



Twinned with Pontorson



Twinned with Wassenberg

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

**FINANCE & GENERAL PURPOSE MEETING MINUTES  
TUESDAY 28 JUNE 2022 @ 7.00 PM**

<b>Present:</b>	
<b>Councillors:</b>	K Smith (Chair), G Evans, (Ms) J Murphy, P Newton-Smith, K Saunders, (Mrs) L Vardy, S Wolfensohn
<b>Assistant Town Clerk:</b>	(Mrs) D Rose
<b>Members of the Public:</b>	3, R Williams – Market Manager
<b>Apologies:</b>	Councillors: (Mrs) J Bishop, A Bishop

		Action
1	<b>DECLARATIONS OF INTEREST:</b>  None	
2	<b>PUBLIC QUESTION TIME (Maximum 10 Minutes) &amp; CORRESPONDENCE:</b>  A member of the Public raised concerns regarding the parking on grass verges at St Michael Avenue. The Chairman confirmed the area is owned by Swindon Borough Council (SBC) and suggested they log the issue directly with SBC via their online portal.	
3	<b>MINUTES OF THE MEETING:</b>  <b>RESOLVED</b> to confirm and sign the Minutes of the Finance & General Purpose Meeting Tuesday 15 March 2022.	
4	<b>ACCOUNTS:</b>  The Accounts listed on pages F.4 to F.15 were accepted and the payments of Bills were duly authorised.  Councillors unanimously approved a virement for tree work of £1700.00 from budget 4705/320 to 4540/330.  The Town Clerk advised Highworth Town Council (HTC) currently has a separate bank account for the Mayor's Charity Funds and, the former Town Clerk and Deputy are the only signatories.	

F.1



Highworth is a Fair Trade Town

	<b>RESOLVED</b> by Councillor K Saunders and Seconded by Councillor (Ms) J Murphy that they are no longer employees of HTC and the signatories are to be replaced with the current Town Clerk and Assistant Town Clerk to be signatories on the Mayor's Charity Account. Voting was unanimous the Resolution was duly carried.	
5	<b>MARKET MANAGERS REPORT:</b>  The Market Manager advised the Saturday Market is doing very well, he has been in contact with a Fish Monger who is available to attend the Market twice a month, more information to follow. There are still outstanding issues with car parking on the Market Square.  <b>RESOLVED</b> by Councillor K Saunders and Seconded by Councillor P Newton-Smith to renew the subscription to NABMA (National Association of British Markets). Voting was unanimous the Resolution was duly carried.	
6	<b>COMMITTEE TERMS OF REFERENCE:</b>  The Terms of Reference were accepted by the Committee.	
7	<b>GRANT POLICY &amp; PROCEDURE:</b>  <b>RESOLVED</b> by Councillor K Saunders and Seconded by Councillor (Ms) J Murphy to propose the Grant Policy & Procedure with agreed amendments be put to Full Council for approval. Voting was unanimous the Resolution was duly carried.	DR
8	<b>GRANT FUNDING BUDGET:</b>  <b>RESOLVED</b> to include a Budget Allocation of £6000.00 for Community Grant Funding in the 2023/2024 Precept (applications to be split into 3 periods: April 2023, June 2023 and October 2023). Voting was unanimous the Resolution was duly carried.	DR
9	<b>POLICIES:</b>  <b>RESOLVED</b> to recommend to Full Council adoption of Complaints Policy and Habitual Vexatious Complainant Policy with the approved amendments. Councillors unanimously agreed.	DR
10	<b>PARKING:</b>  <b>RESOLVED</b> to set up a Working Party to investigate parking facilities and issues in the Town. The following Councillors were elected to the Working Group: K Saunders, G Evans, (Mrs) L Vardy, K Smith. Councillors unanimously agreed.	DR
11	<b>ST MICHAELS CLOSED CHURCHYARD:</b>  The Town Clerk is to liaise with the Grounds Manager and make a recommendation regarding a budget requirement for the maintenance of St Michael's Closed Churchyard.	DR
12	<b>VISIT HIGHWORTH LIMITED (VHL):</b>  The Chairman is to request a copy of VHL Accounts to enable the Committee to reach a decision and provide feedback at the next meeting.	KSM

	The Town Clerk is to invite a representative from VHL to the next meeting to provide an overview of what they do.	DR
13	<p><b>VISIT WILTSHIRE SUBSCRIPTION:</b></p> <p><b>RESOLVED</b> by Councillor P Newton-Smith and Seconded by Councillor K Saunders to continue to support Visit Wiltshire subscription. Voting was unanimous, the Resolution was duly carried.</p>	
14	<p><b>MEMBERS' BUSINESS:</b></p> <p>None</p>	
	<b>Meeting Closed 8.12 PM</b>	

Signed: .....

Date: .....