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29th May 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 3rd June 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.** (Apologies made known to the Town Clerk prior to the meeting).
- 2. 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.
- 3. Devon County Councillor Report.**
- 4. Torridge District Councillors Reports.**
- 5. Declaration of Interests** – To receive declarations of personal and prejudicial interests in respect of items on this agenda.
- 6. Council Meeting Minutes** - To approve and sign the Minutes of the Council Meeting held on the 7th May 2026.
- 7. Matters Arising** - To consider matters arising from the Minutes of the 7th May. For information only.
- 8. To review action Items from Full Council Meetings.**

9. **Mayor's Announcements – To receive a report from the mayor.**
10. **To review and agree the April 2026 Finances.**
11. **To Receive, and to Note, the Minutes of the following Committee Meetings:**

a) Parks Committee	May 20th
b) Finance and General-Purpose Committee	May 27th
c) Planning and Highways Committee	Meeting Cancelled- No Quorum
d) Market Committee	No meeting
12. **To receive and agree the Annual Internal Audit Report and internal Accounts for the Financial Year 2025/26.**
13. **To receive and agree the Annual Governance Statement detailed in the Annual Return for the Financial Year 2025/6.**
14. **To receive and agree the Accounting Statements for the Financial Year 2025/26.**
15. **To agree the year end 2025/26 earmarked reserves carried forward as recommended by Finance and GP Committee.**
16. **To discuss and agree the outsourcing of the HTC Strategic Risk Management Plan to Elucidate Consulting and agree the expenditure.**
17. **To discuss and agree the HTC Training policy**
18. **To discuss and agree an internal auditor for 2026/27.**
19. **To discuss and agree the continuation of Planning and Highways, Parks and Finance and GP Committee meetings in June without the TC (due to Annual Leave).**
20. **To agree the closure of the Skipton account and re- investment of the funds into the CCLA Public Sector Fund as recommended by the internal audit and Finance and General-Purpose Committee.**
21. **To advise members on statutory legislation – Local Gov Act 1972- Section 101 regarding the TC/RFO employment contract**
22. **To agree the amount of investment for CCLA Public Sector fund as recommended by Finance and GP Committee and agree a minimum of two signatories to the CCLA Public Sector Fund as well as authorise the RFO as a signatory, portal administrator and email instructions authority.**
23. **To provide an update on the recording of HTC public meetings as per The Openness of Local Government Bodies Regulations 2014, amended section1(9) of the 1960 Act.**
24. **To nominate and agree members to HTC Committees.**

25. To provide an update on Penrose Terrace.
26. To provide an update on the two HTC Councillors vacancies.
27. To provide an update on the TDC Manor Offices Refurbishment project and HTC office relocation.
28. To agree the Insurance Policy for HTC 2026/27.
29. To Receive External Committee Updates.
30. **To Receive Correspondence** – To receive correspondence and make decisions on any actions to be taken on matters arising from these.
31. **Town Clerk’s report** - To receive a report from the Town Clerk for information only.
32. **Exchange of Information** – With permission of the mayor, 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.

33. To consider confidential staffing and agree any actions as recommended by the May 27th Finance and General-Purpose Committee.
34. 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.