

FARINGDON TOWN COUNCIL

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Clerk: Katherine Doughty



Minutes of Finance and Audit Committee Meeting held on Monday 28th October 2024 at 7pm in the Jubilee Room, Pump House, Faringdon

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

In attendance: Katherine Doughty, Town Clerk
Margaret Nairne, Town Clerk's Assistant

In attendance online: Cllr. Morgan

1/4/24 Apologies for Absence:
Cllr. Finn; Cllr. Morgan.

2/4/24 Minutes and notes of meetings

It was PROPOSED that the minutes of the meeting held on Monday 16th September 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

5/5/24 Items for Information Only to include:

- a. Investment and Interest updates NOTED
- b. Correspondence from Bank NOTED including notification that we are to start being charged £4.25 per month for our Lloyds Bank account. Members agreed that a watching brief should be kept on the charges to ensure they do not become excessive.

6/4/24 Direct Debits

Cllr. Leniec PROPOSED, Cllr. Castle SECONDED and it was RESOLVED to pay by direct debit for:

- a) LeasePlan UK Ltd (trading as Ayvens) for leasing the van.
- b) Breathe HR for human resources software.

7/4/24 Information Centre

Members received and NOTED a report and conveyed their appreciation to the Information Centre Manager.

8/4/24 Christmas Lights

Members NOTED arrangements for this year and confirmed tree costs as follows:

Shop front Christmas trees as per last year £972.

Electrical contract £4316.

The Rotary Club has kindly offered to provide and erect the large Christmas tree this year.

9/4/24 Finance Reports and Precept 2025.26

a) Members received an interim report from the Clerk on projects and potential capital expenditure items for 2025.26 and it was agreed that the Clerk should take these forward by further clarifying work required, obtaining quotes and an assessment of S106 needs.

- i) Following quinquennial surveys being undertaken at the Corn Exchange and Pump House, a comprehensive list of work is proposed which is to be discussed at the next Facilities Committee meeting.
- ii) Oakwood Park needs new equipment to be discussed at future Facilities Committee meeting.
- iii) The Information Centre needs a new till/operating system and a refit as the current operating systems are incredibly labour intensive.
- iv) An emerging project is to look at improving the website in accordance with Cyber Essentials accreditation and meeting accessibility requirements.

b) Office & Establishment

(i) Members NOTED a half year financial report 2024.25

(ii) Members considered draft revenue & grants budget 2025.26 It was PROPOSED that a DRAFT revenue budget of £ £393,358.87 and a GRANT budget of £55,350.00 be put forward. This was SECONDED and RESOLVED.

c) Faringdon Information Centre

(i) Members NOTED a half year financial report 2024.25

(ii) Members considered a draft revenue budget 2025.26

It was PROPOSED that a DRAFT revenue budget of -£623.00 be put forward. This was SECONDED and RESOLVED.

d) Direct Council Expenditure

(i) Members NOTED a half year financial report 2024.25

(ii) Members considered draft revenue budget 2025.26

It was PROPOSED that a DRAFT revenue budget of £14,647.70 be put forward. This was SECONDED and RESOLVED.

e) Facilities Committee

i) Members NOTED half year financial summary reports 2024.25

ii) Members considered draft revenue budget 2025.26

It was PROPOSED that a DRAFT revenue budget be put forward as follows. This was SECONDED and RESOLVED.

Corn Exchange = £21,200.85

Pump House = £10,358.00

Recreation and Open Spaces = £20,622.16

f) Community and Partnerships Committee

i) Members NOTED half year financial reports 2024.25.

ii) Members considered draft revenue budget 2025.26

It was PROPOSED that a DRAFT revenue budget of £11,190.25 be put forward.

This was SECONDED and RESOLVED.

10/4/24 Precept Request 2025.26

Members considered initial draft precept request. It was PROPOSED that a total DRAFT precept request of £526,104.82 be presented at the next committee meeting. This was SECONDED and RESOLVED.

11/4/24 To receive full summary including notification of balances at 30th September 2024

Members NOTED the full summary notification of balances at 30th September 2024.

12/4/24 To receive CIL payment notification and report

Members NOTED the CIL payment notification and report.

13/4/24 Human Resources

a) Cllr. Castle PROPOSED, Cllr. Ford SECONDED and it was RESOLVED to approve a quote for required training. This training has been requested by our insurance company and also includes the conflict training required.

b) Cllr. Castle PROPOSED, Cllr. Farmer SECONDED and it was RESOLVED to approve Affiliate Membership of Society of Local Council Clerks (SLCC) for two employees for ongoing training and development purposes.

EXCLUSION OF THE PUBLIC AND PRESS: At the conclusion of this part of the agenda, the Chairman PROPOSED that, considering the confidential nature of the business to be discussed, the public, press and broadcast media should be excluded for the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960. This was SECONDED and RESOLVED.

c) Members received an interim report on Human Resources and Members discussed and agreed on a number of the Clerk's recommendations. Clerk to put together a final proposal on various roles and responsibilities.

d) Members NOTED current Local Government 2024 pay claim status and, given that all employees are on the National Joint Council's pay scales, the agreed pay increase for all staff was NOTED.

e) Staff appraisals will take place for all employees in the next month.

f) Members recommended that staff pay increments linked to appraisal pay policy are budgeted for.

13/4/24 Agenda items for the next meeting to be held on 13th January 2025.

a) Updated Financial Regulations

b) New employment policy required due to legislation – Sexual Harassment at Work.

Meeting closed at: 8.45 pm