



**Minutes of the Full Council Meeting held in the Market Hall, The Square, Holsworthy on
Wednesday 3rd June 2026 at 19:00**

Present: Councillors; D. Cole, D. De ste Croix, I. Edwards, S. Preston, H. Parker, L. Piper, J. Hutchings,
G. Mardle & P. Brown

In attendance: Town Clerk (TC), Assistant to the Town Clerk (ATTC) & Member of Public: N.
Kenneally

5899. Apologies for absence.

Councillors: J. Allen, TDC Cllr. P. Shepherd, DCC Cllr. L. Rowsell.

The Town Clerk advised the council that the meeting will be recorded.

5900. Public Open Question Time

A member of public urged councillors to really consider item 23, To provide an update on the recording of meetings and noted that Bude-Stratton Town Council and Torridge District Council currently record their meetings. It will ensure council meetings are open and transparent. The council have nothing to hide.

5901. Devon County Councillor Report
Councillor Lynne Rowsell's Report

There is still very little to pass on from county at the moment, a lot of their work is looking at any potential changes that may or may not occur regarding unitary and how they will need to adapt. And they will advise us as soon as they are made aware of any news that can be passed on.

The leader of the council has once again reiterated that there is not enough money to do the roads and therefore they will prioritise as they have been on which roads are fixed first. They hope to do as many as they can but it isn't looking promising at the moment.

I have been asked by constituents if there is any more detail about the agricultural centre plans such as will there be retail outlets, will the infrastructure involved be updated to take extra traffic and will the project create jobs in the town. They wonder if there will be further updates they can view as the situation moves forward.

I have received a large number of complaints regarding the new telephone system at Ruby country medical, and am looking at that to see what it is that people are finding an issue – hopefully that will be resolved soon. I appreciate it is a frustration for anyone trying to interact with the surgery. We can only hope a suitable option can be found to improve that situation

The other thing people are concerned with is dog bins, as more people have moved in around the town they are rereporting a lack of bins as the existing ones can be

filled in just one morning. Is there any scope for having a few more dotted about to enable people to clean up behind their dogs.

Cllrs reviewed the Devon County Councillor's report. Cllr. D. De ste Croix was surprised that there are no updates regarding county hall. Discussion ensued.

5902. Torridge District Councillors Reports

Councillor Lyndon Piper's Report

You will all have seen that the structure and leadership appointments at TDC remain very similar following May's AGM. Bridgerule Councillor Ken James remains as leader and Northam's Cllr Clare Hodson as Deputy. The constitution is currently being looked at to allow Bideford Councillor and Leader of the Liberal Democrat's, Teresa Tinsley, to become a co-deputy to reflect the Council's political make up and help bolster the leadership team. With LGR looming the mood in the council was for stability in leadership to aid the transition which I support. Change and dynamism is needed in the mid-term but that is for another day.

I remain the lead member for leisure which maintains my role as a Director of Active Torridge amongst other things. Our leisure centre serves a vital function in our community as the health of our nation and pressure on the NHS continues to deteriorate and I will continue to champion District Council supported Leisure facilities. I have also retained my seat on the Community and Resources committee.

I'd like to applaud Devon County Council for carrying out a genuine consultation recently regarding our library services led by our neighbouring County Councillor, Cheryl Cottle-Hunkin. She has also helped push forward our bottom up Ruby Way project within the walls of County Hall. This is now being looked at as a pilot scheme by DCC to see how a different approach can deliver these stalled schemes.

I think now may be a good time for Holsworthy Town Council to consider a working group to move things forward locally working within the framework being explored if the councillors are minded to.

The Community and Resources committee gave the go ahead for the planning application relating to the Manor Offices project on Monday. Although not the inspiring project I would have hoped for, we will be seeing the building renovated which will give us the chance to do something inspiring in the future!

C&R also voted through a contract for EV chargers across TDC car parks which I supported. The first phase includes 2 in the Manor Offices car park. I hope these ones will work.

Cllr. P. Brown entered the meeting at 19:04

5903. Declaration of Interests *To receive declarations of personal and prejudicial interests in respect of items on this agenda.*

The mayor asked councillors to declare any relevant interests as they arise.

5904. Council Meeting Minutes – To approve and sign the Minutes of the Council Meeting held on 7th May 2026.

Cllr. P. Brown noted that he was present.

Councillor H. Parker proposed to sign the minutes of the Council meeting held on 7th May 2026 as a true record with the above amendment and be agreed. This was seconded by Councillor D. Cole and approved. (Unanimous).

