



Highworth Town Council

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F.19

MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING TUESDAY 21 SEPTEMBER 2021

PRESENT

Councillor: K Smith (In the Chair)

Councillor:
G Evans
(Miss) J Murphy
K Saunders
(Mrs) L Vardy

Town Clerk: (Mrs) D Rose

IN ATTENDANCE

0 Members of the Public



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

APOLOGIES

27. Councillor (Mrs) J Bishop, P Newton-Smith, S Weisinger and S Wolfensohn

DECLARATIONS OF INTEREST

28. None

PUBLIC QUESTION TIME (10 Minutes limit)

29. None

CORRESPONDENCE

30. None

MINUTES OF MEETINGS

31. **RESOLVED THAT THE MINUTES OF THE FINANCE & GENERAL PURPOSE COMMITTEE MEETING HELD ON TUESDAY 20 JULY 2021 BE ADOPTED AND SIGNED.** The Minutes were adopted and duly signed.

MATTERS ARISING

32. None

MARKET REPORT

33. The Market Manager reported that the Market is thriving, and he has been working closely with the OfficeTeam to ensure all regulations are being met. A casual pitch calendar is now up and running and expansion of the Market using the existing space is being investigated.

ACCOUNTS

34. a. Highworth Town Council should hold 3-6 months' worth of costs in general reserves, in money terms this equates to approximately £125,000 - £250,000. At Year End (March 2021) the general reserves balance was £129,000.
- b. The Town Clerk is to request the Library Data Report from Swindon Borough Council.
- c. The Accounts listed on pages F.22 to F.32 were accepted and the payment of bills duly authorised.

GRANT FORM REVIEW

35. Councillor K Smith is to discuss with the Town Clerk the suggested amendments and present to Full Council for adoption.

MEMBERS BUSINESS

36. None

The Meeting closed at 9.55pm.

Action Points

- The Town Clerk is to add the job descriptions to the shared drive for Councillors to access and view
- The Town Clerk is to request the Library Data Report from Swindon Borough Council
- The Town Clerk is to arrange a Councillor training date (after 16 October 2021)