



# Highworth Town Council

Council Offices  
3 Gilberts Lane  
Highworth  
Swindon  
Wiltshire  
SN6 7FB

Town Clerk: Mrs D Rose  
01793 762377

[admin@highworthtowncouncil.gov.uk](mailto:admin@highworthtowncouncil.gov.uk)  
[www.highworthtowncouncil.gov.uk](http://www.highworthtowncouncil.gov.uk)

1.

## MINUTES OF THE ANNUAL MEETING HIGHWORTH TOWN COUNCIL TUESDAY 4 MAY 2021

### PRESENT

Councillor R Williams (In the Chair)

Councillor: (Mrs) K Barber  
A Bishop  
(Mrs) J H Bishop  
G Evans  
N Gardiner  
(Mrs) M Penny  
P Newton-Smith  
(Miss) J Murphy  
K Saunders  
K Smith  
(Mrs) L Vardy  
S Wolfensohn

### IN ATTENDANCE

4 Members of the Public and 1 Member of the Press



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

## **ELECTION OF CHAIRMAN/MAYOR**

1.
  - a. Resolved by Councillor K Saunders and Seconded by Councillor P Newton-Smith that Councillor K Smith be appointed as Mayor/Chairman. Voting was 3 in favour, 7 against and 2 abstentions the Resolution was not carried.
  - b. Resolved by Councillor N Gardiner and Seconded by Councillor A Bishop that Councillor R Williams be re-appointed as Mayor/Chairman. Voting was 10 in favour, 1 against and 1 abstention. The Resolution was carried and Councillor R Williams was duly appointed as Mayor/Chairman and took the Chair.

## **APOLOGIES**

2. Councillor G Olley

## **ELECTION OF DEPUTY-CHAIRMAN/DEPUTY MAYOR**

3. Resolved by Councillor R Williams and Seconded by Councillor N Gardiner that Councillor (Miss) J Murphy be reappointed as Deputy Mayor/ Deputy Chairman. (Miss) J Murphy was duly appointed Deputy Mayor/Deputy Chairman.

## **MINUTES OF THE MEETING**

4. **RESOLVED TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL ASSEMBLY HELD ON TUESDAY 21 JULY 2020.**

## **MATTERS ARISING**

5. None

## **COMMITTEE STRUCTURE**

6. Verbatim report on behalf of Councillor Weisinger who was not able to attend the Meeting.

*'I believe that the current set up of Committees is the best way for Highworth Town Council to operate having all 15 elected Councillors as Members on the three main Committees, Planning, General Purpose & Finance, and Environment & Leisure. All Members are obviously on Full Council Meetings.*

*The three main Committees are where the majority of decisions are made and I believe it is essential that all Councillors are on these Committees so they have the right to take part in discussions where key decisions are made.*

*Councillors are elected by the Public to serve and represent them and if they are not all on the major Committees they cant be seen to be fulfilling their role.*

*It is also difficult for Councillors not on a Committee to approve the Minutes unless they are very detailed as they were not at the Meeting when discussions took place and decisions were made.*

*Members of the Public are unlikely to look at the breakdown of Committees, what they look at are the decisions made. If they are unhappy with a decision the chances are the Council will be criticised, not the Committee Members who made the decision. Remember we have all been elected to represent all of the residents who we serve.*

*I have no problems with additional Committees being formed like the Staffing Committee which I suggested, however all Councillors should be allowed to attend if they wish, and all Councillors should be able to ask the Committees questions or put suggestions to the Committee. I accept that those not on Committees have no voting rights for the decision made.*

*This Council is forming a large number of Working Parties which again are making decisions that I believe should be made at Meetings of all Councillors. I believe that If a Working Party is required this should be for a specific reason and should dissolve once the idea/issue has been sorted out and brought to Full Council.*

*In 2003 it was agreed that all 15 Town Councillors should be put on all 3 main Committees for the reasons given above The only reason a Councillor wouldn't be on one of the three main Committees was if he or she requested formally not to be on it. I fully believe it should remain that way.*

*Having all Councillors on all of the main Committees was seen as a non political motion that was fully approved by all elected Councillors and I fully believe it should remain that way.'*

Councillors debated the current structure and the draft proposal that had previously been circulated. The Town Clerk is to request a representative from NALC attend a Meeting with Councillors to discuss Committee Structure. Until such times the Structure would continue as it is.

## APPOINTMENT OF COMMITTEES SUB-COMMITTEES AND WORKING GROUPS

7. Councillors unanimously agreed to continue as the previous year and to review once the Committee structure has been approved.

Sub Committee / Working Party	Members
Neighbourhood Plan Working Party	Cllr Keith Smith Cllr Alan Bishop Cllr Julie Murphy Cllr Kim Barber Cllr P Newton-Smith  Community Representative: Pauline Webster
Staffing Committee	Cllr Richard Williams Cllr Simon Wolfensohn Cllr Julie Murphy Cllr Keith Smith Cllr Paul Newton-Smith
Policies Committee	Cllr Keith Smith Cllr Ken Saunders Cllr Kim Barber
Wildflower Feasibility Group	Cllr Lynn Vardy Cllr Ken Saunders Cllr Richard Williams Cllr Gerry Evans
Sustainable Highworth Working Party	Cllr Ken Saunders Cllr Richard Williams Cllr Paul Newton-Smith Cllr Nick Gardiner  Community Representatives:  Josie McGregor Mary Kitchener Luke Tremblin Doug Roberts Rob New Lauren Hogarth

## **APPOINTMENT OF REPRESENTATIVES TO ORGANISATIONS**

- |    |  |                       |
|----|--|-----------------------|
| 8. | Highworth Twinning Association (HTA)         | Councillor R Williams |
|    | Highworth Community Partnership Group (HCPG) | Councillor N Gardiner |
|    | Highworth Action For Fair Trade (HAFFT)      | Councillor K Smith    |

Resolved by Councillor G Evans and seconded by Councillor (Miss) J Murphy that the above appointments be made. Carried unanimously and the appointments were duly confirmed.

## **RESOLUTION TO EXCLUDE MEMEBERS OF THE PUBLIC AND PRESS**

9. Resolved by Councillor R Williams and Seconded by Councillor N Gardiner to exclude the Public and Press from Agenda item 10 on the grounds of avoiding disclosure of personal information. Councillors unanimously agreed and the Resolution was duly carried.

## **COMPLAINT**

10. The Town Clerk advised Councillors legal advice is being sought.

**MEETING CLOSED 7.40PM**

## **Action Points**

- The Town Clerk is to contact NALC to attend a Meeting with Councillors to discuss Committee Structure.