

# **FARINGDON TOWN** **COUNCIL**

The Corn Exchange, FARINGDON, Oxfordshire, SN7 7JA  
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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 Finance and Audit Committee meeting to be held on Wednesday 23<sup>rd</sup> March 2016 at 7.15 pm in the Jubilee Room, the Pump House, Faringdon.**

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

## **AGENDA**

**1. Apologies for Absence**

**2. Declarations of Interest**

*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. Please refer to notes in your member's folder.*

**3. Minutes of Last Meeting: Wednesday 2<sup>nd</sup> March 2016**

**4. Items for Information Only**

**5. Public Speaking Time**

*This period is designated for public speaking accordance with Standing Order 1(d). Members of the public are welcome to speak on any business itemised on the agenda for up to 3 minutes.*

**6. Public Question Time**

*Questions will be limited to one per member of public, or a maximum of three per meeting. Written notice of questions must be received by the Clerk at least 3 working days prior to the meeting.*

**7. Applications for Financial Assistance**

*a. To review grant giving policy and procedures*

*b. To consider the following applications:*

Name of Organisation	Amount	Purpose of Grant
Faringdon Whist Drive	£150	Room Hire
Folly Fest	£5,000	To assist with general expenses
The Pump House Project	£2,000	Staff Costs
Faringdon Business Expo	£500	To assist with expenses including Room Hire
Enrych Oxfordshire	£1,000	To assist with running costs

- 8. Community and Tourist Information Centre**  
*To receive a report from C&TIC Supervisor.*
- 9. Financial Reports**
- a) *To receive the following reports:*
- (i) Office and Establishment*
  - (ii) Faringdon Tourist Information centre*
  - (iii) Direct Council Expenditure*
- b) *To receive a financial summary for the following committees:*
- (i) Venues*
  - (ii) Recreation and Open Spaces*
  - (iii) Planning and Highways*
  - (iv) Youth Services*
- c) *To receive Clerk's report detailing:*
- *Cash Flow analysis*
  - *Current financial position*
  - *Predicted end of year reserves*
- 10. Council Reserves**  
*To consider implementing a policy for the level of Town Council Reserves held.*
- 11. Internal Auditors Report**  
*To receive and consider Internal Auditors recommendations*
- 12. Leases**  
*To consider appointing a solicitor to draw up new leases for:*
- *The Pump House Project*
  - *Chamber Office*
  - *Old Town Council Office*
- 13. Health and Safety and HR Advice**  
*To receive and consider quotes*
- 14. Staff Matters**  
*It is likely that due to the confidential nature of items to be considered that this item will be held in confidential session.*
- (a) To receive an update*
- (b) To consider a recent raise in the National Living Wage to £8.25per hour*

*Sally Thurston*

**Dated: 15<sup>th</sup> March 2016**

**Sally Thurston, Town Clerk**