



**Lostwithiel Town Council Extraordinary Meeting
will be held
on
Tuesday 15 April 2025
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 April 25 having previously been circulated and taken as read.
5. Neighbourhood Priority Statement – to consider approval of the commercial survey questions as drafted. (Survey circulation to be after 01 May)
6. Lostwithiel Town Team Town trail project Phase Two –
 - a) Cornwall Association of Local Councils advice – to consider the following:-
 - VAT advice
 - Town Team ownership advice
 - Written agreements adviceand to agree the implications this will have on the project.
 - b) Named providers – to consider the further information provided by the Town Team

c) To approve in accordance with the Cornwall Council Town Delivery Fund Lostwithiel Town Team Lostwithiel Enhancement Project Phase 2 document the issue of the following purchase orders:-

- 200 stickers (3 quotes provided) £89.52
- 16 anti-vandal signs (1 quote provided) £701.44
- 1 AO poster (3 quotes provided) £23.15
- 20 Young Explorer Trail signs (3 quotes provided) £292.00
- 3 large signs (1 quote provided) £2409.75
- 2 Listening posts (3 quotes provided) £29.17
- 2000 flyers (3 quotes provided) £264.17
- Spare rubbing plaques (1 quote provided) £175.00
- Multimedia Design work (1 quote provided) £1680.

d) To note the updated spreadsheet

e) Phase One – to note the Town Trail Phase One Procurement sheet received and to agree to payment on order for the following:-

- Bike racks £4,465
- Insurance £595.40
- House martin nest box £28.90

7. Asset Register – to consider approval of the revised Asset Register as drafted.

8. Lostwithiel Twinning – to consider the request received to plant an oak tree on the Parade.

9. Buildings Online booking system – to authorise the following:-

- Lemon monthly Direct Debit (£352 per annum)
- Collection of payments via gov.uk pay (no annual fee from gov.uk, £2 monthly fee payable to Lemon).

10. Accounts & Finance

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

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
15/04/25	Online payment	Biffa	£69.98	Cemetery bin

15/04/25	Online payment	Bodmin Revival CIC	£1980.00	Town Team TDF initial payment
15/04/25	Online payment	Clarity Copiers Ltd	£181.27	Copy charges
15/04/25	Online payment	Cormac	£376.12	Sexton services
15/04/25	Online payment	ICCM	£105.00	Annual membership
15/04/25	Online payment	Sandra Harris	£44.85	Paper, batteries, doorbell, w/up bowl & liquid & envelopes
15/04/25	Online payment	NPower	£88.65	Toilet electricity
15/04/2525	Online payment	SWPSI	£426.76	Monthly play area inspection charge & replacement & installation of flat swing Coulson park
15/04/25	Online payment	SSE Energy Solutions	£105.72	Guildhall electric
15/04/25	Online payment	WesternWeb Ltd	£311.92	4 x TP links & 8 port ethernet switch
		Total	£3,690.27	

K Henderson

Councillor Karin Henderson

Mayor of Lostwithiel

09 April 2025