

**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 Library on Tuesday 7 May 2019 commencing at 7.00pm when the following business will be transacted.

*S Harris*

Mrs S Harris  
Town Clerk  
3 May 2019



**Lostwithiel Town Council Meeting  
will be held at Lostwithiel Library  
on Tuesday 7 May 2019 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

- To receive the Cornwall Councillor Report

**Meeting Agenda**

1. To elect the Mayor of the Council and to receive the Mayor's Declaration of Acceptance of Office.

2. To elect the Deputy Mayor of the Council and to receive the Deputy Mayor's Declaration of Acceptance of Office.
3. To receive and accept Apologies of Absence.

If you are unable to attend on Tuesday 7 May 2019 could you please email [clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk) with your apologies before midday on 7 May. Thank you to Councillors who have already advised the office that they are unable to attend the meeting.

4. 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.

5. Public Participation - Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes
6. To receive the minutes of the meeting held on 16 April 2019 having previously been circulated and taken as read.

Please see separate attachment

7. To receive and adopt the Heritage Buildings Committee minutes dated 26 March 2019 having previously been circulated and taken as read.

Please see separate attachment

8. Standing Orders & Financial Regulations – to note that the Standing Orders approved by Council in November 2018 now incorporate the Council’s Financial Regulations as Appendix 1.

[http://www.lostwithieltowncouncil.gov.uk/data/uploads/1198\\_365966488.pdf](http://www.lostwithieltowncouncil.gov.uk/data/uploads/1198_365966488.pdf)

9. To reaffirm eligibility for the General Power of Competence

10. To note that Council has appointed the current Internal Auditor until 2020/21.

11. Town Mayor Allowance – to approve an allowance for the ensuing municipal year.

Currently the approved budget figure is £1,650

12. Mayor Making Ceremony & Annual Civic Service – to agree dates for both events.

13. Staffing Committee – to reaffirm the Terms of Reference for the Committee and to appoint Committee Members.

Lostwithiel Town Council – Staffing Committee – Terms of Reference

#### Objective

To provide effective and professional staff management of all matters related to the employees of the Town Council.

#### Authority

The Staffing Committee is appointed by and is solely responsible to

Lostwithiel Town Council. The Committee duties are defined and agreed by Full Council. The Committee will meet quarterly but can also be convened to deal with special events as they occur.

### Membership

All Members of the Committee will be Councillors. The Committee will consist of eight Councillors including the Mayor or the Deputy Mayor who will be an ex-officio member of this Committee. The Committee membership will be appointed at the Annual Meeting of the Council. Committee vacancies occurring during the year may be filled by the Council. A minimum number of members present at a meeting for there to be a quorum shall be 4 or 50% of Committee members whichever is the greater. The Staffing Committee Chair will have a casting vote if required. This Committee shall not appoint working groups or sub committees.

At the first Committee meeting after the Annual Council Meeting a Chairperson and Vice-Chairperson shall be appointed.

### Record of proceedings

Written minutes will be taken to record the Committee's decisions and will be submitted to Council for adoption after they have been approved by the Staffing Committee.

### Responsibilities

Primary Purpose: to ensure the Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.

The Committee will have the following duties and delegated responsibilities: -

- a) Recruitment and selection of staff, with the exception of the post of Town clerk/RFO and responsibility for ensuring that the that recruitment, induction and probation of all new staff is

professionally carried out in accordance with legal requirements.

- b) It will keep under review the level of staffing resources and the staffing structure of the Council and make recommendations to the Council as appropriate.
- c) It will receive reports and recommendations from the Town clerk with respect to the day to day management of Town Council staff and workloads.
- d) It will keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- e) It will keep under review all staff contracts of employment, terms and conditions and make recommendations to full Council.
- f) It will monitor the Council's employment policies and procedures and ensure that the Council complies with all legislative requirements relating to the employment of staff.
- g) It will consider pay awards and make recommendations to full Council.
- h) It will ensure annual staff appraisals are undertaken.
- i) It will make recommendations on personnel related expenditure to the Council.
- j) It will identify training requirements through appraisal and agree staff training programmes.
- k) It will ensure that the Town clerk has everything required for managing other staff.

