

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL  
 Telephone 01367 240281  
[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)  
 Clerk: Sally Thurston



**Minutes of a meeting of the Finance and Audit Committee held on Wednesday 4<sup>th</sup> March 2020 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.**

<b>Cllrs Present:</b>	<b>Steve Leniec (Chairman)</b> Kiera Bentley Jane Boulton Peter Castle Bethia Thomas Mike Wise
<b>In attendance:</b>	<b>Sally Thurston (Town Clerk)</b> <b>Joanne King (Clerk's Assistant)</b>
<b>Min No: agenda/meeting/year</b>	
<b>1/3/20</b>	<b>Apologies for Absence</b> Cllr. Angela Finn
<b>2/3/20</b>	<b>Minutes of last meeting</b> The minutes of the meeting held on Wednesday 15th January 2020 were signed (as previously agreed correct record at 29 <sup>th</sup> January meeting) and Wednesday 29 <sup>th</sup> January 2020 (amendment of incorrect start time) were signed as correct record.
<b>3/3/20</b>	<b>Declarations of Interest &amp; requests for dispensations</b> None
<b>4/3/20</b>	<b>Public Speaking and Question Time</b> None
<b>5/3/20</b>	<b>Items for Information Only</b> None
<b>6/3/20</b>	<b>Information Centre</b> Members were informed a 4 <sup>th</sup> quarter report will be available for the next Finance and Audit committee meeting.
	<b>Financial Reports</b> a) Members NOTED the following reports: <ul style="list-style-type: none"> <li>(i) Office and Establishment</li> <li>(ii) Direct Council Expenditure</li> <li>(iii) Faringdon Tourist Information Centre</li> </ul> Members NOTED and congratulated Information centre staff on the significant increase in income. b) Members NOTED summaries for the following committees: <ul style="list-style-type: none"> <li>(i) Facilities</li> <li>(ii) Communities and Partnerships</li> </ul> c) Members NOTED current summary of balances
<b>8/3/20</b>	<b>Report from Grant Sub Committee</b> Members NOTED decisions taken under delegated authority, held on 4 <sup>th</sup> March 2020, applications for financial assistance for the Financial year commencing 1 <sup>st</sup> April.
<b>9/3/20</b>	<b>Town Centre Regeneration</b> It was PROPOSED, as recommended by the Town Centre Regeneration Working Party, to work with volunteers to plant flower beds at Southampton Street Carpark, to purchase £811.13 of plants/flowers from S106 town regeneration fund this was SECONDED and RESOLVED.
<b>10/3/20</b>	<b>Audit</b> a) Members NOTED a report from interim audit held on 13 <sup>th</sup> February 2020. It was PROPOSED to nominate Cllr. Jane Boulton as a substitute for Cllr. Angela Finn for

	<p>account reconciliation. This was SECONDED and RESOLVED.</p> <p>b) Members NOTED National Audit Office code of audit practice.</p>
<b>11/3/20</b>	<p><b>Financial Regulations 2020</b></p> <p>Members PROPOSED to recommend that Full Council APPROVE updates of current regulations to include petty cash for Information Centre and Cinema as recommended by internal auditor. This was SECONDED and RESOLVED.</p>
<b>12/3/20</b>	<p><b>Pension</b></p> <p>a) It was PROPOSED that a Data Retention policy be APPROVED. This was SECONDED and RESOLVED.</p> <p>b) Members NOTED Oxfordshire County Council pension fund administration strategy amendments.</p>
<b>13/3/20</b>	<p><b>Website Accessibility</b></p> <p>This item to be deferred until all the quotes and information have been received.</p>
<b>14/3/20</b>	<p><b>Telephone and Broadband</b></p> <p>It was PROPOSED to approve quote for maintenance £88 per quarter for two-year contract to bring in line with current services. This was SECONDED and RESOLVED</p> <p>It was PROPOSED to trial faster broadband speed for 3 months. This was SECONDED and RESOLVED</p>

**The meeting closed at 7:47pm**