

# **FARINGDON TOWN COUNCIL**

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



## **Minutes of Finance and Audit Committee Meeting held on Monday 5<sup>th</sup> September 2022 at 7pm in the Jubilee Room, Pump House, Faringdon**

**Members Present:** Cllrs: Leniec (Chair)  
Boulton  
Burns  
Castle  
Finn  
Wise  
Morgan (online non- voting)

**In attendance:** Sally Thurston, Town Clerk  
Margaret Nairne, Town Clerk's Assistant  
Sarah Johnson, Services & Facilities Officer (online)  
Cllr. Webb

**1/3/22 Apologies for Absence:** Cllr Bentley, Cllr Smith, Cllr Swallow

### **2/3/22 Election of Vice Chair**

Cllr Wise PROPOSED that Cllr. Finn be elected Vice Chair. This was SECONDED by Cllr Leniec and RESOLVED.

### **3/3/22 Minutes of last meeting**

It was PROPOSED that the minutes of the meeting held on Wednesday 20<sup>th</sup> April 2022 be signed as a correct record. This was SECONDED and RESOLVED.

### **4/3/22 Declarations of Interest & requests for dispensations**

None

### **5/3/22 Public Speaking and Question Time**

None

### **6/3/22 Grants:**

- a) Members elected the following to the Grants Sub Committee: Cllrs. Bentley, Boulton, Burns, Castle, Finn, Leniec and Wise.
- b) It was PROPOSED that Cllr Finn be elected Chair of the Grants Sub Committee. This was SECONDED and RESOLVED.

It was PROPOSED, SECONDED and RESOLVED that Cllr Finn should chair the grants section of the meeting.

- c) Consideration of minutes for the Grants Sub Committee held on 16<sup>th</sup> May 2022 was deferred to next meeting.
- d) It was PROPOSED, SECONDED and RESOLVED to approve a youth grant application from Faringdon Community College for £1,320 to fund the Duke of Edinburgh Award Scheme 2022.23.
- e) Members considered a grant application from the Pump House Project to fund the COGS youth counselling service for one year £3,576.00. It was PROPOSED, SECONDED and RESOLVED to approve a grant of £1,788 for 6 months. It was agreed to suggest the Pump House Project apply to Faringdon United Charities for match-funding. If unsuccessful, the Pump House Project can re-apply to FTC for further funding before the six months is up. The Pump House Project

should also be encouraged to contact local parishes and other sources for grants. Clerk to ask for feedback from COGS following FTC's grant contribution.

- f) It was PROPOSED, SECONDED and RESOLVED to approve a youth grant to Faringdon Netball Club for £2,000 to assist in running costs. Clerk to write to the District Council about the extortionate cost for youth sports groups of hiring Leisure Centre premises.

It was PROPOSED, SECONDED and RESOLVED that Cllr Leniec should retake the chair for the remainder of the meeting.

### **7/3/22 Members received an action list update and Items for Information Only**

Members NOTED the following:

- a. Investment and Interest updates
- b. IT renewal and reconfiguring of devices
- c. Action list
- d. The date of the next meeting is changed to Tuesday 18<sup>th</sup> October 2022.

### **8/3/22 Information Centre:**

Members received and NOTED a report from the Information Centre

### **9/3/22 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 reserves.

### **10/3/22 Internal Audit 2021.22**

Members received and NOTED the internal audit report.

### **11/3/22 Bank Signatories**

It was PROPOSED, SECONDED and RESOLVED the following be appointed as bank signatories: Cllrs Bentley, Boulton, Leniec, and Wise. Officers: Sally Thurston, Sarah Johnson and Liza Whitney.

### **12/3/22 Tuckers Recreation Ground Trust**

It was PROPOSED, SECONDED and RESOLVED to pay the budgeted grant of £1,100 to Tucker Recreation Ground Trust.

### **13/3/22 Virtual Meeting Room**

Members considered additional equipment suggested by IT provider and received and considered quote.

