

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL  
Telephone 01367 240281  
[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)  
Clerk: Sally Thurston



**To: Members of Faringdon Town Council**

**You are summoned to attend an Annual Town Council meeting to be held on Thursday 20<sup>th</sup> May 2019 at 7.15pm in the Corn Exchange, Faringdon**  
**Please adhere to social distancing at this meeting and wear a face mask whilst moving around.**

**Press & Public are invited to attend. Due to coronavirus restrictions and guidance numbers will be limited to a maximum capacity of 38.**

## **AGENDA**

- 1. Election of Town Mayor**
- 2. Declaration of acceptance of office of Town Mayor**
- 3. Election of Deputy Mayor**
- 4. Declaration of acceptance of office for all councillors**
- 5. Apologies for Absence**  
*To receive and approve*
- 6. Minutes of last meeting**  
*To agree and sign as a correct record of the meeting held on Wednesday 14<sup>th</sup> April 2021 (attached)*
- 7. 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.*
- 8. Public Speaking and Question 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.*
- 9. To appoint members to the following Town Council committees**
  - a) Planning & Highways
  - b) Facilities
  - c) Community and Partnerships
- 10. To appoint Chair of the following Town Council committees**
  - a) Planning & Highways
  - b) Facilities
  - c) Communities and Partnerships
- 11. To appoint members to Finance & Audit Committee**
- 12. To appoint Chair of Finance & Audit Committee**
- 13. To appoint members to advisory committees / working parties set up by Full Council including:**
  - a) Strategic Working Party
  - b) CIL Working Party
  - c) s106 Working Party
  - d) Town Centre Regeneration Working Party
  - e) CV-19 Recovery Working Party

- f) Parking Working Party TOR
- g) Climate Change Working Party

**14. To appoint Town Council representatives to outside organisations to include:**

- a) *Community Bus Executive Committee*
- b) *Faringdon Twinning Association*
- c) *Faringdon United Charities*
- d) *Neighbourhood Action Group*
- e) *Oxfordshire Association of Local Councils*
- f) *Parish Transport Representative*
- g) *Pump House Project*
- h) *Traffic Advisory Committee*
- i) *Public Access Defibrillator Committee*
- j) *The Place*
- k) *Vale Community Impact*

**15. Representation on External Bodies**

*To review representation on or work with the above external bodies and arrangements for reporting back (attached)*

**16. Delegation arrangements**

*Review of delegation arrangements to committees, sub-committees, staff and other local authorities (attached)*

**17. Terms of Reference (access via link)**

*Review Terms of Reference for Committees, sub committees and working parties (attached)*

- 1) Finance and Audit Committee
- 2) Planning and Highways Committee
- 3) Facilities Committee
- 4) Community and Partnerships Committee
- 5) Strategic Working Party
- 6) CIL Working Party
- 7) Town Centre Regeneration Working Party
- 8) CV-19 Recovery Working Party
- 9) Parking Working Party
- 10) Climate Change Working Party

**18. Subscriptions**

*To Review subscriptions to the following bodies:*

- a) *Oxfordshire Association of Local Councils (renewed April 2021)*
- b) *Society of Local Council Clerks (renewed January 2021)*

**19. Standing Orders and Financial Regulations**

*To review and adopt appropriate:*

- a) *Standing Orders (attached)*
- b) *Financial Regulations (attached)*

**20. Asset Register**

*To review inventory of land and assets (attached)*

**21. Insurance**

*Confirm arrangements for insurance cover is in place in respect of all insured risks (attached)*

**22. Complaints Procedure**

*Review of the council's complaints procedure (attached)*

**23. Freedom of Information**

*Review the council's procedure for handling request made under the Freedom of Information Act 2000 (attached)*

## **24. Employment Policies and Procedures**

*Review the Council's employment policies and procedures Including (access via link):*

- a) *Data protection policy – Staff*
- b) *Discretionary Policy*
- c) *Employee Handbook*
- d) *Lone Working Policy*
- e) *Recruitment Policy*
- f) *Social Media Policy*
- g) *Staff Code of Conduct*
- h) *Staff and Councillors Privacy Policy*
- i) *Stress Policy*
- j) *Training and Development Policy*

## **25. Corporate Policies**

*Review the Council's policies and procedures including (access via link):*

- 1) *Account Use Policy*
- 2) *Advertising Policy*
- 3) *Councillors Code of Conduct*
- 4) *Committee Chair Role Descriptor*
- 5) *Communication Plan*
- 6) *Credit Card Policy*
- 7) *Data breach response plan*
- 8) *Data Protection policy*
- 9) *Document Retention Policy*
- 10) *Dog Policy*
- 11) *General Privacy Notice*
- 12) *General Privacy Policy*
- 13) *Grant Policy*
- 14) *ICT Provision for Councillors*
- 15) *Mayor and Councillor Expenses Policy*
- 16) *Motion Under Notice form*
- 17) *Openness of Local Government Bodies Policy*
- 18) *Press and Media Policy*
- 19) *Projection Equipment Hire Policy*
- 20) *Protocol for marking the death of a senior figure*
- 21) *Publication Scheme*
- 22) *Reserve's Policy*
- 23) *Social Media Policy*
- 24) *Safeguarding Policy*
- 25) *Strategic Plan*
- 26) *Street naming policy*
- 27) *Subject access request policy*
- 28) *Town Mayor role descriptor*
- 29) *Treasury and Investment Policy*
- 30) *Tree Management Policy*
- 31) *Vexatious Complaints Policy*
- 32) *Volunteer Policy*
- 33) *Youth Service Funding Policy*

## **26. Meetings**

*Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of council.*

## **27. Reports from Outside Bodies**

*To receive reports*

## **28. County Councillor's Report**

*To receive the monthly and annual report from County Council (to follow)*

**29. District Councillors' Report**

*To receive a report from District Councillors Thomas and Grant (to follow)*

**30. Chair's Activity Report**

*To receive an activity report from Town Mayor, Cllr. Mike Wise (to follow)*

**31. Reports from Committees**

*To receive minutes and reports of the following committee meetings, including decisions taken under delegated authority:*

- a) Community and Partnerships: 31<sup>st</sup> March 2021*
- b) Finance and Audit: 21<sup>st</sup> April 2021*
- c) Planning & Highways: 28<sup>th</sup> April 2021*
- d) Town Meeting: 5<sup>th</sup> May 2021*

**32. Notification of a casual vacancy**

*To receive notification of a casual vacancy created by the resignation of Cllr. David Brown*

**33. Clerk's Report & Schedule of Payments**

*To receive and consider the schedule of payments up to and including May 20<sup>th</sup> 2021 (to follow)*

**34. Pump House Project Lease**

*To receive and consider (attached)*

**35. Rugby s106 application**

*To receive and consider (attached)*

**36. Grants** (access via link)

*To receive and consider recommendations from:*

- a) Grants sub-committee discussion panel.*
- b) Youth Grants Panel*

**37. Town Centre Bollards** (access via link)

*To receive and consider recommendations for a project to replace bollards in the town centre.*

**38. Eagles Park**

*To receive and consider proposed licence terms (attached)*

**39. Green Energy** (access via link)

*To receive and consider quotes for change of supplier to green provider.*

**40. Licence Application**

*To consider a response to an application from Gin To My Tonic to add OFF sales of alcohol to their premises licence. [Link to application here](#)*

**41. Items for Information Only** (to follow)

**42. Correspondence**

*To receive, for information only, correspondence up to and including 14<sup>th</sup> May 2021.*



**Town Clerk**  
**14<sup>th</sup> May 2021**