- l) It will receive and consider any complaints made under the Council's Grievance or Disciplinary Procedure.
- m) It will investigate and where appropriate hear complaints made under the Council's Grievance or Disciplinary Procedure and report to Council.
- n) It will manage any issues referred to the Committee by full Council.
- o) Committee Members are reminded that Members are collectively responsible for making Council policy, for which they are accountable to the electorate.
- p) Committee Members will undertake training identified from time to time to support their role as part of the Council's Staffing Committee.
- q) Committee Members will note there are no circumstances where a Committee Member can issue an instruction to the Clerk or a Contractor. Likewise, a Member must never act "on behalf of the Council" in the organisation of any function or service.

Committee Members will note that the Town clerk has delegated powers to undertake the following: -

- Act as Line Manager and have sole management responsibility, sole day to day supervision and control of all staff.
- To direct the work of employees with the power to discipline employees, in accordance with the Council's Disciplinary Procedure, if required.
- Administer all staff policies and procedures.

- Conduct annual staff appraisals
  - Authorise other staff overtime and expenses.
  - Calculate all staff salaries, overtime, tax, NI and pension contributions.
  - Preparation of the job description and person specification and the placing of the advertisement for all staff vacancies.
  - Delegate duties to staff as considered appropriate.
  - Manage staff performance.
  - Authorise staff training within the agreed training budget.
  - Commission legal and professional advice on staffing matters.
14. Heritage Buildings Committee – to reaffirm the Terms of Reference for the Committee and to appoint Committee Members.

## **Lostwithiel Town Council**

### **Heritage Buildings Committee Terms of reference**

#### **1. Objective**

To consider all issues relating to the repair, conversion and future uses of Edgcumbe House, Taprell House and the Guildhall and to recommend appropriate actions to Council. (Taprell House, at the present time, cannot be considered for changes of use).

## **2. Authority**

The Heritage Buildings Committee is appointed by and is solely responsible to Lostwithiel Town Council (LTC). The Heritage Buildings Committee remit is defined and agreed by Full Council.

This Committee does **not** have delegated powers to make decisions on behalf of Lostwithiel Town Council and exists to make recommendations to Lostwithiel Town Council.

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 Committee will be limited to 15 persons
- Membership of the Heritage Buildings Committee will be appointed annually at the Annual Meeting of Lostwithiel Town Council and any changes to membership will need to be agreed by Lostwithiel Town Council.
- Any Vacancies that arise will be filled by the Town Council and a list of group members and contact details will be maintained by Lostwithiel Town Council
- The Committee 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 Committee shall be quorate when: -
  - a) at least 4 Committee Members are present at a meeting and
  - b) at least two Lostwithiel Town Councillors are present at the 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 Committee

At the first meeting following the Annual Meeting of the Council the Heritage Buildings Committee will elect a Chairperson and Vice Chairperson. The Chairperson will be a Lostwithiel Town Councillor. If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the Lostwithiel Town Councillor membership) 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.

The Town clerk will take minutes of the Committee meetings and minutes will be submitted to Council for adoption after they have been approved at a Heritage Buildings Committee meeting.

The Heritage Buildings Committee will meet at least every other month but can be convened more frequently if considered appropriate.

Meetings of the Committee will 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, Taprell House and the Guildhall and the viability of each stage of the project. (Taprell House, at the present time, cannot be considered for changes of use).

- 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 project.

## **6. Conduct**

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

## **7. Dissolution**

The Heritage Buildings Committee is a Committee of the Town Council the Council can therefore dissolve the Committee at any time it considers appropriate.

These Lostwithiel Town Council Heritage Buildings Committee Terms of Reference were adopted by Lostwithiel Town Council at the meeting held on 15/01/2019 and amended (quorum) at the meeting held on 19/02/19.

