

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL
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www.faringdowntowncouncil.gov.uk
Clerk: Sally Thurston



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

Members Present: Cllrs: Leniec (Chair)
Boulton
Burns
Castle
Finn
Martin
Webb
Wise
Morgan (online)

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

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

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 20th 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:
Cllr Bentley, Cllr Boulton, Cllr Burns, Cllr Castle, Cllr Finn, Cllr Leniec, Cllr Wise.
- b) It was PROPOSED that Cllr Finn be elected Chair of the Grants Sub Committee. This was SECONDED and RESOLVED.
Members PROPOSED, SECONDED and RESOLVED that Cllr Finn should chair this section of the meeting.
- c) Consideration of minutes for the Grants Sub Committee held on 16th May 2022 was deferred to next meeting.
- d) Members 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. Members PROPOSED, SECONDED and RESOLVED to approve a grant of £1,788 for 6 months and to ask the Pump House Project to apply to Faringdon United Charities for match-funding. If this is 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) Members 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.

Members PROPOSED, SECONDED and RESOLVED that Cllr Leniec should come back into 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 18th 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

Members PROPOSED, SECONDED and RESOLVED the following bank signatories: Cllr Bentley, Cllr Boulton, Cllr Leniec, Cllr Wise, Sally Thurston, Sarah Johnson, Liza Whitney.

12/3/22 Tuckers Recreation Ground Trust

Members received and agreed a request from the trust to pay the budgeted grant of £1,100 to assist in the operational costs of the recreation ground. Members PROPOSED, SECONDED and RESOLVED to pay the budgeted grant.

13/3/22 Virtual Meeting Room

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

Members PROPOSED, SECONDED and RESOLVED to purchase additional (4th) 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 and PROPOSED, SECONDED and RESOLVED to accept the lowest quotation received for the works up to the sum of £7,500 which will come from CIL monies, delegating responsibility for this decision to Cllr Leniec, the Chair of the Facilities Committee, Cllr Burns and the Clerk, Sally Thurston. The total being over £5,000, the proposal needs to be recommended to Full Council for approval. Members also NOTED that volunteers have come forward to clear and manage the boules court.

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 in order to make a recommendation to Full Council for future policy in allocating CIL funds.

Members PROPOSED, SECONDED and RESOLVED to reconstitute the working party 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) Members PROPOSED, SECONDED and RESOLVED to raise an invoice to The Place for £22,644.26 for family services.

18/3/22 Community and Partnerships Recommendations

a) Members 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) Members 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. Members 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. Members 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 Agenda items for meeting 18th October 2022:

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

21/3/22 Staff Matters: Due to the nature of this item Members, Cllr Leniec PROPOSED these items be discussed in confidential session. This was SECONDED and RESOLVED.

- a) Members received a report following Town Clerk's Interim Review and Members PROPOSED, SECONDED and RESOLVED to a decrease in Sally Thurston's hours by 1 hour a week.
- b) Members PROPOSED, SECONDED and RESOLVED a recommendation for a 1SCP increase for the Marketing and Communities Officer following successful completion of ILCA
- c) Members PROPOSED, SECONDED and RESOLVED a 1SCP increase for the Facilities and Services Officer following successful completion of probation
- d) Members APPROVED the training costs policy
- e) Members APPROVED 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. Members PROPOSED, SECONDED and RESOLVED 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 at £3,350, to be reviewed by the Staff Working Party prior to the end of the initial 6-month term.

Meeting closed at: 8.54 pm