



# Highworth Town Council

Council Offices  
3 Gilberts Lane  
Highworth  
Swindon  
Wiltshire  
SN6 7FB

Town Clerk: Mrs D Rose  
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9<sup>th</sup> May 2023

## TO: ALL MEMBERS OF HIGHWORTH TOWN COUNCIL

The Annual Council of Highworth Town Council which Members are hereby request to attend will be held on **TUESDAY 16<sup>th</sup> MAY 2023** at 7:00pm, in The Council Chamber, Gilberts Lane, Highworth SN6 7FB

Yours faithfully

*D. Rose*

Deanne Rose  
TOWN CLERK

## AGENDA

1. **Election of Mayor / Chairman**  
To Elect the Mayor / Chairman for the forthcoming year
2. **Declaration of Acceptance of Office**  
To receive all Declarations of Acceptance of Office
3. **Apologies**  
To receive any Apologies
4. **Election of Deputy Mayor / Deputy Chairman**  
To Elect the Deputy Mayor / Deputy Chairman for the forthcoming year
5. **Minutes of the Meeting**  
To confirm as a true record the Minutes of the Meeting held on Tuesday 9<sup>th</sup> May 2023
6. **General Power of Competence**  
To resolve to adopt the General Power of Competence and confirm eligibility
7. **Terms of Reference**  
To re-adopt the Terms of Reference for the following Committees, Sub Committees and working Parties:
  - a. Planning Committee
  - b. Environment & Leisure Committee
  - c. Finance & General-Purpose Committee
  - d. Neighbourhood Plan Committee
  - e. Staffing Sub Committee
  - f. Old Golf Course Working Party
  - g. Play Area Working Party
  - h. Events Working Party

## 8. Committees, Sub-Committees & Working Parties

To appoint Members to the following Committees, Sub Committees and Working Parties:

- i. Planning Committee
- j. Environment & Leisure Committee
- k. Finance & General-Purpose Committee
- l. Neighbourhood Plan Committee
- m. Staffing Sub Committee
- n. Old Golf Course Working Party
- o. Play Area Working Party
- p. Events Working Party

## 9. Representatives

To appoint Members as representatives to the following Organisations:

- a. Highworth Twinning Association
- b. Highworth Community Partnership Group
- c. Highworth Action for Fair Trade
- d. Visit Highworth Limited
- e. Swindon Local Council Forum

## 10. Account Signatories

To appoint the signatories of the council bank accounts (minimum 2 / maximum 5)

## 11. Policies

To re-adopt the following Policies:

- a. Model Standing Orders
- b. Model Code of Conduct
- c. Chairmanship
- d. Financial Standing Orders
- e. Scheme of Delegation

## 12. Members Business

To note Members Business

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