

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL

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www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



To Members of the Finance and Audit Committee

You are summoned to attend a meeting of the Finance and Audit Committee on Monday 24th July 2017 at 7.15pm in the Meeting Room, Mike Ilott Suite, the Pump House, Faringdon. Press & Public are invited to attend.

AGENDA

1.	Apologies for Absence
2.	Minutes of last meeting – Monday 24th April 2017 (attached)
3.	Declarations of Interest & requests for dispensations <i>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.</i>
4.	Public Speaking and Question Time <i>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.</i>
5.	Items for Information Only
6.	Information Centre <i>To receive a report from Information Centre Supervisor (to follow)</i>
7.	Financial Reports (to follow) a) <i>To receive the following reports:</i> (i) <i>Office and Establishment</i> (ii) <i>Faringdon Tourist Information centre</i> (iii) <i>Direct Council Expenditure</i> b) <i>To receive summaries for the following committees:</i> (i) <i>Facilities</i> (ii) <i>Planning and Highways</i> (iii) <i>Community and Partnerships</i> c) <i>To receive notification of balances</i>
8.	Bank Accounts <i>To agree bank signatories for all Town Council bank accounts.</i> i. <i>The Co-Operative Bank</i> ii. <i>The Bank of Ireland</i> iii. <i>Nat West Bank</i> iv. <i>Lloyds Bank</i> v. <i>Lloyds Bank current account</i>
9.	Internal Controls a) <i>To receive internal audit report 2016/17 (attached)</i> b) <i>To assess effectiveness of internal audit</i> c) <i>Consider internal auditor appointment for 2017/18</i> d) <i>To assign councillors to check reconciliations at the end of each quarter.</i>
10.	Budget reallocation

	<p><i>To consider the following reallocation of budgets due to committee reorganisation:</i></p> <ul style="list-style-type: none"> a) <i>Cinema from Venues to Community and Partnerships</i> b) <i>Bus Shelter and Salt from Planning to Facilities</i> c) <i>Community Awards and Civic Events from Direct Council to Community and Partnerships</i>
11. Insurance	<p><i>To receive insurance documents for 2017/18 (attached)</i></p>
12. Strategic Working Party Recommendations	<ul style="list-style-type: none"> a) <i>To consider a recommendation too improve Christmas Light infrastructure (attached)</i> b) <i>To consider updates to Financial Regulations (attached)</i> c) <i>To consider adding two years actual spend and 3 year forecasting to the budget process (attached)</i> d) <i>To consider implementing a DRAFT Reserves Policy (attached)</i> e) <i>To consider Town Council Investments (to follow)</i> f) <i>To consider changes to the grants policy (attached)</i>
13. Grants Sub – Committee	<ul style="list-style-type: none"> a) <i>To consider appointing a Grants- Sub Committee</i> b) <i>To nominate members</i>
14. Un-budgeted funding requests	<p><i>To consider allocating funds to the following projects:</i></p> <ul style="list-style-type: none"> a) <i>Full Council</i> <ul style="list-style-type: none"> i. <i>To fly the Red Ensign Flag for Merchant Navy Day (attached)</i> ii. <i>To purchase official regalia for the Deputy Mayor (to follow)</i> iii. <i>To purchase official regalia for the consorts of the Mayor and the Deputy Mayor(to follow)</i> iv. <i>To sponsor an Oxfordshire Music Hub Gala Award (attached)</i> b) <i>Facilities (to follow)</i> <ul style="list-style-type: none"> i. <i>Bar Equipment</i> ii. <i>Leisure Services Equipment</i>
15. Leader Funding	<p><i>To consider applying for leader funding to improve the tourism offer in Faringdon (attached).</i></p>

18th July 2017

Sally Thurston
Town Clerk