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15 JULY 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** on **Wednesday 22nd July 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 3rd June 2026.
- 7. Matters Arising** - To consider matters arising from the Minutes of the 3rd June. 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 Finances.
11. To Receive, and to Note, the Minutes of the following Committee Meetings:

a) Parks Committee	June 10th
b) Finance and General-Purpose Committee	Meeting Cancelled- No Quorum
12. To agree the addition of 2 earmarked reserves (£9000 for Penrose Terrace roof replacement and £9000 for removal of the Tennis courts in Stanhope Park).
13. To provide an update on Penrose Terrace.
14. To approve and authorise an acting Town Clerk/RFO in the absence of the TC/RFO.
15. To provide an update on the two HTC Councillors by-election on July 16th and agree and ratify the vote for polling cards.
16. To provide an update on the TDC Manor Offices Refurbishment project and HTC office relocation to Market Hall on June 29th.
17. To discuss and agree a taxi rank location in Holsworthy and advise Torridge District Council.
18. To review the update of the Youth Shelter project proposal submitted to TDC Economic development team.
19. To agree and ratify costs for St Peter's fair day lunch/reception.
20. To agree a working party for the Xmas Switch On event.
21. To discuss and agree expenditure for LJD coaching support for summer activities and food, up to £4800.
22. To discuss and agree any private hire applications for the Sunlounge, Badock Gardens as per the HTC private hire policy and fee schedule.
23. To discuss and agree a grant of £200 for books at the Holsworthy Primary School.
24. To discuss and agree the adoption of the Heritage Trail website and expenditure.
25. To Receive External Committee Updates.
26. To Receive Correspondence – To receive correspondence and make decisions on any actions to be taken on matters arising from these.
27. Town Clerk's report - To receive a report from the Town Clerk for information only.

- 28. 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.

- 29. To discuss and review a breakdown of hourly/weekly activities and excessive workload and discuss concerns moving forward of HTC staff.**
30. To discuss and agree the Councils priorities with current staffing levels.
31. To discuss and agree items related to Holsworthy Town Council HR
32. 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.