## **Annex 1 - Tasks & Activities of the Edgumbe 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 'stage' of the project and how the Edgumbe 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 project based on the cut off dates for the recommended application
- d) To make recommendation to Council regarding 'Remit & Scope' and 'Annex1' of the HBC for the next six-month period.
- e) To make recommendations to Council for phased building repairs with timeline objectives.
- f) To make recommendations to Council for phased conversion recommendations with identified objectives.
- g) To consider such matters as may be delegated by the Council from time to time.

15. Flood Co-ordinators & Flood Wardens – to appoint Council Members as Flood Co-ordinators or Flood Wardens.

16. Traffic Management Plan working party – to appoint Councillors to this working party.

17. Traffic Management Plan – to authorise members of the Traffic Management Plan working party to make an appointment with Rachel Tatlow from Cormac to discuss how to take forward the plan & to provide a full report to Council on the recommendations of this meeting.

18. Fowey Harbour Port Users Group – to appoint a Town Council representative to attend quarterly meetings.

19. Council's Fixed Asset Register Review - to review the inventory of land and other assets including buildings and office equipment

Lostwithiel Town Council - Fixed Asset Register 2019

Asset	Purchase Date	Purchase cost	Asset value/ condition	Charges	Asset disposal
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Edgcumbe House			2158644.00
EH Contents			53040.00
Guildhall			616755.00
GU Contents			31400.00
Coulson Park			1.00
CP Play area			41000.00
King George V field			1.00
KG5 Play area			5000.00
KG5 Skatepark			95000.00
KG5 Walkway	Sep-18	16726	16726.00
Second Island sculptures			3500.00
Pendour Park play area			1.00
The Parade			1.00
Parade picnic benches			3500.00
Castle Hill Cemetery			1.00
Castle Hill Cem shed			7000.00
Bodmin Hill verge			1.00
Bodmin Hill Allotments			1.00
Castle Hill Allotments			1.00
Castle Hill Allot shed			1500.00
Teras Hill Allotments			1.00
Quay Street car park			1.00
Public Toilet			1.00
Poldu woods			1.00
Town clock			1.00
Regalia			131627.00
Safe			4502.00
Noticeboard			1777.00
Road signs and trolley			668.00
Civic Parade road signs	Sep-18	319.15	319.00
Lifebuoy	Nov-18	320.68	321.00
Library furniture	Feb-19	3996	3996.00
<u>Memorial Stones</u>			
1914 Parade stone			
1902 Parade stone			
J Andrews Stone			
Boer War Memorial			15000.00
Anchor Jubilee stone			
J Andrews Stone seat			5000.00
<u>Office</u>			
Office computer			533.00
Office printer			1595.00
2nd office computer and monitor			818.00
Overhead projector			258.00
			3199492.00

20. Council's insurance policy – to confirm the arrangements for insurance cover in respect of all insurable risks (policy reviewed on 19 March 2019)
21. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 and the General Power of Competence.

Section 137 Royal British Legion £120.00

GPOC Cruse Bereavement Care £100.00

22. Council Meeting dates – to determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Tuesday 14 May (Heritage Buildings Committee)

Tuesday 21 May (Annual Parish Meeting)

Tuesday 28 May Extraordinary Full Council (to consider the recommendations from the Heritage Buildings Committee)

Tuesday 4 June Full Council

Tuesday 25 June (Heritage Buildings Committee)

Tuesday 2 July Full Council

Tuesday 9 July (Staffing Committee)

Tuesday 16 July Full Council

Tuesday 23 July (Heritage Buildings Committee)

Tuesday 6 August Full Council

Tuesday 20 August Full Council

Tuesday 27 August (Heritage Buildings Committee)

Tuesday 3 September Full Council

Tuesday 24 September (Heritage Buildings Committee)

Tuesday 1 October Full Council

Tuesday 8 October (Staffing Committee)

