

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON,
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Clerk: Katherine Doughty



Minutes of the Extra Finance and Audit Committee Meeting held on Monday 16th June 2025 at 7.00pm in the Jubilee Room, Pump House, Faringdon

Members Present: Cllr. Leniec (Chair)
Cllr. Boulton
Cllr. Castle
Cllr. Farmer
Cllr. Finn
Cllr. Ford
Cllr. Webb
Cllr. Wise

In attendance: Katherine Doughty, Town Clerk

1/6/25 Apologies for Absence:
None.

2/6/25 Minutes and notes of meetings
It was PROPOSED that the minutes of the meeting held on Monday 28th April 2025 be signed as a correct record. This was SECONDED and RESOLVED.

3/6/25 To appoint a Vice Chair to the Finance & Audit Committee.
It was RESOLVED elect Cllr. Finn as Vice Chair to the Finance & Audit Committee.

4/6/25 Declarations of Interest & requests for dispensations
None.

4/5/25 Public Speaking and Question Time
None.

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

5/6/25 To consider the recommendations from the Staffing Sub-Committee meeting held earlier on 16th June and agree any actions.

The following RECOMMENDATIONS to Finance & Audit Committee were RESOLVED:-

RECOMMENDATION 1 - BGG's quote for £7920 is accepted for urgent routine maintenance of green spaces for the current grass cutting season. Deputy Clerk is to check when cuts are required.

RECOMMENDATION 2 – That a temporary worker is sourced OR additional hours (8) provided to an existing staff member to support the Community Larder work at a maximum cost of £213.20 per week as and when required. It was agreed that the Community & Partnerships Committee check costs/effectiveness.

RECOMMENDATION 3 - Santos Cleaning Company quote for £8200 for urgent cleaning of the Corn Exchange and Old Town for the remainder of the financial year. Clerk is to monitor the

Office & Establishment cost centre expenditure against budget with recommendations to Finance & Audit Committee when use of Earmarked Reserves may be required.

RECOMMENDATION 4 – To approve the amended Facilities Supervisor job description/ vacancy documents and change of line management responsibilities for the role and Deputy Clerk. Clerk is to check the revised Facilities Supervisor job description with the employee for accuracy and undertake a workplace assessment with the remaining team members to check what adjustments need to be agreed and formally noted.

RECOMMENDATION 5 – To source a mobile phone for the Deputy Clerk at c. £30 per month contract.

RECOMMENDATION 6 –

(a) To advertise the Food Bank Supervisor role internally subject to a meeting being held with Churches Together.

(b) The Clerk is to draft a revised job description for the employee with the new responsibilities for consideration and approval by the Staffing Sub-Committee/Finance & Audit Committee.

Meeting closed at 7.13pm.