

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

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Clerk: Sally Thurston



Faringdon Town Council (FTC) Strategic Working Party (SWP)

1. Constitution

- a. Membership of the SWP will be as decided by Full Council at the Annual Council Meeting
- b. The SWP will consist of all members of FTC and the Town Clerk
- c. Quorum: 3
- d. The Chair to be elected annually by the SWP before proceeding to any other business at the first meeting.
- e. The Chair shall have a second or casting vote in the case of an equality of votes.
- f. The Town Clerk, or other officer appointed by the Town Clerk, shall be responsible for the day-to-day SWP matters.
- g. Members of the public are not permitted to join this working group.
- h. The SWP is advisory and cannot make decisions on behalf of the council.
- i. Recommendations must be made to full council for approval.
- j. The SWP meets at least bi-annually.
- k. 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.