



**Lostwithiel Town Council Extraordinary Meeting
will be held at Lostwithiel Library
on Tuesday 24 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 – Mayor Hughes 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 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. 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 extraordinary meeting held on 17 March 2020 having previously been circulated and taken as read.
5. Coronavirus Emergency scheme of delegation – to consider delegating authority to the Clerk in consultation with the Mayor and Deputy Mayor to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with Members of the Council via email.

6. Financial Matters – to note that whilst the following payments can be made without the need for approval at a meeting of the Council or a Committee, Council Members are still responsible for the management of the Council’s finances in accordance with Financial Regulations.
 - a. Any payment which part of an agreed contractual obligation i.e. (salary and on costs, contractors, and suppliers). This is because failure to pay would be a breach of contract or the individual payment is part of budgeted expense.
 - b. Any other budgeted item including approved grants, approved purchases (playground equipment, computer, other assets) insurance and any other expenditure previously agreed by the council. There is an audit trail that the council has already considered and approved the payment.
 - c. Any amount authorised by the Clerk which within the limits set by the Council’s financial regulations.
 - d. Any other payment authorised under the Emergency Scheme of Delegation.
7. Financial Regulations – to consider increasing the amount delegated to the clerk in the Financial Regulations for the period of the Coronavirus pandemic to ensure that it is proportionate to its need at this time.
8. Planning – to consider adoption of the following process for the consideration of planning applications during the Coronavirus pandemic: -

The CALC advice below is drawn on experience rather than external guidance and CALC are waiting for further information from Cornwall

Council as the planning authority. In the meantime, the following mechanism appears to replicate the local council process as far as possible and is achievable within the 21-day statutory consultation timetable.

- i) The clerk will advertise on the council's website links to all planning applications received from the planning authority, offering the public the opportunity to make Council aware of any views. The notice will give a deadline for public comments to the Clerk in writing (suggested 5 working days)

At the same time the clerk will circulate the list with links to all members of the council.

- ii) At the end of the public opportunity to comment, the clerk will forward a summary of the public comments received to all members for member comments for a period of a further 5 working days.
- iii) Under the Emergency Scheme of Delegation, the Clerk and appropriate members will agree a council response which identifies relevant material considerations and may give local information or opinion. The draft response is then shared with members for 2 days for any comments, before being sent to Cornwall Council with the following statement

“Due to the restrictions placed on the council as a result of the pandemic Coronavirus, this response represents the opinion of members of Lostwithiel Town Council identified through a consultation process and will be ratified at the next appropriate meeting of the council. “

- iv) The Council's response can then be posted on the Council's website.
- v) If the matter is referred back to the Council under the 5-day protocol, the Emergency Scheme of Delegation will allow the

clerk to take any appropriate action to respond on behalf of the Council. As the Council's opinion has not been gained through the normal public process, it may be prudent to simply reply that

'due to the restrictions placed on the council as a result of the pandemic Coronavirus, it has been unable to consult further and therefore has nothing further to add'.

(If Cornwall Council provide any modifications to these CALC recommendations prior to the Council meeting they will be considered as part of this agenda item.)

9. Lostwithiel Library – to delegate to the Town Clerk the authority, for the duration of the Coronavirus pandemic, all decisions regarding Lostwithiel Library including total closure if appropriate, without prior reference to Council Members.
10. Lostwithiel Public Toilet - to delegate to the Town Clerk the authority, for the duration of the Coronavirus pandemic all decisions regarding Lostwithiel's Public Toilet including total closure if appropriate, without prior reference to Council Members.

S Harris

Mrs S Harris
Town clerk
18/03/2020