

Members NOTED minutes of a grant's subcommittee meeting held on 29th April 2024 including decisions taken under delegated authority. It was PROPOSED, SECONDED and RESOLVED to transfer the remaining budget of £4,778.54 to a grant fund earmarked reserve for use in 2024.25.

**10/2/24 Painting and Planting Bursary**

Members considered recommendation from the Grants Sub Committee and PROPOSED, SECONDED and RESOLVED a planting and painting bursary for 2024.25 to include an allocated budget of £1500, from the s106 fund for town centre regeneration, plus £174 rolled over and grants to be available up to £250 for painting and up to £80 for planting.

**11/2/24 Asset Register 2024**

- a) Members APPROVED disposals.
- b) Members APPROVED the asset register.

**12/2/24 Portwell Repairs**

- a) Members PROPOSED, SECONDED and RESOLVED to accept the lowest tender from SK Conservation Ltd.
- b) Members received and considered funding options for the repairs and approve the budget required for recommended tender: TOTAL= £13,666  
It was PROPOSED, SECONDED and RESOLVED to request CIL Funding of £13,666 from Full Council to complete the project.

**13/2/24 Faringdon Town Council Archive**

- a) Members APPROVED the archive list
- b) It was PROPOSED, SECONDED and RESOLVED to purchase a fire resistant cabinet with a budget of up to £2000.

**14/2/24 Faringdon Tourist Bus**

Members PROPOSED, SECONDED and RESOLVED to allocate £2,500 in the first instance to run the bus from May to October 2024. The total cost of the bus is £7,040. Further funding sources to explore for match funding:

- Highworth Town Council
- Lechlade Town Council
- National Trust
- Kelmscott Manor
- National Lottery
- Oxfordshire County Council

**15/2/24 Software for Councillor Laptops**

Members PROPOSED, SECONDED and RESOLVED to allocate £719.88 for Office 365 Personal for each councillor laptop.

**16/2/24 Faringdon War Memorial Trust**

Members PROPOSED, SECONDED and RESOLVED to write off the end of year balance of £1,438, funded from the earmarked reserve for utility costs.

**17/2/24 Staffing Policies**

It was PROPOSED, SECONDED and RESOLVED to recommend to full council the staffing policies and procedures including:

- a) Data protection policy – Staff
- b) Pension Discretionary Policy
- c) Employee Handbook
- d) Lone Working Policy
- e) Recruitment Policy
- f) Social Media Policy
- g) Staff Code of Conduct
- h) Staff and Councillors Privacy Policy
- i) Stress Policy
- j) Training and Development Policy
- k) Pay Policy and Practice
- l) Training Costs Policy

It was PROPOSED, SECONDED and RESOLVED to add a home working policy for consideration.

**18/2/24 Agenda items for next meeting**

The next meeting will be held on Monday 29<sup>th</sup> July 2024. Items for discussion need to be received by Monday 22<sup>nd</sup> July 2024.

**19/2/24 Staff Matters**

Due to the confidential nature of the following item it was PROPOSED it be discussed in confidential session. This was SECONDED and RESOLVED.  
Members NOTED an update on current staffing.