

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON,
Oxfordshire, SN7 7HL
Telephone 01367 240281
office@faringdowntowncouncil.gov.uk
www.faringdowntowncouncil.gov.uk
Clerk: Sally Thurston



Minutes of Finance and Audit Committee Meeting held on Monday 29th 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 29th July 2024. Items for discussion need to be received by Monday 22nd 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.