

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



To Members of the Finance and Audit Committee

Cllrs. Bentley, Boulton, Castle, Famakin, Finn, Leniec, Smith, Thomas, Wise

You are summoned to attend an online meeting of the Finance and Audit Committee on Wednesday 29th July 2020 at 7.15pm.

Members of the public and press are invited to submit questions prior to the meeting. The meeting will be uploaded and available to view on our Faringdon Town Council YouTube channel as soon as is practical following the meeting.

Please submit any questions prior to the meeting to sally@faringdowntowncouncil.gov.uk

AGENDA

1.	Roll Call and Apologies for Absence
2.	Minutes of last meeting – 4th March 2020 (attached)
3.	Declarations of Interest & requests for dispensations <i>Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when the item is reached. Unless dispensation is granted, you must withdraw from the room when the meeting discusses and votes on the matter.</i>
4.	Public Question Time <i>Questions will be restricted to one from each member of public, or a maximum of 3 per meeting. Written notice of questions must be received by the Clerk at least 1 working days before the meeting.</i>
5.	Items for Information Only including: <ul style="list-style-type: none">• CCLA update• Corn Exchange Conversion budget update• Southampton Street Carpark flower beds update• Website accessibility update
6.	Financial Reports End of Year 2019.2020 <ul style="list-style-type: none">a) To receive the following year end reports<ul style="list-style-type: none">(i) Office and Establishment(ii) Information centre(iii) Direct Council Expenditureb) To receive year end summaries for the following committees:<ul style="list-style-type: none">(i) Facilities(ii) Community and Partnershipsc) To receive notification of end of year balances and reserves
7.	Financial Reports Quarter One 2020.21 <ul style="list-style-type: none">a) To receive the following reports<ul style="list-style-type: none">(i) Office and Establishment(ii) Information centre(iii) Direct Council Expenditureb) To receive summaries for the following committees:<ul style="list-style-type: none">(i) Facilities(ii) Community and Partnershipsc) To receive notification of balances

8.	Information Centre To receive and consider end of year report 2019.20
9.	COVID 19 Financial Update To receive and consider a report
10.	Banking <ul style="list-style-type: none"> a) To agree bank signatories for all Town Council bank accounts. <ul style="list-style-type: none"> i. The Co-Operative ii. Nat West iii. Lloyds Bank b) To approve a list of direct debits (attached)
11.	Internal Controls <ul style="list-style-type: none"> a) To receive internal audit report 2019.20 (attached) b) To receive and not changes to the Accountability and Governance Practitioners' Guide c) To assign councillors to check reconciliations at the end of each quarter.
12.	Southampton Street Toilets To receive and consider a report regarding future maintenance
13.	Terrorism Insurance To receive and consider further information regarding purchasing terrorism insurance
It is likely that the following item will be held in closed session due to its confidential nature	
14.	Staffing <ul style="list-style-type: none"> a) To receive and consider an update b) To receive and consider 1 SCP pay increases for two staff following completion of ILCA

22nd July 2020


Town Clerk