

# **FARINGDON TOWN COUNCIL**

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



## **Minutes of Finance and Audit Committee Meeting held on Monday 17<sup>th</sup> July 2023 at 7pm in the Jubilee Room, Pump House, Faringdon**

**Cllrs Present:** Leniec (Chair)  
Boulton  
Castle  
Farmer (substitute for Cllr. Morgan)  
Norris (from item 7/3/23)  
Webb  
Wild  
Wise

**Cllrs Online:** Finn  
Morgan

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

**1/3/23 Apologies for Absence:**  
Cllrs. Finn and Morgan

**2/3/23 Election of Vice Chair**  
Cllr. Leniec PROPOSED that Cllr. Finn be elected Vice Chair. This was SECONDED by Cllr. Wise and RESOLVED.

**3/3/23 Minutes and notes of meetings**  
It was PROPOSED that the minutes of the meeting held on Monday 17<sup>th</sup> April 2023 be signed as a correct record. This was SECONDED and RESOLVED.

**4/3/23 Declarations of Interest & requests for dispensations**  
None

**5/3/23 Public Speaking and Question Time**  
None

**6/3/23 Grants Sub-Committee:**

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

**Cllr. Leniec PROPOSED that standing orders be suspended so that the Grants Sub-Committee can be held. This was SECONDED and RESOLVED.**

**The Finance and Audit Committee Meeting was suspended at 7.06pm**

**The Finance and Audit Committee Meeting was reconvened at 7.41pm**

**7/3/23 Members NOTED Items for Information Only**

Members NOTED the following:

- a) Investment and Interest updates. Clerk to investigate moving CIL monies to interest-bearing accounts.
- b) Action list
- c) IT costs 2023.24  
Annual costs contract for review March 2024.
- d) Town Council App Cancellation. Members agreed to put this as an agenda item on next CPC Committee agenda.

**8/3/23 Information Centre:**

Members received and NOTED a report from the Information Centre.

**9/3/23 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 reserves.
- e) Eagles Park budget: Members NOTED costings and agreed overspend to come out of recreation and open spaces maintenance budget.
- f) Members NOTED the CIL payment notification and report.

**10/3/23 Internal Controls**

- a) Members received and APPROVED the internal audit report 2023.
- b) Members APPROVED a list of direct debits
- c) It was PROPOSED, SECONDED and RESOLVED to appoint Cllrs. Castle, Leniec, Wise, and Boulton as the four bank signatories for all council accounts.
- d) Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to appoint Cllr. Farmer as a non-signatory councillor to review invoices monthly.
- e) Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to appoint Cllr. Finn as a non-signatory councillor to review bank reconciliations and payments quarterly.

**11/3/23 Councillor IT Provision**

Members agreed that the current tablet devices provided to councillors are not fit for purpose. It was PROPOSED, SECONDED and RESOLVED that the Clerk should obtain quotes for new tablets or laptops which would then go forward for consideration at Full Council.

**Due to the nature of the following items Cllr. Leniec PROPOSED the meeting move into confidential session. This was SECONDED and RESOLVED. Councillors were reminded that confidential matters must not be discussed outside the meeting.**

#### **12/3/23 Staff Matters**

- a) Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to extend the Climate Change Officer post to Sept 2024 at a cost of £6,700 to include pension and N.I.
- b) Members NOTED the minutes from a staff sub-committee held on 19th June 2023
- c) **Food Bank Manager:** Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED that FTC employ a part-time, 10 hours per week, Manager post for the Food Bank, for an initial 2-year term, to be reviewed after 12 months. Funding of £6,000 per annum will be received from the charity towards funding the post. The Clerk would enquire if any further funding was available to cover pension and national insurance contributions. It was NOTED Cllr. Webb voted against the proposal.
- d) **Deputy Town Clerk:** No internal applicants and currently all existing post-holders wish to retain their part-time hours. Clerk to investigate and review the current staffing structure to clarify crucial back-up in Clerk's absence. To be reviewed again in 6 months.

#### **13/3/23 Agenda items for the next meeting to be held on 30<sup>th</sup> October 2023.**

None

**Meeting closed at: 8.40 pm.**