5905. Matters Arising

5887, Cllr. D. De ste croix: The flower club are extremely happy with their grant from Holsworthy Town Council.

5906. To Review Action Items from Full Council Meetings

Councillors reviewed the Action Items from previous Full Council meetings.

5907. Mayor's Announcements – *To receive a report from the mayor*

The Coventry Building Society branch in Holsworthy is closing down. There is discussion of cash services for Holsworthy. 12-week feedback. Got past 1st stage. A lot don't usually get past the 1st stage. The mayor has attended a variety of events as mayor such as a 100th birthday, a football match between Kilkhampton and Bradworthy whereby Kilkhampton won.

Cllr I. Edwards noted that Barry Parrish has now been appointed the leader of the Golf Club.

5908. To review and agree April 2026 Finances

Member of public exited the meeting at 19:16

Councillors from the Finance & General Purposes Committee recommended the council familiarise themselves with the summary of receipts and payments. Councillors continued to review the finances. Cllr. J. Hutchings queried the Equipment Storage funds in the Earmarked Reserves (Cost Code 53), noting this expenditure had previously been paid in February.

Cllr. L. Piper highlighted that there was an unexpected grant of £500 from Torridge District Council relating to the cycle paths project, which has been added into the Earmarked Reserves. Cllr. P. Brown requested that a year-to-date budget report is provided. The TC clarified that a summary of receipts with bank statements will be provided quarterly. Returning to the discussion of grants, Cllr L. Piper noted that the council had a budget of £3000 for grants to be awarded and queried the budgeted £1000 receipts (Cost Code 26), stating that the categorisation of this is unclear. Discussion ensued. Grants received should be under a separate heading for example the cycle path grant from TDC should be allocated to the received grants, then transferred into cycle paths.

Councillor H. Parker proposed the Finances for are a true record and be agreed. This was seconded by Councillor P. Brown and approved. (Unanimous).

5909. To Receive and to Note, the Minutes of the following Committee Meetings:

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| a) Parks Committee | 20 th May 2026 |
| b) Finance and General Purposes Committee | 27 th May 2026 |
| c) Planning & Highways Committee | *Meeting Cancelled – No Quorum |
| d) Market Committee | *No Meeting held |

Regarding the parks committee – Cllr. J. Hutchings noted that he exited the meeting. Cllr. L. Piper noted that there were discussions regarding Man Down using the Sunlounge. The TC advised that anyone wanting to hire the Sunlounge at Badock Gardens will need to complete an application form which will then go to Full Council for approval. Cllr. L Piper suggested allocating the decision to the TC/RFO. Discussion ensued. Cllr J. Hutchings suggested the TC makes the decision alongside the Chair of Parks. The TC advised that if there are long-term hire applications, they will go to Full Council based on the application Holsworthy Town Council have approved. The TC added that if it is short-term she will arrange the hire. The TC informed councillors that the policies and application will be advertised online on the Monday following the grand opening. Cllr. J. Hutchings & L. Piper will update Man Down.

Cllr. D. De ste croix requested a Market committee meeting to elect a chair and discuss any market updates.

5910. To receive and agree the Annual Internal Audit Report and Internal Accounts for the Financial Year 2025/26

Cllrs from the Finance & General Purpose Committee noted that they have reviewed the Annual Internal Audit Report and recommend approval. Cllrs reviewed the documents.

Councillor J. Hutchings proposed to approve the Annual Internal Audit Report and Internal Accounts for the Financial Year 2025/26 and be agreed. This was seconded by Councillor P. Brown and approved. (Unanimous).

5911. To receive and agree the Annual Governance Statement detailed in the Annual Return for the Financial Year 2025/26

Cllr J. Hutchings advised that F&GP recommend for approval. Cllrs reviewed the Annual Governance Statement.

Councillor J. Hutchings proposed to approve the Annual Governance Statement detailed in the Annual Return for the Financial Year 2025/26 and be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous).

5912. To receive and agree the Accounting Statements for the Financial Year 2025/26

Cllrs reviewed the Accounting Statements for the Financial Year 2025/26.

Councillor J. Hutchings proposed to approve the Accounting Statements for the Financial Year 2025/26 and be agreed. This was seconded by Councillor P. Brown and approved. (Unanimous).

5913. To agree the year end 2025/26 earmarked reserves carried forward as recommended by Finance & General Purposes Committee.

