Allison Haywood – Town Clerk/Responsible Financial Officer
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29th January 2026

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 **Market Hall, Holsworthy Square, Holsworthy** on **Wednesday 4th February 2026 commencing at 7:00 pm** 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

Allison Haywood - 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 3 minutes' time, the session to last no more than 15 minutes in total. Standing Orders will be suspended during this session.

4. **Presentation and questions- Holsworthy Medical Centre-** Practice Manager, Lesley Source.

5. **County Councillor's Report.**

6. **District Councillors' Reports.**

7. **Council Meeting Minutes** - To approve and sign the Minutes of the Council Meeting held on the 7th, January 2026.

8. **Matters Arising** - To consider matters arising from the Minutes of the 7th January 2026 Meeting. For information only.

9. **To review action Items from Full Council Meetings.**

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

11. **To review payments, budget and earmarked reserves**– To receive and approve the accounts

12. **To Receive, and to Note, the Minutes of the following Committee Meetings:**

a) Planning & Highways Committee	**14th January 2026**
b) Parks Committee	**14th January 2026**
c) Finance & GP Committee	**21st January 2026**
b) Market Committee	**24th September, 22nd October 2025 and 28th January 2026**

13. **To ratify the decision made in January 2026 Full Council to re-invest the short-term HSBC investment.**

14. **To agree a transfer of £50,000 into the Skipton Building Society Deposit Saver account as recommended by the January 2026 Finance and General-Purpose Committee.**

15. **To nominate 2 member representatives to the Northern Devon Railway Development Alliance.**

16. **To nominate a member to the Holsworthy and District Forum, Youth shelter project working group.**

17. **To agree the Badock Sunlounge Community Use Policy as recommended by the Parks Committee.**

18. **To agree the virement and transfer of reserve funds for the HASP Equipment Storage.**

19. **To give an update on the HTC Market.**

20. **To discuss and agree the new electricity rates contract for the Badock Gardens Sunlounge and The Square, Holsworthy.**

21. **To discuss and agree the new TDC Tenancy at Will agreement for the storage containers at the Manor Carpark, Holsworthy.**

22. **To Receive External Committee Updates.**

23. **To Receive Correspondence –** To receive correspondence and make decisions on any actions to be taken on matters arising from these.

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

25. **Exchange of Information** – With permission of the mayor, to exchange information only on any other subject.

26. **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 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.