

FARINGDON TOWN COUNCIL

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



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 12th May 2025 at 7.00pm 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 note apologies for absence.
- 6. Minutes of last meeting**
To agree and sign as a correct record of the meeting held on Monday 7th April 2024.
- 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.
- 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.
 - d) Finance & Audit.
- 11. To appoint Chair of the following Town Council committees**
 - a) Planning & Highways.
 - b) Facilities.
 - c) Communities and Partnerships.
 - d) Finance & Audit.
- 12. 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.
 - e) Footpath/Cyclepath Connectivity Working Party (new).

13. Representation on External Bodies

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

a) To re-appoint Town Council Trustees to outside organisations to include:

- i. Faringdon Food Bank – 1 member.
- ii. The Place – 1 member.
- iii. The Folly Trust – 1 member.
- iv. Faringdon United Charity – 2 members.
- v. Vale Community Impact – 1 member.

b) To appoint Town Council representatives to outside organisations to include:

- i. Community Bus Executive Committee – 1 member.
- ii. Faringdon Twinning Association France – 1 member.
- iii. Faringdon Twinning Association Germany – 1 member.
- iv. The Place Stakeholders Committee – 1 member.
- v. Public Access Defibrillator Committee – 2 members.
- vi. Oxfordshire Association of Local Councils - 1 member.
- vii. Parish Transport – 1 member.
- viii. Pump House Project – 2 members.
- ix. Traffic Advisory Committee – 2 members.
- x. Faringdon Day Centre – 1 member.

14. Delegation arrangements

To review and adopt delegation arrangements to committees, sub-committees, staff and other local authorities (amended).

15. Terms of Reference

To review and adopt Terms of Reference for Committees, sub committees and working parties.

- a) Finance and Audit Committee (amended).
- b) Planning and Highways Committee.
- c) Facilities Committee.
- d) Community and Partnerships Committee (amended).
- e) Grants Sub Committee (new).
- f) Staffing Sub Committee (new).
- g) Strategic Working Party.
- h) CIL and s106 Working Party (amended).
- i) Town Centre Regeneration Working Party (amended).
- j) Climate Change Working Party.
- k) Footpath/Cyclepath Connectivity Working Party (new).

16. Subscriptions

To review subscriptions to the following bodies:

- a) Oxfordshire Association of Local Councils (renewed March 2025)
- b) Society of Local Council Clerks (renewed April 2025)
- c) Oxfordshire Neighbourhood Plan Association (for renewal May 2025)

17. Standing Orders and Financial Regulations

To review and adopt:

- a) Standing Orders (amended).
- b) Financial Regulations (recently amended).

18. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

19. Asset Register

To review inventory of land and assets.

20. Insurance

- a) To confirm arrangements for insurance cover is in place in respect of all insured risks.

- b) To receive quote(s) for insurance renewal.

21. Complaints Procedure

Review of the council's complaints procedure.

22. Freedom of Information

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

23. Employment Policies and Procedures

To consider and approve the Council's employment policies and procedures 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.
- m) Harassment and Bullying Policy and Risk Assessment.
- n) Staff Health & Safety Policy handbook.
- o) Staff health & Safety manual.

24. Corporate Policies

To consider and approve the Council's policies and procedures including:

- a) Account Use Policy.
- b) Advertising Policy.
- c) Councillors Code of Conduct.
- d) Committee Chair Role Descriptor.
- e) Communication Plan.
- f) Credit Card Policy (amended).
- g) Data breach response plan.
- h) Data Protection policy.
- i) Document Retention Policy.
- j) Dog Policy.
- k) General Privacy Notice.
- l) General Privacy Policy.
- m) Grant Policy.
- n) ICT Provision for Councillors.
- o) Mayor and Councillor Expenses Policy.
- p) Motion Under Notice form.
- q) Openness of Local Government Bodies Policy.
- r) Press and Media Policy.
- s) Projection Equipment Hire Policy.
- t) Protocol for marking the death of a senior figure.
- u) Publication Scheme.
- v) Reserves Policy.
- w) Social Media Policy.
- x) Safeguarding Policy.
- y) Strategic Plan.
- z) Street naming policy.
- aa) Subject access request policy.
- bb) Town Mayor role descriptor.
- cc) Treasury and Investment Policy.
- dd) Tree Management Policy.
- ee) Vexatious Complaints Policy.

- ff) Volunteer Policy.
- gg) Youth Service Funding Policy.
- hh) Plastic Free Policy.
- ii) Equality and Diversity Policy.
- jj) Branding and Style Guide.
- kk) Climate Action Policy (new).
- ll) Gifts & Hospitality Policy.
- mm) Risk Management Policy & Strategy.

25. Meetings

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

26. Items for Information Only to include:

- a) Action List

27. Correspondence

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

28. Reports from Outside Bodies

To receive reports.

29. County Councillor and District Councillor's Reports

To receive a report from County Councillor Thomas and Vale of White Horse District Council (VoWHDC) Councillors Thomas and Edwards (to follow).

30. Chair's Activity Report

To receive an activity report from outgoing Mayor.

31. Reports from Committees

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

- a) Planning & Highways Committee 14th April 2025.
- b) Finance & Audit Committee 28th April 2025.
- c) Grants Sub-Committee 28th April 2025.

32. Town Park

To resolve to apply for S106 biodiversity funding from P16/V0775/O for £27,484 for the Town Park project.

33. Corn Exchange

- a) To resolve to accept ADI Doors quote for automation of the new doors and consider funding from reserves.
- b) To resolve to part-exchange the old stage with the chosen supplier in exchange for a further three storage trollies for under the stage.

34. The Pump House

To resolve changes to the original S106 solar project as recommended by the surveyors.

35. Clerk's Report & Schedule of Payments

- a) To receive and consider the schedule of payments up to and including 12th May 2025.
- b) To note Clerk's external activities

36. Agenda Items for the next meeting

To suggest items for the agenda of the meeting to be held on 10th June 2025.

EXCLUSION OF THE PUBLIC AND PRESS: At the conclusion of this part of the agenda, the Chairman 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.

37. To consider Architect/Planning Consultant quotes and agree actions.
38. To consider a contract with Peninsula for Human Resources and Health & Safety services and agree actions.

A handwritten signature in black ink, appearing to read 'K. Doughty'. The signature is fluid and cursive, with the first name 'K.' and the last name 'Doughty' clearly distinguishable.

Town Clerk
6th May 2025