



**Lostwithiel Town Council
Community Levelling Up Programme Committee Meeting
Thursday 09 January 2025**

Meeting Minutes

A meeting of Lostwithiel Town Council's Community Levelling Up Programme Committee was held in Lostwithiel Library on Thursday 09 January 2025 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.

CLUP19/24 Apologies

Apologies were received and accepted from Cllr Ross and it was agreed that all future CLUP Committee meetings should start at 6pm.

CLUP20/24 Declarations of Interest

None.

CLUP21/24 Public Participation

None

CLUP22/24 Minutes 05 December 24

It was **resolved** that the minutes of the CLUP Committee meeting held on Thursday 05 December are accepted, approved and duly signed by Committee Chair Cllr Rawlings.

Proposer Mayor Henderson

Secunder Cllr Rawlings

Vote – 4 in favour

CLUP23/24 CLUP – Certificates for payment and Excel spreadsheets

Committee Members noted 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
Certificate 5	£65,802.49
Total	£178,920.90

The Committee instructed the clerk to arrange a further onsite meeting with Chris Hunter in order that Committee members can have a discussion regarding the anticipated completion date and the list of works yet to be completed.

CLUP24/24 CLUP – claim process including revised dates

The Committee was updated and duly noted the following:-

The first claim has been submitted for items invoiced up to 30 November which net of VAT = £123,393.41.

Cornwall Council are going to provide paperwork to facilitate a percentage of the Town Council's project contribution being retained post 31 January to cover the build project retention.

It was noted that the Council's CLUP Facilitator has agreed to the clerk using her personal credit card for project purchases.

The final claim date for the project is 31 January 2025.

CLUP25/24 Grow Better Gardens

The Committee received a report on the focus group meeting with Grow Better Gardens regarding the outside space and planting.

The discussion covered 5 main themes:-

1. If it was possible to relocate the sign boxes into the middle toilet area.
2. The potential to use the granite roller as a seat and move the 'random' granites close to the sign boxes to make a planting bed. (Roller ends to be removed or covered.)
3. Purchase of troughs for planting, possibly galvanised – two for outside the Guildhall and three for outside Edgcumbe House.
4. Purchase 1 x small wooden picnic bench and repurpose the two GWR benches into the space.
5. Purchase of more granite chippings to improve surface.

It was agreed that Committee members would do some research on prices and check the sizes of the granites to see how easy it will be to move to make a planting bed and that the provision of public realm should be progressed at the next Committee meeting.

CLUP26/24 Draft Branding & Marketing strategy.

The Committee endorsed the logo and asked the clerk to convey the Committee's thanks to the team for their work on the design. The Committee, with a couple of minor alternations also endorsed the marketing strategy. The Clerk was asked to contact the Chair of the Business Group to ask if Business Group members would be prepared to offer any further guidance or advice on the marketing strategy and if any of their members would be prepared to offer fixed priced catering options for Guildhall bookings.

CLUP27/24 Project purchase updates & additional expenditure for purchases coming in over budget

The Committee agreed in the increase in costs for the EVAChair to cover the training costs & stand (Bid figure £2916, purchase price £4238). The Committee also acknowledged that it might be difficult to bring the public realm in on budget and that £10902 of the project contingency agreed by Council under minute reference **149/24** had been used to cover the carpets and smart locks.

CLUP28/24 Next meeting.

It was agreed that the Committee's next meeting would be on Thursday 16 January at 6pm.

The meeting closed 7.15pm

Chair

Date