

FARINGDON TOWN COUNCIL

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



To: Members of Faringdon Town Council

Cllrs: *Boulton, Castle, Famakin, Farmer, Finn, Ford, Leniec, Lunn, Norris, Morgan, Palmer, Webb, Wild and Wise*

You are summoned to attend the Annual Town Council meeting to be held Wednesday 17th May at 7pm in the Jubilee Room, 5 Market Place, Faringdon, SN7 7HL

Press & Public are invited to attend in person or via this link:

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

The meeting will be preceded by an informal meet and greet at 6pm

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 Deputy Mayor**
- 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 Monday 3rd April 2023 (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 RESOLVE that the Mayor and Deputy Mayor are voting members on all committees and Working Parties**
- 10. To appoint members to the following Town Council committees**
 - a) Planning & Highways
 - b) Facilities
 - c) Community and Partnerships
- 11. To appoint Chair of the following Town Council committees**
 - a) Planning & Highways
 - b) Facilities
 - c) Communities and Partnerships
- 12. To appoint members to Finance & Audit Committee**
- 13. To appoint Chair of Finance & Audit Committee**
- 14. To appoint members to working parties set up by Full Council to include:**
 - a) Strategic Working Party

- b) CIL and s106 Working Party
- c) Town Centre Regeneration Working Party
- d) Climate Change Working Party

15. To appoint Town Council trustees to outside organisations to include:

- a) Faringdon Foodbank
- b) Faringdon United Charity x 2
- c) Vale Community Impact
- d) The Place
- e) The Folly Trust

16. To appoint Town Council representatives to outside organisations to include:

- a) The Place Steering Committee – 1 member
- b) Traffic Advisory Committee – 2 members
- c) Public Access Defibrillator Committee – 2 members
- d) Community Bus Executive Committee – representative
- e) Faringdon Twinning Association France - representative
- f) Neighbourhood Action Group - representative
- g) Oxfordshire Association of Local Councils - representative
- h) Parish Transport - representative
- i) Pump House Project – 2 representatives
- j) Faringdon Day Centre - representative

17. Representation on External Bodies

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

18. Delegation arrangements

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

19. Terms of Reference

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 and s106 Working Party
- 7) Town Centre Regeneration Working Party
- 8) Parking Working Party
- 9) Climate Change Working Party

20. Subscriptions

To Review subscriptions to the following bodies:

- a) Oxfordshire Association of Local Councils (renewed April 2023)
- b) Society of Local Council Clerks (renewed January 2023)
- c) Oxfordshire Neighbourhood Plan Ass.

21. Standing Orders and Financial Regulations

To review and adopt appropriate:

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

22. General Power of Competence

To adopt the Power of General Competence, confirming Faringdon are an eligible council with at least two thirds of its members being declared elected and the Clerk holds a suitable qualification.

23. Asset Register

To review inventory of land and assets (attached)

24. Insurance

- a) To consider Insurance quotations
- b) Confirm arrangements for insurance cover is in place in respect of all insured risks (attached)

25. Complaints Procedure

Review of the council's complaints procedure (attached)

26. Freedom of Information

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

27. Employment Policies and Procedures

To approve the Council's employment policies and procedures as recommended by the Finance and Audit Committee. Including:

- 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
- k) Training Costs Policy
- l) Pay Policy and Practice

28. 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) Reserves 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
- 34) Plastic Free Policy
- 35) Equality and Diversity Policy
- 36) Branding and Style Guide

29. Meetings

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

30. Items for Information Only and Action List

31. Correspondence

To receive, for information only, correspondence up to and including 17th May 2023.

32. Reports from Outside Bodies

To receive reports including:

- a) Thames Valley Police

33. County Councillor's Report

To receive a report from County Councillor Thomas (to follow)

34. District Councillors' Report

To receive a report from District Councillors (to follow)

35. Chair's Activity Report

To receive an activity report from Outgoing Mayor (to follow)

36. Reports from Committees

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

- a) Finance and Audit: 17th April 2023
- b) Planning & Highways: 24th April 2023

37. Clerk's Report & Schedule of Payments

- a) To receive and consider the schedule of payments up to and including May 17th 2023 (to follow)
- b) To note Clerk's external activities

38. German Twinning

- a) To consider formally agreeing to a twinning partnership
- b) To appoint a representative to the German Twinning Association

39. Allotments

To consider adoption of new allotments on the Oriel Estate, Faringdon (to follow)

40. Agenda Items for the next meeting

To suggest items for the agenda of the meeting to be held on 12th June 2023

Sally Thurston
Town Clerk
9th May 2023