



3 GILBERTS LANE
HIGHWORTH SN6 7FB
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www.highworthtowncouncil.gov.uk

**FINANCE & GENERAL-PURPOSE MEETING MINUTES
TUESDAY 20th JUNE 2023**

Present:	
Councillors:	K Smith (Chairman), I Durnin-Duffy, N Gardiner, A Houghton, J Murphy, K Saunders and S Weisinger
Town Clerk:	D Rose
Assistant Clerk:	C Haines
Members of the Public:	2
Apologies:	None

		Action
01	DECLARATIONS OF INTEREST: None	
02	PUBLIC QUESTION TIME (Maximum 10 Minutes) & CORRESPONDENCE: None	
03	MINUTES OF THE MEETING: RESOLVED to confirm and sign the Minutes of the Finance & General-Purpose Meeting on Tuesday 28 th March 2023. a. Swindon Borough Councillor N Gardiner advised Swindon Borough Council (SBC) is investigating the installation and subsequent removal of the knee rail fencing opposite St Michaels Church. Councillor S Weisinger is leading on this and confirmed Cabinet Members and Officers are meeting to discuss in the near future. This work was not carried out by Highworth Town Council (HTC) and the Town Clerk advised borough councillor A Bishop reported it to HTC as an update of works he was undertaking in his capacity as borough councillor. b. Councillors requested an update on S106/CIL funds pertaining to Pentylands Park from SBC, Councillor S Weisinger will chase again with the S106 Officer at SBC. c. Councillors requested an update on Electric Fleet Vehicles, the Town Clerk advised internal and external charging points are being investigated.	

04	TERMS OF REFERENCE: The Terms of Reference were noted by the Committee.	
05	ACCOUNTS: The Accounts listed on pages F.4 to F.19 were accepted and the payments of Bills were duly authorised.	
06	MARKET REPORT: The Market is still ticking over quite nicely. There is a good range of casuals that rotate through the Market on a regular basis. Cars are still being left on the Market, which causes issues with set up. The Market Manager requested this be investigated as a priority so the Market can expand. Councillor K Saunders requested signage at the Market is to go on a future agenda item.	DR
07	POLICIES: RESOLVED to adopt the following Policies: a. Internal Audit Review Checklist b. Financial Risk Assessment c. Mayoral Allowance and Expenses	
08	GRANT APPLICATIONS: a. Grant Application from Visit Highworth Limited was withdrawn prior to the meeting. b. Grant Application from Community Shed was withdrawn prior to the meeting.	
09	VISIT WILTSHIRE SUBSCRIPTION: RESOLVED by Councillor K Saunders and Seconded by Councillor J Murphy to continue to support Visit Wiltshire subscription. Voting was unanimous, and the Resolution was duly carried.	
10	INTERNAL AUDIT: RESOLVED by Councillor K Saunders and Seconded by Councillor I Durnin-Duffy to approve the Internal Audit Report. Voting was unanimous, and the Resolution was duly carried.	
11	GILBERT LANE: RESOLVED by Councillor K Saunders and Seconded by Councillor A Houghton to recommend Full Council approve the Gilberts Lane proposal funded through £6745.00 of S106 Money allocated to Arts & Culture ensuring relevant permissions received from SBC. Voting was unanimous, and the Resolution was duly carried.	

12	MEMBERS' BUSINESS: None	
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Signed:

Date: