



**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.
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.
7. To receive and adopt the Heritage Buildings Committee minutes dated 26 March 2019 having previously been circulated and taken as read.
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.
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.
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.
14. Heritage Buildings Committee – to reaffirm the Terms of Reference for the Committee and to appoint Committee Members.
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

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.
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.
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.
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.
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.
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.
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.

Cheque Ref	Payee Name		Amount Paid
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

		Total	£8,137.92
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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.

S Harris

Mrs S Harris
Town clerk
Lostwithiel Town Council
30 April 2019