



**Lostwithiel Town Council
Community Levelling Up Programme Committee Meeting
Tuesday 25 February 2025**

Meeting Minutes

A meeting of Lostwithiel Town Council's Community Levelling Up Programme Committee was held in Lostwithiel Library on Tuesday 25 February 2025 at 5.30pm.

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.

CLUP78/24 Apologies

Apologies were received and accepted from Cllr Ross.

CLUP79/24 Declarations of Interest

None.

CLUP80/24 Public Participation

None

CLUP81/24 Minutes 13 February 25

It was **resolved** that the minutes of the CLUP Committee meeting held on Thursday 13 February 25 are accepted, approved and duly signed by Committee Chair Cllr Rawlings.

Proposer Cllr Berryman

Seconder Mayor Henderson

Vote – 4 in favour

CLUP82/24 CLUP – Lemon booking system demonstration

Committee members received a Lemon booking system demonstration. The clerk was asked to find out how much it would cost to upgrade to Canva Premium.

CLUP83/24 CLUP – update from the Council’s surveyor

Progress is being made with the Nuki locks.

CLUP84/24 CLUP –outstanding works not included in the project budget

It was **resolved** to approve expenditure of £884 plus VAT to supply and install an Induction Hearing Loop in the Guildhall.

Proposer Cllr Berryman

Seconder Mayor Henderson

Vote – 4 in favour

It was **resolved** to approve expenditure of £600 plus VAT to supply and install vinyl in the Guildhall kitchen.

Proposer Cllr Berryman

Seconder Mayor Henderson

Vote – 3 in favour, 1 against.

CLUP85/24 CLUP – Draft branding & marketing strategy

The Committee agreed the size of the acetate sign for the three first floor rooms.

CLUP86/24 CLUP – Arrangements for the Open Day

The Committee agreed the guest list for the formal opening to be held on Saturday 08 March 2025 between 10.30am – 12 noon. The Committee asked if the office could please send out the invitations tomorrow as time is now getting quite short.

The Mayor agreed to provide tea, coffee & biscuits for this event with the funds to be taken from the Mayors Allowance.

The Committee requested that the public session to be held between 12.30-2pm is advertised on the Council's website and Facebook.

CLUP87/24 CLUP – Review of any outstanding application actions

The Committee considered the Letter of Variation prepared by Cornwall Council. It was **resolved** to instruct the Clerk to sign the Letter of Variation as drafted.

Proposer Cllr Rawlings

Seconder Cllr Henderson

Vote – 4 in favour.

CLUP88/24 CLUP – to agree further project purchases

None

CLUP89/24 CLUP - Next meeting.

To be decided.

The meeting closed 19.00pm

Chair

Date