Supporting Documentation
Full Council
Meeting

Tuesday 28th July 2026

Meeting	Full Council
Date	28th July 2026
Report Title	Letter from the from the Department of Culture, Media and Sport regarding the application for UK Town of Culture
Agenda Reference	2a
Author	Department of Culture, Media and Sport

OFFICIAL

Department for Culture, Media and Sport
1st Floor
100 Parliament Street
London
SW1A 2BQ

09 July 2026

Dear Highworth,

Unfortunately, on this occasion, **your application has not been selected for the shortlist.** This was an extremely difficult decision to make, as we received 398 applications and the panel selected 15 for the shortlist.

Although you may be disappointed that your application has not been selected, we hope you will regard your participation as a part of a continuing journey rather than a single outcome. The work you and your communities have undertaken has value, and we encourage you to continue building on that work.

UK Town of Culture was launched as an opportunity for places and communities to use culture and creativity to tell their story and why they are proud of their community, but its purpose extends beyond selecting a single winning town. It exists to celebrate the significant contributions of towns to our national story, and every application contributes to that crucial purpose.

The independent expert advisory panel and I have been overwhelmed by the response to this inaugural competition, and we have had the privilege of reviewing an exceptionally strong and diverse range of applications. We conducted an initial sift on the "Your Story" criterion, before assessing applications against the remaining criteria.

On behalf of the panel, I would like to thank you for entering the inaugural UK Town of Culture 2028 competition. We appreciate the care and commitment reflected both in your decision to apply and the application itself.

It is only through the willingness of towns and their communities to share their stories that the UK Town of Culture can fulfil its purpose. We hope the process has proved worthwhile, and we look forward to seeing how you take this experience forward in the future. The programme team will contact you with more information on how we can provide further support and guidance.

With best wishes,

Sir Phil Redmond CBE
UK Town of Culture Chair

Meeting	Full Council
Date	28th July 2026
Report Title	Accounts
Agenda Reference	8
Author	Highworth Town Council

Date:14/07/2026 **Highworth Town Council 2026/2027** Page 1

Time:11:24 **Bank Reconciliation Statement as at 30/06/2026** User: CH
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Bank A/C 61580271	30/06/2026		47,575.99
			47,575.99
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			47,575.99
Unpresented Receipts (Plus)			
		0.00	
			0.00
			47,575.99
		Balance per Cash Book is :-	**47,575.99**
		Difference is :-	**0.00**

Clerk/RFO:

Name DEBBIE ROSE Signed D. Rose Date 14/07/2026

Chair of Council:

Name ..... Signed ..... Date .....

Bank Reconciliation up to 30/06/2026 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/06/2026	001	31.28		31.28		R	Autoserve Ltd
02/06/2026	002	48.29		48.29		R	BWT UK LTD
02/06/2026	003	70.01		70.01		R	Webbs Building, Timber & Fenci
02/06/2026	004	96.00		96.00		R	Ab Fab Loos Ltd
02/06/2026	005	131.69		131.69		R	CHUBB FIRE & SECURITY LTD
02/06/2026	006	330.60		330.60		R	St Michael's Church
02/06/2026	007	481.36		481.36		R	CLOUDYIT LTD
02/06/2026	008	1,649.50		1,649.50		R	Kritikal Soundsystem
02/06/2026			1,934.12	1,934.12		R	Receipt(s) Banked
03/06/2026	009	273.30		273.30		R	ALLSTAR BUSINESS SOLUTIONS
03/06/2026			150.00	150.00		R	Receipt(s) Banked
05/06/2026	010	20.00		20.00		R	O2
05/06/2026			147.50	147.50		R	Receipt(s) Banked
08/06/2026	011-013	58.15		58.15		R	AMAZON
08/06/2026	011	5.94		5.94		R	Heyjayde Limited
08/06/2026	014	312.74		312.74		R	MHA Monahans
09/06/2026			22.50	22.50		R	Receipt(s) Banked
09/06/2026			240.00	240.00		R	Receipt(s) Banked
09/06/2026			649.00	649.00		R	Receipt(s) Banked
10/06/2026	015	216.23		216.23		R	ALLSTAR BUSINESS SOLUTIONS
10/06/2026			28.00	28.00		R	Receipt(s) Banked
11/06/2026	016	21.12		21.12		R	AMAZON
11/06/2026	017	22.00		22.00		R	GJL Window Cleaning
11/06/2026	018	33.91		33.91		R	Elan City UK
11/06/2026	019	35.50		35.50		R	Toolstation Limited
11/06/2026	020	191.04		191.04		R	Bloomfields Fine Food
11/06/2026	021	570.00		570.00		R	FARINGDON ELECTRICAL SERVICES
11/06/2026	022	660.00		660.00		R	PORTLOCK TREE SURGERY LTD
11/06/2026	023	1,080.00		1,080.00		R	GEORGE BROWNS LTD
11/06/2026	024	1,349.46		1,349.46		R	Webbs Building, Timber & Fenci
11/06/2026	025	1,440.00		1,440.00		R	GEORGE BROWNS LTD
11/06/2026	026-028	11,340.00		11,340.00		R	PORTLOCK TREE SURGERY LTD
11/06/2026	029	360.81		360.81		R	RICOH UK LTD
11/06/2026			410.00	410.00		R	Receipt(s) Banked
12/06/2026	030	1,898.22		1,898.22		R	Siemens Finanical Services Lim
15/06/2026	031	142.56		142.56		R	Quartix Real-Time Vehicle Trac
15/06/2026	032	183.25		183.25		R	O2
15/06/2026	DR		50,000.00	50,000.00		R	Receipt(s) Banked
16/06/2026	033-034	30.00		30.00		R	AMAZON
16/06/2026	035	20.37		20.37		R	Global Payments (GPUK LLP)
16/06/2026	036	725.96		725.96		R	BNP PARIBAS SOLUTIONS
16/06/2026	037	33.40		33.40		R	EDF
16/06/2026	038	194.47		194.47		R	EDF
16/06/2026	039	744.46		744.46		R	ALPHABET (GB) Limited
16/06/2026	040	75.00		75.00		R	DEAN SPENCER ASSOCIATES
16/06/2026	041	150.00		150.00		R	IMPERIAL TYRES LTD
16/06/2026	042	189.60		189.60		R	broxap street furniture
16/06/2026	043	230.40		230.40		R	ASF Creative

Bank Reconciliation up to 30/06/2026 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/06/2026	044	1,176.00		1,176.00		R	HARMAN ELECTRICAL LTD
16/06/2026	045	9,611.88		9,611.88		R	Swindon Borough Council
16/06/2026	BACS	120.00		120.00		R	Allotment Refunds
16/06/2026			20,000.00	20,000.00		R	Receipt(s) Banked
17/06/2026	046	1,360.62		1,360.62		R	Office Boffins
17/06/2026	047	30.83		30.83		R	CASTLE WATER
17/06/2026	048	273.14		273.14		R	ALLSTAR BUSINESS SOLUTIONS
18/06/2026	049	13.98		13.98		R	AMAZON
18/06/2026	050	73.99		73.99		R	West Mercia Energy
18/06/2026	BACS	50.00		50.00		R	DEA
18/06/2026	BACS	6,922.05		6,922.05		R	Wiltshire Pension
18/06/2026	BACS	7,958.06		7,958.06		R	HMRC_June 2026
19/06/2026	BACS	22,083.04		22,083.04		R	Salaries_June 2026
22/06/2026	051	102.42		102.42		R	Direct365
22/06/2026	052	307.00		307.00		R	Beffy's Skips
22/06/2026			30.00	30.00		R	Receipt(s) Banked
22/06/2026			60.00	60.00		R	Receipt(s) Banked
23/06/2026	053-054	17.97		17.97		R	AMAZON
23/06/2026	055-056	66.78		66.78		R	EDF
24/06/2026	057	173.70		173.70		R	SPITFIRE NETWORK SERVICES LIMI
24/06/2026	058	369.80		369.80		R	ALLSTAR BUSINESS SOLUTIONS
26/06/2026	060	187.44		187.44		R	Select IT Ltd
26/06/2026	061	531.00		531.00		R	J & P Cleaning Services
26/06/2026	062-063	4,800.00		4,800.00		R	PORTLOCK TREE SURGERY LTD
26/06/2026	064	12,989.17		12,989.17		R	ZURICH MUNICIPAL
26/06/2026	BACS	30.00		30.00		R	Allotment Refund
29/06/2026			250.00	250.00		R	Receipt(s) Banked
30/06/2026	065	20.00		20.00		R	O2
30/06/2026			210.00	210.00		R	Receipt(s) Banked
30/06/2026			240.00	240.00		R	Receipt(s) Banked
30/06/2026			1,022.00	1,022.00		R	Receipt(s) Banked
30/06/2026			61.50	61.50		R	Receipt(s) Banked
		94,715.49	75,454.62				

Clerk/RFO:

Name DEANNE ROSE Signed D. ROSE Date 14/07/2026

Chair of Council:

Name ..... Signed ..... Date .....

Date:14/07/2026 | Highworth Town Council 2026/2027 | Page 1

Time:11:27 | User: CH

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 2 - Corporate Account Co-op 7150

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Corporate Account 61580271	30/06/2026		330,296.11
			330,296.11
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			330,296.11
Unpresented Receipts (Plus)			
		0.00	
			0.00
			330,296.11
		Balance per Cash Book is :-	**330,296.11**
		Difference is :-	**0.00**

Clerk/RFO:

Name DEANE ROSE Signed D. Rose Date 14/07/2026

Chair of Council:

Name ..... Signed ..... Date .....

Date:13/07/2026 | Highworth Town Council 2026/2027 | Page 1

Time:14:56 | User: CH

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 3 - CCLA Deposit Fund PSDF

Bank Statement Account Name (s)	Statement Date	Page No	Balances
CCLA Deposit Fund PSDF	30/06/2026		600,000.00
			600,000.00
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			600,000.00
Unpresented Receipts (Plus)			
		0.00	
			0.00
			600,000.00
		Balance per Cash Book is :-	**600,000.00**
		Difference is :-	**0.00**

Clerk/RFO:

Name DEANE ROSE Signed D. Rose Date 14/07/2026

Chair of Council:

Name ..... Signed ..... Date .....

Date:13/07/2026 | Highworth Town Council 2026/2027 | Page 1

Time: 15:27 | Bank Reconciliation Statement as at 30/06/2026 for Cashbook 4 - Petty Cash | User: CH

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	30/06/2026		89.75
			89.75
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			89.75
Unpresented Receipts (Plus)			
		0.00	
			0.00
			89.75
		Balance per Cash Book is :-	**89.75**
		Difference is :-	**0.00**

Clerk/RFO:

Name DEANNE ROSE Signed D. Rose Date 14/07/2026

Chair of Council:

Name ..... Signed ..... Date .....

Date:13/07/2026 | Highworth Town Council 2026/2027 | Page 1

Time: 15:37 | Bank Reconciliation Statement as at 30/06/2026 for Cashbook 6 - Unity Trust Current Account | User: CH

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Current Account T2	30/06/2026		249,959.55
			249,959.55
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			249,959.55
Unpresented Receipts (Plus)			
		0.00	
			0.00
			249,959.55
		Balance per Cash Book is :-	**249,959.55**
		Difference is :-	**0.00**

Clerk/RFO:

Name DEANNE ROSE Signed D. Rose Date 14/07/2026

Chair of Council:

Name ..... Signed ..... Date .....

