



Highworth Town Council

Council Offices
3 Gilberts Lane
Highworth
Swindon
Wiltshire
SN6 7FB

Town Clerk: Mrs D Rose
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7th May 2024

TO: ALL MEMBERS OF HIGHWORTH TOWN COUNCIL

The Annual Council of Highworth Town Council which Members are hereby requested to attend will be held on **TUESDAY 14th MAY 2024** following the Annual Assembly Meeting (approximately 7:30pm) 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. **Apologies & Declaration of Interests**
To receive any Apologies and 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)
3. **Public Question Time (Maximum 10 Minutes) and 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.
4. **Election of Deputy Mayor / Deputy Chairman**
To elect the Deputy Mayor / Deputy Chairman for the forthcoming year
5. **Terms of Reference**
To re-adopt the Terms of Reference with amendments 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
6. **Committees, Sub-Committees & Working Parties**
To appoint Members to 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

7. 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

8. Account Signatories

To re-affirm the following bank signatories to the council bank accounts, D Rose, C Haines, J Murphy, G Olley, K Saunders and K Smith

9. 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

10. 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.