



**Minutes of Annual General Meeting held on  
Wednesday 5<sup>th</sup> September 2007 at 7pm in  
The Council Community Rooms, Highworth**

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**Meeting chaired by Keith Smith**

**1. Present:**

Keith Smith            Charles Coffin            Sandra Rendall            Peter Hinton  
Paul Newton Smith   Tom Aherne            Shirley Colbeck Smith

**Visitor:**

J Maskell            Maggie Mason            Ann Lewis            Josephine Clark  
Peter Newton            Alison Durrant            Karen & Paul Burdett            Kati Wood  
Rev Geoff Sowden

**Apologies:**

Ian Young    Helie Franklin    Nicki Coyne            Joanne Cook            Clare Smith

**Absentees:**

Alfie Howe    Katy Frost    Shaun Vockins

**2. Minutes of the meeting of 6<sup>th</sup> September 2006:**

Members of Highworth community are welcome to attend our meetings.

**3. Matters Arising:** none

**4. Chairman's Report: KS** – (full report attached) HCPG was set up in September 2006 by Councillor Maureen Penny with the help of Nicki Coyne and Helie Franklin, and an initial grant of £5,000. In October we applied for a MCTI grant and were successfully awarded £20,000 to help us write the community plan.

Thanks to the Link for advertising HCPG every month, Mair Huband for regularly reporting HCPG in the local press, Charles Coffin our facilitator, Nicki Coyne, Helie Franklin and Cindy Robson from Community First for working with and helping us?

Thanks also to Maureen Penny for her initial vision and determination in setting up the group and to Secretary Sandra Rendell.

**Questions from the Floor:**

1) *Why did HCPG being 1 of 13 towns out of 40 applications receive £20,000?*

**CC** – HCPG are a true community group who understand the whole concept, the Town Council were already on board. We are a distinctive rural town in an urban setting started by people of Highworth.

2) *Surveys - How did it all start?*

**KS** – In September 2006 five simple questions were asked, answers and information from public led to a SWOT analysis forming the basis for our bid. In May 2007 HCPG had its launch where a discussion evening led to the Vision being written.

3) *Who is looking after the money?*

**KS** – Highworth Town Council holds HCPG's money in a separate account. Tom Ahearne is our Treasurer and works closely with them.

**5. Treasurer's Report: TA - (Account sheet attached).**

- Library and council rooms £18 per meeting
- Youth projects – **KF** has managed to obtain £1400 in donations
- £5,000 which got HCPG started has been drawn down to £2,400 appx. (expenditure on postage, posters etc)
- Still setting up the system to claim cash back and keeping track of expenditure
- Thanks to the Library and Highworth Town Council for allowing us to conduct our business free of charge
- **KS** – when we are in full receipt of MCTA money, full balance sheets will be available. We also have assets of projector and lap top computer, which is a facility used to let the community know what is going on.

**Questions from the Floor:**

1) *Is income only available from grants?*

The initial £5,000 and the guaranteed MTCI grant of £20,000 at present. Also have access to consultants who will help us with the community plan, get projects up and running and apply for grants. We will also work with other groups to apply for bigger grants.

2) *Future Town Plan is great, how do we manage the present?*

**KS** - HTC sort out present issues, HCPG do not have any influence over HTC. **CC** – when plan up and running look at starting up small groups, start small work big to overcome issues.

**6. Election of officers:**

**Chairperson** - Keith Smith re-elected, proposed by **PNS** seconded by **SCS**.

**Vice Chair** – as Maureen Penny is presently working in Australia, a new town councilor has been asked, awaiting decision, defer until Octobers meeting. As we are working with HTC it is felt that a town councilor fill this position. HCPG's progress is mentioned monthly at council meetings.

**Treasurer** - Tom Ahearne re-elected, proposed by **KS** seconded by **PNS**.

Several committee members had not been attending meetings, letters will be sent to ask if they wish to remain on the committee. Visitors attending had been asked if they wished to become committee members. We would like to welcome them to the committee.

**New members –**

Ann Lewis, Recreation Centre

Josephine Clark, Historical Society

Kati Wood, Neighbourhood Engagement Officer, SBC

Maggie Mason

Meeting closed at 8pm.