



*Vanessa Saunders - Town Clerk/Responsible Financial Officer  
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28th October 2020

**To: All Members of Holsworthy Town Council**

Dear Councillor,

You are hereby summoned to attend a meeting of Holsworthy Town Council, to be held remotely using Zoom on **Wednesday 4<sup>th</sup> November 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 wishing to join the meeting should contact the Town Clerk for a link.

Yours sincerely

**Vanessa Saunders**  
**Town Clerk**

***Members of the public attending this meeting are advised that all Council Meetings taking place by Zoom during the Covid-19 Pandemic will be filmed and recorded. Anyone not wishing to be recorded or filmed must advise the Chair or Town Clerk at the earliest opportunity.***

**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. **Police Report** – The Police will provide a report for information only.
5. **County Councillor's Report**
6. **District Councillors' Reports**
7. **Council Meeting Minutes** - To approve and sign the Minutes of the Full Council held on the 7<sup>th</sup> October 2020. (Copies attached).
8. **Matters Arising** - - To consider matters arising from the Minutes of the 7<sup>th</sup> October 2020, not already covered by the Agenda. For information only.

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

a) Market Committee	14 <sup>th</sup> October 2020
b) Parks Committee	21 <sup>st</sup> October 2020
c) Finance and General Purposes Committee	28 <sup>th</sup> October 2020
12. **To receive and agreed any actions arising from the external Auditors Review of the Council's Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2020. (attached)**
13. **To approve the Council's Health & Safety Policy, Equality and Diversity Policy and Retention and Disposal Policy. (attached)**
14. **To give an update on the proposed Christmas Markets and the Christmas Lights.**
15. **To decide the actions to be taken on the letter and report from the Holsworthy Community Involvement Group**
16. **To discuss the draft Budget for 2021/22**
17. **To discuss possible projects the Council may wish to undertake for the financial year 2021/2022.**
18. **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.
19. **To Receive Correspondence.** – To receive any relevant correspondence received and make decisions on any actions to be taken on matters arising from these.
20. **Town Clerk's report** - To receive a report from the Town Clerk for information only.
21. **Exchange of information**
22. **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.