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	INCOME - CSC							
1076	Precept	367,937	735,873	367,937			50.0%	
1090	Bank Interest	8,898	23,075	14,177			38.6%	
1100	CIL Income	67,914	0	(67,914)			0.0%	
	INCOME - CSC :- Income	**444,748**	**758,948**	**314,200**			**58.6%**	**0**
	Net Income	**444,748**	**758,948**	**314,200**				
120	INCOME - ENVIRONMENT/LEISURE							
1305	Fireworks Income	0	12,000	12,000			0.0%	
1310	Misc Income: Licenses/Advert	760	6,400	5,640			11.9%	
1315	Football Pitch Income	5,764	7,265	1,501			79.3%	
1320	Tennis Income	1,426	1,430	4			99.7%	
1325	Council Works recharges	6,500	10,000	3,500			65.0%	
	INCOME - ENVIRONMENT/LEISURE :- Income	**14,450**	**37,095**	**22,645**			**39.0%**	**0**
	Net Income	**14,450**	**37,095**	**22,645**				
210	STAFF - CSC							
4000	Salary	45,668	183,000	137,332		137,332	25.0%	
4010	Employers Pension	8,072	37,000	28,928		28,928	21.8%	
4020	Employers NI	5,715	23,000	17,285		17,285	24.8%	
4060	Staff Mileage and Bens	0	100	100		100	0.0%	
4070	Training	3,160	6,000	2,840		2,840	52.7%	
	STAFF - CSC :- Indirect Expenditure	**62,616**	**249,100**	**186,484**	**0**	**186,484**	**25.1%**	**0**
	Net Expenditure	**(62,616)**	**(249,100)**	**(186,484)**				
220	GENERAL ADMIN - CSC							
4100	Telephone and Broadband	1,602	5,100	3,498		3,498	31.4%	
4110	Office Expenses	1,255	2,500	1,245		1,245	50.2%	
4120	IT Support	6,356	11,095	4,739		4,739	57.3%	
4125	RBS Finance Package Sub	2,663	3,200	537		537	83.2%	
4130	Professional Fees	1,437	6,000	4,563		4,563	24.0%	
4150	Stationery and Office Supplies	937	2,900	1,963		1,963	32.3%	
4160	Postage	3	150	147		147	1.9%	
4170	Office Equipment Repair and Re	1,827	2,500	673		673	73.1%	
4180	Cleaning	287	1,500	1,213		1,213	19.1%	
4190	Fire Inspection	1,035	1,500	465		465	69.0%	
4200	Audit Fees	(1,175)	3,200	4,375		4,375	(36.7%)	
4210	Insurance	15,548	13,800	(1,748)		(1,748)	112.7%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220	Bank & Other Charges	86	300	214		214	28.6%	
4230	Affiliation	1,615	4,700	3,085		3,085	34.4%	
	GENERAL ADMIN - CSC :- Indirect Expenditure	**33,474**	**58,445**	**24,971**	**0**	**24,971**	**57.3%**	**0**
	Net Expenditure	**(33,474)**	**(58,445)**	**(24,971)**				
230	COUNCIL OFFICES							
1230	Council Offices Room Hire	1,727	8,200	6,474			21.1%	
	COUNCIL OFFICES :- Income	**1,727**	**8,200**	**6,474**			**21.1%**	**0**
4250	Rates	10,166	11,200	1,034		1,034	90.8%	
4260	Water	31	1,000	969		969	3.1%	
4270	Heating and Electricity	1,764	4,000	2,236		2,236	44.1%	
4280	Refurbishment	0	2,000	2,000		2,000	0.0%	
	COUNCIL OFFICES :- Indirect Expenditure	**11,961**	**18,200**	**6,239**	**0**	**6,239**	**65.7%**	**0**
	Net Income over Expenditure	**(10,234)**	**(10,000)**	**234**				
240	COMM ENHANCEMENT/ENGAGEMENT							
4300	Christmas Lights	0	11,000	11,000		11,000	0.0%	
4310	Flowers and Hanging Baskets	148	9,000	8,852		8,852	1.6%	
4320	Website and Social Media	1,318	1,700	382		382	77.5%	
4330	Neighbourhood Plan	0	14,373	14,373		14,373	0.0%	
4350	Library	0	34,600	34,600		34,600	0.0%	
4420	Provision for Youth	3,900	10,000	6,100		6,100	39.0%	
4430	Fireworks	1,270	8,000	6,730		6,730	15.9%	
4436	Remembrance	0	150	150		150	0.0%	
	COMM ENHANCEMENT/ENGAGEMENT :- Indirect Expenditure	**6,636**	**88,823**	**82,187**	**0**	**82,187**	**7.5%**	**0**
	Net Expenditure	**(6,636)**	**(88,823)**	**(82,187)**				
245	GRANTS AND CONTINGENCIES							
1370	May Day	1,334	0	(1,334)			0.0%	
	GRANTS AND CONTINGENCIES :- Income	**1,334**	**0**	**(1,334)**				**0**
4515	May Day	4,157	3,500	(657)		(657)	118.8%	
	GRANTS AND CONTINGENCIES :- Indirect Expenditure	**4,157**	**3,500**	**(657)**	**0**	**(657)**	**118.8%**	**0**
	Net Income over Expenditure	**(2,823)**	**(3,500)**	**(677)**				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4620	Mower Lease	11,696	45,000	33,304		33,304	26.0%	
4640	Spraying	123	500	377		377	24.6%	
4650	Garage Rent	1,385	1,380	(5)		(5)	100.4%	
4660	Fuel	3,055	8,500	5,445		5,445	35.9%	
4680	Tools	7	500	493		493	1.5%	
4690	Machinery	541	2,000	1,459		1,459	27.0%	
4700	Dog Bins Services - Consumable	1,447	0	(1,447)		(1,447)	0.0%	
4705	Tree Maintenance	14,000	5,000	(9,000)		(9,000)	280.0%	7,100
	GENERAL ADMIN -ENVIRON/LEISURE :- Indirect Expenditure	**42,163**	**98,130**	**55,967**	**0**	**55,967**	**43.0%**	**8,106**
	Net Expenditure	**(42,163)**	**(98,130)**	**(55,967)**				
6000	plus Transfer from EMR	8,106	0	(8,106)				
	Movement to/(from) Gen Reserve	**(34,057)**	**(98,130)**	**(64,073)**				
330	GROUNDS BUILDINGS AND LAND							
4250	Rates	1,686	2,500	814		814	75.4%	
4270	Heating and Electricity	292	2,050	1,758		1,758	14.2%	
4540	Repairs and Maintenance	0	5,000	5,000		5,000	0.0%	
4570	Football Club Cleaning	0	1,545	1,545		1,545	0.0%	
	GROUNDS BUILDINGS AND LAND :- Indirect Expenditure	**2,178**	**11,095**	**8,917**	**0**	**8,917**	**19.6%**	**0**
	Net Expenditure	**(2,178)**	**(11,095)**	**(8,917)**				
340	CEMETERY/CHURCHYARD							
1210	Cemetery Income	3,540	32,000	28,460			11.1%	
1220	Memorials Income	167	7,000	6,833			2.4%	
	CEMETERY/CHURCHYARD :- Income	**3,707**	**39,000**	**35,293**			**9.5%**	**0**
4180	Cleaning	80	1,500	1,420		1,420	5.3%	
4250	Rates	2,829	2,700	(129)		(129)	104.8%	
4260	Water	0	200	200		200	0.0%	
4270	Heating and Electricity	219	700	481		481	31.2%	
4540	Repairs and Maintenance	276	1,000	724		724	27.6%	
4705	Tree Maintenance	2,750	5,000	2,250		2,250	55.0%	
4750	General Administr.	741	1,000	259		259	74.1%	
	CEMETERY/CHURCHYARD :- Indirect Expenditure	**6,895**	**12,100**	**5,205**	**0**	**5,205**	**57.0%**	**0**
	Net Income over Expenditure	**(3,188)**	**26,900**	**30,088**				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250	CIVIC							
4450	26/27 Mayoral Allowance	0	2,000	2,000		2,000	0.0%	
4460	Councillor Training	628	1,000	372		372	62.8%	
4470	Elections	0	2,700	2,700		2,700	0.0%	
	CIVIC :- Indirect Expenditure	**628**	**5,700**	**5,072**	**0**	**5,072**	**11.0%**	**0**
	Net Expenditure	**(628)**	**(5,700)**	**(5,072)**				
260	PROJECTS AND GRANTS							
1380	Grants Received	0	1,000	1,000			0.0%	
	PROJECTS AND GRANTS :- Income	**0**	**1,000**	**1,000**			**0.0%**	**0**
4500	Grant spend	0	10,000	10,000		10,000	0.0%	
	PROJECTS AND GRANTS :- Indirect Expenditure	**0**	**10,000**	**10,000**	**0**	**10,000**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**(9,000)**	**(9,000)**				
270	DEFIB							
4900	Defib Expenditure	166	1,500	1,334		1,334	11.1%	
	DEFIB :- Indirect Expenditure	**166**	**1,500**	**1,334**	**0**	**1,334**	**11.1%**	**0**
	Net Expenditure	**(166)**	**(1,500)**	**(1,334)**				
310	STAFF - ENVIRONMENT/LEISURE							
4000	Salary	40,149	175,000	134,851		134,851	22.9%	
4010	Employers Pension	7,274	34,000	26,726		26,726	21.4%	
4020	Employers NI	5,226	23,000	17,774		17,774	22.7%	
4070	Training	1,201	5,000	3,799		3,799	24.0%	
	STAFF - ENVIRONMENT/LEISURE :- Indirect Expenditure	**53,849**	**237,000**	**183,151**	**0**	**183,151**	**22.7%**	**0**
	Net Expenditure	**(53,849)**	**(237,000)**	**(183,151)**				
320	GENERAL ADMIN -ENVIRON/LEISURE							
4530	Car Park Inspections	185	900	715		715	20.6%	
4540	Repairs and Maintenance	1,490	10,000	8,510		8,510	14.9%	
4550	Uniforms inc PPE	26	1,000	974		974	2.6%	
4560	Waste Removal	2,177	5,500	3,323		3,323	39.6%	
4565	Health and Safety	1,006	0	(1,006)		(1,006)	0.0%	1,006
4580	Vehicle Maintenance	4,847	17,000	12,153		12,153	28.5%	
4600	Vehicle Trackers	178	850	672		672	21.0%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
350	ALLOTMENTS							
1240	Allotments Income	7,290	7,500	210			97.2%	
	ALLOTMENTS :- Income	**7,290**	**7,500**	**210**			**97.2%**	**0**
4260	Water	(50)	400	450		450	(12.5%)	
4730	Rents	611	1,450	839		839	42.1%	
4750	General Administr.	720	1,500	780		780	48.0%	
	ALLOTMENTS :- Indirect Expenditure	**1,281**	**3,350**	**2,069**	**0**	**2,069**	**38.2%**	**0**
	Net Income over Expenditure	**6,009**	**4,150**	**(1,859)**				
360	BREWERY STREET WC							
1250	WC Receipts	336	1,100	765			30.5%	
	BREWERY STREET WC :- Income	**336**	**1,100**	**765**			**30.5%**	**0**
4180	Cleaning	1,696	8,000	6,304		6,304	21.2%	
4260	Water	26	900	874		874	2.9%	
4270	Heating and Electricity	217	800	583		583	27.1%	
4540	Repairs and Maintenance	0	1,000	1,000		1,000	0.0%	
	BREWERY STREET WC :- Indirect Expenditure	**1,939**	**10,700**	**8,761**	**0**	**8,761**	**18.1%**	**0**
	Net Income over Expenditure	**(1,604)**	**(9,600)**	**(7,996)**				
370	PLAY AREAS							
4770	New Play Equipment	1,278	50,000	48,722		48,722	2.6%	
4775	Playpark Inspections	12	700	688		688	1.7%	
	PLAY AREAS :- Indirect Expenditure	**1,290**	**50,700**	**49,410**	**0**	**49,410**	**2.5%**	**0**
	Net Expenditure	**(1,290)**	**(50,700)**	**(49,410)**				
380	MARKET							
1300	Market Income	3,460	9,000	5,540			38.4%	
	MARKET :- Income	**3,460**	**9,000**	**5,540**			**38.4%**	**0**
4250	Rates	500	0	(500)		(500)	0.0%	
4800	Market Expenditure	1,197	3,500	2,303		2,303	34.2%	
	MARKET :- Indirect Expenditure	**1,697**	**3,500**	**1,803**	**0**	**1,803**	**48.5%**	**0**
	Net Income over Expenditure	**1,763**	**5,500**	**3,737**				
390	3G							
1380	Grants Received	60,250	0	(60,250)			0.0%	
	3G :- Income	**60,250**	**0**	**(60,250)**				**0**
	Net Income	**60,250**	**0**	**(60,250)**				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	537,301	861,843	324,542			62.3%	
Expenditure	230,931	861,843	630,912	0	630,912	26.8%	
Net Income over Expenditure	306,370	0	(306,370)				
plus Transfer from EMR	8,106	0	(8,106)				
Movement to/(from) Gen Reserve	314,476	0	(314,476)				

	Account	Opening Balance	Net Transfers	Closing Balance
321	EMR Cemetery Maintenance	2,790.00		2,790.00
322	EMR C/O Provision Renewals	1,393.12		1,393.12
324	EMR Pavilion Water	3,000.00		3,000.00
325	EMR Brewery Street	7,019.99		7,019.99
328	EMR Rec Pavilion Changing Room	15,000.00		15,000.00
329	EMR New Dog Bins	3,000.00		3,000.00
330	EMR All Weather Sports Pitch	20,000.00		20,000.00
333	EMR Elections	7,387.80		7,387.80
334	EMR Neighbourhood Plan	9,852.37		9,852.37
335	EMR Skate Park	6,000.00		6,000.00
336	EMR Market	16,105.60		16,105.60
337	EMR Sustainable Highworth	824.48		824.48
338	EMR Parking	1,000.00		1,000.00
339	EMR Grounds Repair&Maint	5,000.00	-2,100.00	2,900.00
340	EMR Youth	7,359.00		7,359.00
341	EMR WC Repair & Maint	1,470.73		1,470.73
344	EMR Uniforms H&S	2,125.37	-1,006.19	1,119.18
348	EMR Salary Provision	37,092.60		37,092.60
350	EMR Tree Works	5,000.00	-5,000.00	0.00
351	EMR Hedge Maintenance OGC	1,450.00		1,450.00
400	RR Public Art S106 No date	484.45		484.45
404	RR Public Art S106 No date	1,000.00		1,000.00
406	RR S106 Enviromental	3,368.67		3,368.67
408	RR CIL November 2028	87,988.15		87,988.15
410	RR S106 Playing Pitches 2032	65,610.25		65,610.25
411	RR CIL March 2030	94,884.90		94,884.90
413	RR CIL November 2030	278,243.58		278,243.58
		684,451.06	**-8,106.19**	**676,344.87**

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			42,406.04	
105	VAT Control A/c			17,094.35	
120	Stamps in Stock			26.45	
200	Co-op Current A/C 27100			47,575.99	
205	Corporate Account Co-op 27150			330,296.11	
210	CCLA Deposit Fund PSDF			600,000.00	
215	Petty Cash			89.75	
220	Unity Trust Current Account			249,959.55	
310	General Reserves				276,172.70
321	EMR Cemetery Maintenance				2,790.00
322	EMR C/O Provision Renewals				1,393.12
324	EMR Pavilion Water				3,000.00
325	EMR Brewery Street				7,019.99
328	EMR Rec Pavilion Changing Room				15,000.00
329	EMR New Dog Bins				3,000.00
330	EMR All Weather Sports Pitch				20,000.00
333	EMR Elections				7,387.80
334	EMR Neighbourhood Plan				9,852.37
335	EMR Skate Park				6,000.00
336	EMR Market				16,105.60
337	EMR Sustainable Highworth				824.48
338	EMR Parking				1,000.00
339	EMR Grounds Repair&Maint				2,900.00
340	EMR Youth				7,359.00
341	EMR WC Repair & Maint				1,470.73
344	EMR Uniforms H&S				2,125.37
348	EMR Salary Provision				37,092.60
351	EMR Hedge Maintenance OGC				1,450.00
400	RR Public Art S106 No date				484.45
404	RR Public Art S106 No date				1,000.00
406	RR S106 Enviromental				3,368.67
408	RR CIL November 2028				87,988.15
410	RR S106 Playing Pitches 2032				65,610.25
411	RR CIL March 2030				94,884.90
413	RR CIL November 2030				278,243.58
500	Creditors				5,553.47
520	PAYE/NI Control				7,958.06
525	Pension Control			7,958.06	
530	Net Wages Control			961.35	
550	Allotments Deposits				7,350.00
580	Mayors Charity Acct				8,512.52
1076	Precept	110	INCOME - CSC		367,936.50

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1090	Bank Interest	110	INCOME - CSC		8,897.82
1100	CIL Income	110	INCOME - CSC		67,913.70
1210	Cemetery Income	340	CEMETERY/CHURCHYARD		3,540.00
1220	Memorials Income	340	CEMETERY/CHURCHYARD		166.66
1230	Council Offices Room Hire	230	COUNCIL OFFICES		1,726.50
1240	Allotments Income	350	ALLOTMENTS		7,290.00
1250	WC Receipts	360	BREWERY STREET WC		335.50
1300	Market Income	380	MARKET		3,460.00
1310	Misc Income: Licenses/Advert	120	INCOME - ENVIRONMENT/LEISURE		760.00
1315	Football Grass Pitch Income	120	INCOME - ENVIRONMENT/LEISURE		5,764.00
1315	Football Grass Pitch Income	390	3G		60,250.00
1320	Tennis Income	120	INCOME - ENVIRONMENT/LEISURE		1,426.00
1325	Council Works recharges	120	INCOME - ENVIRONMENT/LEISURE		6,500.00
1370	May Day	245	GRANTS AND CONTINGENCIES		1,334.25
4000	Salary	210	STAFF - CSC	45,668.36	
4000	Salary	310	STAFF - ENVIRONMENT/LEISURE	40,148.52	
4010	Employers Pension	210	STAFF - CSC	8,072.47	
4010	Employers Pension	310	STAFF - ENVIRONMENT/LEISURE	7,273.63	
4020	Employers NI	210	STAFF - CSC	5,715.16	
4020	Employers NI	310	STAFF - ENVIRONMENT/LEISURE	5,225.86	
4070	Training	210	STAFF - CSC	3,160.20	
4070	Training	310	STAFF - ENVIRONMENT/LEISURE	1,201.40	
4100	Telephone and Broadband	220	GENERAL ADMIN - CSC	1,601.98	
4110	Office Expenses	220	GENERAL ADMIN - CSC	1,254.78	
4120	IT Support	220	GENERAL ADMIN - CSC	6,355.53	
4125	RBS Finance Package Sub	220	GENERAL ADMIN - CSC	2,663.00	
4130	Professional Fees	220	GENERAL ADMIN - CSC	1,437.12	
4150	Stationery and Office Supplies	220	GENERAL ADMIN - CSC	936.77	
4160	Postage	220	GENERAL ADMIN - CSC	2.91	
4170	Office Equipment Repair and Re	220	GENERAL ADMIN - CSC	1,826.85	
4180	Cleaning	220	GENERAL ADMIN - CSC	286.67	
4180	Cleaning	340	CEMETERY/CHURCHYARD	80.00	
4180	Cleaning	360	BREWERY STREET WC	1,696.24	
4190	Fire Inspection	220	GENERAL ADMIN - CSC	1,035.18	
4200	Audit Fees	220	GENERAL ADMIN - CSC		1,175.00
4210	Insurance	220	GENERAL ADMIN - CSC	15,548.34	
4220	Bank & Other Charges	220	GENERAL ADMIN - CSC	85.74	
4230	Affiliation	220	GENERAL ADMIN - CSC	1,614.54	
4250	Rates	230	COUNCIL OFFICES	10,166.00	
4250	Rates	330	GROUNDS BUILDINGS AND LAND	1,886.22	
4250	Rates	340	CEMETERY/CHURCHYARD	2,829.33	
4250	Rates	380	MARKET	499.80	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4260	Water	230	COUNCIL OFFICES	30.83	
4260	Water	350	ALLOTMENTS		50.00
4260	Water	360	BREWERY STREET WC	25.86	
4270	Heating and Electricity	230	COUNCIL OFFICES	1,764.13	
4270	Heating and Electricity	330	GROUNDS BUILDINGS AND LAND	292.02	
4270	Heating and Electricity	340	CEMETERY/CHURCHYARD	218.72	
4270	Heating and Electricity	360	BREWERY STREET WC	217.13	
4310	Flowers and Hanging Baskets	240	COMM	148.32	
4320	Website and Social Media	240	COMM	1,317.60	
4420	Provision for Youth	240	COMM	3,900.00	
4430	Fireworks	240	COMM	1,270.00	
4460	Councillor Training	250	CIVIC	628.00	
4515	May Day	245	GRANTS AND CONTINGENCIES	4,156.98	
4530	Car Park Inspections	320	GENERAL ADMIN -	185.00	
4540	Repairs and Maintenance	320	GENERAL ADMIN -	1,490.10	
4540	Repairs and Maintenance	340	CEMETERY/CHURCHYARD	276.45	
4550	Uniforms inc PPE	320	GENERAL ADMIN -	26.12	
4560	Waste Removal	320	GENERAL ADMIN -	1,305.27	
4565	Health and Safety	320	GENERAL ADMIN -	1,006.19	
4580	Vehicle Maintenance	320	GENERAL ADMIN -	4,846.95	
4600	Vehicle Trackers	320	GENERAL ADMIN -	178.20	
4610	Street Cleaning	320	GENERAL ADMIN -	871.51	
4620	Mower Lease	320	GENERAL ADMIN -	11,695.93	
4640	Spraying	320	GENERAL ADMIN -	122.75	
4650	Garage Rent	320	GENERAL ADMIN -	1,385.28	
4660	Fuel	320	GENERAL ADMIN -	3,054.57	
4680	Tools	320	GENERAL ADMIN -	7.44	
4690	Machinery	320	GENERAL ADMIN -	540.83	
4700	Dog Bins Services - Consumable	320	GENERAL ADMIN -	1,446.88	
4705	Tree Maintenance	320	GENERAL ADMIN -	14,000.00	
4705	Tree Maintenance	340	CEMETERY/CHURCHYARD	2,750.00	
4730	Rents	350	ALLOTMENTS	611.00	
4750	General Administr.	340	CEMETERY/CHURCHYARD	740.65	
4750	General Administr.	350	ALLOTMENTS	719.78	
4770	New Play Equipment	370	PLAY AREAS	1,278.05	
4775	Playpark Inspections	370	PLAY AREAS	11.65	
4800	Market Expenditure	380	MARKET	1,197.00	
4900	Defib Expenditure	270	DEFIB	166.30	
6000	Transfer from EMR	320	GENERAL ADMIN -		7,100.00
			Trial Balance Totals :	**1,528,523.74**	**1,528,523.74**
			Difference	**0.00**	

Trader	Pitch Cost	04/04/2026	11/04/2026	18/04/2026	25/04/2026	02/05/2026	09/05/2026	16/05/2026	23/05/2026	30/05/2026	06/06/2026	13/06/2026	20/06/2026	27/06/2026
AHK Green Olive LTD	£10.00	£10.00	£10.00	£10.00	£10.00	May Day	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00
Charlie's Fresh Grimsby Fish	£10.00	£10.00	Holiday	£10.00	£10.00		£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00
Cupcakes on the Avenue	£10.00	£10.00	Sick	Sick	£10.00		£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00
Darren's Cards	£10.00	£10.00	£10.00	£10.00	£10.00		£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00
Jennys Candy Stall	£10.00												£10.00	£10.00
L & P Bakeries	£10.00	£10.00	£10.00	£10.00	£10.00		£10.00	£10.00	£10.00	£10.00	Holiday	Holiday	£10.00	£10.00
Sweet T's	£10.00	£10.00	Holiday	£10.00	£10.00		£10.00	£10.00						
T & A Fruit and Vegetables	£60.00	£60.00	£60.00	£60.00	£60.00		£60.00	£60.00	£60.00	£60.00	£60.00	£60.00	£60.00	£60.00
Hedgerow Cheese	£10.00		£12.00		£12.00		£12.00	£12.00	£12.00			£12.00	£12.00	
Adorably	£12.00							£12.00						£12.00
Angel Bakery (Req electric)	£15.00								£17.00	£17.00	£17.00	£17.00	£15.00	£15.00
Big Highworth	£12.00											£12.00		
Braeside Bees	£12.00				£12.00				£12.00			£12.00		£12.00
Boglar Cakes	£12.00		£12.00	£12.00			£12.00		£12.00		£12.00		£12.00	£12.00
Chloe May Creations	£12.00				£12.00			£12.00						
Colin Lovell	£24.00	£24.00			£24.00		£24.00	£80.00						
Cotswold Crafter	£12.00			£12.00										
Country Market - Invoice	£24.00				£24.00		£24.00					£24.00		
Dizzy Donuts	£17.00													£17.00
Ducky Sews	£12.00													
Elite Ladies Boxing	£12.00		£12.00											
E-motion	£12.00													
Knits & Bobs	£12.00													
Laguanegra Coffee Beans	£12.00	£17.00	£17.00	£17.00			£17.00	£17.00			£17.00	£17.00	£17.00	£17.00
Le Petit Fournil	£12.00						£12.00							
Minneys Soup (Req electric)	£17.00	£17.00		£17.00	£17.00		£17.00	£17.00	£17.00	£17.00				
Pats Plants	£20.00						£20.00	£20.00	£8.00	£20.00	£20.00	£20.00	£20.00	£20.00
Terrific Truffles	£12.00											£12.00		
The Sarson Family	£12.00													
Trainer Academy	£12.00	£12.00	£12.00	£12.00			£12.00		£12.00			£12.00		
Westlake Catering	£12.00							£12.00						
		£190.00	£155.00	£180.00	£221.00	£0.00	£270.00	£252.00	£200.00	£164.00	£166.00	£238.00	£196.00	£225.00

Market Manager Payment Apr 2026 - June 2026

2026	Total Income	Commission payment
Apr	746.00	223.80
May	886.00	265.80
June	825.00	247.50
Total	2,457.00	737.10

Meeting	Full Council
Date	28th July 2026
Report Title	Adobe Acrobat Pro for Teams
Agenda Reference	9
Author	Highworth Town Council & CloudyIT

Adobe Acrobat for Public Forms: Business Case

Overview

Implementing Adobe Acrobat Pro for Teams as the platform for creating and managing public-facing forms would provide Highworth Town Council with a professional, secure, and efficient solution for digital form management. Adobe Acrobat is a widely recognised industry standard that supports accessible, compliant, and easy-to-use electronic forms.

Key Benefits

1. Improved Public Accessibility

Adobe Acrobat enables the creation of fillable digital forms that residents can complete electronically, reducing the need for printing, scanning, or visiting council offices. This improves accessibility and convenience for the public.

2. Professional and Consistent Forms

Using Adobe Acrobat allows the Council to create standardised forms with a consistent appearance and branding, helping to maintain a professional image and improve user confidence.

3. Digital Signatures and Approval Workflows

Adobe supports secure electronic signatures, enabling residents and staff to complete approvals and authorisations digitally. This can significantly reduce administration time and paper handling.

4. Enhanced Security and Compliance

Adobe products include security features such as document protection, user permissions, and digital identification tools. These features help protect sensitive information and support good governance practices.

5. Efficiency and Cost Savings

Moving from paper-based forms to digital forms can reduce printing, postage, storage, and manual data processing costs. Digital forms can also be completed and returned more quickly, improving service delivery.

6. Easy Document Comparison and Management

The quoted Adobe Acrobat Pro licence includes functionality to easily compare files and use digital IDs, supporting document control and version management.

Recommendation

Adobe Acrobat Pro for Teams represents a low-cost investment at **£291.18 per year including VAT** that would enable Highworth Town Council to modernise public-facing forms, improve accessibility for residents, streamline administrative processes, and support secure digital document management. The solution offers good value for money while helping the Council progress towards more efficient digital service delivery.

CloudyIT™ QUOTATION

CloudyIT is proud to be at the forefront of driving the adoption of modern working IT practices in the council sector.

QUOTATION FOR

Highworth Town Council - QH-07752-0 08/07/2026

Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Annual				
2	Adobe Acrobat Pro for teams VIPMP Commercial Acrobat Pro for teams ALL Multiple Platforms EU English Annual - 1 User Easily compare files Use digital IDs	1.00	Annual	£242.65	£242.65
	Annual Subtotal				£242.65

Payment Terms Summary	
VAT	£48.53
Total	£291.18

Please note
The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Meeting	Full Council
Date	28th July 2026
Report Title	4-Year Plan
Agenda Reference	10
Author	Councillor J Murphy

Introduction to the 4-Year Plan

The purpose and structure of the 4-Year Plan should: -

- Provide a clear vision for the Council and the town
- Include financial forecasts
- Reflect statutory obligations
- Incorporate community-driven priorities

The plan should contain high-level goals supported by actionable, budget-backed projects.

Proposed Structure of the 4-Year Plan

Strategic Vision

The plan should include:

- A clear mission statement
- The Council's purpose
- Core values
- Overall goals and aspirations for the town

Objectives should be grouped under themed headings and should be evidence-led, drawing on feedback from:

- Neighbourhood Plan workshops
- Focus groups
- The Town Meeting
- Surveys
- Public consultations

Action Plan

The plan should include an action plan focused on engagement with key stakeholders, including:

- Local businesses
- Voluntary groups
- Community associations

- Residents

Financial Strategy

The financial section should include:

- Grant opportunities
- Investment priorities
- Four-year budget forecasts
- Consideration of short, medium and long-term financial planning

Service Delivery

The plan should recognise the Council's core responsibilities and include plans for managing and improving statutory services, including:

- Allotments
- Cemetery provision
- Public open spaces
- Play areas

SMART Goals and Review Process

The plan should include SMART objectives with measurable targets.

An annual review should be undertaken to monitor progress, assess achievements and consider any necessary changes.

Actions and Next Steps

It was agreed that all available evidence gathered to date should be reviewed to identify key themes and potential projects.

A project spreadsheet will be created to:

- Record identified projects
- Capture the source of evidence supporting each project
- Highlight where further evidence is required
- Record project priority status

The document will require full council approval and will support future decision-making by Full Council.

Meeting	Full Council
Date	28th July 2026
Report Title	Highworth Arts and Literature Festival (HALF) Report to Highworth Town Council
Agenda Reference	12a
Author	Keith Smith, Chairman of HALF

Highworth Arts and Literary Festival (HALF)

Saturday 13th to Sunday 21st June 2026

Report to Highworth Town Council

Tuesday 28th July 2026

Introduction

This is the second HALF that has been celebrated in the Town. The whole event was organised under the auspices of Visit Highworth Limited (VHL). The small committee of just 6 people, who volunteered themselves were supported by the LINK editor and the VHL media spokesperson.

The programme (see below) took almost a year to organise, as there were a range of outside speakers and participants to contact. Originally planned as Friday evening/ All day Saturday event it spiralled in to a nine-day marathon as more groups sought to take part

The Programme

Sat 13th to Mon 15th

Ann March: Annual Art Exhibition

Community Room.

Monday 15th

A Taste of Song

St Michaels Church 7.30 - 9.30pm

This is a chance to visit an open rehearsal of the Highworth Choral Society.

Join and sample life in a choir.

We will sing some accessible songs so anyone can have a go.
It is their usual rehearsal night, so they are opening it up to you to share in the fun.

There will also be cake!

Tuesday 16th

Quiz Night

The Goldfinger

8pm to 9pm

Thursday 18th

Open Mike Poetry Night

The Highworth

Fringe Event

Rosa Matheson

100 Everyday Women

Friday 19th

Art Exhibition Preview

7pm to 8.30

Saturday 20th

Listen out for the Bell Ringing

9 -10 am

Local Artists Exhibition

United Reform Church 10am

Local artists showcase their art allowing you to view a wide and varied range of work.

If something inspires you then there's the opportunity to purchase.

Bang to Rites

Drumming on the podium 10.0am

Story Time with Jason Daniel

Highworth Library 10.30

Stories and other activities for children, Including a LEGO competition

Writing For Children - a workshop with Steve Antony

Community Room 10 -11.30am

Find your voice with author and illustrator Steve Antony. A practical workshop for adults interested in writing for children.

Through discussion, examples from Steve's own bestselling books including The Queen's Hat and Chitty Chitty Bang Bang, and through guided creative exercises, participants will gain insight into the craft of writing for children and leave with ideas, tools and renewed confidence to develop their own work.

No prior experience is necessary - just curiosity, creativity, and a love of children's books.

Jasper Fforde 1-1 advice for Writers

Four 20 min time slots in both the morning and in the afternoon.

The Highworth

First impressions count! Have your work read and then discussed for twenty minutes by author Jasper Fforde.
One to ones: If you are dabbling in writing - or even close to submitting that first novel, bestselling author Jasper Fforde will read that oh-so-important first thousand words and you and he can then discuss first impressions for twenty minutes. No hard criticism, just thoughts about the prose.

Meet the Authors – Lunch

The Highworth

Join a buffet lunch with Katie Fforde, Victoria Gosling, Steve Antony

and Jasper Fforde. 12.30-2.00pm

The Fundamentals of Plot – with Victoria Gosling

The community Room. 2.30 -3.30

A good plot offers surprises but also has a satisfying shape. Come along to this workshop to learn how plots work and have fun structuring your own story ideas.

We'll be analysing some famous books and films, digging into the history of dramatic structure and undertaking writing exercises. Suitable for both beginners and writers wanting to dig into the craft, the workshop will be led by Victoria Gosling, author of the novels *Before the Ruins* and *Bliss and Blunder*.

Q&A with author Katie Ford

Community Room 7.00-8.30pm

Sunday 21st

Note: All Sunday events are in The Community Centre

Found Puppetry Workshop

10.00 am to 12.00 Main Hall

Build, create and animate with our Found Puppetry workshop.

For children and young adults ages 11 or over.

Working with recycled household materials, our experienced puppetry practitioner will excite and entertain your children while teaching them the foundations of design, animation and puppet manipulation.

Easily sourced objects will be brought to life to help spark creativity and playfulness.

With professional puppet company Les Enfants Terribles.

Improvised Story Telling

2pm to 4pm

A fun and playful workshop for adults. Explore fully accessible games, exercises, and, of course, join in the improvised stories in this exciting session. No experience necessary.

With experienced improvisor and coach Matt Sparkes.

Highworth Historical Society - open exhibition

10.0am -4.00pm

Drop In

Gareth Steven - presentation

2.00-3.30pm

Your Book Won't Sell Itself

What you need to know to sell your book

The **HALF** team are committed to opening the festival to everyone and looking for you to participate as well as listen.

Competitions

Colour A Picture (under 7s) Colour our artists impression of Incey Wincey Spider

An Illustration of your Favourite Book (7 to 11)

Write a Ghost Story in exactly 50 Words (11 to 17)

Write a Ghost Story in exactly 50 Words (18+)

Art Trail

Match the quotes to the images you will find in local shops and businesses
To win a prize.

Our thanks go to:

Ann March for linking the R&A Exhibition.

The Highworth Choral Society for the risk of inviting rank amateurs to their rehearsal.

The Goldfinger for hosting a Music and Literary Quiz and for donating the proceeds the evening to HALF.

Rosa Matheson for her talk on 100 Everyday Women.

The Highworth Bell Ringers for joyfully opening the main day events and

Bang to Rites who made sure we were heard.

The Highworth Historical Society for organising an Open Day at the Community Centre.

Not forgetting the Hop Kettle Brewery for producing the Festival Beer,
'Ales Well That Ends Well'

Outcomes

The spirit of wanting to be a part of HALF was not an outcome that we had anticipated, but one we embraced with open arms. Other similar outcomes were the willingness of local shops and businesses to put illustrations in their windows to create the Art Trail.

One of our volunteers who is a member of one of the Book Clubs, contacted all of them in the town and organised a 'Title Swap', the outcome of which you can read about in the LINK. Did you find a book lying around in the town? Actually, one has been photographed as far away as Canada! Our thanks got to Book Club members who donated over 100 books and wrapped them to advertise the HALF. Another unsought for success

The Main Events

It is always a risk when choosing speakers and presenters, that they may not be of interest, or their work is unfamiliar. I am delighted to report that every event was attended. Although numbers were fewer than we had hoped, we had in fact provided something for everyone. Among stand out moments were Story Time with Jason Daniels. He held the children's attention with his stories and when they moved to the LEGO competition, he spent time talking with parents on the importance of reading stories with children. The puppetry also enthralled the children and they joined in enthusiastically creating puppets from everyday objects.

All of our speakers had something unique to offer. Katie Fforde who writes romantic novels, was once a writer for Mills and Boon, but never got a work published. Now she has published over 30 books, all of them with a happy ending, "because that is what my readers want!" Jasper Fforde's advice sessions were well attended, we obviously have a number of serious wannabe writers in the town. This was echoed in the Open Mike Poetry Night, where attendees were invited to bring 3 poems of not more than 3 minutes in length. Either a favourite of one that had written. By the end of the evening, we had enjoyed nearly 30 poems. There was talk of a Highworth Anthology.

Did your donation bring any benefit to the community?

Over 9 days the people of Highworth were exposed to a plethora of quality pictures many of which could be purchased and indeed were. They were showered with free books which they could either read or pass on to someone else. They had the opportunity to meet, listen and talk with nationally and internationally known authors. They could gain knowledge and understanding of how the literary world works. They could have their own literary work appraised by an expert. They could share their love of poetry and share their own poetical efforts with a discerning audience. The children were treated to a new and up and coming children's author and were able to display their skills and ingenuity with random LEGO bricks; and win prizes. Thanks to Highworth Historical Society for presenting, in splendid fashion, the ever-expanding archive of objects and records collected over many years. On a lovely sunny day, people were able to walk around the bijou collection of farm machinery lovingly restored.

There was no excuse not to know about the Half, which had over 100k hits on its Facebook page, and other pages, with posters and banners around the town, with monthly reminders and some relevant articles in the Link and even broadcast on BBC Wiltshire Sound.

I would personally like to congratulate and thank the committee and their helpers for all their hard work in preparing and putting on a splendid Festival.

Keith Smith
Chairman
HALF 2026

Meeting	Full Council
Date	28th July 2026
Report Title	Highworth Library Statistics
Agenda Reference	13
Author	Swindon Library & Information Service

Highworth Library Summary Report

From 1/04/2025 To - 31/03/2026

Location	Sub-location	Issue				Reservation		Booking		Borrower				Item		
		Ex Renewals	Renewals Only	Inc Renewals	Returns	Placed	Issued	Placed	Issued/ Checked out	Added	Re-registered	Deleted	Current Mem'ship	Added	Deleted	Current Count
Highworth Library	Highworth Self Service	10937	738	11675	13450	0	649	0	0	0	0	0	0	0	0	0
	Highworth Self Service	11917	914	12831	11111	0	578	0	0	0	0	0	0	0	0	0
	No Sub-location	6565	1056	7621	5717	191	356	0	0	477	1184	41	6704	1492	1378	16284
		29419	**2708**	**32127**	**30278**	**191**	**1583**	**0**	**0**	**477**	**1184**	**41**	**6704**	**1492**	**1378**	**16284**
Grand Total		**29419**	**2708**	**32127**	**30278**	**191**	**1583**	**0**	**0**	**477**	**1184**	**41**	**6704**	**1492**	**1378**	**16284**

Month	Visits
APR	2241
MAY	2391
JUN	2338
JUL	2613
AUG	2739
SEP	2913
OCT	2466
NOV	2401
DEC	1843
JAN	2601
FEB	2773
MAR	2807
Total	30126

As requested, here are the number of attendees at the CA drop-in sessions at Highworth library.

- 15/1-2
- 19/2-0
- 19/3-2
- 16/4-0
- 14/5-3
- 11/6- 2

Meeting	Full Council
Date	28th July 2026
Report Title	Annual Fun Fair
Agenda Reference	14
Author	Assistant Town Clerk

Danter's Fun Fair – October Visit

Danter's Fun Fair has approached the Council to request permission for its annual visit in October. The proposed dates are Tuesday 13th October to Friday 16th October.

As in previous years, they have requested permission to arrive on Sunday 11th October to allow sufficient time for setting up and to avoid traffic issues. They also propose to vacate the site by 5.00 am on Saturday 17th October following the close of the fair.

