



# Highworth Town Council

Council Offices  
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Swindon  
Wiltshire  
SN6 7FB

Town Clerk: Mrs D Rose  
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8 June 2021

## TO: ALL MEMBERS OF HIGHWORTH TOWN COUNCIL

You are summoned to a **face to face** Meeting of the **FULL COUNCIL** on **TUESDAY 15 JUNE 2021 @ 7:00pm** at Northview Community Centre, The Dormers, Highworth, SN6 7PQ

Yours faithfully

*Deanne Rose*  
TOWN CLERK

Members of the Public and Press are invited to attend this Meeting, however, participation in the debates is not permitted.

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## AGENDA

1. **Apologies and Declarations of Interests**  
To receive any Apologies and any Declarations of Interests  
*(Members are reminded that at the start of the Meeting they should declare any known interests in any matter to be considered and during the Meeting if it becomes apparent that they have an interest in the matters being discussed)*
2. **Public Question Time (Maximum 10 Minutes)**  
Members of the Public are to submit any questions to the Town Clerk in writing to [clerk@highworthtowncouncil.gov.uk](mailto:clerk@highworthtowncouncil.gov.uk) by no later than, **12.00pm on Monday 14 June 2021**. They will be read out at the Meeting
3. **Correspondence**  
To receive any correspondence
4. **Minutes of the Meeting and Matters Arising**  
To confirm as a true record the Minutes of the Annual Council Meeting held on Tuesday 4 May 2021 and address any matters arising from these Minutes
5. **Internal Auditors**  
To re-appoint 'Auditing Solutions Ltd' as Internal Auditors for the financial year 2021/2022
6. **Audit Report**  
To accept the Internal Audit Report
7. **AGAR**  
To adopt and approve the Annual Governance Statement and the Annual Accounting Statement
8. **General Power of Competence**  
To resolve to adopt the General Power of Competence and confirm eligibility
9. **CCLA Account**  
To approve change of correspondence
10. **Blossom Tree Plaque**  
To approve and finalise the wording for the plaque for the Blossom Tree in St Michaels Church Yard

**11. Reports by Swindon Borough Councillors**

To receive verbal reports from Swindon Borough Councillors A Bishop, V Manro & S Weisinger

**12. Reports by representatives**

To receive verbal reports from the following representatives:

- a. Highworth Community Partnership Group - HCPG
- b. Highworth Action For Fair Trade - HAFFT
- c. Highworth Twinning Association - HTA

**13. Committee Structure**

To debate and resolve the Committee Structure to be adopted

**14. Full Audit**

To debate the requirement for a Full Audit of Council Services

**15. Members' Business**

To note Members Business

**16. Resolution to exclude Members of the Press & Public**

Resolution to exclude Members of the Press & Public from Agenda item 17 as it is likely that personal information will be disclosed

**17. Staffing Sub-Committee Update**

To receive a verbal update from the Chairman of the Staffing Sub-Committee



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson