



# Highworth Town Council

Council Offices  
3 Gilberts Lane  
Highworth  
Swindon  
Wiltshire  
SN6 7FB

Town Clerk: Mrs D Rose  
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19<sup>th</sup> June 2024

**TO: ALL MEMBERS OF HIGHWORTH TOWN COUNCIL**

You are summoned to a **face-to-face Meeting** of the **FULL COUNCIL** on **TUESDAY 25<sup>th</sup> JUNE 2024 @ 7:00pm** in the Council Chamber, Council Offices, 3 Gilberts Lane, Highworth SN6 7FB

Yours faithfully

*Deanne Rose*

TOWN CLERK

## **AGENDA**

1. **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)
2. **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
3. **Highworth Library**  
To receive a presentation from Swindon Borough Council Library Services representative and discuss the provision
4. **Highworth Jazz Festival Committee**  
To receive a verbal update from the representatives of the Jazz Festival Committee
5. **Minutes of the Meeting and Matters Arising**  
To confirm as a true record the Minutes of the Annual Assembly and Annual Council Meetings held on Tuesday 14<sup>th</sup> May 2024 and address any matters arising from these Minutes
6. **Outstanding Actions**  
To review outstanding actions
7. **Committee Meeting Minutes**  
To note the following Committee Meeting Minutes
  - a. Finance & General Purpose 19<sup>th</sup> March 2024
  - b. Environment & Leisure 5<sup>th</sup> March 2024
  - c. Planning 14<sup>th</sup> May 2024
8. **Neighbourhood Plan**  
To receive a verbal update from the Chairman of the Neighbourhood Plan Committee about the Regulation 14 Consultation
9. **Community Speed Watch**  
To consider request to invite a representative from Community Speed Watch to update to Full Council on the work of the Community Speed Watch group
10. **Wrde Up**  
To approve the request to hold the Wrde Up Festival on Friday 4<sup>th</sup> July, Saturday 5<sup>th</sup> July and Sunday 6<sup>th</sup> July 2025 on the Lower Recreation Ground

11. **Appointment of Internal Auditor**  
To re-appoint Auditing Solutions Ltd for the municipal year 2024/2025
12. **AGAR**  
To adopt and approve the Annual Governance Statement and the Annual Accounting Statement
13. **5G in the Town**  
To receive an update from Councillor S Apps regarding 5G within the Town
14. **Car Park Maintenance**  
To approve the quote to carry out car park maintenance
15. **Use of Community Room**  
To consider Councillor N Gardiner's motion to allow the Highworth Climate group to use the community room free of charge one evening a month for their community meetings
16. **Policies**  
To approve the following Policy:
  - a. Model Financial Regulations (updated by NALC 2024)
17. **Road Closure**  
To request a Borough Councillor to submit a formal request to Swindon Borough Council for Highworth Town Council to be granted a permanent road closure in the High Street to cover a Saturday as and when required for events on the High Street
18. **CIL/S106 Working Party**  
To approve the Terms of reference for a CIL/S106 Working Party, designate a day and time to meet and appoint members (5-9) to a CIL/S106 Working Party to investigate projects and make recommendation to Full Council
19. **Visit Wiltshire subscription**  
To review the Visit Wiltshire Subscription
20. **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.