

# **FARINGDON TOWN COUNCIL**

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Clerk: Sally Thurston



## **Minutes of Finance and Audit Committee Meeting held on Monday 8<sup>th</sup> January 2024 at 7pm in the Jubilee Room, Pump House, Faringdon**

**Members Present:** Cllrs: Leniec (Chair)  
Boulton  
Castle  
Finn  
Norris  
Webb

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

**1/1/24 Apologies for Absence:**  
Cllr. Wild; Cllr. Wise

### **2/1/24 Minutes and notes of meetings**

It was PROPOSED that the minutes of the meeting held on Monday 30<sup>th</sup> October 2023 be signed as a correct record. This was SECONDED and RESOLVED.

**3/1/24 Declarations of Interest & requests for dispensations**  
None

**4/1/24 Public Speaking and Question Time**  
None

### **5/1/24 Items for Information Only:**

Members NOTED the following:

- a. Investment and Interest updates
- b. Action list
- c. Pension administration strategy
- d. Letter requesting governors for Faringdon primary schools

### **6/1/24 Information Centre**

Members received and NOTED a report, with thanks.

### **7/1/24 Finance Reports and Precept 2024.25**

#### **a) Office & Establishment**

- (i) Members NOTED a financial report 2023.24
- (ii) Members considered a draft revenue & grants budget for 2024.25.  
It was PROPOSED by Cllr. Leniec, SECONDED by Cllr. Castle and RESOLVED that a DRAFT revenue budget of Office & Establishment of £418, 955 and a GRANT budget of £54,850 be put forward.
- (iii) No capital expenditure was put forward for 2024.25.

**b) Faringdon Information Centre**

- (i) Members NOTED a financial report 2023.24
- (ii) Members considered a draft revenue budget 2024.25.
- (iii) It was PROPOSED by Cllr. Leniec, SECONDED by Cllr. Norris and RESOLVED that a DRAFT revenue budget of £1,243 be put forward.
- (iv) No capital expenditure was put forward for 2024.25.

**c) Direct Council Expenditure**

- (i) Members NOTED a financial report 2023.24
- (ii) Members considered a draft revenue budget 2024.25.  
It was PROPOSED by Cllr. Leniec, SECONDED by Cllr. Castle and RESOLVED that a DRAFT revenue budget of £14,543 be put forward.
- (iii) No capital expenditure was put forward for 2024.25.

**d) Committee budgets and reports**

- a. Members NOTED 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:
    - It was PROPOSED by Cllr. Webb, SECONDED by Cllr. Castle and RESOLVED that a DRAFT Corn Exchange Revenue budget £17,803 be put forward.
    - It was PROPOSED by Cllr. Webb, SECONDED by Cllr. Finn and RESOLVED that a DRAFT Pump House Revenue budget £9,447 be put forward.
    - It was PROPOSED by Cllr. Webb, SECONDED by Cllr. Finn and RESOLVED that a DRAFT Recreation and Open Spaces Revenue budget £19,696 be put forward.
  
  - (ii) Community and Partnerships Committee  
It was PROPOSED by Cllr. Leniec, SECONDED by Cllr. Norris and RESOLVED that a DRAFT revenue budget £13,705 be put forward.
  
- c. Members received and NOTED the following requests for capital expenditure for 2024.25:
  - (i) Facilities Committee: any capital expenditure towards venue improvements should come from earmarked reserves, CIL, s106 or grants.
  - (ii) Community and Partnerships Committee:  
None

**e) Precept Request**

Members considered a draft precept request. It was PROPOSED by Cllr. Leniec, SECONDED by Cllr. Norris and RESOLVED that a total DRAFT precept request of £535,283 be presented at the next Full Council meeting.

This constitutes an increase as follows:

Annual increase for band D = £7.36

Weekly increase = 14p (4.9%)

Band D £157.03

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

**8/1/24 Internal Interim Audit 2023.24**

Members NOTED the internal interim audit, with thanks to the team for a clean audit.

### **9/1/24 Grants Sub-Committee**

- a) Members NOTED minutes, reports and recommendations of the Grants-Subcommittee including any decisions taken under delegated authority.
- b) It was PROPOSED by Cllr. Leniec, SECONDED by Cllr. Castle and RESOLVED to award a grant of £1,500 to Root and Branch. It was further RESOLVED to advise them to re-apply for a further grant in the next financial year if needed.

### **10/1/24 Regalia Quotes**

It was PROPOSED by Cllr. Leniec, SECONDED by Cllr. Norris and RESOLVED to go ahead with quotes for:

- a) £1,942 for improvements to the Mayor's Chain
- b) £500 for the Deputy Mayor's Regalia

**Due to the confidential nature of the following item it was PROPOSED it be discussed in confidential session. This was SECONDED and RESOLVED.**

### **11/1/24 Staffing**

- a) Members received and NOTED a summary of successful staff appraisals.
- b) It was PROPOSED, SECONDED and RESOLVED to APPROVE all staff increment increases in line with the appraisal pay policy.
- c) Members received and NOTED a summary of the Town Clerk's successful appraisal.
- d) It was PROPOSED, SECONDED and RESOLVED to APPROVE a 1 SCP increment linked to appraisal pay policy and a 1SCP increment increase following the successful attainment of an MA in Public Management and Leadership.
- e) Members received and NOTED a staffing update and review.
  - i. It was PROPOSED, SECONDED and RESOLVED to APPROVE an additional 1 SCP increase for the Marketing and Communities Officer following the successful attainment of CiLCA. Congratulations were NOTED.
  - ii. It was PROPOSED, SECONDED and RESOLVED to APPROVE a salary band increase, to LC2, for the Activities Officer and introduce an Office Manager function to the role. Members requested that thanks were NOTED for the hard and excellent work of the Activities Officer over the last year.
  - iii. It was PROPOSED, SECONDED and RESOLVED that a Planning Officer be recruited for 7 hours per week, salary scale 18 – 23. Recruitment would be internal initially. If not successful, an external process would commence. Once a Planning Officer is in place reducing the Town Clerks' weekly hours to 30 would be considered.

### **12/1/24 Agenda Items**

The next meeting will be held on Monday 15<sup>th</sup> April 2024. Items for discussion need to be received by Monday 8<sup>th</sup> April 2024.

**Meeting closed at: 8.31pm**