

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL  
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[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 Wednesday 10<sup>th</sup> May 2017 at 7.15pm in the Jubilee Room, the Pump House, Faringdon**  
**Press & Public are invited to attend.**

## **AGENDA**

<b>1.</b>	<b>Election of Town Mayor</b>
<b>2.</b>	<b>Declaration of acceptance of office of Town Mayor</b>
<b>3.</b>	<b>Election of Deputy Mayor</b>
<b>4.</b>	<b>Apologies for Absence</b> <i>To receive and approve</i>
<b>5.</b>	<b>Minutes of last meeting</b> <i>To agree and sign as a correct record of the meeting held on Wednesday 12<sup>th</sup> April 2017(attached)</i>
<b>6.</b>	<b>Co-option of a Councillor</b> <i>To elect a councillor to fill the vacancy that has arisen following the resignation of Cllr. Patrick Middleton.</i>
<b>7.</b>	<b>Declarations of Interest &amp; requests for dispensations</b> <i>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.</i>
<b>8.</b>	<b>Public Speaking and Question Time</b> <i>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.</i>
<b>9.</b>	<b>Folly Fest Grant Application</b> <i>To receive a presentation and consider a grant application for £5,000 plus room hire for the 2017 Folly Fest.</i>
<b>10.</b>	<b>To appoint Town Council representatives to the following organisations:</b> a) <i>Community Bus Executive Committee</i> b) <i>Faringdon &amp; Dist Chamber of Commerce</i> c) <i>Faringdon Town Team</i> d) <i>Faringdon Twinning Association</i> e) <i>Faringdon United Charities</i> f) <i>Neighbourhood Action Group</i> g) <i>Oxfordshire Association of Local Councils</i> h) <i>Parish Transport Representative</i> i) <i>Pink Pigeons Trust</i> j) <i>Pump House Project</i> k) <i>Traffic Advisory Committee</i> l) <i>Public Access Defibrillator Committee</i> m) <i>The Place</i>
<b>11.</b>	<b>Representation on External Bodies</b> <i>To review representation on or work with the above external bodies and arrangements for reporting back</i>
<b>12.</b>	<b>To appoint members to the following Town Council committees</b> a) <i>Planning &amp; Highways</i> b) <i>Facilities</i> c) <i>Community and Partnerships</i>
<b>13.</b>	<b>To appoint Chairmen of the above Town Council committees</b> a) <i>Planning &amp; Highways</i> b) <i>Facilities</i> c) <i>Communities and Partnerships</i>

<b>14.</b>	<b>To appoint members to Finance &amp; Audit Committee</b>
<b>15.</b>	<b>To appoint Chairman of Finance &amp; Audit Committee</b>
<b>16.</b>	<b>To appoint members to advisory committees / working parties set up by Full Council:</b> <i>a) Strategic Working Party</i>
<b>17.</b>	<b>Delegation arrangements</b> <i>Review of delegation arrangements to committees, sub-committees, staff and other local authorities (to follow).</i>
<b>18.</b>	<b>Terms of Reference</b> <i>Review Terms of Reference for Committees (attached)</i>
<b>19.</b>	<b>Subscriptions</b> <i>To Review subscriptions to the following bodies:</i> <i>a) Oxfordshire Association of Local Councils (renewed April 2017)</i> <i>b) Society of Local Council Clerks (renewed January 2017)</i>
<b>20.</b>	<b>Standing Orders and Financial Regulations</b> <i>To review and adopt appropriate standing orders and financial regulations (to follow)</i>
<b>21.</b>	<b>Asset Register</b> <i>To review inventory of land and assets (attached)</i>
<b>22.</b>	<b>Insurance</b> <i>Confirm arrangements for insurance cover in respect of all insured risks (to follow)</i>
<b>23.</b>	<b>Complaints Procedure</b> <i>Review of the council's complaints procedure (attached)</i>
<b>24.</b>	<b>Freedom of Information</b> <i>Review the council's procedure for handling request made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (attached)</i>
<b>25.</b>	<b>Press and Media Policy</b> <i>Review the council's policy for dealing with the press/media (to follow)</i>
<b>26.</b>	<b>Meetings</b> <i>Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of council.</i>
<b>27.</b>	<b>Reports from Outside Bodies</b> <i>To receive reports</i>
<b>28.</b>	<b>County Councillor's Report</b> <i>To receive the monthly and annual report from County Cllr. Judith Heathcoat (to follow)</i>
<b>29.</b>	<b>District Councillors' Report</b> <i>To receive a report from District Cllrs. Roger Cox and Mohinda Kainth (to follow)</i>
<b>30.</b>	<b>Chairman's Activity Report</b> <i>To receive an activity report from Town Mayor, Cllr. Mike Wise (to follow)</i>
<b>31.</b>	<b>Reports from Committees</b> <i>To receive minutes and reports of the following committee meetings, including decisions taken under delegated authority:</i> <i>a) Venues: 19<sup>th</sup> April 2017(attached)</i> <i>b) Recreation and Open Spaces: 19<sup>th</sup> April 2017(attached)</i> <i>c) Finance and Audit: 24<sup>th</sup> April 2017(attached)</i> <i>d) Planning &amp; Highways: 26<sup>th</sup> April 2017 (attached)</i>
<b>32.</b>	<b>Clerk's Report &amp; Schedule of Payments</b> <i>To receive and consider the schedule of payments up to and including May 10<sup>th</sup> 2017(to follow)</i>
<b>33.</b>	<b>Mayor's Parlour lease</b> <i>To receive and consider a draft lease (to follow)</i>
<b>34.</b>	<b>Funding Agreement</b> <i>To receive and consider a funding agreement for transitional funding from OCC following amendments requested by the Finance and Audit Committee (to follow)</i>
<b>35.</b>	<b>Items for Information Only (to follow)</b>
<b>36.</b>	<b>Correspondence</b> <i>To receive, for information only, correspondence from 12<sup>th</sup> April up to and including 10<sup>th</sup> May 2017.</i>