



*Vanessa Saunders – Town Clerk/Responsible Financial Officer
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25th February 2021

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 3rd March 2021 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 3rd February 2021. (Copy attached).
8. **Matters Arising** - - To consider matters arising from the Minutes of the 3rd February 2021 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) **Parks Committee** 17th February 2021
 - b) **Finance & G. P Committee** 24th February 2021
12. **To note the decisions made under delegation**
13. **To give an update on progress made by the Bude to Holsworthy Ruby Cyclepath Working Group and agreed that the Council take the lead on and make a financial contribution to the cost of a feasibility Study.**
14. **To give an update on the current position regarding the improvements to the public realm in the Square and the renewal of the streetlights and agreed any financial contribution to be made towards the cost.**
15. **To consider a request from Connect Bude (email attached)**
16. **To consider ideas for the future Marketing of the town. (attached)**
17. **To consider the recommendation made in the Holsworthy Community Involvement Group 'Healthier and Happier Holsworthy' To Promote and maintain a Holsworthy Directory of Services.(extract attached)**
18. **To consider the procedure for the co-option of the two town councillor vacancies not subject to a By Election and also whether Poll cards should be sent to electors for the Holsworthy Town Council By-election for two councillors scheduled for 6 May.**
19. **To Receive an Update from the TC, on the Earmarked Reserves of the Council and to recommend the current projects to be brought forward into the Earmarked Reserves for the financial year 2021/22.**
20. **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.**
21. **To Receive Correspondence.** – To receive any relevant correspondence received and make decisions on any actions to be taken on matters arising from these.
22. **Town Clerk's report** - To receive a report from the Town Clerk for information only.
23. **Exchange of information**

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information by virtue of paragraph 3 of Part I and paragraph 10 of Part 2 of Schedule 12A of the Local Government Act 1972.

24. To discuss and approve ideas to recognise DCC Barry Parsons services to the Town and surrounding Parishes.
25. 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.