

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 8th May 2019 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.	Declaration of acceptance of office for all councillors
5.	Apologies for Absence <i>To receive and approve</i>
6.	Minutes of last meeting <i>To agree and sign as a correct record of the meeting held on Wednesday 1st May (attached)</i>
7.	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>
8.	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>
9.	To appoint members to the following Town Council committees a) <i>Planning & Highways</i> b) <i>Facilities</i> c) <i>Community and Partnerships</i>
10.	To appoint Chairmen of the above Town Council committees a) <i>Planning & Highways</i> b) <i>Facilities</i> c) <i>Communities and Partnerships</i>
11.	To appoint members to Finance & Audit Committee
12.	To appoint Chairman of Finance & Audit Committee
13.	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>
14.	To appoint Town Council representatives to the following organisations: a) <i>Community Bus Executive Committee</i> b) <i>Faringdon Twinning Association</i> c) <i>Faringdon United Charities</i> d) <i>Neighbourhood Action Group</i> e) <i>Oxfordshire Association of Local Councils</i> f) <i>Parish Transport Representative</i> g) <i>Pink Pigeons Trust</i> h) <i>Pump House Project</i> i) <i>Traffic Advisory Committee</i> j) <i>Public Access Defibrillator Committee</i> k) <i>The Place</i>
15.	Representation on External Bodies <i>To review representation on or work with the above external bodies and arrangements for reporting back (to follow)</i>
16.	Delegation arrangements <i>Review of delegation arrangements to committees, sub-committees, staff and other local</i>

	<i>authorities (to follow)</i>
17. Terms of Reference	<i>Review Terms of Reference for Committees (to follow)</i>
18. Subscriptions	<i>To Review subscriptions to the following bodies: a) Oxfordshire Association of Local Councils (renewed April 2018) b) Society of Local Council Clerks (renewed January 2018)</i>
19. Standing Orders and Financial Regulations	<i>To review and adopt appropriate standing orders and financial regulations (to follow)</i>
20. Asset Register	<i>To review inventory of land and assets (to follow)</i>
21. Insurance	<i>Confirm arrangements for insurance cover is in place in respect of all insured risks (to follow)</i>
22. Complaints Procedure	<i>Review of the council's complaints procedure (to follow)</i>
23. Freedom of Information	<i>Review the council's procedure for handling request made under the Freedom of Information Act 2000 (to follow)</i>
24. General Power of Competence	<i>To adopt the Power of general competence, confirming Faringdon are an eligible council with at least two thirds of its members being declared elected and the Clerk holds the CiLCA qualification.</i>
25. Employment Policies and Procedures (to follow)	<i>Review the Council's employment policies and procedures Including (attached): 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) Stress Policy i) Training and Development Policy</i>
26. Corporate Policies (to follow)	<i>Review the Council's policies and procedures including (attached): 1) Account Use Policy 2) Advertising Policy 3) Allotment Terms and Conditions 4) Allotment Additional Buildings Policy 5) Councillors Code of Conduct 6) Committee Chairman Role Descriptor 7) Credit Card Policy 8) Data breach response plan 9) Data Protection policy 10) Document Retention Policy 11) Dog Policy 12) General Privacy Notice 13) Grant Policy 14) Mayor and Councillor Expenses Policy 15) Motion Under Notice form 16) Openness of Local Government Bodies Policy 17) Press and Media Policy 18) Projection Equipment Hire Policy 19) Protocol for marking the death of a senior figure 20) Publication Scheme 21) Reserves policy 22) Social Media Policy 23) Safeguarding Policy 24) Staff and Councillors Privacy Notice</i>

	<p>25) Strategic Plan 26) Subject access request policy 27) Town Mayor role descriptor 28) Treasury and Investment Policy 29) Volunteer Policy 30) Youth Service Funding Policy</p>
27. 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>
28. Reports from Outside Bodies	<i>To receive reports</i>
29. County Councillor's Report	<i>To receive the monthly and annual report from County Cllr. Judith Heathcoat (to follow)</i>
30. District Councillors' Report	<i>To receive a report from District Council</i>
31. Chairman's Activity Report	<i>To receive an activity report from Town Mayor, Cllr. David Barron (to follow)</i>
32. Reports from Committees	<p><i>To receive minutes and reports of the following committee meetings, including decisions taken under delegated authority:</i></p> <p>a) <i>Finance and Audit: 1st May (to follow)</i> b) <i>Planning & Highways: 24th April 2019 (to follow)</i> c) <i>Facilities Committee: 17th April 2019 (to follow)</i></p>
33. Clerk's Report & Schedule of Payments	<i>To receive and consider the schedule of payments up to and including May 8th 2019 (to follow)</i>
34. OALC Nominations	<i>To consider nominations to sit on the OALC Executive Committee for the period to 2023.</i>
35. Items for Information Only	<i>(to follow)</i>
36. Correspondence	<i>To receive, for information only, correspondence from 10th April up to and including 8th May 2019.</i>

2nd May 2019



Town Clerk