



## Lostwithiel Town Council Extraordinary Meeting Wednesday 16<sup>th</sup> October 2024

### **Cornwall Councillor Report**

None

### **Meeting Minutes**

An extraordinary meeting of Lostwithiel Town Council was held in Lostwithiel Library on Wednesday 16<sup>th</sup> October 2024 at 7pm.

### **Councillors Present**

Mayor Henderson, Deputy Mayor Guiterman, Councillor Berryman, Councillor Henderson, Councillor Rawlings, Councillor Ross, Councillor Townsend & Councillor Wisdom

### **In attendance**

No members of the public were in attendance.  
Town Clerk Sandra Harris was in attendance.

### **176/24 Apologies of Absence**

Apologies were received and accepted from Councillor Anders, Councillor Eastham, Councillor Guy & Councillor Saundry.

### **177/24 Declarations of interest**

Deputy Mayor Guiterman declared non-registerable interests in agenda items 14 Lostwithiel Museum & 15 Lostwithiel Community Centre.  
Councillors Townsend & Wisdom declared non-registerable interests in agenda item 14 Lostwithiel Museum.

**178/24 Public Participation**

None

**179/24 Meeting Minutes**

It was **resolved** that the minutes of the Council Meeting held on 01 October 2024 are accepted, approved and duly signed by Mayor Henderson.

**Proposer:** Cllr Henderson **Seconder:** Deputy Mayor Guiterman

Vote – 8 In favour

**180/24 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.**

It was **resolved** to authorise three Councillors to sign the paper contract.

**Proposer:** Cllr Berryman **Seconder:** Cllr Rawlings

Vote – 8 In favour

**181/24 Community Capacity Fund Tender- to authorise three Councillors to sign the RIBA Concise Professional Services Contract 2020 Architectural Services contract**

The Clerk advised the meeting that the contract had yet to be received. It was **resolved** that when received, if in paper format the document is signed by three Councillors. However, if it is only provided in an electronic format then the authority is delegated to the Town Clerk to sign the document on behalf of the Council.

**Proposer:** Cllr Berryman **Seconder:** Cllr Henderson

Vote – 8 In favour

It was further **resolved** to instruct the Clerk, despite the criticism received, not to divulge the name of the firm appointed until the contract has been signed.

**Proposer:** Mayor Henderson **Seconder:** Cllr Ross

Vote – 8 In favour

**182/24 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**

It was **resolved** that the tenderer should be advised that the Hayhurst report included a lot of ideas that the Council really liked, lots of positives. The Council considered that the report presented an interesting combination of ideas in the strategies which represented the types of offering that if financially sustainable the Council would wish to take forward. The previous report was restricted to just Edgcombe House and Taprell House and the Council is delighted that this study has an increased scope and a more holistic approach by considering the three buildings in the Council's ownership. The Council hopes that this will improve the potential income generation of Taprell House. The Council would please ask if further consideration could be given to Town Council office space as the Council now has a team of three office staff, the Council does not anticipate Council office space being shared with other users of the building. The Council is receptive to change and wishes to exploit the increased momentum that the works undertaken with the CLUP award will give this project.

**Proposer:** Cllr Rawlings      **Seconder:** Cllr Ross

Vote – 8 In favour

**183/24      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.**

It was **resolved** that a new Council Committee be set up to facilitate the progress of the CLUP project.

**Proposer:** Cllr Berryman      **Seconder:** Mayor Henderson

Vote – 8 In favour

**184/24      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.**

It was **resolved** to approve the draft terms of reference for the CLUP Committee as drafted subject to membership to Committee membership being amended from 6 Councillors to 5 Councillors.

**Proposer:** Mayor Henderson      **Seconder:** Cllr Henderson

Vote – 8 In favour

**185/24 CLUP Committee – to consider (subject to the decisions taken by Council under agenda items 8 & 9) appointing members to the Committee.**

It was **resolved** that Mayor Henderson, Councillor Berryman, Councillor Henderson, Councillor Rawlings and Councillor Ross are appointed Committee members.

**Proposer:** Deputy Mayor Guiterman **Secunder:** Mayor Henderson

Vote – 8 In favour

**186/24 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.**

It was **resolved** to appoint Councillor Rawlings as CLUP Committee Chair.

**Proposer:** Cllr Henderson **Secunder:** Mayor Henderson

Vote – 8 votes in favour.

It was **resolved** to appoint Councillor Berryman as CLUP Committee Vice Chair.

**Proposer:** Cllr Rawlings **Secunder:** Cllr Ross

Vote – 8 votes in favour.

**187/24 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.**

It was **resolved** to appoint Mr David Dunkley as a Member of the Steering Group.

**Proposer:** Cllr Rawlings **Secunder:** Mayor Henderson

Vote – 8 votes in favour

**188/24 Accounts & Finance**

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
16/10/24	Online payment	APS Construction	£4,178.08	Agreed Maintenance

		Services Ltd		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	

It was **resolved** to pay all invoices as listed.

**Proposer:** Cllr Henderson **Seconder:** Cllr Wisdom

Vote – 8 votes in favour.

#### **189/24** Accounts & Finance – CLUP expenditure

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
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	

It was **resolved** to pay all CLUP invoices as listed.

**Proposer:** Cllr Ross    **Seconder:** Cllr Berryman

Vote – 8 votes in favour.

It was **resolved** 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.

**Proposer:** Cllr Berryman    **Seconder:** Cllr Wisdom

Vote – 8 in favour.

The meeting closed at 8.55pm

Chairman

Date