

Highworth



Town Council

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PLEASE VISIT OUR WEB-SITE AT:
www.highworthtowncouncil.gov.uk

G91.

MINUTES OF THE FULL COUNCIL (GENERAL PURPOSE AND FINANCE) 14 JULY 2020

PRESENT

Councillor: K Smith (In the Chair)

Councillor: (Mrs) K Barber
A Bishop
(Mrs) J Bishop
G Evans
N Gardiner
P Newton-Smith
G Olley
K Saunders
(Mrs) L Vardy
S Weisinger
R Williams
S Wolfensohn

IN ATTENDANCE

9 Members of the Public and 1 Member of the Press

APOLOGIES

115. Councillors (Miss) J Murphy, (Mrs) M Penny,



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

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PUBLIC QUESTION TIME (10 Minutes Limit)

116. None.

DECLARATIONS OF INTEREST

117. Agenda Item 4, Market. Councillor R Williams.

MARKET

118. Councillor K Smith congratulated and thanked Councillor R Williams on the well organised and safe way that he has arranged for the Market to be re-opened. He also thanked those Councillors who had helped him.

- a. Market Managers Report: Councillor R Williams reported that the Market has been re-opened for five weeks, it started off quite slowly as some of the regular stall holders were unable to attend. As it has been picking up, safe distancing is becoming a little more difficult to arrange, but he thanked those Councillors who help, as they have also helped him work out how to achieve the safety considerations. He informed Councillors that on two occasions, vehicles had been left in the Square overnight which caused real difficulties in placing the stalls to achieve safe distancing for those shopping. Any car means the loss of a Market Pitch.

He has spoken to the Clerk about having barriers around the Market Square, but is aware that Councillor K Saunders has been looking into a type that can be used for advertising too.

- b. Market Accounts – these were taken with Agenda Item 14.

MINUTES OF MEETINGS

119. **RESOLVED THAT THE MINUTES OF THE FULL COUNCIL (GENERAL PURPOSE AND FINANCE) MEETING HELD ON 27 MAY 2020 BE ADOPTED.** The Minutes were duly adopted.

MATTERS ARISING

120. None.

TO ADOPT THE MODEL CODE OF CONDUCT, MODEL STANDING ORDERS AND CHAIRMANSHIP

121. Resolved by Councillor R Williams and seconded by Councillor K Saunders to adopt the Model Code of Conduct, Model Standing orders and Chairmanship put forward by the Local Government Association, subject to the results of the Consultation. Voting was unanimous and the Resolution was duly passed.

(copies of the above are attached to the Office Copy of the Minutes).

TO RE-ADOPT FINANCIAL STANDING ORDERS

122. Resolved by Councillor R Williams and seconded by Councillor K Saunders to re-adopt the Financial Standing Orders. Voting was unanimous and the Resolution was duly passed.

These are to be reviewed again during the coming year.
(a copy of the above is attached to the Office Copy of the Minutes).

TO RE-ADOPT FINANCIAL RISK ASSESSMENT/RE-AFFIRM INTERNAL FINANCIAL CONTROLS

123. Resolved by Councillor R Williams and seconded by Councillor K Saunders to re-adopt the Financial Risk Assessment and to re-affirm the Internal Financial Controls. Voting was unanimous and the Resolution was duly passed.

(copies of the above are attached to the Office Copy of the Minutes).

TO REAPPOINT 'AUDITING SOLUTIONS LIMITED' AS INTERNAL AUDITORS

124. Resolved by Councillor R Williams and seconded by Councillor K Saunders to re-appoint Auditing Solutions Ltd as the Councils Internal Auditors. Voting was unanimous and the Resolution was duly passed.

TO ACCEPT THE INTERNAL AUDIT REPORT

125. Resolved by Councillor R Williams and seconded by Councillor K Saunders to accept the Internal Audit Report. Voting was unanimous and the Resolution was duly passed.

TO ADOPT AND APPROVE THE ANNUAL GOVERNANCE STATEMENT AND THE ANNUAL ACCOUNTING STATEMENT

126. a. Resolved by Councillor R Williams and seconded by Councillor K Saunders to accept the Annual Governance Statement. Voting was unanimous and the Resolution was duly passed.
- b. Resolved by Councillor R Williams and seconded by Councillor K Saunders to accept the Annual Accounting Statement. Voting was unanimous and the Resolution was duly passed.

TO CONSIDER A SOCIAL MEDIA PLATFORM FOR HIGHWORTH TOWN COUNCIL

127. Councillors agreed that a Facebook page is to be set up by Highworth Town Council. It is to be administered by a Member of Staff and there is to be no option to comment on any of the posts shown as it is to be a means of informing the public, not for debate. Residents are to be able to contact the Town Council via Facebook Messenger as well as the traditional methods still available to them. To be reviewed after six months.

CORRESPONDENCE

128. None.

ACCOUNTS

129. The Accounts listed on pages G95 to G107 were accepted and payment of bills authorised.

MEMBER'S BUSINESS

130. a. Councillor G Evans. Councillors may, in conjunction with others take part as a volunteer in 'Speed-watch' but in a private capacity, not as a Councillor or on behalf of the Council.
- b. Councillor K Smith. He reminded Councillors to give thought to nominations for posts to be considered at the Annual Council Meeting to be held on 21 July 2020.
- c. Councillor K Saunders. He thanked the Clerk for noting action points from Meetings at the end of the Minutes.
- d. Councillor R Williams. He asked when the Community Room is to be available to open to Hirers. Our Covid-19 Risk Assessment is constantly under review. Once we are confident that we can open the facility safely then we will.
- e. Councillor S Wolfensohn.
- It is likely that Climate Change will be on a forthcoming Environment and Leisure Agenda
 - The Council is continually working on its Covid-19 Risk assessment which aims to mitigate the current and widely predicted second wave of COVID-19 infections.

The Meeting closed at 8:20pm.

Action Points: -

- Barriers for the Market Square to continue to be considered.
- The Financial Standing Orders are to be reviewed by the Policies Committee during the year.
- A Facebook Page is to be set up.