

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 Monday 30th October 2023 at 7pm in the Jubilee Room, Pump House, Faringdon

Members Present: Cllrs: Leniec (Chair)
Boulton
Castle
Farmer (substitute for Cllr. Morgan)
Finn
Webb
Wild
Wise

In attendance: Sally Thurston, Town Clerk
Margaret Nairne, Town Clerk's Assistant
One member of the public (online)

1/4/23 Apologies for Absence:
Cllr. Morgan, Cllr. Norris

2/4/23 Minutes and notes of meetings
It was PROPOSED that the minutes of the meeting held on Monday 25th September 2023 be signed as a correct record. This was SECONDED and RESOLVED.

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

4/4/23 Public Speaking and Question Time
None

5/5/23 Items for Information Only to include:
a. Investment and Interest updates:
It was noted hold 50% of CIL funds will be transferred in CCLA public sector deposit fund and 50% held in a Co-op account.
b. Members NOTED the Action List

6/4/23 Information Centre
Members received and NOTED a report.

7/4/23 Finance Reports and Precept 2024.25
a) Office & Establishment

- I. Members NOTED a half year financial report 2023.24
- II. Members considered draft revenue & grants budget 2024.25 It was PROPOSED that a DRAFT revenue budget of £399,333 and a GRANT budget of £60,861 be put forward. This was SECONDED and RESOLVED.
- III. Members considered capital expenditure 2024.25 to include:
 - a) Pump House kitchen improvements:
Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED that capital expenditure for an updated kitchen should come out of the maintenance budget, and to accept the quote from Kitchen Depot for £3,350

b) Faringdon Information Centre

- I. Members NOTED a half year financial report 2023.24
- II. Members considered a draft revenue budget 2024.25.
It was PROPOSED that a DRAFT revenue budget of £1,243 be put forward. This was SECONDED and RESOLVED.
- III. Members considered capital expenditure 2024.25 to include:
Members NOTED the proposal to buy point-of-sale technology for the Information Centre and agreed to defer for consideration to next meeting when further information will be available.

c) Direct Council Expenditure

- I. Members NOTED a half year financial report 2023.24
- II. Members considered draft revenue budget 2024.25.
It was PROPOSED that a DRAFT revenue budget of £14,543.55 be put forward. This was SECONDED and RESOLVED.
- III. No capital expenditure was put forward

d) Committee budgets and reports

- a. Members NOTED half year financial summary reports 2023.24 from
 - i. Facilities Committee
 - ii. Community and Partnerships Committee

b. Members received and NOTED the following draft budgets and requests for capital expenditure for 2024.25:

(i) Facilities Committee

Corn Exchange = £17,803

Pump House = -£53

Recreation and Open Spaces = £19, 696

(ii) Community and Partnerships Committee = £17,539

e) Precept Request

Members considered initial draft precept request. It was PROPOSED that a total DRAFT precept request of £530,996 be presented at the next committee meeting. This was SECONDED and RESOLVED.

f) Members received and NOTED full summary including notification of balances at 30th September 2023

e) Members received and NOTED CIL payment notification and report

8/4/23 External Conclusion of Audit 2022.23

Members NOTED the External Conclusion of Audit. Congratulations to Clerk, on another clean audit, were NOTED.

9/4/23 Portwell Pump Renovations

Members received and APPROVED a recommendation to go ahead with the proposal to renovate the Portwell Pump. Cllr. Castle PROPOSED, Cllr. Finn SECONDED and it was RESOLVED to approve recommendation to proceed with architect obtaining quotes, delegating up to £4,000 to be spent by Clerk on initial costing phase and apply for appropriate grants.

10/4/23 Fixed Wire Testing

Members considered quotes for required 5-year tests. Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to go ahead with quote from Abbey Electrical.

11/4/23 Regalia Quotes

Members agreed to defer to next meeting pending receipt of further quotes for:

- a) Improvements to Mayor's Chain
- b) Deputy Mayor's Regalia
- c) Consort and past Mayor badges

12/4/23 Councillor IT Provision

Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to allocate up to £6,000 for provision of IT for Councillors and defer decision pending quotes for IT provision to Full Council.

13/4/23 Christmas Lights

Members received and considered quotes to:

- a) Provide and install small trees: Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to accept the quote for total of £2750
- b) Provide large tree: Cllr. Webb PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to accept a cost of £800. Faringdon Rotary Club will erect the tree and look for sponsors to offset the cost.
- c) Installation of infrastructure: Cllr. Castle PROPOSED, Cllr. Wise SECONDED and it was RESOLVED to accept a quote of £555 plus £300 for electrician and infrastructure.

14/4/23 Cyber Essentials

Members considered becoming cyber essential certified and agreed to defer to next meeting pending receipt of further information.

15/4/23 Broadband and Telephone Contract

Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to accept the lowest quote.

16/4/23 Cleaning Contract

Following a staff resignation members considered whether to re-employ or move to a contractor. A contract was recommended as the cleaners supply all materials and manage staff. Cllr. Leniec PROPOSED, Cllr. Wise SECONDED and it was RESOLVED to go ahead with quote from local company, Spotless Cleaning, for an annual contract.

17/4/23 Fire Risk Assessments

Members received and considered new fire safety measures required following the recent external assessment, and estimated associated costs. A decision was deferred as further quotes being obtained and grants being investigated.

18/4/23 Consultation regarding changes to the Oxfordshire LGPS Administration Strategy

Members NOTED a revised draft administration strategy.

19/4/23 Apprenticeships

Members agreed that apprenticeships are an important element in ensuring trained individuals for the future. Members agreed that there is not enough budget to cover this at the moment but apprenticeships will be added as an agenda item to the next Staff Sub-Committee.

20/4/23 Staffing

Staffing items deferred to Staff Sub-Committee for recommendation to next Finance Meeting

13/4/23 Agenda items for the next meeting to be held on 8th January 2024.

None

Meeting closed at: 8.45pm