

FARINGDON TOWN COUNCIL

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



Minutes of a meeting of the Finance and Audit Committee held on Wednesday 21st October 2020 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.

Cllr. Leniec welcomed everyone to the meeting held via Microsoft Teams Video Conferencing.

1/5/20 Apologies for Absence

Cllr. Wise and Cllr. Bentley may arrive late.

2/5/20 Cllrs present:

Steve Leniec (Chairman)
Angela Finn
Kiera Bentley (joined at item 7a)
Jane Boulton
Peter Castle
James Famakin
Stephen Smith
Bethia Thomas
Mike Wise (joined at item 7a)

In attendance:

Sally Thurston (Town Clerk)
Marzia Sellitti (Deputy Town Clerk)
Joanne King (Clerk's Assistant)

3/5/20 Minutes of last meeting

The minutes of the meeting held on Wednesday 29th July 2020 were signed as correct record.

4/5/20 Declarations of Interest & requests for dispensations

None

5/5/20 Public Speaking and Question Time

None

6/5/20 Items for Information Only

- a) Members NOTED a notification of CIL payment from the Retail Park of £15,256.01 to be received at the end of October 2020.
- b) Members NOTED the Public Sector Deposit Fund factsheet aimed at local authorities and public sector investors seeking a high level of capital security.
- c) Members NOTED current estimates of the impact of COVID-19 on the council's finances.

7/5/20 Precept 2021.22

- a) Office & Establishment
 - i. Members NOTED a current financial report.
 - ii. Members considered the draft revenue & grants budget. It was PROPOSED that a DRAFT revenue budget of £342,859 and a GRANT budget of £20,600 be put forward. This was SECONDED and RESOLVED.

- iii. Members received and NOTED a cost for tablets purchases for the councillors to use. The Clerk was asked to investigate further quotes. It was PROPOSED to bring forward capital expenditure of £5,170, at this stage, for new devices. This was SECONDED and RESOLVED.

b) Faringdon Information Centre:

- i. Members NOTED a current financial report
- ii. Members considered the DRAFT revenue budget. It was PROPOSED that a DRAFT revenue budget of £250 be put forward. This was SECONDED and RESOLVED.
- iii. Members NOTED that no items for capital expenditure were put forward.

c) Direct Council Expenditure

- i. Members NOTED a current financial report
- ii. Members considered a DRAFT revenue budget. Members considered that the Mayor's allowance due to Covid-19 was unspent from the 2020 budget. It was suggested that the surplus from the mayor's allowances should be donated to charities at the end of the financial year. This would be discussed further at a future meeting. It was PROPOSED that a DRAFT budget of £ £15,793.45 be put forward. This was SECONDED and RESOLVED.
- iii. No items for capital expenditures were put forward.

d) Committee Budgets

- i. Facilities Committee
The following DRAFT revenue budget were NOTED:
Corn Exchange = £ 7,786
Pump House= £ 7,941
Recreation and Open Spaces=£ 17,363
Members noted a recommendation to review the figures above, removing the income from the halls at the next Facilities committee meeting
- ii. Community and Partnerships Committee
A DRAFT revenue budget of £ 16,085 was NOTED
Members noted a recommendation to review the figures above, removing the income from the cinema at the next Community & Partnership committee meeting

e) Precept Request

It was PROPOSED that a total DRAFT precept request of £447,937 be presented at the next committee meeting. This was SECONDED and RESOLVED. It was NOTED that we are waiting for the District Council to confirm the valuation of the council tax Band D for the year 2021/22.

8/5/20 Information Centre

- a) Members NOTED a report from Information Centre Manager. Members thanked the staff for the excellent work done to reopen the Information centre.

- b) Members NOTED Cards for good cause agreement. Member NOTED an additional 20% bonus fee for any Sales over £ 5,890.33

9/5/20 Grant Sub committee

Members NOTED minutes of the Grant Sub-Committee meeting held on Monday 12th October. A review of the grant policy to include membership of a sector body for recipients would be discussed at the next meeting.

10/5/20 Staff Sub Committee

- a) Members received and NOTED minutes of the Staff Sub-Committee Meeting, including decisions taken under delegated authority, held on Monday 12th October.
It was PROPOSED to change the Town Clerks job description considering the additional supervisory role over The Place. This was SECONDED and RESOLVED.
It was NOTED that the Town Clerk's appraisal will be conducted by the Chair and Vice chair.
It was further PROPOSED for the staff to be awarded an extra day of leave in this holiday year (pro rata for part time staff). This was SECONDED and RESOLVED.
- b) It was PROPOSED to appoint Cllr. Finn as member to sit on the Staff sub-committee. This was SECONDED and RESOLVED.

11/5/20 Audit and Internal Controls

- a) Members NOTED an external audit report 2019/20
b) It was AGREED that the internal audit for 2019/20 was effective.
c) It was PROPOSED to appoint current internal auditor for 2020/21. This was SECONDED and RESOLVED.

12/5/20 Christmas Hours

It was PROPOSED that the Christmas closure schedule for the Town Council and Information Centre be as follows: Close at 12:30 pm Monday 23rd December 2020 and re open 9am Thursday 4th January 2021. This was SECONDED and RESOLVED.

13/5/20 Old Town Hall

It was PROPOSED to delegate authority to the Clerk to apply for and act as signatory on grant applications. This was SECONDED and RESOLVED.

**The meeting closed at
20:37**