



3 GILBERTS LANE
HIGHWORTH SN6 7FB
01793 762377

www.highworthtowncouncil.gov.uk

**ANNUAL COUNCIL MEETING MINUTES
TUESDAY 16 MAY 2023 @ 7.00 PM**

Present:	
Councillors:	J Murphy (Chairman), S Apps, G Dennis, I Durnin-Duffy, N Gardiner, L Gow, F Haines, A Houghton, N Key, P Newton-Smith, G Olley, K Saunders, K Smith and R Williams
Town Clerk:	D Rose
Assistant Town Clerk:	C Haines
Members of the Public:	6
Apologies:	Councillor: S Weisinger (work commitments)

		Action
01	<p>PERIOD OF SILENCE:</p> <p>A minute's silence was held as a mark of respect and reflection to the late Councillor P Adams.</p> <p>Pam was a PE teacher at Warneford School back in the 1980s, a lovely teacher who always had a smile on her face. She was a Highworth Councillor of more than 30 years, serving as Mayor in 2014-15. More recently she became a Councillor and Borough Councillor in Stratton St Margaret Ward. She dedicated her life to serving the community and she will be a tremendous loss to so many. Highworth Town Council (HTC) would like to pass on their sincere condolences to her husband Charles, their family and friends that knew her.</p>	
02	<p>ELECTION OF MAYOR/CHAIRMAN:</p> <p>RESOLVED by Councillor G Olley and Seconded by Councillor G Dennis that Councillor K Smith be appointed as Mayor/Chairman. Voting was unanimously in Favour, Councillor K Smith was duly appointed and took the Chair.</p>	
03	<p>DECLARATION OF ACCEPTANCE OF OFFICE:</p> <p>Councillors noted that all Declarations of Acceptance of Office have been received by the Town Clerk.</p>	

04	<p>ELECTION OF DEPUTY MAYOR/DEPUTY CHAIRMAN:</p> <p>RESOLVED by Councillor P Newton-Smith and Seconded by Councillor K Saunders that Councillor A Houghton be appointed as Deputy Mayor/Deputy Chairman. Voting was unanimously in Favour and Councillor A Houghton was duly appointed.</p> <p>Councillor N Gardiner entered the meeting at 19:10</p>							
05	<p>MINUTES OF THE MEETING:</p> <p>RESOLVED to confirm and sign the Minutes of the Annual Council held on Tuesday 9th May 2023.</p>							
06	<p>GENERAL POWER OF COMPETENCE:</p> <p>RESOLVED by Councillors to confirm HTC meets the criteria for eligibility for the General Power of Competence, having two thirds of its members being declared elected and a CILCA qualified Town Clerk. The General Power of Competence was duly adopted.</p>							
07	<p>TERMS OF REFERENCE:</p> <p>RESOLVED to confirm and re-adopt the Terms of Reference for the following Committees / Working Parties:</p> <ul style="list-style-type: none"> a. Planning Committee b. Environmental & 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 <p>Councillor R Williams entered the meeting at 19:20</p>							
08	<p>COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES 2023/2024</p> <p>RESOLVED by Council that the following appointments be made to Highworth Town Council Committees, Councillors unanimously agreed and Councillors were duly appointed.</p> <table border="1" data-bbox="151 1541 1353 2022"> <thead> <tr> <th data-bbox="151 1541 751 1576">Committee/Working Party 2023/2024</th> <th data-bbox="751 1541 1353 1576">Members</th> </tr> </thead> <tbody> <tr> <td data-bbox="151 1576 751 1912"> Planning Committee Chairman – Councillor J Murphy Deputy Chairman – Councillor K Saunders </td> <td data-bbox="751 1576 1353 1912"> Councillor S Apps Councillor G Dennis Councillor I Durnin-Duffy Councillor N Key Councillor J Murphy Councillor P Newton-Smith Councillor K Smith Councillor K Saunders Councillor R Williams </td> </tr> <tr> <td data-bbox="151 1912 751 2022"> Environment & Leisure Committee </td> <td data-bbox="751 1912 1353 2022"> Councillor G Dennis Councillor I Durnin-Duffy Councillor N Gardiner </td> </tr> </tbody> </table>	Committee/Working Party 2023/2024	Members	Planning Committee Chairman – Councillor J Murphy Deputy Chairman – Councillor K Saunders	Councillor S Apps Councillor G Dennis Councillor I Durnin-Duffy Councillor N Key Councillor J Murphy Councillor P Newton-Smith Councillor K Smith Councillor K Saunders Councillor R Williams	Environment & Leisure Committee	Councillor G Dennis Councillor I Durnin-Duffy Councillor N Gardiner	
Committee/Working Party 2023/2024	Members							
Planning Committee Chairman – Councillor J Murphy Deputy Chairman – Councillor K Saunders	Councillor S Apps Councillor G Dennis Councillor I Durnin-Duffy Councillor N Key Councillor J Murphy Councillor P Newton-Smith Councillor K Smith Councillor K Saunders Councillor R Williams							
Environment & Leisure Committee	Councillor G Dennis Councillor I Durnin-Duffy Councillor N Gardiner							