Tuesday 15 October Full Council  
Tuesday 22 October (Heritage Buildings Committee)  
Tuesday 5 November Full Council  
Tuesday 19 November Full Council  
Tuesday 26 November (Heritage Buildings Committee)  
Tuesday 3 December Full Council  
Tuesday 10 December (Staffing Committee)  
Tuesday 17 December Full Council  
Tuesday 16 January Full Council  
Tuesday 22 January (Heritage Buildings Committee)  
Tuesday 4 February Full Council  
Tuesday 11 February (Staffing Committee)  
Tuesday 18 February Full Council  
Tuesday 25 February (Heritage Buildings Committee)  
Tuesday 3 March Full Council  
Tuesday 17 March Full Council  
Tuesday 24 March (Heritage Buildings Committee)  
Tuesday 7 April Full Council  
Tuesday 14 April (Staffing Committee)  
Tuesday 21 April Full Council  
Tuesday 28 April (Heritage Buildings Committee)  
Tuesday 4 May Full Council  
Tuesday 19 May Annual Meeting

23. To receive planning decisions.
24. Planning applications – to consider any planning applications received since the publication of the agenda.
25. Annual Membership – to consider if Lostwithiel Town Council wishes to renew membership with: -
  - a) National Association of Local Councils £176.47 (no VAT)

- b) Cornwall Association of Local Councils £501.66 plus VAT plus CALC office charge £86.95 (no VAT)
- c) South West Councils £425 plus VAT.

## Letter from CALC

Dear Member and Clerk,

I hope your council will once again affiliate to the Association and benefit from the support and services available to you as part of your subscription.

Membership of the Association ensures that your council remains well informed and has access to the model documents and templates developed to support your council. During the coming year the Association will also be working closely with Cornwall Council on the challenges of the upcoming community governance review process.

Membership of the Association offers:

- Access to qualified staff to give support and legal advice
- Legal Support and access to the National Association of Local Councils' team of solicitors for more in-depth interpretations.
- Training in a variety of formats, from short evening training sessions to day long training sessions and distance learning qualification courses
- Summaries, support and advice on changing legislation and new legal requirements
- Representation of the sector to inform and advise on the role of parish and town councils at county, regional and national level.
- Access to the membership area of our modern, comprehensive website with model documents, legal topic notes, briefings and items of interest.
- Conference with speakers and training sessions of interest to your members and Clerks

The Association endeavours at all times to provide a flexible service to our membership, focusing on developing new services wherever possible to meet your requirements. We hope that you will continue to support the association by affiliating once again this year.

If you have any queries about your council's membership please do not hesitate to contact me.

- 26. LTC Memorial Policy – to consider the first draft of the policy prepared by the task & finish group and to consider their request for direction regarding Council recognition of members of the community.

Please find below a copy of a draft memorials policy prepared by the task and finish group, an application form is being prepared by the group and will be tabled.

## Lostwithiel Town Council

### *Policy on memorials on council owned land*

Lostwithiel Town Council supports the needs and principles of allowing memorial furniture (e.g. benches) and memorial planting (e.g. trees or shrubs) (“**memorials**”) on Council owned land. The Council seeks to adopt a clear, measurable and sympathetic approach to the management of Council owned land, which takes account of the sometimes contrasting needs of a variety of users. This policy is designed to ensure that this issue is managed and regulated for the mutual benefit of all.

This policy will be reviewed at least every four years and proposed amendments shall be submitted to the Council for approval.

A copy of this policy will be available on the Council’s website and will be provided to prospective applicant(s) on request.

### **Licence Period**

Memorial furniture and planting shall be treated as a donation to the Council and the ownership of the asset shall be vested in the Council who shall be deemed the legal owners.

The memorial fee covers the purchase, delivery and installation of the memorial, together with the ongoing repair and maintenance for a period of 10-years.

At the end of the 10-year period, the applicant(s) may apply to the Council for a new 10-year licence. Any such application will be considered in accordance with the criteria in this policy and will be subject to an additional fee. Applicant(s) choosing not to renew their memorial dedication will have their commemorative removed for

collection and the furniture/planting may be reallocated. It remains the responsibility of the applicant(s) to notify the Council in writing of any change of address or contact details.

## **Memorials**

Lostwithiel Town Council offers memorialisation on Council owned land, which includes the following:

- Memorial tree with or without a plaque
- Memorial shrub with or without a plaque
- Memorial bench with plaque
- Memorial plaque on an existing bench

Applications for other types of memorial will be considered on a case-by-case basis.

The Council shall provide the applicant(s) with approved types of memorial furniture or planting to ensure it is in keeping with the intended location. Non-native planting will not generally be supported.

The Council will stipulate the size, material, colour and font of any plaque and must approve the proposed wording. Plaques will be affixed in the centre of the upper most lath of the back of a bench. In the case of planting, plaques shall be secured by a central pointed fixing. An application to alter the wording of a plaque during the licence period must be approved by the Council and will be subject to an additional fee.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the memorial. Anything placed on or around memorials will be removed and disposed of without reference to the applicant(s).

## **Location**

The Council will consider applications for memorials in the following areas of Council owned land:

- [insert] – could we also include a map?

Due to the historical and cultural importance of The Parade, the Council will not accept applications for memorials in this area.

### **Siting and ceremonies**

The position of memorials will be at the Council's absolute discretion. In determining a suitable location, the Council will consider:

- The views and wishes of the applicant(s)
- Public access and enjoyment of the Council owned land and the memorial
- The number of other furniture, planting or memorials in the area

The planting of memorial planting shall only be carried out between November and February to ensure the most efficient growing conditions. If memorial furniture is to be placed on grass it will usually be fitted to a concrete base. Planting and siting of memorial furniture will be carried out by the Council's contractors.

A ceremony or gathering at the time of a memorial dedication will be accommodated where possible but must be arranged in advance with the Council.

### **Maintenance**

Lostwithiel Town Council will maintain responsibility for the memorial and any associated plaque during the 10-year licence period. The Council will monitor and carry out routine maintenance

on memorial furniture and planting within the Council's routine maintenance programme.

The Council accepts no liability to the applicant(s) for damage to any memorial furniture, planting or plaques by the Council, the Council's contractors or any other third parties.

### **Relocation and removal**

The Council reserves the right to relocate any memorial to enable the implementation of projects, landscape redesigns or the reconfiguration of services. The Council will endeavour to consult with the original applicant(s) on alternative sites.

The Council also reserves the right to remove any furniture or planting which in its opinion is damaged or beyond economic repair, whether within or outside the 10-year licence period. In the event a memorial is removed, the Council will notify the applicant(s) and any memorial plaque will be returned to the applicant(s), where practicable. Any proposed replacements of memorials or plaques will be the responsibility of the original applicant(s) and must follow the same procedure as set out in this policy.

It remains the responsibility of the applicant(s) to notify the Council in writing of any change of address or contact details.

### **Process**

All applications for memorials should be made using the official application form and should be signed by the applicant(s). The application form will be reviewed by the Town Clerk and additional enquiries made where necessary. The Town Clerk will advise the applicant(s) of the cost of the memorial. Payment is required prior to the purchase of the memorial. Cheques should be made payable to Lostwithiel Town Council.

Should a request be refused, the applicant(s) has the right to request that the matter be referred to the Council for a decision, whose decision shall be final.

### **Estimated/indicative Costs**

The total cost of the installation of the memorial will be dependent on the type of memorial and the cost of any associated materials and labour. However, to assist prospective applicants, the following are a list of estimated/indicative costs associated with the purchase, installation and maintenance of a memorial.

<b>Memorial bench</b>	<b>Estimated/indicative Cost</b>
Purchase of bench (incl. delivery)	TBC
Purchase of plaque (incl. delivery)	TBC
Base and fixings	TBC
Installation (labour)	TBC
10-year maintenance	TBC

<b>Memorial tree</b>	<b>Estimated/indicative Cost</b>
Purchase of tree (incl. delivery)	TBC
Purchase of plaque (incl. delivery)	TBC
Planting	TBC
10-year maintenance	TBC

All costs will be confirmed prior to entering into agreement with the Council.

