

Faringdon Town Council



Business Plan 2020

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SUMMARY

This document has been prepared in order to clearly set out the key priorities and objectives for the Town Council

Council Members

Cllr. Kiera Bentley Cllr.bentley@faringdowntowncouncil.gov.uk	Cllr. Steve Leniec cllr.leniec@faringdowntowncouncil.gov.uk
Cllr. Jane Boulton Cllr.boulton@faringdowntowncouncil.gov.uk	Cllr. Lucy Martin Cllr.martin@faringdowntowncouncil.gov.uk
Cllr. Rosalind Burns Cllr.burns@faringdowntowncouncil.gov.uk	Cllr. Kimberly Morgan Cllr.morgan@faringdowntowncouncil.gov.uk
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Cllr. James Famakin Cllr.famakin@faringdowntowncouncil.gov.uk	Cllr. Liz Swallow Cllr.swallow@faringdowntowncouncil.gov.uk
VACANCY	Cllr. Bethia Thomas Cllr.thomas@faringdowntowncouncil.gov.uk
Cllr. Angela Finn Cllr.finn@faringdowntowncouncil.gov.uk	Cllr. Dr. Mike Wise Cllr.wise@faringdowntowncouncil.gov.uk

Town Mayor	Cllr. Mike Wise
Deputy Town Mayor	Cllr. Kiera Bentley

Services and Facilities

Facilities Committee

The Corn Exchange
The Pump House (& Old Theatre)
Oakwood Park,
Tucker Park Play area,
Town Park,
Land adjacent to Willes Close.
All Saints' Churchyard
Highworth Road Layby
The Elms Tennis Court
Tidy Team
Portwell Pump
Bus Shelters
Salt Bins
Christmas Lights
Allotments

Planning & Highways Committee

Planning: Statutory Consultee on all planning issue
Neighbourhood Plan

Community and Partnerships Committee

Faringdon Regent Cinema
Community Events
Faringdon in Bloom
Community Engagement
Youth Grants
The Place Children's Centre

Finance & Audit Committee

Financial control and audit
Budgeting and Precept
Risk Assessment, Health & Safety
Faringdon Information Centre & Museum
Grants sub committee (Grants to Local Groups)
Staff Sub Committee

Sole trustee of Tuckers Recreation Ground

Sole trustee of Faringdon War Memorial/Old Town Hall

Faringdon Town Council Strategic Plan 2018 - 2022	
Vision	Our vision for Faringdon is of a sustainable town that meets the needs of its residents
Mission	Our aims are to provide a representative voice for the community and offer practical support to maintain the sustainable economic and social wellbeing of the town.
Strategic Objectives	
People	<ul style="list-style-type: none">• To promote a sense of community.• To consult and communicate widely and encourage greater public participation.• To provide services and facilities which reflect the identified needs of the community.
Space	<ul style="list-style-type: none">• To improve the appearance of Faringdon, whilst celebrating its heritage• To make the Town an attractive place in which to live and work• To work in partnership, with others, to facilitate sustainable tourism and economic development.
Money	<ul style="list-style-type: none">• To promote employment opportunities for local people.• To provide services which are efficient, effective and economic.• Ensure that council grants are used to the benefit of Faringdon residents.



Short Term Objectives (May 2019 to May 2021)

1. Hold regular town councillor surgeries
2. Support the Town Centre – set up a working party engage with the community – develop a strategy – consider street cleaning
3. Promote all town council good work and improve communication
4. Climate change – undertake an audit of the Town Council – set up a working party to address climate change
5. Parking – revisit the parking survey – set up a working party – lobby principal authority to bring in civil enforcement
6. Develop two new regular events
7. Aim to achieve the Gold Standard award for local councils
8. Convert offices for permanent home for the Place

Trusts

1. Install a multi use games area in Faringdon – preferred location Tuckers Park
2. Complete initial renovations on Old Town Hall
3. Seek funding to progress full renovation of Old Town Hall

