

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 Wednesday 18th July 2018 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 18th April 2018 (attached)
3.	Elect a Vice Chair
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.	Items for Information Only
7.	Information Centre To receive a report from Information Centre Supervisor (to follow)
8.	Investments To receive and consider a presentation from Mark Davies, CCLA regarding options for investments.
9.	Financial Reports (to follow) <ul style="list-style-type: none">a) To receive the following reports:<ul style="list-style-type: none">(i) Office and Establishment(ii) Faringdon Tourist Information centre(iii) Direct Council Expenditureb) To receive summaries for the following committees:<ul style="list-style-type: none">(i) Facilities(ii) Community and Partnershipsc) To receive notification of balances
10.	Bank Accounts <ul style="list-style-type: none">a. To agree bank signatories for all Town Council bank accounts.<ul style="list-style-type: none">i. The Co-Operative Bankii. Nat West Bankiii. Lloyds Bankiv. Lloyds Bank current accountb. To receive and consider a request from Co-Op Bank for additional information for non-signatory members.c. To approve standing orders and direct debits

11. Internal Controls	<ul style="list-style-type: none"> a) To receive internal audit report 2017/18 (attached) b) To assign councillors to check reconciliations at the end of each quarter.
12. Terms of Reference	To receive and consider DRAFT Terms of Reference
13. Grants Sub – Committee	<ul style="list-style-type: none"> a) To nominate members of the Grant Sub-Committee b) To appoint a Chairman
14. Insurance	To receive insurance documents for 2018/19 (attached)
15. Tree Maintenance	To receive and consider a recommendation from the Town Clerk to allocate an emergency tree maintenance budget from reserves.
16. Museum Storage	To receive and consider a recommendation to allocate and prepare an available room storage of museum items.
17. Young Traders Market	To receive and consider costing for the facilitation of a proposed Young Traders Market to be held on 20 th October 2018.
Given the confidential nature of the following items it is likely they will be held in confidential session.	
18. Investments	To consider investment of Town Council reserves
19. Staff Matters	<ul style="list-style-type: none"> a) To consider awarding the NALC recommended pay increases for Town Council Staff (attached) b) To consider awarding a 1 SCP pay increase to the Deputy Town Clerk following the successful completion of CiLCA c) To consider awarding a 1 SCP pay increase to the Information Centre Supervisor following the successful completion of liLCA d) To discuss training budget

13th July 2018

Sally Thurston
Town Clerk