

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL  
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Clerk: Katherine Dougherty



## **Strategic Working Party (SWP) Terms of Reference**

**Membership:** Members will be resolved at each Annual Town Council Meeting and will include the Town Clerk.

**Meeting frequency:** At least twice a year.

**Quorum:** One third of membership.

**Authority:** The committee has **advisory authority** only as follows:-

### **1. Constitution**

- a) The Chair will be elected annually by the SWP before proceeding to any other business at the first meeting.
- b) The Chair shall have a second or casting vote in the case of an equality of votes.
- c) The Town Clerk, or other officer appointed by the Town Clerk, shall be responsible for the day-to-day SWP matters.
- d) Members of the public are not permitted to join this working group.
- e) The SWP is advisory and cannot make decisions on behalf of the council.
- f) Recommendations must be made to Full Council for approval.
- g) Meetings of the SWP are not held in public.

### **2. Terms of Reference**

- a) To recommend the strategic direction of council.
- b) To consider and recommend solutions to any strategic issues FTC may face as directed by Full Council.
- c) To recommend annual and long-term goals.
- d) To draft a mission statement and review annually.
- e) To draft a strategic and business plan at least every four years.
- f) To review the strategic and business plan annually.
- g) Review its terms of reference at least every four years and make recommendations to full council as it deems appropriate.
- h) The working party has a duty to consider the long-term environmental impacts of its decisions and take steps to reduce FTC's carbon footprint and promote sustainability.