Highworth Town Council

Council Offices
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SN6 7FB

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21st October 2026

TO: ALL MEMBERS OF HIGHWORTH TOWN COUNCIL

You are summoned to a **face-to-face Meeting** of the **FULL COUNCIL** on **TUESDAY 27TH OCTOBER 2026 at 6.30PM** in The Council Chamber, 3 Gilberts Lane, Highworth SN6 7FB

Yours faithfully
D. Rose
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

   a. To note the resignation of Councillors Maxine Apps and Paul Heaton

3. **Minutes of the Meeting and Matters Arising**
   To confirm as a true record the Minutes of the Full Council held on Tuesday 29th September 2026 and address any matters arising from these Minutes

4. **Committee Meeting Minutes**
   To note the following Committee Meeting Minutes

   a. Extra Ordinary Neighbourhood Plan – 7th July 2026
   b. Planning – 8th September 2026

   Recommendations:

   c. **Skatepark Events**
      To consider the recommendation from the Environment & Leisure Committee (Minute Reference 31)
      RESOLVED by Councillors to recommend to Full Council to approve funding for two Skatepark events to be held in 2027, funded through the youth budget.

5. **Climate Emergency Screening**
   To receive and consider feedback from the organiser and Councillors who attended the climate emergency screening, and to agree any appropriate follow-up action

6. **Neighbourhood Plan 2**
   To receive an update on the progression of the Neighbourhood Plan 2

7. **Highworth Town Football Club – Proposed food and refreshment kiosk**
   To consider a request from Highworth Town Football Club for permission to install a food and refreshment kiosk, and associated removable slabbed area adjacent to the top turnstile, and to agree any conditions of approval

LOCAL COUNCIL AWARD SCHEME QUALITY
NABMA the voice of markets
Twinned with Portorson
Twinned with Wassenberg
FAIRTRADE
ICCM Institute of Cemetery and Crematorium Management

8. **Accounts**
   To accept the Accounts including Market Accounts and authorise payments

9. **Appointment of a Councillor to verify Bank Reconciliations**
   To appoint a Councillor who is not the Chairman or a bank signatory to verify bank reconciliations with bank statements on a quarterly basis as per Financial Regulation 2.6

10. **Highworth Library**
    To note the library statistics provided by Swindon Borough Council

11. **Grounds and Open Spaces Manager**
    To note the appointment of the Grounds and Open Spaces Manager

12. **Events**
    To receive a verbal report from the Assistant Town Clerk on upcoming Highworth Town Council events

13. **Members' Business**
    To note Members' Business

14. **Exclusion of Press and Public**
    To resolve to exclude the press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 for items 15 and 16 due to the confidential nature of the business concerning purchase negotiations and personal information

15. **Park Avenue Allotments – Proposed Purchase**
    To consider the opportunity to purchase Park Avenue Allotments, including the proposed terms, and agree the next steps

16. **3G Facility – Resident's Request Regarding Operating Hours**
    To consider a resident's request to bring the closing time of the 3G facility forward to 9.00pm due to concerns about noise, to note the Town Clerk's response, and determine whether any further action is required

*Members of the Public and Press are invited to attend this Meeting, however, participation in the debates is not permitted.