

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 Wednesday 20th October 2021 at 7.15pm Jubilee Room, The Pump House, Faringdon.

Cllrs Present: Leniec (Chair), Bentley, Boulton, Burns, Castle, Finn, and Smith.

In attendance: Sally Thurston, Town Clerk

1/5/21 Apologies for Absence

Cllrs. Morgan, Swallow and Wise

2/5/21 Minutes of last meeting

It was PROPOSED that the minutes of the meeting held on Wednesday 8th September 2021 be signed as correct record. This was SECONDED and RESOLVED

3/5/21 Declarations of Interest & requests for dispensations

Cllr. Bentley as a trustee of the Folly Trust. Cllr. Bentley will not vote on item 8c.

4/5/21 Public Speaking and Question Time

None

5/5/21 Items for Information Only:

Members NOTED:

- Action list update
- Rialtas fees
- PWLB updated guidance and terms
- Photocopier lease has expired, and a new lease will be signed at a reduced cost.

6/5/21 Information Centre

A report from the Information Centre Manager was NOTED with thanks to all staff.

7/5/21 Precept 2022.23

a) Office & Establishment

(i) A current financial report was NOTED.

(ii) Members considered the draft revenue & grants budget. It was PROPOSED that a DRAFT revenue budget of £358,425 and a GRANT budget of £23,700 be put forward. This was SECONDED and RESOLVED.

(iii) No capital expenditure was put forward at this time.

b) Faringdon Information Centre

(i) A current financial report was NOTED.

(ii) Members considered the draft revenue budget. It was PROPOSED that a DRAFT revenue budget of £1,250 be put forward. This was SECONDED and RESOLVED.

(iii) No capital expenditure was put forward at this time.

c) Direct Council Expenditure

(i) A current financial report was NOTED.

(ii) Members considered the draft revenue budget. It was PROPOSED that a DRAFT revenue budget of £15,516 be put forward. This was SECONDED and RESOLVED.

(iii) No capital expenditure was put forward at this time.

d) Committee Budgets

(i) Facilities Committee

The following DRAFT revenue budget were NOTED:

Corn Exchange = £10,871 (The Place rental will be transferred as an internal recharge)

Pump House= £11,085

Recreation and Open Spaces= £18,219

(ii) Community and Partnerships Committee

A DRAFT revenue budget of £ 19,700 was NOTED.

e) Precept Request

It was PROPOSED that a total DRAFT precept request of £458,766 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 2022/23.

8/5/21 Grants Sub Committee

- a) It was PROPOSED that the following members be elected to the Grants Sub Committee: Cllrs Bentley, Boulton, Burns, Castle, Finn, Leniec and Wise. This was SECONDED and RESOLVED
- b) The Minutes of the meeting held 27th September 2021 were NOTED
- c) It was PROPOSED that an application from the Folly Trust for a £3,000 be deferred to Full Council as with Cllr. Bentleys declared interest the committee was not quorate. This was SECONDED and RESOLVED.

9/5/21 Conclusion of Audit

The conclusion of external audit 2020.21 was NOTED. Congratulations to Clerk, on another clean audit, were NOTED.

10/5/21 The Former Volunteer Inn Purchase

It was PROPOSED that estimated legal costs of estimated ££1,725.00 be accepted along with the terms and condition. This was SECONDED and RESOLVED.

11/5/21 Cyber Security

- a) Members NOTED that the Clerk is meeting with a Cyber Security Officer from National Cyber Security Centre at GCHQ to be part of their pilot programme to assist Local government with cyber security.
- b) A draft risk assessment was NOTED.
- c) Members considered a quote for cyber security provision from Cloudy IT. It was agreed to wait until advice is received from the national security centre.

12/5/21 Hybrid Meeting Infrastructure

Members considered a quote to provide hybrid meeting equipment.

It was PROPOSED that a quote from Cloudy IT for £6,752 be accepted. This was SECONDED and RESOLVED. This cost would be taken from underspent budget lines and reserves.

13/5/21 Remembrance Artwork

Members considered the purchase of a remembrance artwork. It was PROPOSED that the clerk, in conjunction with the chair of facilities, be delegated authority to purchase two figures up to £350. This was SECONDED and RESOLVED. This cost would be taken from reserves.

14/5/21 Christmas Lights

Quotes to improve infrastructure were received. It was PROPOSED that a quote for £2178.24. This was SECONDED and RESOLVED. This cost would be taken from the Maintenance and Renewals earmarked reserve.

It was **PROPOSED** that due to the confidential nature of the following items the meeting move into confidential session. This was **SECONDED** and **RESOLVED**.

15/5/21 Staffing

- a) Members received a verbal update of staff subcommittee meeting held prior to this meeting (SSC).
It was NOTED that the Deputy Town Clerk role would be split into two part time roles. Planning Officer and Marketing and Communications Officer. These roles will be filled as soon as possible. The existing recruitment panel, consisting of Cllr. Bentley, Boulton, Castle and Swallow and the Town Clerk, have been delegated authority to make the appointments.
Staff are working at full capacity with the current vacancies. A Town Clerk's Assistant has been recruited and will start work on 8th November 2021.
- b) Members considered a recommendation from SSC regarding staff training costs.
It was **PROPOSED** that staff contracts be amended to include recouping training costs as follows:
- | | |
|---|------|
| • Up to 6 months after completion of course | 100% |
| • Between 6 months and 9 months after completion of course | 75% |
| • Between 9 months and 12 months after completion of course | 50% |
| • Over 12 months after completion of course | Nil |

Discretion on the implementation of these charges will remain with the committee.
This was **SECONDED** and **RESOLVED**.

- c) Members considered recommendations from the SSC regarding salary band changes following appraisals.
A report on staff appraisals was NOTED. It was **PROPOSED** that the following staff salary increases be made back dated to 1st October 2021:
- Assistant Town Clerk - increase 1 point to SCP 10
 - Facilities Manager- increase 1 point to SCP 15
 - Projects Officer -increase 1 point to SCP 12

A report on the Clerks appraisal was NOTED. It was **PROPOSED** that the Town Clerk be awarded a one salary point increase to SCP44. Back dated to 1st October. This was **SECONDED** and **RESOLVED**.

16/5/21 Agenda items for meeting 19th January 2022

To be sent to the Clerk.

Meeting closed at: 20.50pm