



Highworth Town Council

Council Offices
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Highworth
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SN6 7FB

Town Clerk: Mrs D Rose
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11th June 2024

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

You are summoned to a **face to face** Meeting of the **FINANCE & GENERAL PURPOSE COMMITTEE** on **TUESDAY 18th JUNE 2024** at 7:00pm in the Council Chamber, 3 Gilberts Lane, Highworth SN6 7FB.

Yours faithfully
D. Rose
TOWN CLERK

AGENDA

1. **Election of Chairman**
To elect the Chairman for the forthcoming year
2. **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)
3. **Election of Deputy Chairman**
To elect the Deputy Chairman for the forthcoming year
4. **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
5. **Minutes of the Meeting and Matters Arising**
To confirm as a true record the Minutes of the Finance & General Purpose Meeting held on Tuesday 19th March 2024 and address any Matters Arising from these Minutes
6. **Terms of Reference**
To note the Terms of Reference
7. **Outstanding Actions**
To review outstanding actions from F&GP Committee
8. **Accounts**
To accept the Accounts, authorise Payments and note the Earmarked Reserves and General Reserves balances
9. **Market Report**
To note the Market Managers Report
10. **Policies**
To adopt the following Policies
 - a. Reserves, Balances and Investment Policy
 - b. Internal Audit Review Checklist
 - c. Financial and Management Risk Assessment
 - d. Mayoral Expenses

11. Building Surveys

To consider the building survey quotes and approve the surveyor to carry out a buildings condition survey and reinstatement survey for all Highworth Town Council properties

12. War Memorial

To consider the Royal British Legion proposal for the St Michael's Church War Memorial

13. Internal Audit

To accept the internal audit report and note recommendations for investment policy and update the financial risk assessment. (The Town Clerk has updated and the Council have been asked to adopt in agenda item 10)

14. 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.*