



*Vanessa Saunders – Town Clerk/Responsible Financial Officer  
Holsworthy Town Council Office, Manor Offices, North Road, EX22 6DJ  
Tel: 01409 253312  
E-Mail: [townclerk@holsworthytowncouncil.gov.uk](mailto:townclerk@holsworthytowncouncil.gov.uk)*

8<sup>th</sup> July 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 in the Market Hall Holsworthy, on Wednesday 14<sup>th</sup> July 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. **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 Malcolm Gigg from Ara Architecture regarding a proposed Lodge Base development at Land adjacent to Windmill Road.**
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 of the Council Meeting held on the 9<sup>th</sup> June 2021
9. **Matters Arising** - To consider matters arising from the Minutes of the 9th June 2021 Meeting, 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:**

Market Committee	16 <sup>th</sup> June 2021
Planning & Highways Committee	23 <sup>rd</sup> June 2021
Parks Committee	23 <sup>rd</sup> June 2021
13. **To appoint Councillors to Committees and to outside bodies**
14. **To discuss the proposed changes to the Holsworthy Area Advisory Group.**
15. **To discuss the proposed S106 in relation to the management of the public open space contained within the Planning Application 1/0700/2020/OUTM Land off Trewyn Road, Holsworthy and make recommendations (previously discussed at the Planning & Highways Committee).**
16. **To discuss and if appropriate agree the setting up of an Events Working Group.**
17. **To assign Lead Councillors for each of the Council's agreed projects for 2021/2022.**
18. **To agree the signing of the Grant Agreement with TDC for the Welcome Back Fund allocation.**
19. **To give an update on the new Street Lights and Street Furniture for the Town Centre.**
20. **To Receive External Committee Updates.**
21. **To Receive Correspondence** – To receive a list of correspondence 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** - With permission of the Mayor, to exchange information only on any other subject.
24. **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 Market Hall is 20

**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.