

FARINGDON TOWN COUNCIL

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

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Clerk: Sally Thurston



Minutes of a meeting of the Finance and Audit Committee on Wednesday 20th January 2021 at 7.15pm held via Teams virtual conference.

1/1/21 Apologies for Absence

Cllr. Thomas and Cllr. Castle

2/1/21 Roll call

Cllrs. present: Leniec, Finn, Bentley, Boulton, Morgan and Wise

In Attendance: Sally Thurston, Town Clerk

Marzia Sellitti, Deputy Town Clerk

Jo King, Town Clerk's Assistant

3/1/21 Minutes of last meeting – Thursday 17th December 2020

Minutes of last meeting held on Thursday 17th December 2020 were AGREED and will be SIGNED at the earliest available opportunity.

4/1/21 Declarations of Interest & requests for dispensations

None

5/1/21 Public Participation Time

None

6/1/21 Items for Information Only

Members NOTED:

a) Notification of Westmill Interest

b) CCLA Interest and updates

7/1/21 Information Centre

Members NOTED a report from the Information Centre Manager. It was NOTED that staff were thanked for their work to keep the centre open during the coronavirus pandemic, when restrictions allowed.

8/1/21 Financial Reports

a) Members NOTED the following reports:

- i. Office and Establishment
- ii. Faringdon Information Centre
- iii. Direct Council Expenditure

b) Members NOTED summaries for the following committees:

- i. Facilities
- ii. Community and Partnerships

c) Members NOTED a notification of balances.

9/1/21 Reserves

It was PROPOSED to move reserves of £75,324.34 held in a Nat West Account to the CCLA deposit fund and to close NAT West account. It was further PROPOSED to move £ 40.000 from the Lloyds account to CCLA and leave £ 6.000. This was SECONDED and RESOLVED.

10/1/21 Financial Risk Assessment 2020/21

After careful consideration, it was PROPOSED by Cllr. Leniec to APPROVE the Financial Risk Assessment for 2020/21. This was SECONDED by Cllr. Finn and RESOLVED.

11/1/21 Cyber Insurance

Members NOTED the cyber insurance provision and resolved to defer this item to the next meeting, to enable further investigation with Co-op bank and other councils.

12/1/21 Corn Exchange Offices

Members NOTED a request for rent reduction from Weaver Khan Architects. It was recommended to ask the tenant to investigate what grants are available to businesses affected by the pandemic and return to the committee if unsuccessful.

13/1/21 Better Ways to School Programme

Members received the estimated costs for the works required by Better Ways to School scheme of **£26,238.69**. It was NOTED that these works are on the public highway and would therefore be carried out by Oxfordshire County Council (OCC). It was PROPOSED by Cllr. Leniec to approve to release the s106 funds held for this purpose to OCC. OCC will invoice 50% payment up front and 50% on completion. This was SECONDED by Cllr. Wise and RESOLVED.

14/1/21 Local Government Pension Scheme

Members NOTED the following and were reminded to forward any comments to the Town Clerk:

- a) Consultation on Employer Flexibilities
- b) Revised Exit Cap Guidance
- c) Guidance on Preparing and Maintaining Policies on Review of Employer Contributions, Employer Exit Payments and Deferred Debt Agreements

Cllr. Leniec PROPOSED that due to the confidential nature of the following items we move into confidential session and public be asked to withdraw. This was SECONDED and RESOLVED.

15/1/21 Staff Sub Committee

Members received and considered recommendations from the staffing subcommittee.

- It was PROPOSED that, given the loss of income due to the prolonged coronavirus pandemic, the Town Clerk be given delegated authority to flexible furlough any staff, whose salary is funded from income, if and when necessary. This was SECONDED and RESOLVED.
- It was PROPOSED that a steering board be created to support and advise the council in managing the service level agreement. The board will report to the

Finance and Audit Committee. The Town Council representative should make regular reports to the Community and Partnerships Committee. Membership of the steering board should include:

- The Place Trustees (x4)
- Early Years Expert
- Town Cllr
- Service User
- Spurgeons rep
- Health Care professional
- Faringdon Academy Rep
- County Council Rep
- Town Clerk

This was SECONDED and RESOLVED.

- It was PROPOSED that a draft Pay Policy be APPROVED. This was SECONDED and RESOLVED.
- It was PROPOSED that the revised appraisal documents be APPROVED. This was SECONDED and RESOLVED.
- Members NOTED that the Town Clerk's appraisal had been undertaken. It was PROPOSED that the Clerk be awarded a 1 SCP salary increase to SCP 43 on successful completion of the Community Governance Degree. This was SECONDED and RESOLVED.
- Members NOTED staff appraisals had now need carried out.