



**Minutes of the Full Council of Holsworthy Town Council  
held in the Holsworthy Market Chambers, The Square,  
Wednesday 2<sup>nd</sup> April 2025 commencing at 7:00pm**

**Present:** Cllrs; N. Kenneally, D. Cole, S. Preston, L. Piper, I. Edwards, P. Brown,  
J. Allen, H. Parker, J. Hutchings

**In attendance:** Town Clerk (TC), Assistant to the Town Clerk (ATTC),  
G. Mardle

**Absentees:** No Absentees

**5612. Apologies for Absence**

Cllrs; J. Tadman, D. De ste Croix, TDC Cllr shepherd

**5613. Declaration of Interest - To receive declarations of personal and prejudicial interests in respect of items on this agenda.**

The Mayor asked Councillors to declare any relevant interests as they arise.

**The Chairman suspended Standing Orders (Unanimous)**

**5614. Public Question Time - To receive questions from the Public.**

No members of public raised questions.

**5615. County Councillor's Report**

No report or apologies report. To request a report.

**5616. District Councillor's Report**

**Councillor Lyndon Piper:**

Lots going on and probably need a short window for discussion on a couple of points if possible.

**Playzones**

Still on course for getting our Playzone in Stanhope Park. Football Foundation application successful. TDC element of funding strategy being reassessed due to Shared Prosperity Funding timescales.

Holsworthy Leisure Centre upgrade to the changing rooms included within this project.

**Mental Health Services in Holsworthy**

Working with Alison Skinner of TTVS on Mandown and Women's Wellbeing groups setting up in Holsworthy. Also looking at Mental Health First Aid courses. Lots of people want to help but can be reluctant due to lack of training / confidence.

Manor Offices – Torridge District Council are working on the restoration and altering the Manor Offices, they will be employing a project manager to manage this project and working with Holsworthy Town Council.

£750k project. 2 Year timescale. An opportunity for Holsworthy Town Council?

LGR

Voted for exploration of a Northern Devon Unitary incorporating Exeter as our main economic centre.

### **Councillor Pete Shepherd**

#### District Councillor Shepherd's Report 02/04/25

Apologies for not being with you there this evening.

#### Torridge

Not much from me this time round, just maybe a little pessimism...

Local government reorganisation still ongoing, I'm not sure we are any closer to the final answer to be honest. It does seem like Torridge will be bundled with potentially North, Mid and East Devon alongside Exeter. My worry is the 'power' will lie with Exeter and we will be seen as the poorer distant cousin. I hope I'm wrong and I will keep you posted.

I fear the Community Regeneration Partnership plans are going to be more complex than certainly I first thought. I'm planning to have an informal meeting with the leader of Torridge to see where we are in the negotiations and report back on this matter.

#### Correspondence

Last week I went round the Town highlighting to Torridge officers the parts that needed attention, especially around the Square, Bus Stop, Manor Offices, Museum and Car Park. The street team are aware, they will pay extra car to these areas and will be instructed to remove weeds before the road sweeper visits us.

More about broken street lighting and dog fouling around the town.

#### Other

All my TDC Councillor Grant money has now been spent with the last portion going to the Men's Shed for much needed benches to seat the growing number of members.

I would also like to congratulate the mayor on his charity evening last weekend, a good amount of money was raised for his nominated charities.

I won't be with you next time but if you need to contact me, feel free to email me or try to catch me in the shop, mornings are best.

Regards, Cllr. Pete Shepherd

**The Chairman resumed Standing Orders (Unanimous)**

**5617. Council Meeting Minutes** – To approve and sign the Minutes of the Council Meeting held on 5<sup>th</sup> March 2025

**Councillor S. Preston proposed that the Minutes of the meeting held on the 5<sup>th</sup> of March 2025 and be approved. This was seconded by Councillor D. Cole and agreed. (8 For, 1 Abstentions, 0 Against)**

**5618. Matters Arising**

Cllr L. Piper queried if the Civic Reception for the Twining Event had been resolved. The TC clarified that there will be a Civic Reception in the Memorial Hall, whereby Members of public are invited. Attendees will receive tickets for free to assist with understanding how many will be in attendance. Once numbers of attendees have been sourced, the refreshments can be agreed.

