

# **Faringdon Town Council**



**Business Plan 2023 - 26**

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## Summary

This document has been prepared in order to clearly set out the key priorities and objectives for the Town Council

## Council Members

Cllr. Jane Boulton <a href="mailto:Cllr.boulton@faringdowntowncouncil.gov.uk">Cllr.boulton@faringdowntowncouncil.gov.uk</a>	Cllr. Rufus Lunn <a href="mailto:Cllr.lunn@faringdowntowncouncil.gov.uk">Cllr.lunn@faringdowntowncouncil.gov.uk</a>
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<b>Town Mayor</b>	Cllr. Peter Castle
<b>Deputy Town Mayor</b>	Cllr. Jane Boulton

## Services and Facilities

### **Facilities Committee**

The Corn Exchange  
The Pump House (& Old Theatre)  
Oakwood Park,  
Tucker Park Play area,  
Town Park,  
Land adjacent to Willes Close.  
All Saints' Churchyard  
Highworth Road Layby  
The Elms Tennis Court  
Tidy Team  
Portwell Pump  
Bus Shelters  
Salt Bins  
Christmas Lights  
Allotments

### **Planning & Highways Committee**

Planning: Statutory Consultee on all planning issue  
Neighbourhood Plan

### **Community and Partnerships Committee**

Faringdon Regent Cinema  
Community Events  
Faringdon in Bloom  
Community Engagement  
Youth Grants  
The Place Children's Centre

### **Finance & Audit Committee**

Financial control and audit  
Budgeting and Precept  
Risk Assessment, Health & Safety  
Faringdon Information Centre & Museum  
Grants sub committee (Grants to Local Groups)  
Staff Sub Committee

### **Sole trustee of Tuckers Recreation Ground**

### **Sole trustee of Faringdon War Memorial/Old Town Hall**

## Faringdon Town Council Strategic Plan 2023 – 2027

### Vision

Our vision for Faringdon is of a sustainable town that meets the needs of its residents.

### Mission

Our mission is to provide a representative voice for the community and offer practical support to maintain the sustainable economic and social wellbeing of the town.

### Strategic Objectives

#### Engagement

- To consult and communicate widely to engage residents of all ages.
- To promote and encourage public participation
- Improve engagement with local businesses
- To work in partnership with key stakeholders

#### Environment

- Improve the appearance of Faringdon, whilst celebrating its heritage and uniqueness.
- Connect and integrate the town by advocating safer cycling and walking routes
- Support the economic development of the Town Centre.
- Promote and support the FTC climate change agenda.
- Work to ensure the shortage of leisure space is addressed

#### Economics

- Manage our finances transparently and adhere to legislation and policy
- Ensure adequate funding is allocated to maintain and improve our buildings and services
- Expend CIL funding to mitigate the impact of an increasing population
- Ensure that objectives set are deliverable with adequate resources allocated
- Seek grant funding to deliver objectives where possible
- Make FTC grants available to assist and benefit Faringdon residents
- To deliver services that are economic and efficient



## Short Term Objectives (Jan 2024 – May 2025)

1. Support the Town Centre
2. Promote all town council good work and improve communication.
3. Climate change – continue to tackle with active working party.
4. To compile list for CIL spending to take to consultation with residents.
5. Consider ways to address lack of amenity space
6. Install a multi-use games area in Faringdon.
7. Support the production of a Local Cycling and Walking Infrastructure Plan (LCWIP)



## Current Project List

Project / Service	Comm Budget
Transport exhibition	F&A
Information Centre	F&A
Community Larder	CPC
Heritage Day	F&A
Play Day	CPC
Community Awards	CPC
Facebook Info centre, larder, foodbank	CPC
Remembrance exhibition	FWMT
Junior Youth Club	CPC
OTH Flowers	CPC
Foodbank partnership work	CPC
Telephone boxes	Facilities
Cinema	COC
Outdoor Cinema	CPC
Super user	PLANNING
Remembrance Day	CPC
Civic Service	CPC
Venue Accessibility (audit)	Facilities
Facebook council	CPC
Twitter	CPC
Instagram	CPC
Bench project	FC / s106 CIL
Website	FC
Litter Picks	CPC
Lights switch on	CPC
Community Engagement	CPC / FC
Councillor surgeries	CPC / FC

Energy Review	Facilities
Building maintenance	Facilities
Parks	Facilities
The Wilderness	Facilities
Footpath wardens	Facilities
Snow wardens	Facilities
Emergency plan	Facilities
Christmas lights	Facilities
Benches (in situ)	Facilities
Planters	Facilities
Climate Change WP	Facilities
Town Park	Facilities
Health and safety	Facilities
Mapping Assets	Facilities
Tidy team / clean streets	Facilities
Planting and painting bursary	Facilities
Booking system	Facilities
Venue marketing	Facilities
Venues for hire	Facilities
The Place	F&A
Town Centre regeneration	FC
Muga	Planning
CIL	FC
S106	FC
Cyber Essentials	FC
Grants	F&A
Youth Grants	CPC
Youth Council	FC



### 3 Year Revenue Budget forecasts

The following revenue budgets are forecast. Each figure is a guide and will be subject to scrutiny during the annual budget setting process. Capital expenditure is considered annual on the recommendation of committees.

