

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL

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Clerk: Sally Thurston



Minutes of a Finance and Audit Committee meeting held on Wednesday 29th July 2020 at 7.15pm, via video conferencing.

Cllr Leniec welcomed everyone to the meeting held via Microsoft Teams Video Conferencing to overcome the current Coronavirus restrictions. Members were reminded that the meeting was being recorded

Cllrs present:	Steve Leniec (Chairman) James Famakin – joined meeting at item 6/4/20 Angela Finn Stephen Smith Bethia Thomas Mike Wise
Officers in attendance:	Sally Thurston (Town Clerk) Joanne King (Clerk's Assistant)
Min No: agenda/meeting/year	

1/4/20	Apologies for Absence No apologies were given at the meeting
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2/4/20	Minutes of last meeting It was PROPOSED that the minutes of the meeting held on Wednesday 4 th March 2020 be signed as a correct record. This was SECONDED and RESOLVED.
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3/4/20	Declarations of Interest & requests for dispensations Cllr. Thomas in respect of item 12/4/20
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4/4/20	Public Speaking and Question Time None
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5/4/20	Items for Information Only Members NOTED <ul style="list-style-type: none"> • CCLA update • Corn Exchange Conversion budget update • Southampton Street Carpark flower beds have been completed. • Website accessibility update, it was reported to members that the update had been completed in house and resulted in large cost saving. Members thanked staff involved.
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6/4/20	Financial Reports End of Year 2019.2020 a) Members NOTED the following year end reports: <ul style="list-style-type: none"> (i) Office and Establishment (ii) Direct Council Expenditure (iii) Faringdon Tourist Information Centre b) Members NOTED year end summaries for the following committees: <ul style="list-style-type: none"> (i) Facilities (ii) Communities and Partnerships c) Members NOTED notification of end of year balances and reserves Members further NOTED that even with the COV-19 period the Information Centre income and the end of year balances are in a great position.
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7/4/20	Financial Reports Quarter One 2020.2021 a) Members NOTED the following reports: <ul style="list-style-type: none"> (iv) Office and Establishment (v) Direct Council Expenditure (vi) Faringdon Tourist Information Centre b) Members NOTED summaries for the following committees:
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	<p>(iii) Facilities</p> <p>(iv) Communities and Partnerships</p> <p>Members NOTED notification of balances</p>
8/4/20	<p>Information Centre</p> <p>Members NOTED end of year report 2019.20</p> <p>It was highlighted that the Information Centre was now open mornings, with two staff covering each shift and assisting Food Bank on Monday and Wednesday mornings. Members thanked Faringdon Town Council staff for planning and implementing the re-opening and successful transition from working from home.</p>
9/4/20	<p>COVID 19 Financial Update</p> <p>Members NOTED a report and agreed to include this as a regular update for finance meetings for this financial year.</p>
10/4/20	<p>Banking</p> <p>a) Members PROPOSED Cllrs. Kiera Bentley, James Famakin, Steve Leniec and Mike Wise as bank signatories for all Town Council bank accounts. This was SECONDED and RESOLVED.</p> <p>i. The Co-Operative</p> <p>ii. Nat West</p> <p>iii. Lloyds Bank</p> <p>a) Members PROPOSED to approve a list of direct debits. This was SECONDED and RESOLVED</p>
11/4/20	<p>Internal Controls</p> <p>a) Members received and NOTED internal audit report 2019.20</p> <p>b) Members receive and NOTED changes to the Accountability and Governance Practitioners' Guide</p> <p>c) Members PROPOSED to assign Cllrs. Angela Finn and Bethia Thomas to check reconciliations at the end of each quarter. This was SECONDED and RESOLVED.</p>
12/4/20	<p>Southampton Street Toilets</p> <p>Members NOTED a report regarding future maintenance.</p> <p>Members PROPOSED that VWHDC retain the responsibility and employ a cleaner locally. This was SECONDED and RESOLVED</p>
13/4/20	<p>Terrorism Insurance</p> <p>Members NOTED further information regarding purchasing terrorism insurance. It was agreed to add this item to next finance meeting and Clerk to investigate within extended network and organisations.</p>
Due to the confidentiality of item 14. This was held in confidential session.	
14/4/20	<p>Staffing</p> <p>a) Members NOTED an update</p> <p>b) It was PROPOSED that the Assistant Clerk receive a 1 SCP salary increase following the completion of ILCA. It was further PROPOSED that the Town Clerks Assistant receive a 2 SCP salary increase following the completion of ILCA and a successful probationary period. This was SECONDED and RESOLVED. The salary increases would be effective from 1st August 2020. Both staff were congratulated on their achievement.</p>

The meeting closed at 20:23pm