3 year Revenue Budget forecasts

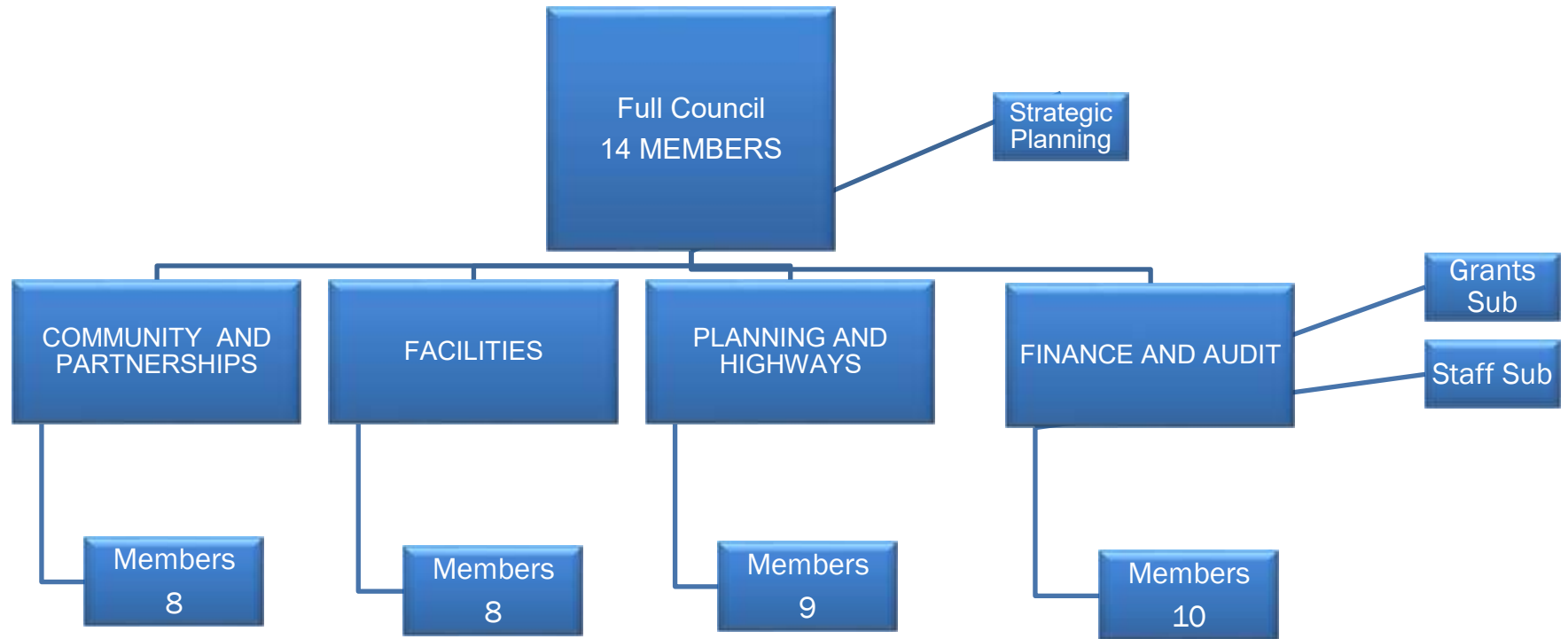
The following revenue budgets are forecast. Each figure is a guide and will be subject to scrutiny during the annual budget setting process. Capital expenditure is considered annual on the recommendation of committees.

Detailed working figures are available.

2021.22	2022.23	2023.24
£413,360	£438,379	£460,170



COMMITTEE STRUCTURE



COMMITTEE PRIORITIES

Facilities Committee

PRIORITIES

1. Set an annual budget for consideration by the Finance and Audit Committee and monitor its financial performance against the budget previously agreed by the Council.
2. Managing and maintaining the following venues
 - a. The Corn Exchange
 - b. The Pump House
3. Setting fees and charges to maximize income whilst maintaining the venues as community facilities.
4. Agreeing and reviewing terms and conditions of hire of the above venues.
5. Managing and maintaining the following public open spaces
 - a. Oakwood Park
 - b. Town Park
 - c. Tucker Park play area
 - d. Portwell Pump and Seat Area
 - e. Allotments for which the Council is directly responsible – including setting fees and charges
 - f. All Saints closed churchyard
 - g. The Elms Tennis Court
 - h. The land adjacent to Willes Close – The Wilderness



6. Ensure that the children's play equipment located in Oakwood and Tucker Parks is maintained to a safe standard.
7. Ensure that the tools, machinery and vehicles available for staff use are insured and properly maintained.
8. Ensure all health and safety requirements are met.
9. Consider all matters referred to it by the Council and, where appropriate, will recommend suitable courses of action on these.
10. Consider any future proposals for the acquisition or disposal of open spaces and Venues within the parish of Great Faringdon and make recommendations to Council.

