

FARINGDON TOWN COUNCIL

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

Telephone 01367 240281

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 24th October at 7.15pm in the Jubilee Room, the Pump House, Faringdon.

Press & Public are invited to attend.

AGENDA

1.	Apologies for Absence
2.	Minutes of last meeting – Tuesday 2nd October 2018 (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
6.	Financial Reports a) To receive the following reports: (i) Office and Establishment (ii) Direct Council Expenditure (iii) Information Centre b) To receive summaries for the following committees: (i) Facilities (ii) Community and Partnerships c) To receive overall summary and notification of balances
7.	Capital Projects To consider any ideas for capital projects for the 2019 / 2020 financial year for: (i) Office and Establishment (ii) Information centre (iii) Direct Council Expenditure
8.	Report from Grant Sub Committee To receive minutes of the Grant Sub-Committee Meeting, including decisions taken under delegated authority, held on Wednesday 17 th October.
9.	Information Centre a) To receive a report from Information Centre Supervisor b) To receive and consider a proposal to hold a Lego expo event in the Information Centre
10.	Faringdon Museum a) To receive a report on the success and visitor numbers of the WW1 Hospital Exhibition b) To receive a report of funding received for the museum and future exhibitions c) To consider making the museum a permanent feature in the Information Centre.
11.	Audit and Internal Controls a) To receive and consider external audit report 2017/18 b) To assess effectiveness of internal audit. c) Consider internal auditor appointment for 2018/19

12. Office Lights	To receive and consider quotations to improve office lighting in the Pump House
13. Beer Festival Grant	To receive a request from Mr. M. Blatch to receive direct payment of Town Council grant, in the absence of a specific account for the Beer Festival.
14. Christmas Hours	To receive and consider proposed opening hours for the Town Council and Information Centre. Close at 1pm Saturday 22 nd December 2018 and re open 9am Wednesday 2 nd January 2019
Due to the confidentiality of item 15. It is likely that it will be held in confidential session.	
15. Staffing	a) To receive and consider an update b) To receive and consider a report from Cllrs. Leniec and Marsden following the Town Clerk's appraisal.

18th October 2018

Sally Thurston
Town Clerk