

# **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 21<sup>st</sup> July at 7.15pm held in Jubilee Room, The Pump House.**

Cllrs. present: Leniec (Chair)

Boulton

Castle

Finn

Wise

In Attendance: Sally Thurston, Town Clerk

Jo King, Town Clerk's Assistant

### **1/3/21 Apologies for Absence**

Cllr Morgan and Swallow.

### **2/3/21 Minutes of last meeting – 21st April 2021**

Minutes of last meeting held on Wednesday 21st April 2021 were AGREED as a correct record.

### **3/3/21 Declarations of Interest & requests for dispensations**

Cllr Steve Leniec item 9a basket/painting bursary in respect of knowing an applicant.

### **4/3/21 Public Participation Time**

None

### **5/3/21 Elect a Vice Chair**

It was PROPOSED to elect Cllr Angela Finn as Vice Chair to the Finance and Audit committee. This was SECONDED and RESOLVED.

### **6/3/21 Items for Information Only**

- CCLA update NOTED.
- Action List NOTED two items still ongoing.
  1. Cyber security and insurance, Clerk had attended course and now need to disseminate actions. Next step is to investigate getting Cyber Essentials accredited as this comes with free insurance. Clerk to report back at next meeting.
  2. The Volunteer purchase, solicitors' details have been exchanged and awaiting next steps from developer's solicitor.
  3. To NOTE mower purchase AGREED by Full Town Council.

### **7/3/21 Information Centre**

Members NOTED a report from the Information Centre Manager.

Members were impressed with a remarkable progress report, both financially and visitor numbers during this very difficult period due to CV-19. Members asked Clerk to pass on congratulates to the Information Centre manager and the team for representing the customer facing side of the Council so brilliantly.

### 8/3/21 Financial Reports

- a) Members NOTED the following reports:
  - i. Office and Establishment
  - ii. Direct Council Expenditure
  - iii. Faringdon Information Centre.
  
- b) Members NOTED summaries for the following committees:
  - i. Facilities
  - ii. Community and Partnerships
  
- c) Members NOTED a notification of end of year balances and reserves.

### 9/3/21 Grants Sub Committee

- a) Members NOTED recommendations from the grants sub-committee discussion meeting, held on 14<sup>th</sup> July 2021.

It was PROPOSED to APPROVE the following grants.

Financial Assistance 2021.2022.

- a) Maymessy, £2450 for healthy eating school.
- b) Royal British Legion, £177 Festival of Remembrance room hire.
- c) Citizens Advice, £3000 for advice service and Faringdon.

Youth grants Assistance 2021.2022, this should be recommended at Community and Partnerships but due to no meeting before the project would like to start decision was transferred to this committee.

- a) Adventure plus, £2000 five Saturday morning sessions.
- This was SECONDED and RESOLVED.

It was PROPOSED to APPROVE the following painting/hanging basket grants

- a) F. Cormack £150
- b) W heatsheaf £200
- c) Pat Thomas £50
- d) Perry Bishop £35

This was SECONDED and RESOLVED.

It was NOTED that Westmill Solar had grants available to groups who were looking at installing solar energy.

- b) Members considered revised Terms of Reference. It was AGREED to set a £3000 budget level for grants to come back to parent committee for approval. It was PROPOSED to APPROVE Terms of Reference. This was SECONDED and RESOLVED.

### 10/3/21 Banking

- a) Members discussed bank signatories for all Town Council bank accounts. It was PROPOSED Cllrs Kiera Bentley, Jane Boulton, Steve Leniec and Mike Wise be APPROVED as bank signatories to the following bank accounts
  - i. The Co-Operative
  - ii. Lloyds BankThis was SECONDED and RESOLVED.

- b) It was PROPOSED to approve the list of direct debits:

Company	Reason	Regularity
Screwfix	Maintenance Items	When purchased
Public works loan board	Loan repayments	Quarterly

02	Mobile phones	Monthly
VWHDC	Business Rates	Monthly
Coop Bank	Credit card repay	Monthly
Castle Water	Water rates – venues	Monthly
Northern Gas Power	Electricity and Gas – venues	Quarterly
Viking	Stationery	When purchased
Mainstream	Telephone and Broadband	Monthly
Fuel card Services	Fuel Card repay	Monthly
CF Corporate finance	Copier Lease	Quarterly

This was SECONDED and RESOLVED.

### 11/3/21 Internal Controls

- a) Members NOTED the internal audit report 2020.21.
- b) Members considered effectiveness of internal auditor. It was AGREED, audit provision should be reviewed and quotes considered.
- c) Members considered appointment of internal auditor for 2021.22. Report styles, references and value for money were taken into consideration. It was PROPOSED to appoint Audit Solutions Limited for 2021.22. This was SECONDED and RESOLVED.
- d) It was PROPOSED Cllrs. Angela Finn and Peter Castle be appointed to check reconciliations at the end of each quarter. This was SECONDED and RESOLVED

### 12/3/21 Ear marked reserves.

- a) It was PROPOSED to move income from Old Town Hall Grant, in sundry income, to OTH Renovations earmarked reserve. This was SECONDED and RESOLVED.
- b) It was PROPOSED to move income from Town Team, in sundry income, to museum ear marked reserve as agreed by the Town Team Committee. This was SECONDED and RESOLVED.

### 13/3/21 Bollards

Members considered a project update, following increases in foundry costs. It was PROPOSED that the budget remain at £8,133 for this project, to purchase and install the bollards. The Town Centre Regeneration Working Party should consider alternatives.

### 14/3/21 CIL Update

Members NOTED £94,484.96 had been received on 30/4/2021.

**Cllr. Leniec PROPOSED that due to the confidentiality of item 15 it be held confidential session. This was SECONDED and RESOLVED.**

### 15/3/21 Staffing

- a) Members NOTED an update.
  - Information Centre Manager - has excelled during this difficult period managing a part time team, enabling and supporting them to return to a safe working environment and making the Information Centre welcoming to the public. Also, in her role as Project Officer she has managed significant projects that have enhanced Faringdon. It was PROPOSED that the committees' formal thanks should be recorded. This was SECONDED and RESOLVED.

- All risk assessments remain for buildings
- Cinema will open in September with capacity of 40
- It was PROPOSED that the Clerk attends at the National Conference for Council Clerks in October 2021. To be funded from the staff training budget. This was SECONDED and RESOLVED.

**16/3/21 Agenda items for meeting 20<sup>th</sup> October 2021**

- Cyber security
- Credit card machine contract

**Meeting ended 8:15pm**

DRAFT