



**Lostwithiel Town Council
Heritage Building Committee Meeting
will be held at Lostwithiel Library
on Tuesday 10 March 2020 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 – Committee Chairman Mrs 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

Meeting Agenda

1. To receive and accept Apologies of Absence

2. To receive any Declarations of Interest or written request 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. Public Participation - Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes.

4. To receive the minutes of the Heritage Buildings Committee meeting held on 21 January & 18 February 2020.

5. Public consultation – to consider the following: -

- a) the exhibition material collated
- b) how many sessions will be held between 10 April & 17 May
- c) which local community groups will be approached to be asked if they would like a presentation at one of their meetings.
- d) a synopsis of the information to be provided to local parishes
- e) an update on the promotional film
- f) the list of publicity materials required
- g) the initial draft of the questionnaire/feedback form
- h) how the questionnaire will be set up in online format
- i) the Gantt chart to ensure feedback is ready for Council within the four months specified.

6. Guildhall – an update on progress

S Harris

Mrs S Harris - Town Clerk
05 March 2020