

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON,
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Clerk: Katherine Doughty



To: Members of the Finance and Audit Committee

Cllrs: Leniec, Finn, Boulton, Castle, Famakin, Farmer, Ford, Morgan and Wise

You are summoned to attend a meeting of the Extra Finance and Audit Committee on Monday 30th March 2026 at 7.00pm.

Press & Public are invited to attend in person or via this link: [Click here to join the meeting](#)

Questions can be submitted to: office@faringdowntowncouncil.gov.uk

AGENDA

1. Apologies for absence

To receive and note apologise for absence.

2. Minutes and notes of meetings

To agree minutes of a meeting held on **Monday 12th January 2026.**

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 before the meeting.

5. Items for information only to include:

a) Action list.

6. To receive recommendations from the Staffing Sub-Committee meeting held on 30th March:-

- a) Staff handbook – New policies and amendments made by Peninsula HR.
- b) Community & Partnerships Officer role – Inclusion of Town Manager role and amended hours.

7. To consider and approve the Council Accommodation Working Party Terms of Reference.

8. To consider and approve an updated Asset Register and agree actions.

9. To consider and approve the bank reconciliations for cashbooks to date.

10. To review the current Earmarked Reserves and agree actions.

11. To receive full summary of balances.

12. To note potential election costs and agree actions.

13. To consider use of Reserves for the following committee expenditure:

Facilities Committee 16th March 2026 - Bus shelter - To approve a quote for repairs to the Coxwell Road bus shelter with recommendation for use of Reserves.

- 14. To consider use of S106 funds for the following committee expenditure:**
Facilities Committee 16th March 2026 - To receive and consider a design proposal for Town Park (art bench) and agree use of S106 funds (ref P16/V0775/O).
- 15. Information Centre**
a) To consider changing the agency commission rate.
b) To consider writing off old stock.
c) To resolve the location of agencies and agree actions.
- 16. Faringdon Town Council Risk Assessment 2025.26**
To consider and approve a Risk Assessment covering internal controls and governance matters.
- EXCLUSION OF THE PUBLIC AND PRESS: At the conclusion of this part of the agenda, the Chair 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.
- 17. Staffing**
To note the Clerk's confirmation of Community Governance Bachelor of Arts Degree qualification in February 2026 and associated pay increment.
- 18. The Corn Exchange**
To note delegated actions by the Clerk regarding tenure arrangements and agree actions.
- 19. The Old Theatre**
To consider sublease arrangements and agree actions.
- 20. Elms Tennis Court**
To consider lease arrangements and agree actions.



Town Clerk
24th March 2026