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6th March 2026

To: All Members of Holsworthy Town Council

Dear Councillors,

You are hereby summoned to attend an Extraordinary meeting of Holsworthy Town Council, to be held in the Market Hall, Holsworthy, **on Wednesday 11th March 2026 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

Councillor Jon Hutchings, Chair of the Council.

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 Chair).
- 2. Declaration of Interests** – To receive declarations of personal and prejudicial interests in respect of items on this agenda.
- 3. To discuss and comment on Planning Applications received prior to the meeting: 1/0117/2026/REM**
- 4. To discuss and appoint an Internal Auditor for the end of year finances.**
- 5. To appoint a Temporary Proper Officer.**
- 6. To consider and agree an Interim Payment System.**
- 7. To discuss and agree the tender process for the green space management.**

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.

8. **To discuss and agree a potential appointment of a Locum Finance Officer to complete the end of year finances, if required.**
9. **To discuss and agree additional working hours for the Assistant to the Town Clerk.**
10. **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 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.