

# **FARINGDON TOWN COUNCIL**

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Clerk: Katherine Doughty



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

*Cllrs: Boulton, Castle, Farmer, Finn, Ford, Leniec, Morgan, Norris, Webb and Wild*

**You are summoned to attend a meeting of the Extra Finance and Audit Committee on Monday 10<sup>th</sup> March 2025 at 6.30pm.**

**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 10<sup>th</sup> February 2025**.

### **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. S106/CIL Update**

To receive an update on S106 and CIL monies available and agree actions.

### **6. Facilities Committee**

- a) Minute reference 10/1/25 Canada Lane telephone box – To receiving a supporting document and consider quotes to be paid from Reserves.
- b) Minute reference 4/2/25 The Place – To accept Centennial Safety Group's quote for fire doors assessment work of £120 to be paid from Reserves.
- c) Minute reference 8/2/25 Oakwood Park – To accept Sports and Play Consulting quote for the project management and refurbishment of the park to be funded from CIL monies.
- d) Minute reference 8/1/25 b) Corn Exchange – To accept the quote from Metrodeck for new staging of £4977.82 to be paid from Reserves/CIL.
- e) Minute reference 8/1/25 c) Corn Exchange – To accept the quote for a commercial dishwasher of £1500 from Buffalo using money from Reserves/CIL.

### **7. Petty Cash**

To consider closing the Petty Cash cashbook from 1 April 2025 and agree actions.

### **8. Bank authorisations**

To note that the Co-Operative is unable to provide Councillor dual signatories plus Officer authority.

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 the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**9. Staffing**

- a) To note successful completion of the Town Clerk's probation period and consider permanent employment.
- b) To consider and approve the appointment of Deputy Clerk.
- c) To consider and approve for a debit card to be provided to the Deputy Clerk.
- d) To consider and approve additional hours for the Cinema Supervisor to cover Information Centre staffing.



**Town Clerk  
4<sup>th</sup> March 2025**