



*Vanessa Saunders - Town Clerk/Responsible Financial Officer
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29th May 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 5th June 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 Lucie Cullen regarding the holding of a health and fitness event 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 Annual Meeting held on the 15th May 2019 and the Adjourned Annual Meeting held on 22nd May 2019 (Copies attached).
9. **Matters Arising** - - To consider matters arising from the Minutes of the 15th May 2018 and the Adjourned Annual Meeting held on 22nd May, not already covered by the Agenda. For information only.

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.