Cllr. I. Edwards queried if the letter to the Pharmacy has been drafted and sent. Cllr. H. Parker clarified that the local doctors are now hiring a phlebotomist for the blood tests. TC also clarified that the action was not completed due to lack of information and resources. Tc requested a councillor to assist with writing the formal letter to the Pharmacy. Discussion ensued. Cllrs N. Kenneally & H. Parker will meet with the TC to write the letter.

Cllr. J. Hutchings informed the committee that he investigated his concerns regarding the size of the plinth for the additional name on the War Memorial. The stone mason was intending to add the description, however, has now forwarded an amended quote to the TC which is much cheaper.

**5619. Mayor's Announcements** – *To receive a report from the mayor.*

The Mayor commented on the success of his Mayor's Charity Event – A Night with Elvis which has also received match funding by Mr I. Parker. The Galleon Ship playground equipment has been installed and received a large amount of positive feedback.

I have also received an update from Cheryl at Westward housing regarding the provisional allotment project at Glebelands. Westward require written approval from Torridge District Council to alter the usage of the land and Holsworthy Town Council will be required to cover the lease and insurance costs.

I will also be holding an Emergency General Meeting (EGM) to discuss the Market. This will take place on Wednesday 23<sup>rd</sup> April 2025. I would also like to thank you all for your support during my time as Mayor.

Cllr J. Hutchings queried why the EGM will take place prior to the change of Mayor. Discussion ensued. Cllr. N. Kenneally clarified that the Market is a council wide focus at the moment and would still affect new mayorship. TC noted that all paperwork regarding the Market inclusive of the finances will be sent prior to EGM.

**5620. Accounts due for payment and budget review**

Councillors discuss the accounts for payments due and approved the payment. TC noted that there are a lot of payments to Acuiti who have been ensuring their invoicing is all up to date. Discussion ensued.

**Councillor P. Brown proposed that the accounts due for payment be agreed. This was seconded by Councillor I. Edwards and approved. (8 For, 1 Abstention, 0 Against).**

The Councillors reviewed the Working Budget. Cllr. J. Allen queried the pitch relocation virement which has been recorded in the parks and gardens heading. The TC suggested Cllr. J. Allen come into the office to go through the finances as there are other documents which may assist with clarifying the data. The TC also noted that the layout for the finances will alter from April 2025 as Holsworthy Town Council transition to Scribe.

The Mayor's Charity Event – A Night with Elvis finances have been finalised for 2024/25. TC clarified that it is in process due to remaining expenditures for 2025/26.

The TC informed the committee that the petty cash is not balancing which first occurred during the interim clerk period following 2 transitions and has informed the council that the amount of £35 will be taken from Miscellaneous to balance the petty cash.

**5621. To Receive and to Note, the Draft Minutes of the following Committee Meeting:**

<b>Planning &amp; Highways Committee</b>	<b>12<sup>th</sup> March 2025</b>
<b>Parks</b>	<b>12<sup>th</sup> March 2025</b>
<b>Finances &amp; GP Committee</b>	<b>19<sup>th</sup> March 2025</b>
<b>Markets Committee</b>	<b>26<sup>th</sup> March 2025</b>

**5622. To agree the Standing Orders and Financial Regulations of the Council.**

The Councillors reviewed the Standing orders. Discussion ensued. The only alterations made were the Town Clerk's name. The Councillors reviewed the Financial Regulations of the Council. Discussion ensued. The only alterations made were the Town Clerk's name.

**Councillor S. Preston proposed to approve the Standing Orders and Financial Regulations of the Council and be agreed. This was seconded by Councillor J. Hutchings and approved. (Unanimous)**

**5623. To appoint a new councillor to sub-committees**

The TC gave a brief introduction on each committee to Cllr. J. Allen. Cllr. J. Allen requested to be appointed to the following sub-committees, Parks and Planning & Highways. Cllr. N. Kenneally suggested with a background of finance, Cllr. J. Allen is appointed to Finances & General Purposes. Discussion ensued.

