

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL
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Clerk: Sally Thurston



Minutes of Finance and Audit Committee Meeting held on Wednesday 20th April 2022 at 7pm in the Jubilee Room, Pump House, Faringdon

Members Present: Cllrs: Leniec (Chair)
Bentley
Boulton
Castle
Wise
Burns - online
Morgan - online

In attendance: Sally Thurston, Town Clerk
Margaret Nairne, Town Clerk's Assistant

1/2/22 Apologies for Absence
Cllrs. Finn and Swallow

2/2/22 Minutes of last meeting

It was PROPOSED that the minutes of the meeting held on Wednesday 15th December 2021 be signed as a correct record. This was SECONDED and RESOLVED.
Members received and NOTED notes from online discussion meeting held on Wednesday 19th January 2022.

3/2/22 Declarations of Interest & requests for dispensations
None

4/2/22 Public Speaking and Question Time
None

5/2/22 Action list update and Items for Information Only:
Members NOTED the following:
a. Investment and Interest updates
b. Community Infrastructure Levy payments received
c. Action list

6/2/22 Information Centre
Report will be received at next meeting.

7/2/22 Financial Reports
a) Members received and NOTED the following reports:
i. Office and Establishment
ii. Direct Council Expenditure
iii. Faringdon Information centre

b) Members received and NOTED summaries for the following committees:
i. Facilities

ii. Community and Partnerships

c) Members received and NOTED a full summary including notification of balances and predicted end-of-year reserve.

8/2/22 Facilities Committee recommendations:

Members considered the following recommendations from the Facilities Committee:

- a) It was PROPOSED to delegate authority to the clerk to purchase a PA System to use for Town Events with a budget of up to £2650 to come from the Covid Recovery Events Reserve. SECONDED and RESOLVED.
- b) Installation of a Boules Court in Eagles Park: decision on expenditure deferred to next meeting as received one quote and awaiting further quotes. It was agreed this should be considered for CIL funding.
- c) It was PROPOSED to earmark unspent maintenance budgets from the Corn Exchange, Pump House and Recreation budgets into the asset replacement fund for next year. SECONDED and RESOLVED.

9/2/22 Earmarked Reserves

Cllr Leniec PROPOSED to approve earmark reserves for 2022.2023. This will include earmarking energy reserves for this coming year. Cllr Bentley SECONDED. RESOLVED.

10/2/22 Grants Sub-Committee

Members received and NOTED minutes of a grants sub-committee meeting held on 30th March 2022 including decisions taken under delegated authority.

11/2/22 Asset Register 2022

- a) There were no asset disposals to approve in this year
- b) Members received and NOTED the asset register with total assets standing at £2,341,325.97

12/2/22 Human Resource and Health and Safety Provision Renewal

Members received and considered a renewal proposal from Ellis Whittam for human resources and health & safety provision. Acceptance of the renewal was PROPOSED by Cllr Leniec, SECONDED by Cllr Castle and RESOLVED.

13/2/22 Interim Internal Audit

Members received the interim internal audit report and NOTED the recommendations.

14/2/22 Faringdon War Memorial Trust

- a) Members received and considered the final budget report for renovations
- b) Members received and NOTED the end of year balance of £4,521 owed to the Council. Cllr Bentley PROPOSED, Cllr Wise SECONDED and it was RESOLVED to request £4521 from the Faringdon War Memorial Trust.

15/2/22 Speed Indicator Device

- a) Members considered a recommendation from Planning and Highways Committee to purchase a Speed Indicator Device (SID). Cllr Leniec PROPOSED to delegate authority to the clerk to purchase a device up to £2,200 from general reserves, once the three quotes received had been investigated. Cllr Bentley SECONDED. RESOLVED. A second SID will be paid for from funds contributed by Cllr Thomas.

- b) Members NOTED that installation of the devices is dependent on OCC delegating authority for FTC to do so.

16/2/22 Litter Pickers and Hi Viz

Members approved purchasing 20 x litter pickers and 20 x Hi-Viz jackets for Faringdon Litter Pickers to borrow, following a motion upheld by Full Council on Wednesday 9th February. PROPOSED by Cllr Leniec, SECONDED by Cllr Castle and RESOLVED.

17/2/22 Fernham Rd Footpath

Members discussed a recommendation from Planning and Highways to cover legal fees to gain permission for a footpath from Fernham Fields to Fernham Road. Members commented again that footpaths such as these should not be paid for by the taxpayer in this way and that OCC should be responsible for preventing such ransom strips being created. Cllr Leniec PROPOSED, Cllr Bentley SECONDED, and it was RESOLVED to cover legal fees in this instance up to £2000 to be taken from general reserves.

18/2/22 Financial Regulations

There are no statutory updates this year and Cllr Leniec PROPOSED, Cllr Wise SECONDED and it was RESOLVED to approve the financial regulations.

19/2/22 Agenda items for meeting 16th May 2022

To be sent to the Clerk.

20/2/22 Staff Matters: Due to the nature of this item Members Cllr. Leniec PROPOSED to discuss these items in confidential session. This was SECONDED and RESOLVED.

Members received and NOTED the national pay award for April 2021

- a) Members received and NOTED a pay award following probation and attainment of ILCA for staff members. Increases of 2CP for one member of staff and 1SCP for two further members were agreed.
- b) Members received an update on current staffing and NOTED that a staff review will need to be undertaken following the Strategic Plan update.
- c) Members received and NOTED Employer pension contributions for 2022.23 which will be 21.7%.
- d) Members reviewed and APPROVED the following staffing policies and procedures and recommended them to Full Council:
 - a) Data protection policy – Staff
 - b) Discretionary Policy
 - c) Employee Handbook
 - d) Lone Working Policy
 - e) Recruitment Policy
 - f) Social Media Policy
 - g) Staff Code of Conduct
 - h) Staff and Councillors Privacy Policy
 - i) Stress Policy
 - j) Training and Development Policy
 - k) Pay Policy and Practice

Meeting closed at: 8.15 pm