

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON,
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Clerk: Sally Thurston



To: Members of the Finance and Audit Committee

Cllrs: Boulton, Castle, Famakin, Finn, Leniec, Morgan, Norris, Webb, Wild and Wise

You are summoned to attend an extra meeting of the Finance and Audit Committee on Monday 17th July 2023 at 7pm.

Press & Public are invited to attend in person or via this link:

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

AGENDA

1. Apologies for Absence

To receive and approve

2. Election of Vice Chair

3. Minutes and notes of meetings

To agree minutes of a meeting held on **Monday 17th April 2023** (attached)

4. 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.

5. 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.

6. Grants Sub Committee

- a. To elected members to serve on the Grants Sub Committee
- b. To elect a Chair of the Grants Subcommittee

7. Items for Information Only to include:

- a. Investment and Interest updates
- b. Action list
- c. IT costs 2023.24
- d. Town Council App Cancellation

8. Information Centre

To receive and consider a report (attached).

9. Financial Reports (to follow)

a) To receive and consider the following 1st quarter reports (to follow):

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

b) To receive and consider summaries for the following committees (to follow):

- i. Facilities
- ii. Community and Partnerships

- c) To receive full summary including notification of balances and predicted end of year reserves
- d) To receive and consider final costings for Eagles Park refurbishments
- e) To receive CIL payment notification and report

10. Internal Controls

- a. To receive and consider internal audit report 2023 (attached)
- b. To review and consider a list of direct debits (to follow)
- c. To appoint four bank signatories for all council accounts
- d. To appoint a non-signatory councillor to review invoices monthly
- e. To appoint a non-signatory councillor to review bank reconciliations and payments quarterly

11. Councillor IT Provision

To review devices provided to councillors

Due to the confidential nature of the following items it is likely they will be held in closed session.

12. Staffing

- a) To consider extending the Climate Change Officer post
- b) To receive and consider minutes from a staff sub-committee held on 19th June 2023
 - i. To consider food bank post
 - ii. To consider Deputy Town Clerk post

13. Agenda Items

To consider agenda items for the next meeting

Sally Thurston
Town Clerk
11th July 2023