

FARINGDON TOWN COUNCIL

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Clerk: Sally Thurston



Minutes of Finance and Audit Committee Meeting held on Monday 17th April 2023 at 7pm in the Jubilee Room, Pump House, Faringdon

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

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

1/2/23 Apologies for Absence
Cllr. Smith

2/2/23 Minutes of last meeting

It was PROPOSED that the minutes of the meeting held on Monday 13th March 2023 be signed as a correct record. This was SECONDED and RESOLVED.

3/2/23 Declarations of Interest & requests for dispensations
None

4/2/23 Public Speaking and Question Time
None

5/2/23 Items for Information Only:
Members NOTED the investment and interest updates and the action list.

6/2/23 Information Centre
Members NOTED an update report, with thanks to the Information Centre team.

7/2/23 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.

8/2/23 Earmarked Reserves

Cllr. Leniec PROPOSED, Cllr. Finn SECONDED and it was RESOLVED to approve earmarked reserves for 2023.2024.

It was further PROPOSED that funds from a Tesco Grant for a festival be earmarked for the Coronation Celebrations and cinema income over £4,000 be earmarked for cinema improvements and events. This was SECONDED and RESOLVED.

9/2/23 Grants Sub-Committee

Members received and NOTED minutes of a grants sub-committee meeting held on 17th April 2023. It was PROPOSED that all unspent grants budgets be earmarked and rolled forward to 2023.24. This was SECONDED and RESOLVED.

10/2/23 Asset Register 2023

- a) It was PROPOSED that the disposal of 10 tables with a purchase value of £2,700 be approved. This was SECONDED and RESOLVED.
- b) Members received and NOTED the asset register with total assets standing at £2,364,560.97. Clerk to check on the state and position of the Bennett brothers' portraits at the library.

11/2/23 Interim Internal Audit

Members received the interim internal audit report and NOTED the recommendations. The clerk was congratulated on the sound financial management of the council.

12/2/23 German Twinning

Members PROPOSED, SECONDED and RESOLVED to agree to allocated a budget of £2,500 from the events grant to fund events to celebrate the beginning of a twinning partnership with Konigstein.

13/2/23 Swan Lane Traffic Changes

Members PROPOSED, SECONDED and RESOLVED to agree in principle to a recommendation to fund 50% of costs to make the London Street end of Swan Lane one way, subject to financial negotiations with OCC to match fund half the cost.

14/2/23 Fire Risk Assessments

Members received and considered quotes to carry out fire risk assessments in all town council buildings and PROPOSED, SECONDED and RESOLVED to go ahead with the quote from Worknest.

15/2/23 Agenda items for meeting 17th July 2023

To be sent to the Clerk.

16/2/23 Staff Matters: Due to the nature of this item Members PROPOSED, SECONDED and RESOLVED to discuss these items in confidential session.

- a) Members received and APPROVED a pay award following attainment of CiLCA for the Facilities Officer to SCP 21 effective from 1st May 2023.
- b) Members received an update on current staffing. It was NOTED the leisure service team were understaffed and the clerk would review their duties. It was further noted that the foodbank team had requested a discussion about employing a team member in partnership with the town council. Reports on both matters would be presented at the next meeting.

- c) Members received and NOTED Employer pension contributions for 2023.24 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: 20.07pm

DRAFT