**Councillor N. Kenneally proposed that Councillor J. Allen is appointed to the following sub-committees; Planning & Highways, Parks and Finances & General Purposes and be agreed. This was seconded by Councillor L. Piper and approved. (8 For, 1 Abstention, 0 Against).**

**5624. To agree the Earmarked Reserves of the Council to be brought forward to the Financial Year 2025/26**

Councillors reviewed the Earmarked Reserves of the Council which are to be brought forward to the new Financial Year 2025/26. Cllr J. Hutchings requested the MUGA / Parks Project reserves to be broken out indicating their previous alterations prior to formal agreement. Discussion Ensued.

**Councillor N. Kenneally proposed to defer the agreement of the Earmarked Reserves**

of the Council to the Extraordinary General Meeting on 30<sup>th</sup> April 2025 be agreed. This was seconded by Councillor J. Hutchings and approved. (Unanimous)

**5625. To agree the HTC Risk Assessment for 2025/26**

Councillors reviewed Holsworthy Town Council's Risk Assessment for 2025/26

**Councillor N. Kenneally proposed to approve the HTC Risk Assessment for 2025/26 and be agreed. This was seconded by Councillor S. Preston and approved. (8 For, 1 Abstention, 0 Against)**

**5626. To approve the Council's Asset Register as at March 31<sup>st</sup> 2025.**

Councillors reviewed the Council's Asset Register as at 31<sup>st</sup> March 2025. The TC advised of 4 new additions.

**Councillor N. Kenneally proposed to approve the Council's Asset Register as at 31<sup>st</sup> March 2025 and be agreed. This was seconded by Councillor L. Piper and approved. (Unanimous)**

**5627. To appoint councillors to the new Skipton Bank Mandate**

The TC briefed Councillors on the Skipton Bank Mandate and requested nominations to appoint to the new Skipton Mandate. Discussion ensued. Cllr. J. Hutchings suggested that at the start of each 4-year term, all councillors are added to the Mandate and removed if they resign. Discussion ensued. Cllr P. Brown noted that this may be more difficult and may take longer to accept. The current Councillors on the Skipton Mandate are Councillors H. Parker & J. Hutchings. TC advised to nominate additional signatories. Discussion ensued.

**Councillor N. Kenneally proposed that Councillor I. Edwards be appointed to the new Skipton Bank Mandate and be agreed. This was seconded by Councillor L. Piper and approved. (Unanimous)**

**Councillor N. Kenneally proposed that Councillor S. Preston be appointed to the new Skipton Bank Mandate and be agreed. This was seconded by Councillor J. Hutchings and approved. (Unanimous)**

**5628. To receive nominations for a Mayor Designate and Deputy Mayor Designate.**

Councillors discussed the Mayor Designate and Deputy Mayor Designate. Cllr. N. Kenneally requested that all new correspondence to be sent to the Mayor & Deputy Designates.

**Councillor N. Kenneally proposed to nominate Councillor J. Hutchings as Mayor Designate and be agreed. This was seconded by Councillor S. Preston. (Unanimous)**

**Councillor N. Kenneally proposed to nominate Councillor H. Parker as Deputy Mayor Designate and be agreed. This was seconded by Councillor J. Hutchings. (Unanimous)**

**5629. To receive External Committee Updates.**

Cllr J. Hutchings updated the committee on correspondence received by St Peter's Fair committee.

Cllr. J. Allen queried if there have been any updates with the VE Event's. Cllr. J. Hutchings briefed Cllr. J. Allen and invited her to attend the VE Working Group meeting which will take place in the Market Hall after the Annual Towns Meeting on 30<sup>th</sup> April 2025.

**5630. To receive a list of Correspondence.**

Cllr N. Kenneally read a formal letter received from a resident regarding their view of the current state of Holsworthy. Councillors noted the letter and discussed the items raised. Discussion ensued. Cllrs noted that some of the information is incorrect. A response to be prepared. Cllr. L. Piper added that 45% of TDC's current funding is coming to Holsworthy which is not indicated in this letter.

