



Allison Haywood – Town Clerk/Responsible Financial Officer
Holsworthy Town Council Office, Manor Offices, North Road, EX22 6DJ
Tel: 01409 253312
E-Mail: townclerk@holsworthytowncouncil.gov.uk

4th September 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 9th September 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

Tegan Parry
Acting 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 22nd July 2026
- 7. Matters Arising** - To consider matters arising from the Minutes of the 22nd July 2026. 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.** *(Revised June 2026)*
- 11. To Receive, and to Note, the Minutes of the following Committee Meetings:**
a) Finance & General Purposes Committee 15th July 2026
- 12. To appoint a chair to the following committees:**
A) Planning & Highways
B) Markets
- 13. To agree recompense of a second SLCC membership for the Acting Town Clerk, that has provided access to professional advice, guidance and support.** *(£268.00).*
- 14. To consider and, if appropriate, agree whether to investigate the appointment of a temporary part-time Locum Town Clerk to provide localised support to the Acting Town Clerk and professional advice to the Council during the Town Clerk's absence.**
- 15. To consider and agree the process of ongoing maintenance to defibrillators not covered by a maintenance lease with SWAST.** *(Holsworthy Social Club, HASP & Jag Signs).*
- 16. To receive an update and discuss the deferred policies and agree a meeting date for the Policies and Procedures Working Group.** *(Standing Orders, Finance Regulations, Risk Register and Committee Terms of Reference).*
- 17. To receive the external auditors review of the Council's Annual Governance and Accountability Return for the Financial Year ending 31st March 2026.**
- 18. To note the National Joint Council (NJC) Pay Award for Local Government Services 2026/27** *(3.3% increase in pay rates and allowances to be backdated to 1st April 2026)*
- 19. To Receive External Committee Updates.**
- Holsworthy Library Report: Cllr J. Allen
- 20. To Receive Correspondence** – To receive correspondence and make decisions on any actions to be taken on matters arising from these.
- 21. Town Clerk's report** - To receive a report from the Town Clerk for information only.
- 22. 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.

23. To consider the tenders received for the Penrose Terrace roof works and agree the appointment of the contractor to undertake the works. (*One compliant tender received*).

24. To discuss and agree items related to Holsworthy Town Council HR

25. 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.