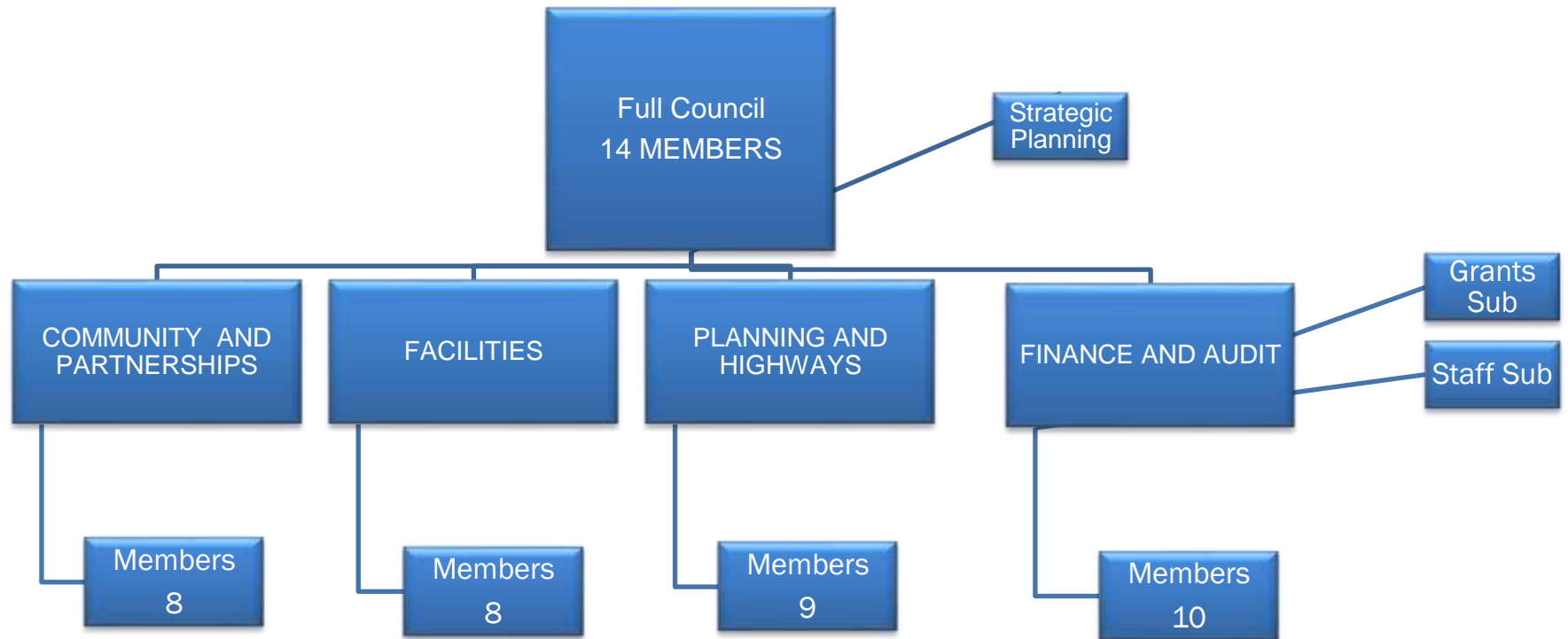
Detailed working figures are available.

<b>2024.25</b>	<b>2025.26</b>	<b>2026.27</b>
£530,966	£557,514	£585,390





### Committee Structure



## Committee Priorities

### Facilities Committee

PRIORITIES
1. Set an annual budget for consideration by the Finance and Audit Committee and monitor its financial performance against the budget previously agreed by the Council.
2. Managing and maintaining the following venues <ol style="list-style-type: none"><li>The Corn Exchange</li><li>The Pump House</li></ol>
3. Setting fees and charges to maximize income whilst maintaining the venues as community facilities.
4. Agreeing and reviewing terms and conditions of hire of the above venues.
5. Managing and maintaining the following public open spaces <ol style="list-style-type: none"><li>Oakwood Park</li><li>Town Park</li><li>Tucker Park play area</li><li>Portwell Pump and Seat Area</li><li>Allotments for which the Council is directly responsible – including setting fees and charges</li><li>All Saints closed churchyard</li><li>The Elms Tennis Court</li><li>The land adjacent to Willes Close – The Wilderness</li></ol>
6. Ensure that the children’s play equipment located in Oakwood and Tucker Parks is maintained to a safe standard.
7. Ensure that the tools, machinery and vehicles available for staff use are insured and properly maintained.
8. Ensure all health and safety requirements are met.
9. Consider all matters referred to it by the Council and, where appropriate, will recommend suitable courses of action on these.
10. Consider any future proposals for the acquisition or disposal of open spaces and Venues within the parish of Great Faringdon and make recommendations to Council.