The TC advised that the estimated cost of replacing the roof at Penrose Terrace is between £16,000 and £18,000. The TC also informed the committee of other expenditure to consider such as HASP/HTC Lease which costs have now been finalised and paid, a potential upcoming election.

Councillor L. Piper proposed to agree the Year end 2025/26 earmarked reserves are carried forward and be agreed. This was seconded by Councillor I. Edwards and approved. (Unanimous).

Further discussion ensued. Ful Council will agree the creation of 2 additional earmarked reserves (£9000 & £9000, Penrose terrace roofing and Tennis courts).

5914. To discuss and agree the outsourcing of the HTC Strategic Risk Management Plan to Elucidate Consulting and agree the expenditure.

Councillors reviewed the costings and were in favour of outsourcing the HTC Strategic Risk Management plan to Elucidate Consulting.

Councillor I. Edwards proposed to outsource the HTC Strategic Risk Management plan to Elucidate Consulting and approve the expenditure and be agreed. This was seconded by Councillor S. Preston and approved. (Unanimous).

5915. To discuss and agree the HTC Training Policy

The TC informed the committee that the purpose of the policy is to ensure all councillors and employees are trained efficiently to carry out their roles within the council. It covers staff, elected members and co-opted members. The TC advised that it leads to good governance, compliance and high standards of conduct.

The TC noted that what the policy proposes is staff have compulsory training and certification, new councillors must complete training, new chairs must complete chair training and those that have not had training in 4 years must partake in a refresher.

Cllrs discussed the policy. Cllr. S. Preston noted that as a coopted councillor this policy was not present. If we are about to co-opt additional members, mandatory training may deter them due to personal reasons. If you're going to have a policy for training, present it in a way that new councillors have the information in advance so they can make an informed decision about taking the next steps to being a councillor.

Cllr P. Brown I noted there should be 2 separate policies. One for staff for career development and progression and one for councillors past development but to be aware of how to be a good councillor. Therefore, I would ask the policy to be rewritten and separated into 2 policies.

Cllr. L. Piper noted that there is a new councillors pack, councillors volunteer and do not receive expenses. Volunteering in a controlled environment there are a lot of cautions to

follow. However, I do think being a town councillor is not a specific volunteer role and I think there has to be standards. Some people may have difficulties which we need to be conscious about. Can we get support for these courses to be accessible. Cllr. L. Piper felt that the policy should include staff and councillors in one policy. We have a responsibility as representatives of the council and the residents.

Cllr J Hutchings noted that there is no mandatory training for councillors. I don't mind seeing suggested training for new councillors, but we cannot force them to as this would be discriminatory.

Cllr. D de ste croix felt that if the training was mandatory it may have deterred her from being a councillor, noting that she has completed training and found it beneficial, concluding that it should be the individual's choice. Cllr. S. Preston noted that she is willing to do training but it has not been accessible.

Cllr L. Piper noted that it is interesting to hear people's perceptions and thoughts about the policy and added that he is a firm believer that the town council should aspire to high standards. Torridge District Council display councillors training records on their website.

Cllr. G. Mardle asked if there are any recognised qualifications by completing training. TC clarified that no there is not but it would provide council-based knowledge. Cllr. G. Mardle noted that if there was a recognised qualification available it would be beneficial.

The TC advised that councillors have been offered training opportunities and has been consistently turned down by councillors. Discussion ensued.

The TC clarified that the policy states mandatory specific training for staff not councillors. Cllr P. Brown specified that the policies must be separated so councillors and staff have a separate and more individual policy regarding training.

Councillor J. Hutchings proposed to defer the HTC Training Policy to the Finance & General Purpose Committee and be agreed. This was seconded by Councillor P. Brown and approved (unanimous).

5916. To discuss and agree an internal Auditor for 2026/27

TC advised councillors that the Internal Auditor is happy to do the internal audit for 2026/27 with the same price as this year. Discussion ensued.

Councillor J. Hutchings proposed to approve and appoint Elucidate Consulting as the Internal Auditor for 2026/27 and be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous).

5917. To discuss and agree the continuation of Planning & Highways, Parks and Finance and GP Committee Meetings in June without the TC (due to Annual Leave).

The TC informed councillors that she will be on annual leave for 2 weeks and suggest the Parks Committee and F&GP Committee meetings continue in her absence. The TC will publish the agenda's tomorrow, 4th June. Cllr. H. Parker has approved the Parks agenda. No additional items will be added. The TC advised that the Chair could call an extraordinary meeting but not summons for an ordinary meeting. The TC advised that she would return in time to publish the Markets agenda. The Planning & Highways meeting will not be held, though decisions and applications will be forwarded to councillors for comments.

