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12<sup>th</sup> May 2021

**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 19th May 2021 commencing at 7:00pm 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. **Apologises for absence.**
3. **To Elect the Town Mayor/Chairman for 2021/2022.**
4. **The Town Mayor will read and sign the prescribed 'Declaration of Acceptance of Office' and formally handover the Mayors Regalia**
5. **To Elect the Deputy Mayor/Chairman for the year 2021/2022.**
6. **The Deputy Mayor will read and sign the 'Declaration of Acceptance of Office'.**
7. **Appointment of the Mayor's Chaplain for 2021/22.**
8. **Investiture of the Mayor's Cadet**
9. **Launch of the Mayor's Charity for 2021/22 (at the discretion of the appointed Mayor).**
10. **Declaration of Interests** – To receive declarations of personal and prejudicial interests in respect of items on this agenda.
11. **To appoint representatives to the following outside bodies:**
  - Bio Gas Liaison
  - Bude Canal Trust Partnership
  - DCC P3 Parish Paths
  - Holsworthy Area Advisory Committee
  - Holsworthy Community Forum
  - Holsworthy Museum

Holworthy Football Club  
Holworthy Area Sports Pavilion  
Holworthy Community College  
One Northern Devon Active Travel Group  
Speccots Charity  
Higgs Trust  
St. Peter's Fair Committee

- 12. 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
- 13. 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.
- 14. 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.
- 15. Police Report** – The Police will provide a report for information only.
- 16. County Councillor's Report**
- 17. District Councillors' Reports**
- 18. Council Meeting Minutes** - To approve and sign the Minutes of the Council Meeting held on the 21<sup>st</sup> April 2021
- 19. Matters Arising** - To consider matters arising from the Minutes of the 21<sup>st</sup> April 2021 Meeting, not already covered by the Agenda. For information only.
- 20. Mayor's Announcements** – To receive a report from the Mayor.
- 21. To Receive, and to Ratify the Decisions Therein, the Minutes of the Following Committee Meetings: -**
- |    |  |                             |
|----|--|-----------------------------|
| a) | Parks Committee                        | 21st April 2021             |
| b) | Finance and General Purposes Committee | 28 <sup>th</sup> April 2021 |
- 22. To consider the request made by the Chartered Court Leet of the Ancient Manor of Holworthy to commend the appointment of Mr Barry Parrish as the new Portreeve to the Lords of the Manor.**
- 23. To consider the request for the use of up to 15 Market Stalls by Tarka Radio for a charitable event on the 17<sup>th</sup> July 2021.**
- 23. To Receive External Committee Updates.**
- 24. To Receive Correspondence** – To receive a list of correspondence and make decisions on any actions to be taken on matters arising from these.
- 25. Town Clerk's report** - To receive a report from the Town Clerk for information only.
- 26. Exchange of information** - With permission of the Mayor, to exchange information only on any other subject.

**It is recommended that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

27. To discuss and ratify, if appropriate the Co-option of a new Councillor.

28. Close

**Please note all COVID guidelines must be adhered to:**

1. Wear masks on entry and until seated. Masks must be worn if not seated.
2. Use the hand sanitiser provided.
3. Open doors and windows to allow air to circulate.
4. Sign in for Track and Trace.
5. Maximum room capacity of the Memorial Hall is 100

**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.