

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL
Telephone 01367 240281
www.faringdowntowncouncil.gov.uk
Clerk: Katherine Doughty



Minutes of Finance and Audit Committee Meeting held on Monday 16th September 2024 at 6.30pm in the Jubilee Room, Pump House, Faringdon

Members Present: Cllrs: Leniec (Chair)
Boulton
Castle
Ford
Webb

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

In attendance online: Cllr. Finn

1/4/24 Apologies for Absence:

Cllr. Farmer, Cllr. Morgan, Cllr. Norris, Cllr. Wild

2/4/24 Minutes and notes of meetings

It was PROPOSED that the minutes of the meeting held on Monday 29th July 2024 be signed as a correct record. This was SECONDED and RESOLVED.

3/4/24 Declarations of Interest & requests for dispensations

None

4/4/24 Public Speaking and Question Time

None

5/4/24 Facilities Committee

- a) Members considered the recommendation from the Facilities Committee at minute ref 11/3/24 b. Corn Exchange:
Quote of £1280 will exceed the budget by £3725 (current expenditure £10845). It was PROPOSED by Cllr. Leniec, SECONDED by Cllr. Castle and RESOLVED to pay for this from the General Reserve.
- b) Members considered a recommendation from the Facilities Committee at minute ref 12/3/24 Tucker Park:
Quote of £4167 will exceed the budget by £534 (current expenditure £2767).
PROPOSED by Cllr. Leniec, SECONDED by Cllr. Webb and RESOLVED to take £3000 from budget, the £1165 to be funded from Repair & Renewal budget. Members NOTED overspend on budget line.

6/4/24 Banking

It was PROPOSED, SECONDED and RESOLVED to add the Clerk as an authorised signatory and card holder on all accounts.

7/4/24 Mayor's Allowance

Members considered increasing the 2024/25 budget by £1000 in consideration of overspend to date and planned visitors to Faringdon. Current budget £2500 will be exceeded by £500 with current expenditure. Cllr. Leniec PROPOSED to take £1000 from General Reserves, SECONDED by Cllr. Ford and RESOLVED.

8/4/24 Christmas 2024

- a. Members PROPOSED, SECONDED and RESOLVED office and TIC Christmas opening times and dates: 24th December as half-day; office and TIC closed 27, 30, 31 December.
- b. Members considered suggested budget and programme for the Christmas light switch-on event. Budget £7775 in place for Xmas and agreed no further budget needed.
- c. Members considered recommendations from the Christmas Lights Working Party for infrastructure improvements and agreed that improvements need to be considered and budgeted for next year.

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.

9/4/24 Staffing

- a. Members considered the reimbursement of software costs to employee and it was PROPOSED, SECONDED and RESOLVED to approve £99.85 reimbursement on this occasion.
- b. Members received a report regarding a staff incident and agree actions.

Any form of abuse is not tolerated. Committee delegated to Chair of Facilities, Chair of Finance & Audit, the Clerk and Facilities Officer to:-

Expedite alarm and telephone solutions.

CCTV to be investigated.

CAB for Risk Assessment and emergency procedures.

Investigate and implement booking systems for both CAB and Foodbank services.

Gain advice from Community Safety Officer.

Meet with Churches Together re Food Bank with Adele to discuss data and way forward.

Invite Foodbank Manager to feedback on proposals.

Meeting closed at: 7.10pm