

	Date	Minute Reference	Resolution/Action to carry out	Proposer	Seconder	Vote	Abstention	Cost	Cost Code	Officer Leading	Councillor Leading	Action	Progress	Completed / Date
FC (25/26)	28.04.2026	FC 233	Roundabout Advertising	N/A	N/A	N/A	N/A	N/A	N/A	GMD	VM	Chief Officer to write to SBC and counter costs back against the maintenance HWPC do on the roundabouts	Emailed SBC - July '26 awaiting response.	
FC (25/26)	28.04.2026	FC 239	British Cycling Programme request for grant of £6k for a salary	Cllr V Manro	Cllr L Jackson	Unanimous	N/A	N/A	N/A	GMD	VM	Chief officer/Chairman to request a complete business plan include finance information before reconsidering this application.		
FC (25/26)	27.05.2025	FC 015.1	To adopt the new Hybrid Meetings policy and commence action plan for implementation	Cllr P Park	Cllr J Ali	Unanimous	N/A	N/A	N/A	GMD/JM/VM	VM	Action the Chairman, Chief Officer and meetings administrator to configure the system and run tests. Action to update the new policy and publish on the HWPC website.	See below - awaiting installationby VM to begin streaming	
FC (25/26)	25.11.2025	FC 119	Full discussion around Francomes Play area and agreed amongst several actions that the park must be closed with immediate effect.	Cllr L Jackson	Cllr R Hailstone	Unanimous	N/A	N/A	N/A	LC	VM	proceed with the immediate closure, remove any HWPC branding and install a closure notice and make it clear HWPC is not responsible for the park and is acting in the interest of public safety.	Persimmon approached. Ward Cllr Wilson liaising with developers on behalf of HWPC.	
FC 25/26	25.11.2025	FC 122A	Members were presented with the Community Emergency Plan (CEP) and agreed to adopt.	Cllr R Hailstone	Cllr L Stevenson	Unanimous	N/A	N/A	N/A	LC	VM	Agreed to the recommendations and to adopt CEP Plan. Action meetings administrator upload to website.	Update at June FC. Going to F&P July shifted to September due to lack of volunteer responses. Call for Cllrs to offer.	
FC 25/26	27.05.2025	FC 015	Agreed the new policy for Hybrid Meetings following all the transparency, principles and protocols.	Cllr P Park	Cllr J Ali	Unanimous	N/A	N/A	N/A	GMD/JM	VM	Implementation Jun/Jul and	Waiting for VM to install	
FC 25/26	25.11.2025	FC 124	Tree identification trail was agreed to.	Cllr L Stevenson	Cllr V Manro	Unanimous	N/A	£150.00	N/A	LC	VM	Action Deputy Clerk to contact Westonbirt for sharing best practice and obtaining some tips: plaques etc with good knowledge and operationally progress with the Facility & POS Manager	Cllr L Stevenson offered to assist. Funding offered by SBC (£15k). Awaiting an invite to a meeting to progress with design of signage.	
FC 25/26	25.11.2025	FC 127	GMF - final billing and snagging outstanding							GMD	VM	Chief Officer to continue to request updates and final billing from the GMF contractor	GMD Continues to request bill weekly. Housekeeping handover meeting took place. Follow up actions not progressed by Contractor. Chase emails throughout August.	
FC 25/26	25.11.2025	FC 128	CCTV Surveillance							LC	VM	Chief Officer to set up a Working Party and arrange an initial meeting	Focusing on one camera at each site. Coming to Jul F&P. Delegated authority to CO to spend £5k. Bringing a verbal upddate to Aug FC.	
FC 25/26	25.11.2025	FC 129	Tadpole							GMD	VM	Action: Chief Officer to progress lease negotiations with the Railway and Council's solicitors	Lease drafted. Land title plan with Railway to finalise. Once issued and signed, letter of support and testimony for Railway to apply for grants will be issued.	
FC 25/26	24.02.2026	FC 194	Canal Trust. Members received a draft memorandum of understanding to formalise arrangements of working with the trust subject to approval from HWPC	Cllr L Stevenson	Cllr R Hailstone	Unanimous	N/A	N/A	N/A	GMD	VM	It was resolved to agreed in principle to the Memorandum of Understanding and to submit the further queries to the Canal Trust.	Nudged for update from Canal since submitting draft MoU in Feb 26. Attending July FC to outline partnership potential. Shifted to August FC.	
FC 25/26	24.02.2026	FC 197	Clary Road - Draycott Sports	Cllr A Roupelis	Cllr L Jackson	Unanimous	N/A	N/A	N/A	GMD	VM	It was resolved that members noted the update and draft memorandum of understanding to develop a partnership with Draycott Sports at Clary Road.	GMD contact made, draft MOU to-ing/fro-ing. Revised MoU sent 27/3 awaiting response. Signed MOU received 18/5. WP meeting to be organised. June '26 - Chased for response and fixing WP	
FC (26/27)	23.06.26	FC 026	Brookfield Play Area to give delegated authority to the chief officer to procee up to £30k	Cllr L Stevenson	Cllr L Jackson	N/A	N/A	£30,000.00		GMD	VM	To Proceed with the recommendation to give the Chief Officer delegated authority to proceed with the project up to the value of £30k to allow for more quotations to be received and the project to proceed without unnecassry delays.	Ordered Harleqinn £24k. Installation date tbc	
FC	23.06.26	FC 027	Resident issue about e bikes on pathways, speeding, elderly people not hearing there bell when they approach, causing fear and danger.	N/A	N/A	N/A	N/A	N/A	N/A	LC	VM	To push out comms/mirror police messaging on how bikes approach pedestrians on pathways and consider hidden disabilities.	Progressed with Marketing / Liz to investigate and run some awareness campaigns	
FC	23.06.26	FC 031F	Considered the proposed banking changes	Cllr A John	Cllr J Jackson	N/A	N/A	N/A	N/A	GMD	VM	To proceed with the proposed changes to the banking arrangements and Cllr N Brady was selected to the the fifth signatory.	05.07.26 - Issues with changing mandate online - may require a Town Centre in branch visit	
FC	21.07.26	FC 053	Members received an update on the recent Chairs and Strategic Dev Sub Committee update and a member asked for the 'buddy list'	N/A	N/A	N/A	N/A	N/A	N/A	GMD	VM	Meetings Administrator email the buddy list to all members.		
FC	21.07.26	FC 056	Application to the Chapel Farm Solar Community Fund	Cllr L Stevenson	Cllr N Brady	Agreed	One	N/A	N/A	GMD	LS	To support the submission of an application for £35000.00 during the current financial year. Authorise officers in consultation with the Tadpole Working party to submit the application on behalf of WPC.	Chief Officer has written to SBC to advise on the next steps of this application and that should it be successful will work with SBC to ensure biodiversity. 5th August 2026.	
FC	21.07.26	FC 058A	HR Personnel Sub Committee Recommendations	Cllr L Jackson	Cllr R Hailstone	Agreed	n/a	N/A	N/A	GMD/LC	VM	To note employment law changes which took effect from April 2026 and adopt the revised Staff Handbook To note updates to Employee NJC contract in line with legislative changes, as presented. To retain the three (3) seasonal members of the Parks & Open Spaces Team with effect from 1st September 2026 on permanent contracts. Offset costs reduce budgeted Cost of Living award assumption from 5.5% to 3.5%, a saving of £18,457. To agree to the revised Reward & Recognition incentive with a budget of £40 per month be implemented - £240 over six months, funded from the existing budget, subject to a small overspend	Contracts issued pending advice from Wiltshire as there was a NJC model contract change that need to be incorporated	
FC	21.07.26	FC 058B	HR Personnel Sub Committee Armed Forces Accreditation	Cllr L Stevenson	Cllr V Manro	Agreed	n/a	N/A	N/A	GMD/LC	VM	Proceed with Armed Forces Bronze Accreditation	JM/LC to commence the accreditation process	