



*Vanessa Saunders – Town Clerk/Responsible Financial Officer
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26th August 2021

To: All Members of Holsworthy Town Council

Dear Councillors,

You are hereby summoned to attend a meeting of Holsworthy Town Council, to be held in the Market Hall Holsworthy, on Wednesday 1st September 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 Geoff Cusick on 'One Holsworthy'.**
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 Council Meeting held on the 14th July 2021
9. **Matters Arising** - To consider matters arising from the Minutes of the 14th July 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	14 th July 2021
Planning & Highways Committee	21 st July 2021
Parks Committee	21 st July 2021
Finance & General Purposes Committee	4 th August 2021

13. To assign Lead Councillors and discuss the Council's previously agreed projects for 2021/2022.

14. To give an update on the new Street Lights and Street Furniture for the Town Centre.

15. To give an update on the items discussed in the Events Working Group.

16. To update Members on the Council's Social Media pages and content.

17. To discuss the co-option process for the two Councillor vacancies.

18. To inform Members of the Industrial Estate Open Day in September and discuss Council attendance.

19. To Receive External Committee Updates.

20. To Receive Correspondence – To receive a list of correspondence and make decisions on any actions to be taken on matters arising from these.

21. Town Clerk's report - To receive a report from the Town Clerk for information only.

22. Exchange of information - With permission of the Mayor, to exchange information only on any other subject.

23. 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 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.