



**Lostwithiel Town Council
Community Levelling Up Programme Committee Meeting
Thursday 05 December 2024**

Meeting Minutes

A meeting of Lostwithiel Town Council's Community Levelling Up Programme Committee was held in Lostwithiel Library on Thursday 05 December 2024 at 5pm.

Committee Members present

Chair Cllr Rawlings, Vice Chair Cllr Berryman, Mayor Henderson & Councillor Henderson.

In attendance

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

CLUP11/24 Apologies

Apologies were received and accepted from Cllr Ross

CLUP12/24 Declarations of Interest

None.

CLUP13/24 Public Participation

None

CLUP14/24 Minutes 29 October 24

It was **resolved** that the minutes of the CLUP Committee meeting held on Tuesday 29 October are accepted, approved and duly signed by Committee Chair Cllr Rawlings.

Proposer Cllr Rawlings

Seconder Mayor Henderson

Vote – 4 in favour

CLUP15/24 CLUP – Certificates for payment and Excel spreadsheets

Committee Members examined the certificates for payment and supporting spreadsheets.

| | |
|---------------|-------------|
| Certificate 1 | £15,049.71 |
| Certificate 2 | £30,678.02 |
| Certificate 3 | £30,927.86 |
| Certificate 4 | £36,462.82 |
| Total | £113,118.41 |

The Committee instructed the clerk to arrange an onsite meeting with Chris Hunter in order that Committee members can have an escorted walk around both buildings and a progress update with the completion date only two weeks away. It was further noted by the CLUP Committee that the correspondence received regarding the receipt and payment of invoices needs addressing by Scott & Co.

CLUP16/24 CLUP – project timeframe

The Committee was updated on the following:-

Bank delay, Accessibility chair training requirement, Edgcumbe House electric meters, carpet & Nuki lock quotes.

CLUP17/24 Amended furniture purchases

The Committee discussed the revised suggested purchases circulated in advance of the Committee meeting. The clerk confirmed that Cornwall Council have provided written confirmation of their agreement to the changes on the basis that the changes are within budget allocated at contractual stage and reflect enhancements to the use of the buildings.

CLUP18/24 Marketing strategy.

The Committee considered the initial draft of the marketing strategy for the hiring of the first floor of the Guildhall, Workstation & small meeting/therapy room. The clerk was asked to check the history of Mr Coulson and to further develop the marketing & pricing structure for the next CLUP Committee meeting.

The meeting closed 6.30pm

Chair

Date