



*Vanessa Saunders - Town Clerk/Responsible Financial Officer
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27th March 2019

To: All Members of Holsworthy Town Council

Dear Councillor,

You are hereby summoned to attend a Meeting of Holsworthy Town Council, to be held in the Council Chamber, Market Hall, Holsworthy, on **Wednesday 3rd April 2019 commencing at 7 pm** 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. **Apologies for absence.** (Please make any apologies known to the Town Clerk).
2. **Declaration of Interests** – To receive declarations of personal and prejudicial interests in respect of items on this agenda.
3. **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.
4. **Presentation by Julia Conway from Holsworthy Pets regarding the promotion of the independent shops and businesses in the Town.**
5. **Police Report** – The Police will provide a report for information only.
6. **County Councillor's Report**
7. **District Councillors' Reports**
8. **Council Meeting Minutes** - To approve and sign the Minutes of the Council Meeting held on the 6th March 2019.
9. **Matters Arising** - To consider matters arising from the Minutes of the 6th March 2019 not already covered by the Agenda. For information only.

10. **Mayor's Announcements** – To receive a report from the Mayor.
11. **Accounts Due for Payment and Budget Review** – To receive and approve the accounts due for payment.
12. **To Receive, and to Note, the Minutes of the following Committee Meetings:**

a) Planning & Highways Committee	20 th March 2019
b) Parks Committee	20 th March 2019
b) Finance & GP Committee	27 th March 2019
13. **To discuss and agree the Earmarked Reserves of the Council to be brought forward to the financial year 2019/20.**
14. **To approve the Council's Financial Regulations.**
15. **To approve the Council's Risk Register for 2019/2020.**
16. **To approve the Council's Code of Conduct.**
17. **To receive External Committee Updates (relevant reports have already been circulated to Cllrs.)** – Holsworthy Town Councillors appointed as representatives to outside bodies to report on any recent news.
18. **To Receive Correspondence.** – To receive any relevant correspondence received and make decisions on any actions to be taken on matters arising from these.
19. **Town Clerk's report** - To receive a report from the Town Clerk for information only.
20. **Exchange of information** - With prior permission of the Mayor, to exchange information only on any other subject.

In view of the special or confidential nature of the following business to be transacted, it is advisable, in the public interest, that the public and press be temporarily excluded, and they will be instructed to withdraw.

21. **To discuss and agree the Freeman of Holsworthy Award 2019/20** (copies of nomination forms will be circulated prior to the meeting).
22. **To discuss and agree the Community Champions Award 2019/20** (copies of nomination forms will be circulated prior to the meeting).
23. **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 the 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.