

FARINGDON TOWN COUNCIL

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Clerk: Katherine Doughty



Minutes of Finance and Audit Committee Meeting held on Monday 10th March 2025 at 6.30pm in the Jubilee Room, Pump House, Faringdon

Members Present: Cllr. Leniec (Chair)
Cllr. Boulton
Cllr. Castle
Cllr. Farmer
Cllr. Finn
Cllr. Ford
Cllr. Webb

In attendance: Katherine Doughty, Town Clerk
Margaret Nairne, Town Clerk's Assistant

1/3/25 Apologies for Absence:
Cllr. Morgan; Cllr. Norris; Cllr. Wild.

2/3/25 Minutes and notes of meetings
It was PROPOSED that the minutes of the meeting held on Monday 10th February 2025 be signed as a correct record. This was SECONDED and RESOLVED.

3/3/25 Declarations of Interest & requests for dispensations
None

4/3/25 Public Speaking and Question Time
None

It was PROPOSED that item 9. should be brought forward and due to the confidential nature of the item it was PROPOSED it be discussed in closed session. This was SECONDED and RESOLVED.

9/3/25 Staffing

- a) Members noted the successful completion of the Town Clerk's probation period and it was agreed to RECOMMEND permanent employment to Full Council.
- b) Cllr. Leniec PROPOSED, Cllr. Farmer SECONDED and it was RECOMMENDED to approve the appointment of Sarah Johnson as Deputy Clerk to Full Council.

- c) Cllr. Leniec PROPOSED, Cllr. Farmer SECONDED and it was RESOLVED to approve a debit card to be provided to the Deputy Clerk for expenditure up to £500.
- d) Cllr. Farmer PROPOSED, Cllr. Ford SECONDED and it was RESOLVED to approve 7 additional hours per week (to 23) for the Cinema Supervisor to cover Information Centre staffing.

5/3/25 S106/CIL Update

Members NOTED an update on S106 and CIL monies available. The Clerk will investigate possibilities for spending S106 monies on a small area off Coxwell Road e.g. for a noticeboard. The Clerk will also arrange for the Working Party to meet to review funds and potential outlay.

6/3/25 Facilities Committee

- a) Minute reference 10/1/25 Canada Lane telephone box – Members received a supporting document and considered quotes. Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to accept the quote from MJ Painters, for £360, to be paid from the Asset Maintenance Fund.
- b) Minute reference 4/2/25 The Place – Cllr. Leniec PROPOSED, Cllr. Webb SECONDED and it was RESOLVED to accept the quote from Centennial Safety Group's quote for fire doors assessment work of £120, to be paid from Reserves.
- c) Minute reference 8/2/25 Oakwood Park – Cllr. Castle PROPOSED, Cllr. Finn SECONDED and it was RESOLVED to accept the quote from Sports and Play Consulting for the project management and refurbishment of the park, to be funded from CIL monies.
- d) Minute reference 8/1/25 b) Corn Exchange – Cllr. Farmer PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to accept the quote from Metrodeck for new staging for £4,977.82, to be paid from the Asset Maintenance Fund.
- e) Minute reference 8/1/25 c) Corn Exchange – Cllr. Castle PROPOSED, Cllr. Farmer SECONDED and it was RESOLVED to accept the quote for a commercial dishwasher of £1500 from Buffalo, using money from the Asset Maintenance Fund.

7/3/25 Petty Cash

Members discussed the proposal to move to cash-free transactions and agreed to close the office Petty Cash cashbook from 1 April 2025. It was agreed to continue with cash transactions for the TIC and Cinema and to consult users and consider further the proposal to move to cash-free transactions over the next 3 months and bring as an Agenda item to the next meeting on 28th July 2025.

8/3/25 Bank authorisations

Members NOTED that the Co-Operative is unable to provide Councillor dual signatories plus Officer authority.

Meeting closed at: 7.02 p.m.