The Bell ringers from St Peter & St Paul's Church have written a formal thank you letter for recent funding that Holsworthy Town Council provided in reference to the repairs to the bell tower.

**5631. Town Clerk's Report – To receive a report from the Town Clerk, for information only.**

The TC updated the Council on the progress with HSBC' banking, noting that the Mayor, Deputy Mayor and TC will be visiting the HSBC branch in Barnstaple on 10th April to progress further. The process of removing former councillors from the Skipton bank has now been completed.

Academic Facilities Ltd. have completed the installation of the Galleon play ship 'Gladiator' today at Stanhope Park which is made from recycled composite plastic (only available in black or brown) that is sustainable and will last 30+ years. The roundabout at Stanhope Park will be installed in 2 weeks due to a shipping delay, however the concrete foundation has been laid in preparation.

Pictures of the new equipment will be published on social media and TC noted cllrs are more than welcome go visit the park the view the new equipment. The Mayor is hoping to hold a grand opening of the 'Gladiator' with the Primary School which is to be confirmed.

The Sunlounge Project at Badock Gardens is making great progress. The building has been gutted and new interior walls will be fitted this week. The project is estimated to take 10 weeks to complete. The contractor has supplied Public Liability Insurance.

The storage containers at Manor Park Car Park were broken into which was discovered by the Town Ranger on Monday 31st March. Items missing were primarily tools. The incident is documented and has been reported to the police with a crime number allocated. The Town Ranger has completed an initial inventory list of missing items. HTC has insurance coverage for theft; however replacement is £500 excess per item. TC follow this up with the insurance to clarify after receipt of full inventory list.

The Finances & General Purposes committee was presented with options to manage an ever increasing and excessive workload for HTC staff. The proposal for additional staffing was declined in February. A second proposal to extend the time of the contract with the current contracted staff from 31st March to 30th April was also declined in March. The high risk is associated with excessive workload, transition from old financial system to new and end of year finances and the AGAR submission, several additional events, current and new projects including Manor Offices upgrade and allotments. The

risk is associated with unnecessary errors due to induction of new staff that will cause re-work and HTC has just recovered from the last interim Clerk issues. TC advises that Full Council re-consider the F&GP decision to first cover the transition gap in finances and then look at a part time staff member addition. The TC also noted that due to additional hours work over the last financial year it has lead to accrued annual leave as per government leave legislation.

Staff have attended several online training sessions for Scribe in the last few weeks. All year end data is now transferred to Scribe and HTC staff are learning the system on the job with support from Scribe. Again, the issues are filling in the knowledge gaps from the old system to ensure the new system is completed correctly and not require re-work.

Please note the TC is the only staff member in the office for most of the 10 days commencing 7th April.

I met with TDC on 1st April 2025 regarding Manor Offices. The goal is to upgrade the existing building to regulation on exterior and improve the interior. A TDC project manager will be appointed. This is a collaborative project with HTC as lead. HTC staff will operate out of the market hall during the works and on completion of the project the asset may transfer to HTC dependent on Council approval and assessment.

The VE working group met on 2nd April with all relevant parties. Cllr J. Hutchings has provided a poster for promotion and distribution. Cllr J. Allen requested to join VE working group.

A response has been received from Westward Housing regarding allotments at Glebelands and TC will advise members when more information is available.

The Twinning Association have agreed to open the event to members of the public. TC requested the committee to advise who is creating and distributing the tickets. Cllr J. Hutchings suggested not providing tickets but gather numbers of those intending to attend.

The Market was cancelled today, 2nd April 25, due to a forecast of high wind gusts of 27-32mph. This was observed in the afternoon yesterday using Met Office to ensure we could inform traders and staff.

TDC plan to paint the blue bollards outside Manor Offices black and re-visit the flooring in the Pannier Market.

**Councillor S. Preston proposed that in view of the special or confidential nature of the following business to be transacted, it is advisable, in the public interest, that the public and press temporarily be excluded and they will be instructed to withdraw. This was seconded by Councillor J. Hutchings and agreed (Unanimous)**

**5632. To interview and agree, if appropriate the Co-option of a new Councillor**

*G. Mardle exited the meeting at 20:23*

Councillors discussed the interview process.