Councillor J. Hutchings proposed to add continue with the Parks and F&GP committee meetings in the absence of the TC, in addition to adding an item to the next Full Council meeting to approve an acting Town Clerk in the absence of the Town Clerk and be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous).

5918. 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 Auditor and Finance and General Purpose Committee.

The TC informed councillors that the current balance of the Skipton Account is £56,134.40 and asked councillors if they would like to close the account and transfer the funds as recommended by the Internal Auditor. Discussion ensued. The TC informed councillors that the current amount in Skipton is £56,134.40 are we closing the account and transferring the entire amount.

Councillor J. Hutchings proposed to close the Skipton Account and transfer the remaining funds of £56,134.40 into the Main HSBC Account and be agreed. This was seconded by Councillor L. Piper and approved (Unanimous)

5919. To advise members on statutory legislation - Local Gov Act 1972- Section 101 regarding the TC/RFO employment contract.

The TC advised councillors at a recent F&GP meeting that the Chair is not the Line Manager to the TC/RFO, noting that it states this in her contract. The TC has investigated this and sourced corresponding legislation whereby it states no individual councillor can line manage the TC/RFO. Cllr J. Hutchings asked the TC what she would like the Council to approve. The TC requested the councillor to propose it be taken to F&GP and amended.

Councillor J. Hutchings proposed to defer the amendments to the TC/RFO's contract to F&GP and be agreed. This was seconded by Councillor S. Preston and approved (Unanimous).

Cllr J. Hutchings noted that the TC/RFO's contract connects with the standing orders and job description so must be reviewed accordingly. Cllr. L. Piper noted that each councillor is 1/12 which when it comes to line managing, it doesn't seem right. In regard to appraisals, the TC would be appraised in isolation and suggested this is something F&GP review.

5920. 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.

Councillor J. Hutchings proposed to invest a total of £120,000 into CCLA Public Sector fund as recommended by the Finance and General Purpose Committee and be agreed. This was seconded by Councillor H. Parker and approved (Unanimous).

Councillor D. De ste Croix proposed to appoint Councillors Jon Hutchings, Peter Brown and Helen Parker as signatories for the CCLA Public Sector Fund and be agreed. This was seconded by Councillor S. Preston and approved (Unanimous).

Councillor L. Piper proposed to appoint the TC/RFO as signatory, portal administrator and email instructions and be agreed. This was seconded by Councillor I. Edwards and approved (Unanimous).

5921. To provide an update on the recording of HTC public meetings as per The Openness of Local Government Bodies Regulations 2014, amended section 1(9) of the 1960 Act.

The TC briefed the committee the openness of local government bodies regulations 2014 (the 2014 regulations) amended section 1 of the 1960 Act. Cllr.

Cllr J Hutchings noted that openness of local government bodies regulation gives the public the right to record but not the clerk. The law is specific to the members of the public not employees or councillors. Cllr. S. Preston queried where the recordings are kept. The TC clarified that they are kept on the TC's PC which is password protected and located in a locked office.

The TC advised that recordings would stop if the discussion is confidential or if the person recording is disruptive.

Councillor further discussed recording meetings and live streaming meetings. The TC informed councillors that the council do have the equipment for live streaming. TC also advised councillors that as per the openness of local government act and that the council have the supplies for live streaming meetings, the meetings will be live streamed in the future. Cllrs raised concerns regarding this. The idea of being live streamed would prevent some councillors from remaining on the council.

Cllr L. Piper believed that live streaming and recording is a way to reengage with the public. It would make the council more accountable. There is a fear at the beginning Cllr Piper believes that in the end councillors would all agree with it. Cllr L. Piper disagreed that notice should have been given prior to the meeting regarding the recording of the meetings and understands the need for recording and the potential for the town clerk and the assistant to the town clerk to be able to go back on the record of the meeting to be able to practically follow out their job. Cllr J. Hutchings said to clarify that the Town Clerk has said she will be live streaming council meetings and has recorded previous meetings including committee meetings.

The TC advised that she had recorded 3 meetings previously and she had advised at Parks. The Parks committee do not recall this.

Cllr. J. Hutchings requested the Town Clerk for clarification over the members of public, councillors and employees regarding recording meetings.

5922. To nominate and agree members to HTC Committees.

Councillor J. Hutchings proposed to appoint Cllr I. Edwards to the Finance & General Purpose committee and be agreed. This was seconded by Councillor D. De ste croix and approved (Unanimous).