Community and Partnerships Committee

Priorities

1. Coordinate and oversee community events and projects as directed by Council.
2. To develop and deliver an annual programme of events
3. Oversee the work and programme of the community cinema.
4. Develop and manage partnerships with the community and outside bodies to benefit residents of all age groups and backgrounds.
5. Monitor the Place against agreed objectives.
6. Develop and oversee community engagement.
7. To deliver youth grants programme



8. Actively encourage the economic development of the Town.
9. To reinstate the monthly Saturday Market
10. To set up Snow and footpath warden Scheme
11. Set a budget annually for consideration by the Finance and Audit Committee and monitor its financial performance against the annual budget previously agreed by the Council.
12. Consider all matters referred to it by the Council and, where appropriate, will recommend suitable courses of action on these.

Finance and Audit Committee

PRIORITIES

1. Management of the Council's finances and reserves.
2. Consideration of leases and contracts.
3. Set an annual budget and monitor financial performance against the budget previously agreed by the Council for:
 - a. Office and Establishment
 - b. Direct Council Expenditure
 - c. Information Centre
4. Consider recommendations from committees for their annual budgets to form part of the annual precept request.
5. Make a recommendation to Full Council for the annual precept request.
6. To set up a Sub – Committee for the approval of grant applications.



7. Setting and managing policy and procedures for:
 - a. Audit – both internal and external
 - b. Health and Safety
 - c. Risk Management
8. Management of the Information Centre.
9. The committee has overall responsibility for the management of Human Resources. This will be carried out via the Town Clerk and a Staff Sub Committee which will report to the Finance and Audit Committee.

Grants Sub Committee

PRIORITIES

1. To give careful consideration to the approval of grant applications.
2. Setting and managing policy and procedures for the awarding of grants
3. Monitor grants awarded against the annual budget set by the Finance and Audit Committee and approved by Full Council.
4. To report regularly to the Finance and Audit Committee



Staff sub Committee

PRIORITIES

1. Be responsible for the employment and welfare of all employees subject to Standing Order 19.
2. Review staffing structures and levels and make recommendations to the Council.
3. Agree and review annually contracts of employment, job descriptions, person specifications for staff
4. Review performance and annual appraisal of Town Clerk (carried out as per standing order 19c*)
5. Review staff salaries and terms of conditions and make recommendations to the Finance and Audit Committee.
6. To appoint, from its membership, a recruitment panel when necessary for the positions of Town Clerk and Deputy Town Clerk and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus an officer.
7. To appoint, from its membership, members to act as a disciplinary panel as set out in the staff handbook and as an appeals panel in the case of any appeal against disciplinary action.
8. To appoint members to hear any formal grievance.
9. Review health and safety at work for all Council employees.
10. Review all Council policies that relate to staff employment on an annual basis.
11. To ensure the Council complies with all legislative requirements relating to the employment of staff.



Planning and Highways Committee

PRIORITIES

1. Consider all planning applications in respect of properties and developments in Faringdon sent to it by the District Council or the County Council by:
 - a) studying relevant documents including plans, visiting sites if appropriate and considering comments from members of the public;
 - b) applying local and national planning criteria, including the policies set out in the Neighbourhood Plan, to decide whether to support or object to the application and
 - c) notifying its decision to support or object to the application, together with its appropriate comments, to the District Council or the County Council on the Town Council's behalf.
2. Consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the town which may have an impact on planning at local, regional or national level, and to respond on the Town Council's behalf as appropriate.
3. Liaise with the District and County Councils, and any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the town and environmental improvement schemes which might have an impact on planning.
4. Organise and participate in working parties to consider the future development of the town, in both the short term and long term, and to report on the findings.
5. Keep up top date on legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.



6. Set an annual budget for consideration by the Finance and Audit Committee and monitor its financial performance against the budget previously agreed by the Council.
7. Consider all matters referred to it by the Council and, where appropriate, will recommend suitable courses of action on these.



CONTACT US

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