*G. Mardle entered the meeting at 20:41*

Councillors interviewed G. Mardle.

*G. Mardle exited the meeting at 20:50*

Councillors thanked G. Mardle for attending the interview. Discussion ensued.

**Councillor N. Kenneally proposed to co-opt Mr Grant Mardle and be agreed. This was seconded by Councillor J. Allen and approved. (Unanimous)**

**5633. To discuss the HASP Lease and insurance and agree on actions to meet current requirements**

Councillors and TC discussed the HASP Lease and the Insurance.

**Councillor N. Kenneally proposed to meet with HASP and ensure a written agreement is made between HASP and Blagdon Wharf and be agreed. This was seconded by Councillor S. Preston and approved. (Unanimous)**

**5634. To discuss and agree the Freeman of Holsworthy Award 2025/2026**

Councillors discussed the nominations and agreed the Freeman of Holsworthy for 2025/2026.

**Councillor N. Kenneally proposed to award Mr John Allen the Freeman of Holsworthy Award for 2025/26 and be agreed. This was seconded by Councillor J. Hutchings and approved. (8 For, 1 Abstention, 0 Against).**

**5635. To discuss and agree the Community Champions Award 2025/2026**

1. Ria Zoltan
2. Jacqueline Edwards
3. Barbara Morris
4. Keith Musker
5. Zoei Toms
6. Wendy Water
7. Matthew Young
8. Rachael Schiller
9. Neil Ransome
10. Jacob Nosworthy

**Councillor N. Kenneally proposed to award the Community Champions Award of 2025/26 to all 10 of the above nominees and be agreed. This was seconded by Councillor S. Preston and approved. (Unanimous)**

**5636. Close**

Councillor N. Kenneally closed the meeting at 20:52

Signed .....

Dated .....

## Appendix 1 – Actions from Full Council on 5<sup>th</sup> February 2025

		<b>Action</b>	<b>Who</b>	<b>Completed</b>
1.	02.10.24	Councillor Training – Councillors that want training need to contact the Office with the dates they are available in conjunction with the dates provided at Full Council and to New Councillors via Email	Councillors	Cyber Security Seminar booked for 25 <sup>th</sup> March 2025 at 17:00.
2.	06.11.24	TC to ask Maintenance Operative to investigate and identify land requiring maintenance. To be agreed if necessary at the next Full Council. Add to Agenda in Feb.	Office & Town Ranger	Being investigated by V.S. DCC completed, TDC in process.
3.	15.01.25	To finalise Christmas Expenditure & Income	Office	Completed and approved at F&GP February 26 <sup>th</sup> .
4.	05.02.25	Councillors to sign an updated 'Register of Interests' form.	Councillors	Completed by Cllrs: Tadman, Parker, Edwards, Kenneally, Preston, De ste Croix & Cole.
5.	05.02.25	To add to the Devolution letter: - Agricultural Business Centre as agriculture is the economic driver in Torridge and we want to be the driving force. And send a draft to cllrs prior to sending to DALC.	Office	18.02.25 Completed and sent.
6.	05.02.25	To add Private John Bailey – 2 <sup>nd</sup> Btn Devonshire Regiment to War Memorial & plant a tree.	Office	In process of adding name to War Memorial.
7.	05.02.25	To add to F&GP Agenda – Defib contract renewal.	F&GP Agenda	F&GP recommend to Full Council to discuss and agree their recommendation to contact the Twinning Association for a formal letter indicating what their plans are for the event, the costs involved and what their contributions are.
8.	05.02.25	To action the purchase of the Galleon Ship in composite with a 30 year warranty, replacement roundabout and removal of former play equipment frame.	Office	Completed. Installation due end of March 2025.
9.	05.02.25	To advertise Complaints contact RE: Jhoots pharmacy.	Cllr L. Piper & Office	Cllr .L. Piper to forward details to Office.
10.	05.02.25	Advertise Co-option vacancy (Dentlinger's position) from 18 <sup>th</sup> February 2025.	Office	Second vacancy will be interviewed at April Full Council.