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HIGHWORTH SN6 7FB
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www.highworthtowncouncil.gov.uk

**ANNUAL COUNCIL MEETING MINUTES
TUESDAY 14th MAY 2024**

Present:	
Councillors:	K Smith (Chairman), S Apps, G Dennis, I Durnin-Duffy, N Gardiner, L Gow, A Houghton, N Key, J Murphy, P Newton-Smith, G Olley, K Saunders, S Weisinger and R Williams
Town Clerk:	D Rose
Members of the Public:	5
Apologies:	Councillor F Haines (unwell)

		Action
01	<p>ELECTION OF MAYOR/CHAIRMAN:</p> <p>RESOLVED by Councillor S Apps and Seconded by Councillor A Houghton that Councillor J Murphy be appointed as Mayor/Chairman. Voting was unanimously in Favour; Councillor J Murphy was duly appointed and took the Chair.</p>	
02	<p>DECLARATION OF INTERESTS:</p> <p>None</p>	
03	<p>PUBLIC QUESTION TIME & CORRESPONDENCE (Maximum 10 Minutes):</p> <p>Swindon Borough Councillor V Manro asked Highworth Town Council (HTC) to consider the following:</p> <ul style="list-style-type: none"> a) To install handrails on the Podium. b) To use the budget for the Old Golf Course to pay for a one off road sweeping of the entire town. <p>The Chairman advised this would be a future agenda item to be considered.</p>	DR



Twinned with
Portorson



Twinned with
Wassenberg



04	<p>ELECTION OF DEPUTY MAYOR/DEPUTY CHAIRMAN:</p> <p>RESOLVED by Councillor P Newton-Smith and Seconded by Councillor S Apps that Councillor A Houghton be appointed as Deputy Mayor/Deputy Chairman. Voting was unanimously in Favour and Councillor A Houghton was duly appointed.</p>									
05	<p>TERMS OF REFERENCE:</p> <p>RESOLVED by Councillors to confirm to re-adopt the Terms of Reference for the following Committees / Working Parties:</p> <ul style="list-style-type: none"> a. Planning Committee – with minor amendments 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 									
06	<p>COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES 2024/2025</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="169 974 1369 2049"> <thead> <tr> <th data-bbox="169 974 770 1010">Committee/Working Party 2024/2025</th> <th data-bbox="770 974 1369 1010">Members</th> </tr> </thead> <tbody> <tr> <td data-bbox="169 1010 770 1312">Planning Committee</td> <td data-bbox="770 1010 1369 1312">Councillor S Apps Councillor G Dennis Councillor I Durnin-Duffy Councillor J Murphy Councillor P Newton Smith Councillor G Olley Councillor K Saunders Councillor R Williams</td> </tr> <tr> <td data-bbox="169 1312 770 1648">Environment & Leisure Committee</td> <td data-bbox="770 1312 1369 1648">Councillor S Apps Councillor G Dennis Councillor I Durnin-Duffy Councillor N Gardiner Councillor F Haines Councillor G Olley Councillor K Smith Councillor K Saunders Councillor R Williams</td> </tr> <tr> <td data-bbox="169 1648 770 2049">Finance and General Purpose Committee</td> <td data-bbox="770 1648 1369 2049">Councillor I Durnin-Duffy Councillor A Houghton Councillor N Key Councillor J Murphy Councillor K Saunders Councillor K Smith Councillor S Weisinger</td> </tr> </tbody> </table>	Committee/Working Party 2024/2025	Members	Planning Committee	Councillor S Apps Councillor G Dennis Councillor I Durnin-Duffy Councillor J Murphy Councillor P Newton Smith Councillor G Olley Councillor K Saunders Councillor R Williams	Environment & Leisure Committee	Councillor S Apps Councillor G Dennis Councillor I Durnin-Duffy Councillor N Gardiner Councillor F Haines Councillor G Olley Councillor K Smith Councillor K Saunders Councillor R Williams	Finance and General Purpose Committee	Councillor I Durnin-Duffy Councillor A Houghton Councillor N Key Councillor J Murphy Councillor K Saunders Councillor K Smith Councillor S Weisinger	
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	Neighbourhood Plan Committee	Councillor L Gow Councillor N Key Councillor J Murphy Councillor P Newton Smith Councillor K Saunders Councillor R Williams	
	Staffing Sub Committee (Maximum 5 Members)	Councillor S Apps Councillor A Houghton Councillor J Murphy Councillor K Smith Councillor R Williams	
	Old Golf Course Working Party (5-8 Members)	Councillor N Key Councillor J Murphy Councillor P Newton Smith Councillor K Saunders Councillor R Williams Community Representatives from the Old Golf Course Action Group: R New R Clegg A Thrush P Wise	
	Play Area Working Party (5-8 Members)	Councillor G Dennis Councillor L Gow Councillor N Key Councillor J Murphy Councillor K Smith	
	Events Working Party	Councillor G Dennis Councillor I Durnin-Duffy Councillor N Gardiner Councillor L Gow Councillor F Haines Councillor A Houghton Councillor J Murphy	
07	<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 L Gow b) Highworth Community Partnership Group – Councillor K Saunders c) Visit Highworth Limited – Councillor K Smith d) Swindon Local Council Forum – Councillor L Gow <p>The Town Clerk is to investigate having two representatives on The Swindon Local Council Forum, If this is possible Councillor A Houghton to be appointed the second representative.</p>		

08	<p>ACCOUNT SIGNATORIES:</p> <p>RESOLVED by Councillors to re-affirm the following bank signatories to the council bank accounts, D Rose, C Haines and Councillors J Murphy, G Olley, K Saunders and K Smith.</p>	
09	<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) Members Code of Conduct c) Chairmanship d) Model Financial Regulations e) Scheme of Delegation 	
10	<p>MEMBERS BUSINESS:</p> <p><u>Councillor N Key:</u> Congratulated Councillor J Murphy on becoming Mayor and Councillor K Smith on a successful year as Mayor for 2023/2024.</p> <p><u>Councillor N Gardiner:</u> Using model policies produced by the National Association of Local Councils (NALC) ensures Highworth Town Council is following best practice.</p>	
<p>MEETING CLOSED AT 20:18PM</p>		

Signed:

Date: