

**LOSTWITHIEL TOWN COUNCIL
Edcumbe House
Fore Street
Lostwithiel
Cornwall
PL22 0BL**

01208 872323

clerk@lostwithieltowncouncil.gov.uk

Dear Councillor,

Councillors are hereby summoned under the Local Government Act 1972 Sch. 12 para 10(2)b to attend a Meeting of Lostwithiel Town Council to be held at **Lostwithiel Church Rooms** on Tuesday 18 December 2018 commencing at 7.00pm when the following business will be transacted.

S Harris

Mrs S Harris
Town Clerk
13 November 2018



**Lostwithiel Town Council Meeting
will be held at Church Rooms Lostwithiel
on Tuesday 18 December 2018 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.

Housekeeping – Mayor Jarrett will advise the evacuation routes in case of an emergency and remind all persons present of the following: -

The meeting may be filmed or recorded

Members and Members of the Public are asked to set device ring tones/alerts to silent

Time allowed for members of the public to address the Council on matters relating to Lostwithiel – Maximum time allowed 15 minutes

- To receive the Cornwall Councillor Report

Meeting Agenda

1. To receive and accept Apologies of Absence.

If you are unable to attend on Tuesday 18 December 2018 could you please email admin@lostwithieltowncouncil.gov.uk with your apologies before midday on 18 December. Thank you to all Councillors who have already advised the office that they are unable to attend the meeting.

2. To receive any Declarations of Interest or written requests for new DPI dispensations from Members.

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. To receive the minutes of the meeting held on 4 December 2018 having previously been circulated and taken as read.

Please see separate document.

4. To receive and adopt the Staffing Committee meeting dated 8 May 2018 and 11 September 2018 having previously been circulated and taken as read.

Please see separate documents.

5. To receive planning decisions

PA18/09515 Tallands 9 Polscoe Road Polscoe Lostwithiel
Proposed siting of 2 shepherds' huts to provide

tourist accommodation (in association with an existing wildlife film training enterprise)

Approved.

PA18/09645 Bodardle Bodmin Hill Lostwithiel
Non-material amendment (no2) to change fenestration to three windows to South elevation, to match other windows and add additional conservation style rooflights to Northern roof elevation to (PA16/02695). Conversion and extension of barn to form dwelling. Conversion of barns to form two dwellings and erection of live work unit.

Approved.

PA18/01373 Land to rear of 14 Cott Road Lostwithiel
Outline application for detached dwelling (all matters reserved except for access)

Approved.

6. To consider planning applications

- a) PA18/11519 Agan Chy, Tanhouse Road Lostwithiel
Extension at first floor level to create a larger bedroom.

No comments.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=PJB6FOFGJVI00&prevPage=inTray>

- b) To consider any planning applications received since publication of the agenda

7. Play area inspections – to note the inspection reports and any action required.
8. Play area inspections – to consider renewal of the Service Level Agreement with Cormac at an annual cost of £2276.64 plus VAT.
9. Lostwithiel Neighbourhood Plan – to consider the final version amended according to the Examiners recommendations.

Please see separate document.

10. Lostwithiel Town Council Councillor vacancy – to advise Council that no applications have been received and to consider delaying the re-advertising of the vacancy until February 2019.
11. Lostfest – to consider the request received to use the Guildhall.

Hire of Town Council Land Application Form

A Premises	
Title of Event	LostFest 2019
Nature of Event	Music and entertainment
Date of Event	May 19 th 2019
Event Location	Guildhall
Number of People expected to attend the event	About 3000 for the event. Many fewer for Guildhall
Do you intend to charge the public an admission fee to the event	No
B Applicant	
Have you organised a public event before?	No
Your full name	[REDACTED]
Title	Music and Events Organiser
Position	
Your private address	[REDACTED]

Daytime telephone		[REDACTED]	
Evening telephone		[REDACTED]	
C Event			
Will any of the following activities take place? (please tick all boxes that apply only to Guildhall)			
Sale/Supply of alcohol		Sports events	
Music and dancing		Plays/Performances	Yes
Music entertainment only	Only this in Guildhall	Films	
Late night refreshments		Sale/Supply of food	
Any form of Gambling			
What are the proposed times for the event? Please state am or pm. (only use the last 2 columns if there is to be a break in the event)			
Day	From	To	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday	10:30	16:30	
Does the Premises License cover ALL of the activities you wish to hold? (A license is required from Cornwall Council for the sale by retail of alcohol for consumption on/off the premises, the supply of		Yes	

alcohol, the provision of plays, films, indoor sporting events, boxing or wrestling, live music, recorded music, dancing or late night refreshment).N.B. If any proposed activity is not authorised by the Premises License you MUST contact Cornwall Council's Licensing Section as further applications will be needed.		
Please give a contact name and number of the person in charge who can be contacted on site during the event		
Contact Name	[REDACTED]	
Contact Number	[REDACTED]	
Please give details of consultations with the Police (if applicable)		
Please provide annotated maps of the proposed use of the site	N/A	
Please provide details of any temporary structures or vehicles that will be on the site(s)	N/A	
Please attach your deposit cheque calculated from the fee tables below.		

1. When setting fees, the Council distinguishes between events primarily for a commercial purpose and those organised for or on behalf of a charity.

2. For Commercial activities the fees per 24-hour period are:

Area	Less than 2500 m ²	More than 2500 m ²
King George V Playing Field	£200	£400
Coulson Park	£200	£400
The Parade	£100	N/A

Events of 5 days or more will qualify for a 10% discount.

3. For charitable activities the fees per 24-hour period are:

Area	Less than 2500 m ²	More than 2500 m ²
King George V Playing Field	£100	£200
Coulson Park	£100	£200
The Parade	£50	N/A

Events of 5 days or more will qualify for a 20% discount.

4. Council owned land may also be used for sports events, notably football. In this case where matches are for adults and part of a formally constituted sports body a charge of £20.00 will be made per match on the King George V playing field. Junior teams of a formally constituted sports body are not charged.
5. The Council does not issue hire charges for Town Events. A Town Event is an event which is:
 - a) Run by a charity or not for profit organisation based in Lostwithiel; and
 - b) Run for the benefit of the residents of Lostwithiel and/or its primary purpose is to attract visitors to Lostwithiel and
 - c) An event which has been running in Lostwithiel for at least three consecutive years and
 - d) Approved as a Town Event by the Council at its absolute discretion

A list of events currently deemed to be Town Events are listed in Annex 1. The Council may remove the designation of an event as a Town Event at any time and at its absolute discretion.

Those wishing to apply to have their event designated as a Town Event should write to the Town Clerk explaining how the proposed event meets the relevant criteria.

Declaration and Indemnity

I hereby agree to the conditions to which the hiring of Town Council Land is granted. I declare that our club/organisation is insured against third party risks and has obtained all relevant licenses.

Signature



Print Name



Position Music and Events Coordinator

Club/Organisation LostFest

Date December 6th 2019

12. Cruse Bereavement Care – to consider the grant application received.

Grant Application Form

Contact Details	
Organisation name	CRUSE BEREAVEMENT CARE, CORNWALL
Address	90 ST. AUSTELL COMMUNITY HOSPITAL PORTHEAD ROAD, ST. AUSTELL PL26 6AA
Telephone numbers	[REDACTED]
Email address	WWW Cornwall@cruse.org.uk
Website address	NATIONAL WEBSITE WWW.CRUSE.ORG.UK.
Main contact for this application (Name)	[REDACTED]
Position in organisation	CO-ORDINATOR
Contact address (if different from above)	AS ABOVE
Telephone number	AS ABOVE
Email address	AS ABOVE
Secondary contact information (Name – this must be different from the main contact)	[REDACTED] CHAIRMAN
Contact address (if different from above)	AS ABOVE

Telephone number	[REDACTED]
Email address	[REDACTED]
Organisation Profile	
Description of organisation (please tick all boxes that apply)	Tick
Registered Charity	<input checked="" type="checkbox"/>
Voluntary Organisation	<input checked="" type="checkbox"/>
Community Group	<input type="checkbox"/>
Company Limited by Guarantee	<input checked="" type="checkbox"/>
Not for Profit Organisation	<input type="checkbox"/>
Social Enterprise	<input type="checkbox"/>
Other	<input type="checkbox"/>
Please describe CRUSE IN CORNWALL PROVIDES SKILLED SUPPORT TO BEREAVED ADULTS, WHATEVER THE CIRCUMSTANCES OF THE BEREAVEMENT	
Please supply your registration number	REGISTERED CHARITY NUMBER 208078
How long has your organisation been in existence?	IN CORNWALL SINCE 1983

Does your organisation (please tick)		Tick	
Own its own land/premises/facilities		NO	
Hire private land/premises/facilities		NO	
Hire local Authority land/premises/ facilities		NO	
Lease the land/premises/facilities – please give details of lease expiry dates/length of lease.		NO	
How many staff, paid or otherwise, are involved with your organisation:		Please state number below	
		42	
Number of paid full-time staff		NONE	
Number of paid part-time staff		2	
Number of paid casual staff		NONE	
Number of unpaid full-time staff/volunteers		40	
Number of unpaid part-time staff/volunteers		40	
Number of unpaid casual staff/volunteers		/	
Previous Funding			
Has your organisation received a grant from Lostwithiel Town Council before			
Yes		No ✓	
If yes			
Amount of grant		Date awarded	
Your Project/ Activity / Event			
Date of activity (anticipated start date)		ON-GOING	
Briefly describe what the grant you are requesting is required for and why it is needed:			

<p>PEOPLE WHO HAVE BEEN BEREAVED CAN FEEL VERY ISOLATED, DEPRESSED AND RELUCTANT TO SOCIALISE.</p>
<p>IT IS WELL DOCUMENTED THAT PEOPLE ARE MORE AT RISK OF MENTAL AND PHYSICAL ILLNESS DURING BEREAVEMENT. A SHORT PERIOD OF SKILLED SUPPORT FROM A TRAINED VOLUNTEER CAN HELP ADJUSTMENT. VOLUNTEERS GIVE THEIR TIME FREE OF CHARGE BUT ARE PAID TRAVEL EXPENSES TO VISIT BEREAVED PEOPLE IN THEIR OWN HOME. A GRANT OF £300 WOULD ENABLE US TO CONTINUE HOME VISITS.</p>
<p>If you receive a grant, describe what your project / activity / event will achieve and what difference it will make to your organisation/area; how will it extend / develop community activity and how it meets one or more of the criteria listed in the Grant Policy:</p>
<p>A GRANT WOULD ENABLE US TO CONTINUE TO TRAVEL TO VISIT BEREAVED PEOPLE IN THEIR OWN HOME. IT CONTRIBUTES TO THE WELL-BEING OF KOSTWITHIEZ AREA RESIDENTS.</p>
<p>How will your project or service be sustained in the future? For example, charges to users, other sources of grant etc.</p>
<p>25% FROM STATUTORY SOURCES (KCC & POLICE) 75% GRANTS AND DONATIONS (INCLUDING PARISH & TOWN COUNCILS)</p> <p>NIB ALTHOUGH COMING UNDER UMBRELLA OF NATIONAL GREAT BRITAIN - WE ARE FINANCIALLY STAND-ALONE IN CORNWALL.</p>
<p>If your application for a grant is for a project / activity / event and you make a profit, please state how this will be used:</p>
<p>N/A</p>

Projected Expenditure

Please estimate your total projected cost and provide brief details. Use as separate sheet is necessary and supply quotes

	Amount (£)	Description
New Build/Refurbishment		N/A
Furniture, fixtures and fittings		N/A
Equipment purchase		N/A
Equipment hire		N/A
Premises/facility hire (please give breakdown of costs per week)		N/A

Materials		
Advertising/ Marketing/ Publicity		
Workshops/Seminars/ Training		
Other TRAVEL	VOLUNTEERS ARE RE-IMBURSED TRAVEL EXPENSES @ 25¢ PER MILE. THE AMOUNT SPENT IN THE AREA DEPENDS UPON LOCATION AND AVAILABILITY OF VOLUNTEERS AND THE LOCATION OF CLIENTS	
Total Costs	MAIN EXPENSES ARE TRAVEL, ADMIN- -ISTRATION AND TRAINING. IT COSTS CRUSE APPROXIMATELY \$100 TO SUPPORT EACH PERSON.	

Projected Income

Please specify match funding from other sources (external grants, own contributions etc). Lostwithiel Town Council will take into account your ability to obtain funding from other sources and from you existing funds when considering the award.

	Amount	Applied for (Y or N)	Date of expected decision	Confirmed (Y or N)
Own funds/ fundraising				
Projected income from ticket sales				
Town / Parish Council contribution				
Sponsorship				
Donations (please specify below)				
Grants (i.e. Lottery) Please specify				
Non-cash or in-kind contributions				
Amount requested from Lostwithiel Town Council	£300			
Total funding applied for				
Total Project Cost				
Balance Outstanding				

SEE
BUDGET
ATTACHED

If there is a balance outstanding or you are not awarded the full amount requested from Lostwithiel Council please state how the shortfall will be covered or whether the project will be delayed:

or facility and how many of those people are expected to come from the Lostwithiel

OVER LAST THREE YEARS CRUSE HAS SUPPORTED 93 PEOPLE IN YOUR AREA

Please tell us which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)

BEREAVED ADULTS, MANY OF THEM UNABLE TO TRAVEL, ISOLATED, SOCIALLY DISADVANTAGED

Does your organisation restrict access on the grounds of age, disability gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation (please tick):

Yes



No



If yes, please give us more information about why you restrict access
ADULTS ONLY - CHILDREN ARE SUPPORTED BY PENHALIGONS FRIENDS.

Supporting Documentation

Please tick if you have the following documentation	Tick
Up to date annual accounts/ income and expenditure (a copy to be sent with the grant application form)	✓
Signed constitution (a copy to be sent with the grant application form)	✓
Planning permission (if needed)	
Relevant Insurances	
Safeguarding policy	✓
Quotes/ estimates for project (copies to be sent with the grant application form)	
Affiliation to a governing body CRUSE UK	✓
Equalities and inclusion policy	✓

Data Protection

Part or all of the information you supply to us will be held either on the computer or in hardcopy. This information is used for the administration of grant applications. Copies of this information will be given to councillors to enable them to consider and assess the application. You have the right to view information we hold on you and to have any errors or inaccuracies corrected.

Submitting your Application

Before submitting your application, you must tick all of the boxes to confirm that	Tick
You have answered all questions on the application form.	✓
You have included a signed copy of your constitution. BY EMAIL (26 PAGES)	✓

<p>You have included a copy of your accounts or a copy of the last 6 months bank statements together with a list of income and expenditure for the year signed by two officers</p>	<p>✓</p>
<p>You have included relevant quotes / estimates.</p>	<p>NSFA ✓</p>
<p>You (the main named contact) are authorised to apply for a grant from Lostwithiel Town Council on behalf of your organisation.</p>	<p>✓</p>
<p>You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay the grant to the Council.</p>	<p>✓</p>
<p>If we make a conditional offer to your organisation you will supply all relevant documents and information within 20 working days and accept that we may withdraw the grant offer if this is not adhered to.</p>	<p>✓</p>
<p>You have read and are able to comply with the terms and conditions of the grant which are the terms and conditions set out in the Grant Policy and further that you understand that any grant offer will be made subject to your confirming that you understand, agree and accept those terms and conditions.</p>	<p>✓</p>

Please provide a summary of your most recent accounts and whether the figures below are:		Please tick
A projection because the organisation has been running for less than 15 months		
Information from the organisation's latest accounts		<input checked="" type="checkbox"/>
Projection/Latest Account details		
Account year ending	31st MARCH 2018	
Total income for the year	43,208	
Total expenditure for the year	42,426	
Surplus of deficit	+ 782	
Total savings or reserves at year end	26,340	
Bank Details	[REDACTED]	
Account name	[REDACTED]	
Account number	[REDACTED]	
Sort Code	[REDACTED]	
Account holders name (in capitals)	THE TREASURER, CRUG BEREAVEMENT CARE CORNWALL	
Signature of 1 st bank signatory	[REDACTED]	
Signature of 2 nd bank signatory	[REDACTED]	
Your project beneficiaries	ANY BEREAVED ADULT IN YOUR AREA	
Please tell us the total number of people you expect to access your event, activity		

13. The Parade - to consider the report from the task and finish group regarding future planned use of the Parade area to inform the direction of the instruction to Land & Heritage.

LOSTWITHIEL PARADE REPORT

This report is written to ensure we have a healthy stock of trees for future generations and to prevent loss of trees in an unplanned, uncontrolled manner. Looking at preserving the best that we currently have whilst at the same time planning and preparing a good level of mature trees to be enjoyed by our great grandchildren. This is especially important as many of the trees are of a similar age and only in a poor or fair condition.

The Parade Lostwithiel has changed over the years. It was part of an inlet allowing barges to come into town to deliver and collect cargo. Later it became an open space abutting the river Fowey which would have probably gained its name from the 'Parading' of people in their Sunday finery. The area changed quite dramatically in 1968 when the flood defences were constructed along the bank, which then meant the Parade was a distinct area created between the flood wall and Fore Street as it curves around towards the Medieval bridge, past the War Memorial.

Photographs from the Edwardian era show the quayside of the river with steps leading down to the water. Our grand trees of today are visible in their youth. As they were young and smaller, the light in the area was much brighter than it is today. People can be seen sitting on benches. The river was deep and there was no recreation area at river level.

Today the area has lovely mature beech and lime trees. Many are of a similar age and have grown up close to one another, at times causing the crowns to be less than perfect shapes as they compete for light. The density of the trees results in the area being quite dark. A rookery is present in the tree tops. We would say that currently the area looks tired and lacks purpose although there is a high use of the river level area sometimes referred to as the beach, especially in the summer where it is used by children learning to swim, enjoying honing their swimming skills or just joyfully jumping into the river. Families picnic and interact with each other on the large grassy bank, BBQs provide additional enjoyment. Later in the evening young people and adults alike enjoy each others company with a drink or two beside the river. Dogs too love swimming here. Horses have even been seen cooling off in the water. Picnic benches have added to the enjoyment of number of years. They have recently been replaced with new ones gifted by Duchy Timber and installed by Lostwithiel Rotarians. Throughout the year you will see people sitting there on a sunny day enjoying fish and chips or pasties.

We are very fortunate as a town to have a fantastic variety of historic and listed buildings. This alone sets Lostwithiel apart from many other small towns. In addition we have this valuable space in the centre of town where the trees reflect our history and future. The combination is, in itself, wonderfully unique.

Going forward, it is hoped to secure both a community amenity space and a space to celebrate the fantastic community Lostwithiel is. At the same time we must plan a future that includes mature trees for future generations. We would like to consider the following.

We feel that it would be good to enhance Community use of the Parade area. We aim to enhance it both as a shared everyday meeting place as well as a space in which to

celebrate. Lostwithiel is a vibrant community which put on a whole range of events many of which take place on the Parade area. Examples include LostFest and Sing Along the River. More recently Lostwithiel has organised a Gin festival and Street Party Night on the Parade. In addition to being an expression of community celebration, these events are popular and create business opportunities both on the day and with returning visitors. Lostwithiel is, as a result, set on the map both for tourists and residents of surrounding communities. This brings many additional benefits to the town, especially helping to boost the economy. Lost in Song are looking to secure funding for a more permanent staging and cover to support Sing Along the River and additional events.

There is seating around the memorial garden which is well used. It would be good to create more seating on the Parade. There are 2 dilapidated Edwardian benches that could be re-purposed. It would be nice to see additional seating. If there were to be more trees removed, maybe the wood could be worked to fashion interesting sculptured seating, or to create a simple log-based series of activities for children similar to those on the Cornish lane leading down to Lansallos beach. Either of these would enable the trees to continue their community connection.

The trees are stressed partly because the ground around the roots is compacted and partly because of the excessive competition amongst the tree canopies for light

We think we should:

- 1 Consider aerating the soil around the trees
- 2 Investigate the process of 'Terralift', where the ground is aerated and the spaces filled with polystyrene or seaweed, to see if this process would enable foot traffic to continue as usual.
- 3 Consider removing some less healthy trees to allow in light, create space for the more healthy trees to grow, and to create space for replanting young trees to grow into the future generations giants. Use those trees removed to create sculptured seating in the area. * see colour sheet at end for suggestions
- 4 Ask experts such as the tree officer and L&H to suggest ways which we could re-energise the area into a community space. Maybe enabling activities such as sport and games such as outdoor table tennis, permanent chess tables, boules, etc, as well as using the space for festivals and music in a similar way to now, but in an improved and mindful manner.
- 5 Whilst not a priority or a definite outcome, consider investigating the possibility of moving the path to Parade side of railings to allow for possible chevron parking on roadside. This would help ameliorate Lostwithiel's critical parking problem.
- 6 Look at the events currently enjoyed and see if there are any ways to improve the relationship between them and the trees.
- 7 Create a small tree barrier to screen the unprepossessing back of the buildings, i.e. co op and drill hall, ensuring that it doesn't create a 'hiding place' for unwelcome activity but a better view for those using the Parade area
- 8 Planting alongside the wall on the 'beach' grassed area to create some shade, again not dense so as to detract from the view to the bridge but small trees, maybe 2 or 3 in number.
- 9 Consider planting along river edge , using trees that enjoy wet roots.
- 10 Consider encouraging an increase in the variety of birds in the area, and enhancing the area as a wildlife habitat.

14. Cornwall Association of Local Councils Lostwithiel

Councillor Training Session Thursday 24 January – to note the date and to collate from Council members topics to be covered at this session.

15. Lostwithiel Town Council 2019-2020 budget – to consider the second draft of the budget.

16. Lostwithiel Library – to update Council & to agree opening hours.

17. Edgumbe House Working Party – to consider the first draft of Working Party Terms of Reference.

Lostwithiel Town Council – Edgumbe House Working Party – Terms of Reference

1. Objective

Following the receipt of the pre-feasibility study in May 2018 the mandate given to the Edgumbe House Working Party (EHWP) was to explore funding opportunities for the next Feasibility stage **085/18**.

2. Authority

The EHWP is appointed by and is solely responsible to Lostwithiel Town Council (LTC). The EHWP remit is defined and agreed by Full Council. Working Parties do **not** have delegated powers to make decisions on behalf of Lostwithiel Town Council and exists to make recommendations to LTC.

The group should not exceed its purpose and remit without LTC's sanction to a change to these terms of reference

3. Membership

- Membership of the Working Party will be limited to 15 persons
- Membership of the EHWP will be appointed annually at the Annual Meeting of LTC and any changes to membership will need to be agreed by LTC.
- Any Vacancies that arise will be filled by the Town Council and a list of group members and contact details will be maintained by LTC
- The Working Party shall consist of at least 3 Town Councillors plus members of the local community who have expressed an interest in the project or have appropriate skills and/or experience including Town Councillors.
- The EHWP shall be quorate when at least 6 or 50% of Working Party members are present at a meeting
- Membership to be reconfirmed at the Annual Meeting of the Council (if applicable)
- If a member fails to attend 4 consecutive meetings, they will be deemed to have resigned from the Group

At the first meeting following the Annual Meeting of the Council the EHWP will elect a Chairperson and Vice Chairperson. If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the EHWP members) will be elected for that meeting.

4. Record of Proceedings

Notices and associated papers shall be despatched at least three clear working days before the date of the meeting by email or alternative agreed communication & a copy of the meeting agenda will be published on the Town Council's notice board.

Written minutes will be taken to record the Working Party's recommendations and will be forwarded to the town clerk within two weeks of the meeting date. Minutes will be submitted to Council for adoption after they have been approved at a Working Party meeting.

The EHWP will meet at least bimonthly but can be convened more frequently if considered appropriate.

Meetings of the working group are not usually but may be public meetings.

5. Remit & scope

The Group will: -

- a) undertake research and evidence gathering to assist the Town Council in establishing viability for Edgcumbe House and viability for the feasibility stage of the project.
- b) Help to identify potential sources of project funding researching how the project will fit the key aims and objectives of the funders
- c) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced
- d) Ensure that the Council is kept fully informed throughout the process including quarterly written updates to Council which will include projected timelines for the feasibility project.

6. Tasks & Activities of the Edgcumbe House Working Party

- a) To provide a written report for the Council meeting to be held on 19 March 2019 which lists potential sources of funding for the next 'feasibility stage' of the project and how the Edgcumbe House project fits with the objectives/criteria of each funder listed.

- b) To assist with the drafting of potential funding applications.
- c) To provide a detailed timeline for the delivery of the 'feasibility stage' of the project based on the cut off dates for the recommended application
- d) To make recommendation to Council regarding the 'Tasks & Activities' and 'Remit & Scope' of the EHWP for the next six-month period.
- e) To consider such matters as may be delegated by the Council from time to time

7. Conduct

- a) All Group members will abide by Lostwithiel Town Council's Code of Conduct.
- b) No individual member of the Working Party may speak on behalf of the EHWP or LTC. All media enquiries must be redirected to the Town Council office in accordance with the Council's Media Policy.

8. Dissolution

The EHWP is a working party of the Town Council the Council can therefore dissolve the Working Party at any time it considers appropriate.

These Lostwithiel Town Council Edgcumbe House Working Party Terms of Reference were recommended to Lostwithiel Town Council at the meeting held on 11/11/1111. It was resolved by Council at this meeting that these Terms of Reference are adopted.

18. Pocket Parks Plus – to consider if Lostwithiel Town Council wishes to make an application.

Applicants have until **Friday 25 January 2019** to submit an application to MHCLG and further details are available in the prospectus and the related press release

Prospectus

<https://www.gov.uk/government/publications/pocket-parks-plus-supporting-parks-and-public-spaces>

Press notice

<https://www.gov.uk/government/news/1-million-funding-for-communities-to-create-their-own-pocket-parks>

19. T1101 The Parade – to consider waiving Financial Regulation 11.2h to expedite the felling of the tree due to Health & Safety concerns (Price received £2650 plus VAT)

20. Accounts and Finance

Cheque Ref	Payee Name		Amount Paid
101089	Fowey Harbour Commissioners	Life ring, rope housing & lamp post fixing kit	£384.82
101090	Palace Printers	Mayors Christmas cards	£45.00
101091	Phoneta Business Ltd	Lone worker service	£13.80
101092	DCS Pest Control (Cornwall) Ltd	Pest control King George V playing field	£60.00
101093	Clarity Copiers Ltd	Copy charges	£150.24
101094	HAGS SMP	Coulson Park project retention	£2445.00
101095	K Hill & Partners Ltd	Tree surgery works	£8268.00
101096	Mrs S Harris	Stamps	£71.76
101097	BTE Services Ltd	Annual charge EH toilet disposal unit	£129.17
101098	Uk Safety Management	PAT testing	£127.44
101099	Mrs S Harris	Padlocks and signs	£54.85
		Total	£11750.08

21. Correspondence

22. Notices

23. Items for next agenda and to note written notice of the wording of any motions for the Council meeting to be held on 15 January 2019 are to be received by the Town Clerk by midday on Tuesday 8 January 2019.

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.

24. Allotments – to discuss a Cormac report requested by the Town Clerk.

25. Lostwithiel Library – to consider the following: -

- a) The final draft of the Service Level Agreement and the first draft of the document schedules.
- b) Cormac contract novation
- c) Redecoration specifications
- d) Replacement of night storage heaters
- e) Replacement of upstairs central light fittings with LED units.

26. Lostwithiel Town Council Staffing Committee – to consider the following: -

- a) The proposed change to staff work days
- b) The extension of the Clerk's 5 additional hours per week until 30 November 2019.