<p>Chairman – Councillor K Saunders Deputy Chairman – Councillor G Olley</p>	<p>Councillor L Gow Councillor F Haines Councillor J Murphy Councillor G Olley Councillor K Saunders Councillor R Williams</p>
<p>Finance and General Purpose Committee</p> <p>Chairman – Councillor K Smith Deputy Chairman – Councillor N Gardiner</p>	<p>Councillor I Durnin-Duffy Councillor N Gardiner Councillor A Houghton Councillor J Murphy Councillor K Smith Councillor K Saunders Councillor S Weisinger</p>
<p>Neighbourhood Plan Committee</p> <p>Chairman – Councillor J Murphy Deputy Chairman – Councillor K Smith</p>	<p>Councillor L Gow Councillor J Murphy Councillor P Newton-Smith Councillor K Smith Councillor K Saunders Councillor R Williams</p>
<p>Staffing Sub Committee (Max 5)</p> <p>Chairman – Councillor K Smith Deputy Chairman – Councillor A Houghton</p>	<p>Councillor A Houghton Councillor J Murphy Councillor P Newton Smith Councillor K Smith Councillor R Williams</p>
<p>Old Golf Course Working Party (5-8)</p>	<p>Councillor G Dennis Councillor N Gardiner Councillor N Key Councillor J Murphy Councillor P Newton-Smith Councillor K Saunders Councillor R Williams</p> <p>Community Representatives: Rob New Paul Wise Robin Clegg April Thrush</p>
<p>Play Area Working Party (5-8)</p>	<p>Councillor G Dennis Councillor L Gow Councillor F Haines Councillor N Key Councillor K Smith</p>
<p>Events Working Party</p>	<p>Councillor G Dennis Councillor A Houghton Councillor N Key Councillor J Murphy Councillor P Newton-Smith Councillor K Smith Councillor K Saunders</p>

09	<p>REPRESENTATIVES:</p> <p>RESOLVED to Appoint the following Councillors as representatives of HTC who are to report back to Full Council. Councillors unanimously agreed and the Councillors were duly appointed.</p> <ul style="list-style-type: none"> a) Highworth Twinning Association – Councillor R Williams b) Highworth Community Partnership Group – Councillor K Saunders c) Highworth Action for Fair Trade – Councillors agreed to no longer appoint a member due to lack of meetings d) Visit Highworth Limited – Councillor K Smith e) Swindon Local Council Forum –Councillor L Gow 	
10	<p>ACCOUNT SIGNATORIES:</p> <p>RESOLVED to Appoint the following Councillors as signatories to the Council COOP bank account, Councillor J Murphy, G Olley, K Saunders and K Smith, Councillors unanimously agreed and the Resolution was duly carried.</p>	
11	<p>POLICIES:</p> <p>RESOLVED by Councillors to re-adopt the following Policies:</p> <ul style="list-style-type: none"> a) Model Standing Orders b) Model Code of Conduct c) Chairmanship d) Financial Standing Orders e) Scheme of Delegation <p>Councillors unanimously agreed and the Resolution was duly carried.</p>	
12	<p>MEMBERS BUSINESS:</p> <p><u>Councillor K Saunders:</u> Welcomed the new Councillors.</p> <p><u>Councillor J Murphy:</u> Councillor N Gardiner in his capacity as Borough Councillor is to request the details regarding the installation and removal of the knee rail fencing carried out by Swindon Borough Council on St Michaels Avenue.</p> <p><u>Councillor S Apps:</u> The Town Clerk is to contact Budgens Garage regarding the increase of litter and plastic gloves coming from the site.</p> <p><u>Councillor N Gardiner:</u> Apologised for arriving late, the meeting prior overran.</p> <p><u>Councillor K Smith:</u> The Mayoral charity for 2023/2024 is the British Heart Foundation.</p>	
MEETING CLOSED AT 19:51PM		

Signed:

Date: