



*Vanessa Saunders - Town Clerk/Responsible Financial Officer
Holsworthy Town Council Office, Manor Offices, North Road, EX22 6DJ
Tel: 01409 253312
E-Mail: townclerk@holsworthytowncouncil.gov.uk*

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8th May 2019

To: All Members of Holsworthy Town Council

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING** of Holsworthy Town Council, to be held **in the Memorial Hall Holsworthy, on Wednesday 15th May 2019 commencing at 7:00pm and then adjourned to Wednesday 22nd May 2018 at 7pm in the Council Chamber, Market Hall, Holsworthy** he for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

Yours sincerely


Vanessa Saunders - Town Clerk

Members are requested to turn off their mobile phones for the duration of the Meeting

AGENDA

1. **Welcome and address by the retiring Town Mayor.**
2. **Presentation of Cheques to the retiring Town Mayor's Charity for 2018/19.**
3. **Apologises for absence.**
4. **To Elect the Town Mayor/Chairman for 2019/2020.**
5. **The Town Mayor will read and sign the prescribed 'Declaration of Acceptance of Office' and formal hand over the Mayors Regalia.**
6. **To Elect the Deputy Mayor/Chairman for the year 2019/2020**
7. **The Deputy Mayor will read and sign the 'Declaration of Acceptance of Office'.**
8. **Presentation of the Civic Honour of Freeman of Holsworthy.**
9. **Presentation of the Community Champion Awards for 2019/20.**
10. **Presentation to the Past Mayors of the Town**
11. **Appointment of the Mayor's Chaplain for 2019/20.**
12. **Investiture of the Mayor's Cadet**
13. **Presentation of the Holsworthy Town Grants for 2019/20.**
14. **Launch of the Mayor's Charity for 2019/20 (at the discretion of the appointed Mayor).**
15. **Adjournment of Meeting**

To resolve to adjourn the Annual Meeting until Wed 22nd May 2019 at 7pm

Please note that light refreshments will be available after the adjournment.

16. **Declaration of Interests** – To receive declarations of personal and prejudicial interests in respect of items on this agenda.
17. **To appoint representatives to the following outside bodies:**
- Bio Gas Liaison Bude Canal Trust Partnership
DCC P3 Parish Paths
Good Neighbour's Luncheon Club
Holsworthy Area Advisory Committee
Holsworthy Day Centre
Holsworthy Museum
Holsworthy Football Club
Holsworthy TC, Hamlets PC, Pyworthy PC Liaison Group
Holsworthy Community College
St. Peter's Fair Committee
Torrige North, Mid & West Devon CAB
18. **To appoint the following standing and sub committees and to elect a minimum of four Councillors to each Committee:**
- The Finance & General Purposes Committee
The Market Committee
The Parks' Committee
The Planning & Highways' Committee
19. **Deeds List** - To receive a list of deeds and like documents and, if so desired by a member, to arrange to produce any item for inspection at the next meeting of the Council.
20. **Public Open Question Time** – To receive questions from the Public. Each member of the Public may have up to 2 minutes' time, the session to last no more than 10 minutes in total. Standing Orders will be suspended during this session.
21. **Police Report** – The Police will provide a report for information only.
22. **County Councillor's Report**
23. **District Councillors' Reports**
24. **Council Meeting Minutes** - To approve and sign the Minutes of the Council Meeting held on the 3rd April 2019 (Copy enclosed).
25. **Matters Arising** - To consider matters arising from the Minutes of the 3rd April 2019 Meeting, not already covered by the Agenda. For information only.
26. **Mayor's Announcements** – To receive a report from the Mayor.
27. **To Receive, and to Ratify the Decisions Therein, the Minutes of the Following Committee Meetings: -**
- | | | |
|----|---|-----------------------------------|
| a) | Planning & Highways Committee | 10th April 2019 |
| b) | Parks Committee | 17th April 2019 |
| c) | Finance and General Purposes Committee | 24th April 2019 |
| d) | Planning & Highways Committee | 1st May 2019 |
- (Copies of the Minutes to be circulated)

28. **To Receive External Committee Updates** (copy of any reports will have been sent prior to the Agenda circulation).
29. **To Receive Correspondence** – To receive a list of correspondence in April and make decisions on any actions to be taken on matters arising from these.
30. **Town Clerk’s report** - To receive a report from the Town Clerk for information only.
31. **Exchange of information** - With permission of the Mayor, to exchange information only on any other subject.
32. **Close**

Holsworthy Town Council - Recording/Filming at Council Meetings

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council Meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chair of the Meeting will ensure, insofar as is possible, that any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be clearly visible to anyone at them Meeting and must not disrupt proceedings. The Council will put signs up at any meeting where it knows recording is taking place.
2. The Chair of the meeting has absolute discretion to stop or suspend recording if, in his/her opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into ‘Part 2’ where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is taken out of the room with them.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council Meetings make it clear that recording can take place. Anyone not wishing to be recorded must advise the Chair or Town Clerk at the earliest opportunity.

Those doing the recording must respect the wishes of the members of the public who request not to be recorded.

5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.