

# **FARINGDON TOWN COUNCIL**

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Clerk: Sally Thurston



**To: Members of the Finance and Audit Committee**  
Cllrs. Bentley, Boulton, Burns, Castle, Finn, Leniec, Morgan, Smith and Wise

**You are summoned to attend a meeting of the Finance and Audit Committee on Monday 17<sup>th</sup> April 2023 at 7pm.**

**Press & Public are invited to attend via this link: [Click here to join the meeting](#)**

## **AGENDA**

### **1. Apologies for Absence**

To receive and approve.

### **2. Minutes and notes of meetings**

To agree minutes of a meeting held on Monday 13<sup>th</sup> March 2023 (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 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. Items for Information Only to include:**

- a. Investment and Interest updates
- b. Action list

### **6. Information Centre**

To receive a report (to follow).

### **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. Earmarked Reserves**

To consider earmarked reserves for 2023.24.

## **9. Grants Sub Committee**

To receive minutes of a Grant Subcommittee meeting held on 17<sup>th</sup> April 2023 including decisions taken under delegated authority (to follow).

## **10. Asset Register 2023**

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

## **11. Interim Internal Audit**

To receive and consider report and recommendations (attached).

## **12. German Twinning**

To receive a request from the German Twinning Association to fund a dinner to celebrate the beginning of a twinning partnership with Konigstein (attached).

## **13. Swan Lane Traffic Changes**

To receive a recommendation to fund 50% of costs to make London Street end of Swan Lane One Way (attached).

## **14. Fire Risk Assessments**

To receive and consider quotes to carry out fire risk assessments in all town council buildings (to follow).

## **15. Agenda Items**

To consider agenda items for the next meeting.

## **16. 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 a pay award following attainment of CiLCA for one staff member.
- b) To receive an update on current staffing (to follow).
- c) To receive and consider pension contributions for 2023.24 (to follow).
- d) To review staffing policies and procedures (attached) including:
  - 1) *Data protection policy – Staff*
  - 2) *Discretionary Policy*
  - 3) *Employee Handbook*
  - 4) *Lone Working Policy*
  - 5) *Recruitment Policy*
  - 6) *Social Media Policy*
  - 7) *Staff Code of Conduct*
  - 8) *Staff and Councillors Privacy Policy*
  - 9) *Stress Policy*
  - 10) *Training and Development Policy*
  - 11) *Pay Policy and Practice*
  - 12) *Training Costs Policy*

*Sally Thurston*  
Town Clerk

Date: 6<sup>th</sup> April 2023