



**Lostwithiel Town Council Extraordinary Meeting  
will be held  
on  
Wednesday 16 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

### **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 01 October 2024.
5. CLUP contract – to note that Scott & Co are unwilling to sign the JCT contract in accordance with minute ref 174/24 and given this circumstance to authorise three Councillors to sign.

6. Community Capacity Fund Tender- to authorise three Councillors to sign the RIBA Concise Professional Services Contract 2020 Architectural Services contract.
7. Community Capacity Fund Tender – to provide, at the request of the tenderer, the successful tenderer with a formal synopsis of the Town Council’s opinion of the three strategies, the recommendation and conclusion of the Hayhurst Report.
8. Good Growth Cornwall & Isles of Scilly Shared Prosperity Fund Community and Place Community Levelling Up Programme Grant – to consider setting up a new Council Committee to facilitate the progress of the CLUP project.
9. CLUP Committee – to consider (subject to the setting up of a new CLUP Council Committee under agenda item 8) approval of the draft terms of reference for the CLUP Committee as drafted.
10. CLUP Committee – to consider (subject to the decisions taken by Council under agenda items 8 & 9) appointing members to the Committee.
11. CLUP Committee – to consider (subject to the decisions taken under agenda items 8-10) appointing in accordance with Standing Order 5dvi) a Committee Chair & Vice Chair.
12. Lostwithiel Neighbourhood Plan Steering Group – to note that the meeting due to be held on 08 October could not take place as it was inquorate and in accordance with the NPSG Terms of Reference paragraph 4a to consider appointing Mr David Dunkley as a Member of the Steering Group.

### 13. Accounts & Finance

a) To approve the list of BACS payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
16/10/24	Online payment	APS Construction Services Ltd	£4,178.08	Agreed Maintenance Sept 24 & provision of cleaner for library & Library toilets
16/10/24	Online payment	T Clarke South West	£182.40	Installation Digi air alarm
16/10/24	Online payment	Clarity Copiers Ltd	£105.94	Copy charges
16/10/24	Online payment	Coastal Construction (Cornwall) Ltd	£31,270.78	Edgcumbe House stage payment 6
16/10/24	Online payment	Gould Electronics Two Way Radio Ltd	£58.80	Charge for site survey for flood warden radios
16/10/24	Online payment	Source for Business	£33.10	Public toilet water charges
		Total	£35,829.10	

### 14. Accounts & Finance – CLUP expenditure

a) To approve the list of BACS payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
16/10/24	Online payment	Coastal Construction (Cornwall) Ltd	£18,059.65	Stage payment 1

16/10/24	Online payment	Scott & Co	£12,330.00	Surveyor fees
		Total	£30,389.65	

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.

15. Lostwithiel Community Centre – to consider the request received for consent to share (on a confidential basis) the Pete Hawkins report with National Lottery & the Community Centre’s bid writer.
  
16. Lostwithiel Museum – to receive an update on the Museum lease and to discuss tenancy arrangements for the new Museum office in Edgcumbe House.

*K Henderson*

Councillor Karin Henderson

Mayor of Lostwithiel

10 October 2024