

# **FARINGDON TOWN COUNCIL**

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

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[www.faringdowntowncouncil.gov.uk](http://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 23<sup>rd</sup> October at 7.15pm in the Jubilee Room, the Pump House, Faringdon.**

**Press & Public are invited to attend.**

## **AGENDA**

<b>1.</b>	<b>Apologies for Absence</b>
<b>2.</b>	<b>Minutes of last meeting – 24<sup>th</sup> July 2017 (attached)</b>
<b>3.</b>	<b>To elect a Vice Chairman</b>
<b>4.</b>	<b>Declarations of Interest &amp; requests for dispensations</b> <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>
<b>5.</b>	<b>Public Speaking and Question Time</b> <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>
<b>6.</b>	<b>Items for Information Only</b>
<b>7.</b>	<b>Information Centre</b> <i>To receive a report from Information Centre Supervisor (to follow)</i>
<b>8.</b>	<b>Financial Reports (attached )</b> 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>
<b>9.</b>	<b>Capital Projects</b> <i>To consider capital projects for the 2018 / 2019 financial year for:</i> (i) <i>Office and Establishment</i> (ii) <i>Information centre</i> (iii) <i>Direct Council Expenditure</i>
<b>10.</b>	<b>Report from Grant Sub Committee</b> <i>To receive minutes of the Grant Sub-Committee Meeting, including decisions taken under delegated authority, held on Monday 9<sup>th</sup> October 2017 (attached).</i>

11.	<b>Audit and Internal Controls</b> <i>a) To receive external audit report 2016/17 (attached)</i> <i>b) To assess effectiveness of internal audit</i> <i>c) Consider internal auditor appointment for 2017/18</i>
12.	<b>Pyrotech Maintenance Contracts</b> <i>To receive and consider maintenance contracts for emergency lighting and fire safety (attached).</i>
13.	<b>Security Review</b> <i>To consider a recommendation from the Facilities Committee regarding unbudgeted costs involved in implementing measures recommended in a security review of the Pump House (attached).</i>
14.	<b>Christmas Hours</b> <i>To receive and consider proposed opening hours for the Town Council and Information Centre.</i>
15.	<b>Staffing</b> <i>a) To consider the recruitment of a Town Coordinator to fill a vacancy to March 2018, funded by VWHDC.</i> <i>b) To receive an update</i>

18<sup>th</sup> October 2017

*Sally Thurston*  
Town Clerk