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1 May 2026

To: All Members of Holsworthy Town Council

You are hereby summoned to attend the **ANNUAL MEETING of Holsworthy Town Council, to be held in the Market Hall Holsworthy, on Thursday 7th May 2026 commencing at 6:00pm.**

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.

2. To Elect the Chair/Town Mayor for 2026/2027.

The Town Mayor will read and sign the prescribed 'Declaration of Acceptance of Office' and formally handover the Mayors Regalia

3. To Elect the Deputy Mayor/Chair for the year 2026/2027.

The Deputy Mayor will read and sign the 'Declaration of Acceptance of Office' and formally handover the Deputy Mayors Chain.

4. Declarations of Interest- to receive any declarations of pecuniary or non- pecuniary interests.

5. 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.

6. County Councillor's Report

7. Torridge District Councillor's Reports

8. Minutes- to approve and sign the minutes of the Annual Meeting held on May 7th, 2025 and the Full Council Meeting held on 1st April 2026 and consider any matters arising.

9. Action List - To review Action Items from Full Council Meetings

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

11. To receive and approve the accounts for March 2026: Income, Expenditure, Working Budget, Earmarked Reserves.

12. To agree the 2025/26 Year end Bank reconciliation, Adjustments, Statement of Accounts and Explanation of variances for the Internal Audit.

13. Membership of Committees – To appoint Councillors to serve on the following Committees and to appoint a Chair for each Committee:

The Finance & General Purposes Committee

The Market Committee

The Parks' Committee

The Planning & Highways' Committee

14. To consider and approve Committee Terms of Reference 2026/27

15. To Review and agree Standing Orders 2026/27

16. To Review and agree Financial Regulations 2026/27

17. To Review and agree Asset Register 2026/27

18. To Review and agree Risk Register 2026/27

19. Deeds List - To receive a list of deeds and like documents and, if so desired by a member, to arrange to produce any item for inspection at the next meeting of the Council.

20. Appointment to Outside Bodies- To consider and agree the appointment of representatives to the following Outside Bodies:

Holsworthy Advisory Committee

Holsworthy Museum

Holsworthy Football Club

Holsworthy Area Sports Pavilion

Appointment of Outside Bodies cont'd

Holsworthy Community College
One Northern Devon Active Travel Group
Speccotts Charity
St Peter's Fair Committee
Holsworthy Community Forum
Holsworthy Community Forum – Project Youth Community Group
Holsworthy Library
Office of Police & Crime Commissioner Devon & Cornwall Advocate Group
Devon County Council Events
Higgs Trust – The Chair of the Council

21. To note the Minutes of the Following Committee Meetings:

- a. **Parks Committee** **8th April 2026**
- b. **Finance & General Purposes Committee** **15th & 22nd April 2026**

22. To discuss and agree actions in relation to correspondence received by Devon County Council – Bridge Height signage proposed to be erected on Chapel Street.

23. To discuss and agree HTC Investments as recommended by the Finance and General-Purpose Committee.

24. To ratify the expenditure for the Tennis Courts Tender as recommended by the Parks Committee

25. To Receive External Committee Updates

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

27. Town Clerk's Report

28. Exchange of information – With permission of the Chair, to exchange information only on any other subject.

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.

29. To discuss and agree the grant allocations for the financial year 2026/27

30. To agree terms for the completion of the HTC/HASP Lease.

31. 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.