Councillor J. Hutchings proposed to remove Cllr. L. Piper from Parks and Planning & Highways and appoint to the Finance & General Purpose Committee as requested and be agreed. This was seconded by Councillor D. De ste Croix (unanimous).

5923. To provide an update on Penrose Terrace.

The Town Clerk briefed the committee on the works required to the roof at Penrose Terrace. The inspection was carried out and a fire blanket and extinguisher has been provided to the tenant.

5924. To provide an update on the two HTC Councillors vacancies.

The Town Clerk advised that the two HTC Councillor vacancies may go to election.

5925. To provide an update on the TDC Manor Offices Refurbishment project and HTC office relocation.

TC informed councillors that the office staff will be relocating on 29th June 2026 to the Market Chambers. A smaller safe has been purchased and the old one will be disposed. The Town Council is in the process of getting a PO to redirect post.

5926. To agree the Insurance Policy for HTC 2026/27

The TC informed the committee that the railway sign is included in the insurance policy. James Hallam suggested locking in for a 3 year insurance term. The TC explained the breakdown of the types of insurance covered. Cllr J. Hutchings suggested looking at other insurance options. Cllr H. Parker received advice regarding the insurance policies and was officially informed that the policy has great coverage and meet requirements.

Councillor I. Edwards proposed to agree the insurance policy for a 1 year term and be agreed. This was seconded by Councillor H. Parker and approved (Unanimous).

5927. To Receive External Committee Updates.

Cllr D. De ste Croix met with the Headmaster of Holsworthy Community College, Adrian Avery and Alison Skinner to discuss the youth shelter. The youth would like a youth shelter on the grass behind the bus shelter. The youth completed a survey and did not want it in the park as they wanted the location to be more local to the town. Overall positive feedback.

5928. To Receive Correspondence

The Town Clerk informed the committee that correspondence has been received from Holsworthy Museum regarding the manor offices renovations. Discussion ensued. Cllrs noted that this would be a concern to raise to Torridge District Council. Further discussion ensued. Councillors requested the TC to respond to Holsworthy Museum.

5929. Town Clerk's Report

Councillor Vacancies – HTC

Torridge District Council (TDC) has advised that a provisional public election will be held for HTC's two vacant councillor seats, subject to TDC receiving more than two nominations. Anyone interested in standing should contact elections@torridge.gov.uk or call 01237 428739 for further information.

Nominations must be submitted in person at Riverbank House, by appointment, from Friday 12 June to Friday 19 June 2026.

The Sunlounge at Badock Gardens will open on Saturday 6 June from 3.00 pm to 5.00 pm and will be officially opened by Cllr Helen Parker of the HTC Parks Committee. Community use, in line with HTC policy, will begin on Monday 8 June from 10.00 am to 2.00 pm, Monday to Friday. A link to apply for private use, together with the HTC Sunlounge Private Use Policy, will be available on the HTC website from next week.

The office has purchased a speaker and microphone for public events.

The HTC 2025–26 AGAR (Annual Governance and Accountability Return) will be finalised this week and submitted to the external auditor in line with statutory requirements and deadlines.

The Town Clerk/RFO will be attending CILCA (Certificate in Local Council Administration) training on Friday 5 June and will then be on annual leave until 22 June 2026. Business continuity arrangements are in place and council finances are up to date.

There have been issues with HTC's CCTV coverage in Holsworthy over the past several months. Following repeated reports to the contractor, all cameras are now online except Camera 8 in the Town Square, which requires specialist access equipment and is expected to be addressed in mid-June. The office will continue to monitor CCTV coverage and report any concerns promptly.

5930. Exchange of Information

No additional information exchanged.

The Town Clerk & Assistant to the Town Clerk exited the Meeting at 22:00

Councillor S. Preston proposed that in view of the special or confidential nature of the following business to be transacted, it is advisable, in the public interest, that the public and press temporarily be excluded and they will be instructed to withdraw. This was seconded by Councillor H. Parker and agreed. (Unanimous).

5931. To consider confidential staffing and agree any actions as recommended by the May 27th May Finance & General-Purpose Committee.

Councillor J. Hutchings proposed to extend the meeting past the designated time and be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous).

Councillors discussed confidential staffing matters as recommended by the Finance & General Purposes Committee on 27th May 2026.

Councillor S. Preston proposed to return the meeting to Part 1 and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous).

5932. Close

Councillor J. Hutchings closed the meeting at 23:00

Signed 

Dated 22/07/26.

