

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 a meeting of the Finance and Audit Committee on Monday 30th October 2023 at 7pm.

Press & Public are invited to attend in person or 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 of meetings

To agree minutes of a meeting held on **Monday 25th September 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 and consider a report (attached).

7. Finance Reports and Precept 2024.25

a) Office & Establishment

- (i) To receive a half year financial report 2023.24
- (ii) To consider draft revenue & grants budget 2024.25
- (iii) To consider capital expenditure 2024.25 to include:
 - a. Pump House kitchen improvements

b) Faringdon Information Centre

- (i) To receive a half year financial report 2023.24
- (ii) To consider draft revenue budget 2024.25
- (iii) To consider capital expenditure 2024.25 to include:
 - a. Point of sale technology

c) Direct Council Expenditure

- (i) To receive a half year financial report 2023.24
- (ii) To consider draft revenue budget 2024.25

(iii) To consider capital expenditure 2024.25

d) Committee budgets and reports

- a. To receive half year financial summary reports 2023.24
 - (i) Facilities Committee
 - (ii) Community and Partnerships Committee
- b. To receive the following draft budgets and requests for capital expenditure for 2024.25:
 - (i) Facilities Committee
 - (ii) Community and Partnerships Committee

e) Precept Request

To consider initial draft precept request.

f) To receive full summary including notification of balances at 30th September 2023

e) To receive CIL payment notification and report

8. External Conclusion of Audit 2022.23

To receive and consider

9. Portwell Pump Renovations

To receive and consider a recommendation to go ahead with the proposal to renovate the Portwell Pump.

10. Fixed Wire Testing

To receive and consider quotes for required 5 year tests

11. Regalia Quotes

To receive and consider quotes for:

- a) Improvements to Mayors Chain
- b) Deputy Mayors Regalia
- c) Consort and past Mayor badges

12. Councillor IT

To receive and consider quotes for Councillor IT provision

13. Christmas Lights

To receive and consider quotes to:

- a) Provide and install small trees
- b) Provide large tree
- c) Install infrastructure

14. Cyber Essentials

- a) To consider becoming cyber essential certified
- b) To receive quote

15. Broadband and Telephone Contract

To receive and consider quotes

16. Cleaning Contract

- a) Following a staff resignation consider whether to re-employ or move to a contractor
- b) To receive and consider contract costs

17. Fire Risk Assessments

To receive and consider fire safety measures required in the recent external assessment and estimated associated costs.

18. Consultation regarding changes to the Oxfordshire LGPS Administration Strategy

To receive and consider a revised draft administration strategy

19. Apprenticeships

To receive and consider report

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

20. Staffing

- a) To receive summary of staff appraisals
- b) To consider staff increments linked to appraisal pay policy.
- c) To consider Town Clerk increment increases linked to attainment of Masters and appraisal pay policy.

21. Agenda Items

To consider agenda items for the next meeting

Sally Thurston

**Town Clerk
24th October 2023**