Historically, Danter & Sons Fun Fair has paid the site fee on a three-year basis. The fee agreed for the 2023, 2024 and 2025 period was £3,150.00.

Council is asked to:

- Approve the proposed dates and arrival/departure timings for the 2026 fun fair.
- Agree the site fee for the next three-year period.

Meeting	Full Council
Date	28th July 2026
Report Title	Quotes for gazebo for events
Agenda Reference	15
Author	Various

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Juggler's Close
Wildmere Road Industrial Estate
Banbury
Oxon
OX16 3TA

01295 258 922
sales@gazeboshop.co.uk
www.gazeboshop.co.uk

Highworth town council
Great Britain

Print Quotation

Number	Date	Account	Prepared By
0000040584	21/07/2026	10116164	Angelina

Item Code	Description	Quantity	Unit	Unit Price	Total
2200	3x4.5m Frame Extreme 40 Series (37 Series Spec)	1	Each	308.11	308.11
10035	3x4.5m Dye Sub Canopy (Extreme) 2980 x 4445	1	Each	425.31	425.31
2253	3x4.5m White Sidewall Set Extreme	1	Each	131.01	131.01
Carriage	Additional Charge for Carriage	1		37.00	37.00

Please see the pricing below for our 3m x 4.5m models with custom printing on all four canopy and valance panels, as requested:

- Explorer Series 32 (3m x 4.5m) - £538.00 inc. VAT
  This is a light commercial gazebo, ideal for regular events like farmers' markets.
- Rhino Hex 45 (3m x 4.5m) - £718.00 inc. VAT
  This is a commercial-grade aluminum gazebo with hexagonal profile legs, designed for regular commercial use while keeping the weight down.
- Rhino Hex 55 (3m x 4.5m) - £878.00 inc. VAT
  This is our top-of-the-range, heavy-duty commercial gazebo. It features an incredibly robust aluminum frame with hexagonal legs and is the strongest model available, though it is heavier.

If you have any questions, please let me know and I will be happy to assist.

Kind regards,
RICHARD
ROCK AWNINGS

ROCK AWNINGS .CO.UK
www.rockawnings.co.uk
01254 69 11 27

QUOTE

Highworth Town Council
Highworth Town Council
Council Offices
3 Gilberts Lane
Highworth
Swindon
Swindon
SN6 7FB
GBR

Date
21 Jul 2026

Expiry
20 Aug 2026

Quote Number
QU-0860

Reference
QU-0860

VAT Number
754 6166 15

CITY B GROUP LTD
Unit 9
Stoke Business Park,
Woodhouse Street
Stoke-On-Trent
ST4 1EZ
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
3x3m Bmaxx HD 46 Frame inc Dust Cover/Pegs/Ropes	1.00	215.00	20%	215.00
3mx3m Fully Printed Canopy (unlimited branding)	3.00	305.00	20%	915.00
3mx3m Wheeled Gazebo Bag	1.00	40.00	20%	40.00
12kg Gazebo Weight	8.00	26.50	20%	212.00
Delivery to Swindon	1.00	65.00	20%	65.00
			Subtotal	1,447.00
			TOTAL VAT 20%	289.40
			TOTAL GBP	1,736.40

Terms

Conditions of Sale : All goods/service are sold subject to our terms and conditions of sale, copies of which are available upon request.
All goods are sold subject to manufactures conditions of sale and guarantee.
Title of ownership of these goods is not transferred until payment is received in full.

Conditions of Hire : Responsibility for the equipment hired rests with the hirer during the hire period and any loss or damage will be made good by the hirer. It is the responsibility of the hirer to arrange Public Liability insurance. Equipment hired must be returned or ready for collection by our event staff at the specified time. Failure to comply with this condition will result in an excess charge and a current copy is available upon request. E + OE

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Gazebo Sandbag Leg Weights (Pair)
£15.00 + Add

Product price:	£599.00
Addons total:	£0.00
Order total:	**£599.00**

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Meeting	Full Council
Date	28th July 2026
Report Title	Swindon Wide History Festival
Agenda Reference	17
Author	Councillor J Murphy

Swindon Wide History Festival – Invitation to Participate

Background

As Chair of Highworth Town Council I have received an invitation from Dr Rosa Matheson, a well-known railway author, inviting the Council to participate in a Swindon Wide History Festival, which is proposed to take place throughout September.

Dr Matheson will promote the festival across the Swindon area whilst participating towns and parishes are responsible for organising their own local activities. Several neighbouring parishes have already agreed to participate, with planned events including history talks, guided walks, exhibitions and other heritage-focused activities.

Highworth Opportunities

Dr Matheson has also approached Visit Highworth and the Highworth Historical Society.

- Visit Highworth has discussed promoting its existing town tours as part of the festival.
- The Highworth Historical Society is planning an open day, which could also be included within the programme.

This presents an opportunity for Highworth Town Council to support and coordinate local heritage activities while showcasing the town's rich history.

One option would be to align participation with a themed market on Saturday 26 September. This approach would require fewer additional resources than organising a standalone event, while helping to increase footfall for the market and supporting local businesses. Existing heritage activities could be promoted alongside the market to create a coordinated programme for visitors.

Promotion

The festival would be promoted by Dr Matheson through:

- Social media;
- Festival website; and
- Swindon Community Radio.

This would provide additional publicity for Highworth and its heritage attractions.

Considerations

Councillors are asked to consider:

- Whether Highworth Town Council wishes to participate in the Swindon Wide History Festival.

- Whether the Council supports the principle of coordinating local heritage activities, including a potential themed market on Saturday 26 September 2026.
- How the Council wishes to take the proposal forward.

Recommendation

That Members consider the invitation to participate in the Swindon Wide History Festival and determine whether Highworth Town Council wishes to be involved, together with the preferred approach for delivering and coordinating local activities.

Meeting	Full Council
Date	28th July 2026
Report Title	Autumn Themed Market
Agenda Reference	18
Author	Councillor J Murphy

Planning Meeting for Halloween/Autumn Themed Market

Following E & L minute reference 04b, Councillors J Murphy, K Saunders and R Williams together with Assistant Clerk Claire Haines, met with the stallholder to discuss proposals for an autumn-themed community event to be held on Saturday 31 October 2026.

Following discussions, it was agreed that, due to the notice period and significant resources required to organise a large-scale event involving road closures, a Halloween/Autumn Themed Market would be a more practical option. This proposal was supported by the success of the previous Love Your Market event.

Children's Activities

The following activities are suggested for the children:

- **Leaf decorating** and creating pictures using collected autumn leaves. Ground staff will collect bags of assorted leaves in advance of the event.
- **Wand making**
  Cllr K Saunders will seek £50 funding.
- **Decorated pumpkin competition**
  An Amazon gift voucher was suggested as a possible prize option.
- **Halloween Trail Competition**
  Based on the format of the Christmas Light Switch-On trail.

Decorations and Entertainment

Local shops and businesses would be invited to decorate their windows with a Halloween theme. Children would complete the trail by visiting participating businesses, with the winning display being judged by the children.

To enhance the atmosphere of the market, stallholders will be encouraged to decorate their stalls and, where possible, dress in Halloween-themed costumes.

Children's activities will be located on the podium area. It was also suggested that an attractive enclosed entrance be created using two market stalls to form a decorated walkway, enhanced with fairy lights, pumpkins etc., providing a welcoming entrance to the children's activity area.

To further create an atmosphere throughout the event, Halloween-themed background music will be played during the market.

Overall, the proposals aim to create an engaging, family-friendly Halloween and Autumn-themed event that encourages community participation, supports local businesses and encourages increased footfall at the market.