

FARINGDON TOWN COUNCIL

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Clerk: Sally Thurston



To: Members of the Finance and Audit Committee

You are summoned to attend an extra meeting of the Finance and Audit Committee on Monday 29th April 2024 at 7pm. Press & Public are invited to attend in person or via this link:

[Join the meeting now](#)

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 8th January 2024 (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
- c. CIL Payment letter
- d. Westmill Newsletter

6. Information Centre

To receive and consider an end of year 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 and consider 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 receive and consider earmarked reserves for 2024.25

9. Grants Sub Committee

To receive and consider minutes of a grant's subcommittee meeting held on 29th April 2024 including decisions taken under delegated authority.

10. Painting and Planting Bursary

To consider a recommendation from the Grants Sub Committee

11. Asset Register 2024

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

12. Portwell Repairs

- a) To receive and consider list of tenders
- b) To receive and consider funding options for the repairs

13. Faringdon Town Council Archive

- a) To receive and consider archive list
- b) To consider purchasing fire resistant cabinet and consider quotes

14. Faringdon Tourist Bus

To receive and consider funding options

15. Software for Councillor Laptops

To receive and consider options

16. Faringdon War Memorial Trust

To receive and consider a request to write off the end of year balance of £1,438

17. Staffing Policies

To receive and consider staffing policies and procedures to recommend to full council including:

- a) *Data protection policy – Staff*
- b) *Pension 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*
- l) *Training Costs Policy*

18. Agenda Items

To consider agenda items for the next meeting

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

To receive and consider an update on current staffing

Sally Thurston
Town Clerk
23RD April 2024