

# **FARINGDON TOWN COUNCIL**

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Clerk: Katherine Doughty



## **To: Members of the Finance and Audit Committee**

*Cllrs: Boulton, Castle, Famakin, Finn, Leniec, Morgan, Norris, Webb, Wild and Wise*

**You are summoned to attend a meeting of the Finance and Audit Committee on Monday 13<sup>th</sup> January 2025 at 7.00pm.**

**Press & Public are invited to attend in person or via this link: [Join the meeting now](#).**

**Questions can be submitted to: [office@faringdowntowncouncil.gov.uk](mailto:office@faringdowntowncouncil.gov.uk)**

## **AGENDA**

### **1. Apologies for absence**

To receive and note apologies for absence.

### **2. Minutes and notes of meetings**

To agree minutes of a meeting held on **Monday 21<sup>st</sup> October 2024**.

### **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.

**EXCLUSION OF THE PUBLIC AND PRESS:** At the conclusion of this part of the agenda, the Chairman will move that, considering the confidential nature of the business to be discussed, the public, press and broadcast media be excluded for agenda item 5 only, in accordance with the Public Bodies (Admission to Meetings) Act 1960.

### **5. Staffing**

- a) To receive a staffing update and consider recommendations.
- b) To consider draft job descriptions and commencement of appointments.
- c) To receive summary of staff appraisals.
- d) To consider staff increments linked to appraisal pay policy.
- e) To resolve changes to staff contracts for flexible working arrangements.

### **6. Items for information only to include:**

- a) Investment and Interest updates
- b) Action list
- c) Westmill Solar investment

### **7. Information Centre**

To receive and consider a report.

### **8. Facilities Committee**

- a) 5/4/24 Corn Exchange insurance  
Recommendation to approve a quote from Abbey Electrical for urgent fixed electrical installation repairs as part of Aviva's requirements.

- b) 6/4/24 Asbestos  
Recommendation to approve a quote from Amiantus (excluding the Old Town Hall as this has already been surveyed).
- c) Recommendation to approve a quote for 12 x fire extinguishers as per recent Pyrotec report (from meeting that preceded this meeting).

**9. Grants Sub-Committee**

- a) To receive minutes, reports and recommendations of the Grants Sub-committee including any decisions taken under delegated authority.
- b) To consider grant requests for the 2025.26 financial year from:-
  - (i) Faringdon Folly Fest.
  - (ii) Faringdon Community College.
  - (iii) Oxfordshire Play Association.
  - (iv) The Place.

**10. Finance Reports and Precept 2025.26**

- a) Office & Establishment
  - (i) To receive a financial report 2024.25
  - (ii) To consider draft revenue & grants budget 2025.26
  - (iii) To consider capital expenditure 2025.26
- b) Faringdon Information Centre
  - (i) To receive a financial report 2024.25
  - (ii) To consider draft revenue & grants budget 2025.26
  - (iii) To consider capital expenditure 2025.26
- c) Direct Council Expenditure
  - (i) To receive a financial report 2024.25
  - (ii) To consider draft revenue & grants budget 2025.26
  - (iii) To consider capital expenditure 2025.26
- d) Facilities Committee
  - (i) To receive a financial report 2024.25
  - (ii) To consider draft revenue & grants budget 2025.26
  - (iii) To consider capital expenditure 2025.26
- e) Community & Partnerships Committee
  - (i) To receive a financial report 2024.25
  - (ii) To consider draft revenue & grants budget 2025.26
  - (iii) To consider capital expenditure 2025.26

**11. Precept/Budget Request**

To consider precept/budget request for recommendation to Full Council.

**12. To receive full summary including notification of balances.**

**13. Faringdon Town Council Risk Assessment 2024.25**

To consider and approve a Risk Assessment covering internal controls and governance matters.

**14. Internal Interim Audit 2024.25**

To note the Interim Audit report and agree actions.

**15. Financial Regulations**

To consider and adopt updated Financial Regulations.

**16. Harassment and Bullying Policy**

To consider and adopt the risk assessment and policy.

**17. Agenda Items**

To consider agenda items for the next meeting

A handwritten signature in black ink that reads "K. Doughty". The signature is written in a cursive style with a large, looping 'y'.

**Town Clerk  
7<sup>th</sup> January 2025**