

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

You are summoned to attend an Annual Town Council meeting to be held on Wednesday 9th May 2017 at 7.15pm in the Jubilee Room, the Pump House, Faringdon

Press & Public are invited to attend.

AGENDA

1.	Election of Town Mayor
2.	Declaration of acceptance of office of Town Mayor
3.	Election of Deputy Mayor
4.	Apologies for Absence <i>To receive and approve</i>
5.	Minutes of last meeting <i>To agree and sign as a correct record of the meeting held on Wednesday 25th April 2018 (attached)</i>
6.	Declarations of Interest & requests for dispensations <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>
7.	Public Speaking and Question Time <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>
8.	To appoint Town Council representatives to the following organisations: a) <i>Community Bus Executive Committee</i> b) <i>Faringdon & 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>
9.	Representation on External Bodies <i>To review representation on or work with the above external bodies and arrangements for reporting back</i>
10.	To appoint members to the following Town Council committees a) <i>Planning & Highways</i> b) <i>Facilities</i> c) <i>Community and Partnerships</i>
11.	To appoint Chairmen of the above Town Council committees a) <i>Planning & Highways</i> b) <i>Facilities</i> c) <i>Communities and Partnerships</i>
12.	To appoint members to Finance & Audit Committee
13.	To appoint Chairman of Finance & Audit Committee
14.	To appoint members to advisory committees / working parties set up by Full Council including: a) <i>Strategic Working Party</i> b) <i>S106 Working Party</i>

15.	Delegation arrangements <i>Review of delegation arrangements to committees, sub-committees, staff and other local authorities (attached).</i>
16.	Terms of Reference <i>Review Terms of Reference for Committees (attached)</i>
17.	Subscriptions <i>To Review subscriptions to the following bodies:</i> a) <i>Oxfordshire Association of Local Councils (renewed April 2018)</i> b) <i>Society of Local Council Clerks (renewed January 2018)</i>
18.	Standing Orders and Financial Regulations <i>To review and adopt appropriate standing orders and financial regulations (attached)</i>
19.	Asset Register <i>To review inventory of land and assets (attached)</i>
20.	Insurance <i>Confirm arrangements for insurance cover is in place in respect of all insured risks (attached)</i>
21.	Complaints Procedure <i>Review of the council's complaints procedure (attached)</i>
22.	Freedom of Information <i>Review the council's procedure for handling request made under the Freedom of Information Act 2000 (attached)</i>
23.	Employment Policies and Procedures <i>Review the Council's employment policies and procedures Including (attached):</i> a) <i>Employee Handbook</i> b) <i>Lone Working Policy</i> c) <i>Staff Code of Conduct</i> d) <i>Training and Development Policy</i> e) <i>Stress Policy</i> f) <i>Discretionary Policy</i>
24.	Corporate Policies <i>Review the Council's policies and procedures including (attached):</i> a) <i>Account Use Policy</i> b) <i>Advertising Policy</i> c) <i>Allotment Terms and Conditions</i> d) <i>Allotment Additional Buildings Policy</i> e) <i>Councillors Code of Conduct</i> f) <i>Credit Card Policy</i> g) <i>Document Retention Policy</i> h) <i>Grant Policy</i> i) <i>Mayor and Councillor Expenses Policy</i> j) <i>Openness of Local Government Bodies Policy</i> k) <i>Press and Media Policy</i> l) <i>Projection Equipment Hire Policy</i> m) <i>Protocol for marking the death of a senior figure</i> n) <i>Social Media Policy</i> o) <i>Safeguarded Policy</i> p) <i>Treasury and Investment Policy</i> q) <i>Youth Service Funding Policy</i> r) <i>Reserves policy</i> s) <i>General Privacy Notice</i> t) <i>Volunteer Policy</i>
25.	Meetings <i>Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of council.</i>
26.	Reports from Outside Bodies <i>To receive reports</i>
27.	County Councillor's Report <i>To receive the monthly and annual report from County Cllr. Judith Heathcoat (to follow)</i>
28.	District Councillors' Report <i>To receive a report from District Cllrs. Roger Cox (attached)</i>
29.	Chairman's Activity Report

	<i>To receive an activity report from Town Mayor, Cllr. Mike Wise (to follow)</i>
30. Reports from Committees	<i>To receive minutes and reports of the following committee meetings, including decisions taken under delegated authority:</i> a) <i>Finance and Audit: 18th April 2018(attached)</i> b) <i>Planning & Highways: 25th April 2018 (to follow)</i>
31. Clerk's Report & Schedule of Payments	<i>To receive and consider the schedule of payments up to and including May 11th 2018 (to follow)</i>
32. General Data Protection Regulations	<i>To receive and consider an update on progress (to follow)</i>
33. Funding Variation Agreement	<i>To receive and consider a funding variation agreement to allow funding for the Place Family and Children's project to be extended to four years (attached).</i>
34. Items for Information Only	<i>(to follow)</i>
35. Correspondence	<i>To receive, for information only, correspondence from 11th April up to and including 11th May 2018.</i>

2nd May 2018

Sally Thurston
Town Clerk