## Community and Partnerships Committee

### Priorities

1. Coordinate and oversee community events and projects as directed by Council.
2. To develop and deliver an annual programme of events
3. Oversee the work and programme of the community cinema.
4. Develop and manage partnerships with the community and outside bodies to benefit residents of all age groups and backgrounds.
5. Monitor the Place against agreed objectives.
6. Develop and oversee community engagement.
7. To deliver youth grants programme
8. Actively encourage the economic development of the Town.
9. To reinstate the monthly Saturday Market
10. To set up Snow and footpath warden Scheme
11. Set a budget annually for consideration by the Finance and Audit Committee and monitor its financial performance against the annual budget previously agreed by the Council.
12. Consider all matters referred to it by the Council and, where appropriate, will recommend suitable courses of action on these.



## Finance and Audit Committee

### PRIORITIES

1. Management of the Council's finances and reserves.
2. Consideration of leases and contracts.
3. Set an annual budget and monitor financial performance against the budget previously agreed by the Council for:
  - a. Office and Establishment
  - b. Direct Council Expenditure
  - c. Information Centre
4. Consider recommendations from committees for their annual budgets to form part of the annual precept request.
5. Make a recommendation to Full Council for the annual precept request.
6. To set up a Sub – Committee for the approval of grant applications.
7. Setting and managing policy and procedures for:
  - a. Audit – both internal and external
  - b. Health and Safety
  - c. Risk Management
8. Management of the Information Centre.
9. The committee has overall responsibility for the management of Human Resources. This will be carried out via the Town Clerk and a Staff Sub Committee which will report to the Finance and Audit Committee.



## Grants Sub Committee

<b>PRIORITIES</b>
<ol style="list-style-type: none"><li>1. To give careful consideration to the approval of grant applications.</li><li>2. Setting and managing policy and procedures for the awarding of grants</li><li>3. Monitor grants awarded against the annual budget set by the Finance and Audit Committee and approved by Full Council.</li><li>4. To report regularly to the Finance and Audit Committee</li></ol>

## Staff sub Committee

<b>PRIORITIES</b>
<ol style="list-style-type: none"><li>1. Be responsible for the employment and welfare of all employees subject to Standing Order 19.</li><li>2. Review staffing structures and levels and make recommendations to the Council.</li><li>3. Agree and review annually contracts of employment, job descriptions, person specifications for staff</li><li>4. Review performance and annual appraisal of Town Clerk (carried out as per standing order 19c*)</li><li>5. Review staff salaries and terms of conditions and make recommendations to the Finance and Audit Committee.</li><li>6. To appoint, from its membership, a recruitment panel when necessary for the positions of Town Clerk and Deputy Town Clerk and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus an officer.</li><li>7. To appoint, from its membership, members to act as a disciplinary panel as set out in the staff handbook and as an appeals panel in the case of any appeal against disciplinary action.</li><li>8. To appoint members to hear any formal grievance.</li><li>9. Review health and safety at work for all Council employees.</li><li>10. Review all Council policies that relate to staff employment on an annual basis.</li><li>11. To ensure the Council complies with all legislative requirements relating to the employment of staff.</li></ol>



## Planning and Highways Committee

### PRIORITIES

1. Consider all planning applications in respect of properties and developments in Faringdon sent to it by the District Council or the County Council by:
  - a) studying relevant documents including plans, visiting sites if appropriate and considering comments from members of the public;
  - b) applying local and national planning criteria, including the policies set out in the Neighbourhood Plan, to decide whether to support or object to the application and
  - c) notifying its decision to support or object to the application, together with its appropriate comments, to the District Council or the County Council on the Town Council's behalf.
2. Consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the town which may have an impact on planning at local, regional or national level, and to respond on the Town Council's behalf as appropriate.
3. Liaise with the District and County Councils, and any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the town and environmental improvement schemes which might have an impact on planning.
4. Organise and participate in working parties to consider the future development of the town, in both the short term and long term, and to report on the findings.
5. Keep up top date on legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
6. Set an annual budget for consideration by the Finance and Audit Committee and monitor its financial performance against the budget previously agreed by the Council.
7. Consider all matters referred to it by the Council and, where appropriate, will recommend suitable courses of action on these.



## **CONTACT US**

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