



Highworth Town Council

Council Offices
3 Gilberts Lane
Highworth
Swindon
Wiltshire
SN6 7FB

Town Clerk: Mrs D Rose
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13th June 2023

To Councillors: K Smith (Chairman), I Durnin-Duffy, N Gardiner, A Houghton, J Murphy, K Saunders and S Weisinger

You are summoned to a **face to face** Meeting of the **FINANCE & GENERAL PURPOSE COMMITTEE** on **TUESDAY 20th JUNE 2023** at 7:00pm in the Council Chamber, 3 Gilberts Lane, Highworth SN6 7FB.

Yours faithfully

D. Rose

TOWN CLERK

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 & Correspondence**
Members of the Public are given a period not exceeding 10 Minutes to ask Councillors questions or submit comments and to receive any correspondence
- 3. Minutes of the Meeting and Matters Arising**
To confirm as a true record the Minutes of the Finance & General Purpose Meeting held on Tuesday 28th March 2023 and address any Matters Arising from these Minutes
- 4. Terms of Reference**
To note the Terms of Reference
- 5. Accounts**
To accept the Accounts, authorise Payments and note the Earmarked Reserves
- 6. Market Report**
To note the Market Managers Report
- 7. Policies**
To adopt the following Policies
 - a. Internal Audit Review Checklist
 - b. Financial Risk Assessment
 - c. Mayoral Expenses
- 8. Grant Applications**
To consider the following Grant Applications:
 - a. Grant Application from Visit Highworth Limited for £12,000.00
 - b. Grant Application from Highworth Community Shed for £400.00
- 9. Visit Wiltshire Subscription**
To approve continued subscription to Visit Highworth at a cost of £794.00 plus VAT per annum

10. Internal Audit

To accept the internal audit report

11. Gilberts Lane

To consider Gilberts Lane proposal and identify any S106 monies that could be aligned to the project

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.*



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Wassenberg



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Pontorson