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The group's enquiries have found that

*As regards recognition of members of the community by the council, there seemed to be two approaches:*

- civil/mayoral awards - usually annual where members of the public are asked to make a nomination between, say, April and November each year for one or more categories of people/organisation e.g. youth, business, individual*
- (more unusually) a policy on how a council itself would select an individual(s) for recognition, such as a memorial*

So, the task and finish group wish to ask Council which of these approaches they'd like to take as this will determine the wording of any policy. For an example please follow this link <https://www.newquaycouncil.co.uk/town-council-community-award-scheme>

27. Lostwithiel Rotary Charity Fete Day – Sunday 14 July – to consider the request received to allow the Cornwall Air Ambulance to land in the King George V playing field at approximately 3pm (mission dependant)

28. 2019 Great Western Railway Community Rail Conference – to consider the request from Deputy Mayor Hughes to attend the conference as Lostwithiel Town Council's representative at no cost to Lostwithiel Town Council.

**There will be several optional pre-conference events on Thursday 13 June 2019.**

### **1330-1730 Welcome Table**

@ Bristol Temple Meads Station, Platform 3, Bristol BS1 6QF

Come along for a free gift and learn more about Bristol Food Connections week which co-insides with the Conference.

**Delegates must pre-register in advance, via the Eventbrite links provided, in order to participate as numbers are restricted:**

### **1330-1445 Tour of Bristol Operations Centre**

Meet @ front entrance to Bristol Temple Meads station for a walk of approximately 5 minutes to reach the of state-of-the-art city centre monitoring and emergency control centre.

### **1400-1500 Bridging Gaps, Cultural Competence Session**

@ Engine Shed, Station Approach, Bristol BS1 6QH

Delivered by the Hannah More Primary School Parent's Cultural Competence Group.

### **1515-1632 Escorted Trip Along the Severn Beach Line**

@ Bristol Temple Meads Station, Bristol BS1 6QF

With option to alight at Avonmouth Station to visit the Community Food Growing Project, or to stay on the train to Severn Beach.

### **Throughout the afternoon**

@ Yatton Railway Station, Station Rd, Yatton BS49 4AJ

An opportunity to call into the Strawberry Line Café before 1500 for a spot of lunch or a hot drink and cake. Either stop off on your way to Bristol or as a separate short return journey from Temple Meads to Yatton. Delegates who register to attend will receive a complimentary £5 voucher to spend in the café.

29. Cormac – to consider the request received to return the Lostwithiel play equipment currently stored at Cormac's Depot as Cormac now need the space.

We are still holding some of your old play equipment at our Depot, do you want this brought back to you to store as we now need the space.

30. Town Council website – to approve the cost of £30 to amend the website to enable non-Councillor membership of the Heritage Buildings Committee to be listed.

31. Accounts & Finance – to approve payment of the cheques as listed and to approve amendments to 3 EDF Direct Debits.

<b>Cheque Ref</b>	<b>Payee Name</b>		<b>Amount Paid</b>
101204-1209	Salary related expenses	Salary related expenses	£5,156.02
101210	Biffa	Toilet cleaning	£1,110.17
101211	Cornwall ALC Ltd	NALC & CALC subscription & CALC office charge	£865.41
101212	Cornwall Council	DBS Admin fees	£24.00
101213	EDF Energy	Car park electricity	£116.29
101214	Penhaligons	Library newspapers	£16.20
101215	South West Councils	Annual subscription	£510.00
101216	Viking Payments	Two blue screens	£309.60
101217	Mrs C Doyle	BOBB Kendal mint cake	£12.50
101218	Mrs S Harris	Library mugs & milk	£17.73
		<b>Total</b>	<b>£8,137.92</b>

Electric monthly standing orders

£39.00 monthly reduced to £28.00 monthly

£27.00 monthly reduced to £12.00 monthly

£101 monthly increases to £140.00 monthly

32. Correspondence

33. Notices

34. Items for the next agenda and to note written notice of the wordings of any motions for the Council meeting to be held on 4 June 2019 are to be received by the Town Clerk by midday on Tuesday 21 May 2019.