

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. Leniec (Chair), Finn, Bentley, Boulton, Burns, Castle, Morgan, Smith, Swallow and Wise

**You are summoned to attend a meeting of the Finance and Audit Committee on
Wednesday 20th April 2022 at 7pm.**

Press & Public are invited to attend either in person or online via this link: [Click here to join the meeting](#)

Questions can be submitted to office@faringdowntowncouncil.gov.uk

AGENDA

1. Apologies for Absence

To receive and approve

2. Minutes and notes

- a) To agree minutes of meeting held on Wednesday 15th December 2021
- b) To receive notes of online discussion meeting held on Wednesday 19th January 2022

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 Participation Time

This period is designated for public speaking accordance with Standing Order 3 (f). Members of the public are welcome to speak on any business itemised on the agenda for up to 3 minutes. 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 3 working days before the meeting.

5. Action list update and Items for Information Only to include:

- a. Investment and Interest updates
- b. Community Infrastructure Levy payments received
- c. Action list

6. Information Centre

To receive a report

7. Financial Reports (attached)

a) To receive and consider the following reports:

- i. Office and Establishment
- ii. Direct Council Expenditure
- iii. Faringdon Information centre

b) To receive summaries for the following committees:

- i. Facilities
- ii. Community and Partnerships

c) To receive full summary including notification of balances and predicted end of year reserves

8. Facilities Committee recommendations:

To consider the following recommendations from the Facilities Committee:

- a) Purchase a PA System to use for Town Events
- b) Install a Boules Court in Eagles Park
- c) Earmark unspent maintenance budgets

9. Earmarked Reserves

To consider earmarked reserves for 2022.2023

10. Grants Sub Committee

To receive minutes of a grants subcommittee meeting held on 30th March 2022 including decisions taken under delegated authority.

11. Asset Register 2022

- a) To approve disposals
- b) To receive and approve asset register.

12. Human Resource and Health and Safety Provision Renewal

To receive and consider a renewal proposal from Ellis Whittam

13. Interim Internal Audit

To receive and consider report and recommendations

14. Faringdon War Memorial Trust

- a) To receive and consider final budget report for renovations
- b) To receive and consider end of year balance

15. Speed Indicator Device

- a) To consider a recommendation from Planning and Highways Committee to purchase a device
- b) To note that installation of devices is dependent on Oxfordshire County Council delegating authority for FTC to do so.

16. Litter Pickers and Hi Viz

To consider purchasing litter pickers and Hi-Viz for Faringdon Litter Pickers to borrow, following a motion upheld by full council on Wednesday 9th February.

17. Fernham Rd Footpath

To consider a recommendation from Planning and Highways to cover legal fees to gain permission for a footpath from Fernham Fields to Fernham Rd

18. Financial Regulations

To review

19. Agenda Items

To consider agenda items for the next meeting

20. Staff Matters Due to the nature of this item. it is likely that it will be discussed in confidential session.

- a) To receive and consider national pay award for April 2021
- b) To receive and consider a pay award following probation and attainment of ILCA for two staff members
- c) To receive an update on current staffing
- d) To receive and consider pension contributions for 2022.23
- e) To review staffing policies and procedures including:
 - a) *Data protection policy – Staff*
 - b) *Discretionary Policy*
 - c) *Employee Handbook*
 - d) *Lone Working Policy*
 - e) *Recruitment Policy*
 - f) *Social Media Policy*
 - g) *Staff Code of Conduct*
 - h) *Staff and Councillors Privacy Policy*
 - i) *Stress Policy*
 - j) *Training and Development Policy*
 - k) *Pay Policy and Practice*

Date: 12th April 2022

Sally Thurston
Town Clerk