



**Lostwithiel Town Council Meeting  
will be held  
on  
Tuesday 01 October 2024  
at  
Lostwithiel Library at 7pm**

This meeting is open to the public and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **the council cannot guarantee this**, especially if you are speaking or taking an active role. The council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.

Lostwithiel Town Council has signed the Civility & Respect Pledge agreeing that it will treat all Councillors, the Clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. All meetings will be managed with this pledge in mind.

Housekeeping – Attendees will be advised that any members of the public or press are allowed to take photographs, film and audio record the public sections of the meeting.

Members and Members of the Public are asked to set device ring tones/alerts to silent

- To receive a presentation from the Trustees of Lostwithiel Community Centre
- To receive the Cornwall Councillor Report

## Meeting Agenda

1. Apologies – to receive and accept Apologies of Absence.
2. To receive from Council Members any Declarations of Interest, written requests for new DPI dispensations and declarations of any gifts or hospitality.

Members are invited to declare disclosable pecuniary interests and other (non-registerable) interests in items on the agenda as required by Lostwithiel Town Council's Code of Conduct for Members and by the Localism Act 2011

3. Public Participation - Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes.

Planning Applications & discussions – 'Whilst Members may express an opinion for or against the proposed development plans at this meeting Members minds are not closed and they will only come to a conclusion on whether they should support the scheme or offer an objection after they have listened to the full debate.'

4. To receive the minutes of the Council meeting held on 03 September 24 having previously been circulated and taken as read.
5. To receive the minutes of the Community Capacity Fund Project Advisory Committee minutes dated 30 May & 24 July 24.
6. Cornwall Council Code of Conduct review – to consider if Lostwithiel Town Council wishes to make a formal response to the consultation.
7. Mayor's Report – to receive a verbal update from the Mayor on any meetings attended and any future dates for the diary. For information only.

8. Councillor Reports – to receive reports/updates on any meetings attended by Members as representatives of the Town Council and future dates for the diary. For information only.
9. Planning applications-
  - a) **PA24/07123** Residential development off Grenville Road Lostwithiel PL22 0EP  
Submission of details to discharge conditions 4 & 5 in respect of decision notice no PA18/04962 dated 26/11/2018
  - b) To consider any planning applications received since the publication of the agenda.
10. External Audit year end March 2024 – External Auditor report 2023/24 - to consider the report received namely  
*‘On the basis of our review of Sections 1 & 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.’*  
Other matters not affecting our opinion which we draw to the attention of the authority –  
*‘The AGAR was not accurately completed before submission for review: Question 11a was left blank in the Accounting Statements when originally submitted. The AGAR was returned for amendment and has been correctly answered No.’*
11. Remembrance Sunday – to agree the arrangements for Sunday 10 November and to approve a cheque for the Town Council’s wreath (LGA 1972 s137). 2021 £150, 2022 & 2023 - £200.
12. Maintenance Contract – to consider the report received and delegate the authority to the Town Clerk to oversee the schedule approved at the meeting.
13. Lostwithiel Cemetery – to consider the price received for a new boundary fence.

14. King George V Community Consultation – to update Council on the responses received and the next steps.
15. Lostwithiel Community Centre – to note the bills received and to consider authorising the issue of the final cheque.
16. Lostwithiel Community Centre – to consider the request from the Centre’s Manager for a new Community Centre noticeboard measuring 1.2m x 1.8m to advertise Lostwithiel Library.
17. Lostwithiel Flood Plan – to receive a verbal report from Cllr Ross regarding the recent visit to Lostwithiel by Gould Electronics and the request from some Flood Wardens that the Town Council provides footwear and to consider the implications to the Councils Cornwall Community Flood Forum grant bid.
18. Lostwithiel Rotary – to note the correspondence received
  - a) Bench repairs and to authorise a letter of thanks.
  - b) The request received for consent to install 3 x 1.2m long picnic benches on the Parade between the Memorial Garden & the War memorial.
19. Lostfest – to consider the application to hire Town Council land on 18 May 2024.
20. Believ.com – to consider the information received regarding fully funded publicly accessible EV chargers
21. Accounts & Finance
  - a) To approve payment of the monthly cheques, bank standing orders & direct debits.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
01/10/24	Online payment	APS Construction Services Ltd	£2,482.50	Public toilet cleaning quarterly charge

01/10/24	Online payment	BDO LLP	£756.00	External Audit fee
01/10/24	DD	Biffa	£78.60	Cemetery bin
01/10/24	Online payment	T Clarke South West	£228.00	Alarm monitoring & maintenance
01/10/24	Online payment	Coastal Construction (Cornwall) Ltd	£35,513.51	Edgumbe House stage payment 5
01/10/24	Online payment	DCS Pest Control (Cornwall) Limited	£60.00	Pest control King George V 17 September – 17 December 24
01/10/24	Online payment	EDF Energy	£125.45	Electric
01/10/24	Online payment	D Guiterman	£78.03	Fitting for allotment water tap
01/10/24	Online payment	HMRC	£203.94	VAT payment
01/10/24	Online payment	Npower	£59.62	Electric – public toilet
01/10/24	Online payment	Rialtas	£73.32	Part year fee Making Tax Digital for VAT
01/10/24	Online payment	Source for Business	£24.45	Public toilet water charges
01/10/24	Online payments and 1 x Standing Order	Salary related expenses	£7,422.64	Salary related expenses
01/10/24	Online payment	SWPSI	£119.99	Monthly play area inspection fees
		Total	£47,226.05	

b) To consider the request to approve the issue of a corporate multi pay business debit card to the Town Clerk and if approved to agree a monthly spending limit.

22. Councillor vacancies – to receive the written applications for the office of Town Councillor vacancies and to consider co-option to fill the vacancies.

Under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media 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. Strategic Definition Consultancy services tender – to consider the tenders received and the recommendations from the Community Capacity Fund Project Advisory Committee and to decide if the Council wishes to appoint a firm to undertake the work.

24. CLUP project update – to receive an update from the Heritage Buildings working party.

25. CLUP building works contract – to authorise Scott & Co to sign the JCT contract on behalf of Lostwithiel Town Council

26. Local Government Pension Scheme (LGPS) Discretions Policy for Cornwall Pension Fund – to consider approval of the policy as drafted and to authorise the Town Clerk to forward the approved policy to Cornwall Pension Fund.

*S Harris*

Mrs S Harris

Town Clerk

19 September 2024