

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, Burns Castle, Finn, Leniec, Morgan Smith, Swallow and Wise

**You are summoned to attend an online meeting of the Finance and Audit Committee
Wednesday 21st July 2020 at 7.15pm
Jubilee Room, The Pump House, Faringdon.**

Members of the public and press are invited to attend

AGENDA

1. Apologies for Absence

2. Minutes of last meeting – 21st April 2021 (attached)

3. Declarations of Interest & requests for dispensations

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.

4. Public Question Time

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.

5. To elect a Vice Chair

6. Items for Information Only including

- CCLA update
- Action list update
- Mower purchase

7. Information Centre (attached)

To receive and consider a report from the information centre manager.

8. Financial Reports Quarter One 2021.22 (attached)

- a) To receive the following reports
 - (i) Office and Establishment
 - (ii) Direct Council Expenditure
 - (iii) Information Centre
- b) To receive summaries for the following committees:
 - (i) Facilities
 - (ii) Community and Partnerships
- c) To receive notification of balances

9. Grants Sub Committee

- a) To receive and consider recommendations from the grants sub-committee discussion meeting, held on 14th July 2021
- b) To consider revised Terms of Reference

10. Banking

- a) To agree bank signatories for all Town Council bank accounts.
 - i. The Co-Operative
 - ii. Nat West
 - iii. Lloyds Bank

- b) To approve a list of direct debits (attached)

11. Internal Controls

- a) To Receive internal audit report 2020.21 (attached)
- b) To consider effectiveness of internal auditor
- c) Consider appointment of internal auditor for 2021.22.
- d) To assign councillors to check reconciliations at the end of each quarter.

12. Ear marked reserves.

- a) To consider moving income from OTH Grant to earmarked reserve code.
- b) To consider moving income from Town Team to museum reserve as agreed by the Town Team Committee.

13. Bollards

To consider a project update, following increases in foundry costs.

14. CIL Update

To receive and consider update.

15. Staffing

- a) To receive and consider an update.
- b) To consider the Clerks attendance at teh National Conference for Council Clerks in October 2021

16. Agenda items for meeting 20th October 2021

15th July 2021

Sally Thurston
Town Clerk