

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 Monday 13th May 2024 at 7pm in the Jubilee Room, 5 Market Place, Faringdon, SN7 7HL

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

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 8th April 2024 (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 re-appoint Town Council trustees to outside organisations to include:

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

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 – 1 member
- e) Faringdon Twinning Association France - 1 member
- f) Faringdon Twinning Association Germany - 1 member
- g) Oxfordshire Association of Local Councils - 1 member
- h) Parish Transport - 1 member
- i) Pump House Project – 2 members
- j) Faringdon Day Centre - 1 member

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) Climate Change Working Party

20. Subscriptions

To review subscriptions to the following bodies:

- a) Oxfordshire Association of Local Councils (renewed April 2024)
- b) Society of Local Council Clerks (renewed January 2024)
- c) Oxfordshire Neighbourhood Plan Ass (renewed April 2024)

21. Standing Orders and Financial Regulations

To review and adopt appropriate:

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

22. Asset Register

To review inventory of land and assets (attached)

23. Financial Controls

- a) To consider the reappointment of Auditing Solutions to audit the 2023.24 accounts
- b) To receive and consider Financial Risk assessment for the 2024.25 financial year

24. Insurance

- a) To consider Insurance review

- 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:

- 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 to include:

- a) Action List
- b) Leisure Strategy response

31. Correspondence

To receive, for information only, correspondence up to and including 13th May 2024.

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) Planning & Highways: 22nd April 2024
- b) Finance and Audit: 29th April 2024
- c) Town Meeting: 1st May 2024

37. Portwell Renovation

To receive a recommendation from the Finance and Audit Committee to renovate the Portwell Pump using £13,666 of Community Infrastructure Levy.

38. Clerk's Report & Schedule of Payments

- a) To receive and consider the schedule of payments up to and including May 13th 2024 (to follow)
- b) To note Clerk's external activities

39. Agenda Items for the next meeting

To suggest items for the agenda of the meeting to be held on 10th June 2024

Due to the confidential nature of the following item it is likely it will be held in closed session.

40. Appointment of Town Clerk

To receive and consider a recommendation to appoint a Town Clerk from the recruitment panel.

41. Outgoing Town Clerk

To consider a recommendation

Sally Thurston
Town Clerk 7th May 2024