



Allison Haywood – Town Clerk/Responsible Financial Officer
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9 July 2026

To: All Members of the Finance and General Purposes Committee

Dear Councillor,

You are hereby summoned to attend the **Finance and General Purposes Committee Meeting**, to be held in the Council Chambers, Market Hall, The Square, on **Wednesday 15th July 2026 at 5:30 pm** for the purpose of transacting the business detailed below. In accordance with The Public Bodies (Admission 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-** (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 receive up to 3 minutes' time, the session to last no more than 15 minutes in total.
3. **Declaration of Interests** – to receive declarations of personal and prejudicial interests in respect of items on this Agenda.
4. **Finance and General Purposes Committee Minutes** - to sign and agree the Minutes of the F & GP Committee Meetings held on the 17th June 2026.
5. **Matters arising** – To consider matters arising from the Minutes of the Meetings held on the 17th June 2026 not already covered by the agenda. For information only.

6. To review the Finance & General Purposes Committee Action Plan.
7. Account payments/receipts and Budget review – To examine and agree the accounts for recommendation to Full Council.
8. To discuss and agree the amended HTC Training Policy
9. Town Clerk's Report – to receive a report from the TC for information only.
10. 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.

1. To agree the changes in the TC/RFO employment contract to comply with statutory legislation – Local Gov Act 1972- Section 101
11. Close.

Cllrs. Hutchings, De Ste Croix, Brown, Parker

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.