It was PROPOSED, SECONDED and RESOLVED to purchase additional (4<sup>th</sup>) microphone for £349 to come from the technology budget.

### **14/3/22 Faringdon Boules Court**

Members received and considered quotes for installation of the boules court. It was PROPOSED, to make a recommendation to Full Council that the installation of a Boules Court, gate and bench in Eagles Park be funded from CIL monies held. It was further PROPOSED to recommend that responsibility to accept the most appropriate quotes up to £7,500 be delegated to the Clerk in conjunction with Cllrs Leniec and Burns. This was SECONDED and RESOLVED.

Members NOTED that volunteers have come forward to clear and manage the park.

### **15/3/22 Swan Lane**

Members deferred a decision to the next meeting as still waiting to receive an estimate of the full costs of implementing traffic changes in Swan Lane.

### **16/3/22 CIL Allocation**

Members considered the current processes for future policy in allocating CIL funds. It was PROPOSED, SECONDED and RESOLVED to recommend to Full Council that the draft CIL policy be approved and the working party be reconstituted to consist of Council Members only who would be tasked with consulting the public in a wider way through the Town Meeting and surveys.

### **17/3/22 The Place**

- a) Members received and NOTED an update on the current financial position
- b) It was PROPOSED, SECONDED and RESOLVED to raise an invoice to The Place for the balance of monies owing to Spurgeons for the provision of family services annually.

### **18/3/22 Community and Partnerships Recommendations**

- a) It was PROPOSED, SECONDED and RESOLVED to allocate of £600 to the Pink Plaque project for the production and installation of the plaques, the money to come from the economic development reserve. A committee of volunteers will be responsible for the administrative work involved including gaining permissions.
- b) It was PROPOSED, SECONDED and RESOLVED to allocate funds and staff resources for the Faringdon Tunnel Leaflet: to print in-house, to put up online including 3 hours of officer time.

### **19/3/22 Christmas Lights Installation and maintenance contract 2022 –2024**

Members received a recommendation from the Christmas Lights Working Party. It was PROPOSED, SECONDED and RESOLVED to accept the quotation from Faringdon Electrical.

### **20/3/22 Cricket Club Planning Application**

Members received a request to make a planning application on behalf of Faringdon Cricket Club. It was PROPOSED, SECONDED and RESOLVED that the Clerk should arrange a preliminary meeting with the Cricket Club to ascertain the level of involvement required of FTC to support their planning application.

### **21/3/22 Future agenda items**

- Consider ways the council can support residents this winter including possibility of providing warm spaces
- S106 reporting

**Due to the nature of this item Members, Cllr Leniec PROPOSED these items be discussed in confidential session. This was SECONDED and RESOLVED.**

### **21/3/22 Staff Matters:**

- a) Members received a report following Town Clerk's Interim Review. It was PROPOSED, SECONDED and RESOLVED to agree to a request to a decrease Clerks hours by 1 hour a week to December 31<sup>st</sup>.
- b) It was PROPOSED, SECONDED and RESOLVED a recommendation for a 1SCP increase for the Marketing and Communities Officer following successful completion of ILCA.
- c) It was PROPOSED, SECONDED and RESOLVED a 1SCP increase for the Facilities and Services Officer following successful completion of probation
- d) It was PROPOSED, SECONDED and RESOLVED to APPROVE the training costs policy
- e) It was PROPOSED, SECONDED and RESOLVED to APPROVE the Town Clerk attending the SLCC National Conference 2022
- f) Members received and considered a motion to appoint a temporary/ part time Climate Change Officer. It was PROPOSED, SECONDED and RESOLVED to approve the Clerks recommendation to offer an extension of hours for a further one day per week to the Services and Facilities Officer for an initial 6-month term, to be reviewed by the Staff Sub Committee prior to the end of the initial 6-month term.

**Meeting closed at: 8.54 pm**