



**Lostwithiel Town Council
Annual Meeting
Tuesday 7 May 2019**

Meeting Minutes

The Annual Meeting of the Town Council was held in Lostwithiel Library on Tuesday 7 May at 7pm.

Councillors Present

Mayor Jarrett, Deputy Mayor Hughes
Councillor Anders, Councillor Clarke
Councillor Duffin, Councillor Guiterman
Councillor Hatton, Councillor Henderson
Councillor Hensman, Councillor Jarrett
Councillor Lindley, Councillor Morgan
Councillor Ross, Councillor Sweeney

In attendance

Five members of the public were in attendance
Town Clerk Mrs Harris was in attendance

001/19 Election of Mayor

Mayor Jarrett invited nominations for the position of Mayor.
It was **resolved** that Councillor Hughes is elected Mayor for the Civic Year 2019/20.

Councillor Hughes signed the Declaration of Acceptance of Office of Mayor which was witnessed and signed by the Town Clerk.

002/19 Election of Deputy Mayor

Mayor Hughes invited nominations for the position of Deputy Mayor. It was **resolved** that Councillor Ross is elected Deputy Mayor for the Civic Year 2019/20.

Councillor Ross signed the Declaration of Acceptance of Office of Deputy Mayor which was witnessed and signed by the Town Clerk.

003/19 Apologies of Absence.

Apologies for absence were received and accepted from Councillor Beedell.

004/19 Declarations of Interest

Mayor Hughes declared a non-registerable Interest in Agenda item 11 – Town Mayors Allowance & Agenda Item 20 - Great Western Railways Conference.

005/19 Public Participation

The Council was addressed regarding the following:
Agenda Item 26 – Lostwithiel Town Council Memorial Policy.
Clarification was given that this was not related to the War Memorials.

006/19 Minutes 16 April 2019

It was **resolved** that the minutes dated 16 April 2019 are accepted, approved and duly signed by Mayor Hughes.

007/19 Heritage Buildings Committee Minute dated 26 March 2019

It was **resolved** to receive and adopt the Heritage Buildings Committee minutes dated 26 March 2019.

008/19 Standing Orders & Financial Regulations

It was noted that the Standing Orders approved by Council in November 2018 now incorporate the Council's Financial Regulations as Appendix 1.

009/19 General Power of Competence

It was **resolved** to reaffirm eligibility for the General Power of Competence

010/19 Internal Auditor

It was noted that the Council has appointed the current Internal Auditor (Hudson Accounting Limited) until 2020/21.

011/19 Town Mayor Allowance

Mayor Hughes having previously declared a non-registerable interest left the meeting room.

Deputy Mayor Ross chaired agenda item 11.

It was **resolved** that the Mayor's Allowance for the Civic Year 2019/20 is set at £1650 as per the agreed budget.

Mayor Hughes re-joined the meeting.

012/19 Mayor Making Ceremony & Annual Civic Service

It was resolved to defer this item to allow for consultation with the Church and diaries.

013/19 Staffing Committee

It was **resolved** to reaffirm the Terms of Reference for the Committee

It was **resolved** to appoint the following Councillor Members to the Staffing Committee:

Deputy Mayor Ross	Councillor Henderson
Councillor Anders	Councillor Mrs Jarrett
Councillor Clarke	Councillor Jarrett
Councillor Hensman	Councillor Lindley

014/19 Heritage Buildings Committee

It was **resolved** to reaffirm the Terms of Reference for the Committee.

It was **resolved** to appoint the following Members to the Heritage Building Committee

Councillor Anders	Councillor Guiterman
Councillor Hatton	Mr Paul Holden
Councillor Mrs Jarrett	Professor John Scott
Councillor Sweeney & Mr Philip Watkins	Mrs Christine Walton

015/19 Flood Co-ordinators & Flood Wardens

It was **resolved** to appoint the following Council members as Flood Plan Co-ordinators and Flood Wardens:

Deputy Mayor Ross	Councillor Mrs Jarrett
Councillor Henderson	Councillor Lindley
Councillor Sweeney	

and Councillor Clarke & Councillor Jarrett as Flood Wardens.

016/19 Traffic Management Plan working party

It was **resolved** to appoint the following Councillor Members to the Traffic Management Plan working party:

Mayor Hughes	Councillor Guiterman
Councillor Henderson	Councillor Mrs Jarrett
Councillor Jarrett	Councillor Lindley

017/19 Traffic Management Plan

It was **resolved** 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. The meeting is to be arrange for Monday 13 May at 12 noon at Lostwithiel Community Centre.

018/19 Fowey Harbour Port Users Group

It was **resolved** to appoint Councillor Hensman as the Council's representative.

019/19 Council's Fixed Asset Register Review

It was **resolved** to approve the Council's Fixed Asset register as drafted total value £3,199,492.

020/19 Council's insurance policy

It was **resolved** to approve the existing levels of cover as reviewed on 19 March 2019.

021/19 Review of the Council's expenditure

The Council noted that expenditure incurred under s.137 of the Local

Government Act 1972 for the previous financial year totalled £120.00 to the Royal British Legion. It was further noted that expenditure under the GPoC totalled £100 to Cruse Bereavement Care.

022/19 Council Meeting dates

It was **resolved** to approve the list of dates for full Council meetings as below and to continue to start meetings at 7pm.

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 14 January Full Council
Tuesday 21 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 5 May Full Council
Tuesday 19 May Annual Meeting

023/19 Planning Decisions

None

024/19 Planning Applications

None

025/19 Annual Membership

It was **resolved** to renew membership to the following:

- National Association of Local Councils £176.47 (no VAT)

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

026/19 LTC Memorial Policy

It was **resolved** to ask that the task and finish group is asked to investigate: -

- a) alternatives for the responsibility for replacement during and after the 10-year licence period
- b) drawing up a fair and consistent individual award scheme with individual selection criteria and not a civic community award scheme.

027/19 Lostwithiel Rotary Charity Fete Day

It was **resolved** to agree to the request to allow the Cornwall Air Ambulance to land in the King George V playing field on Sunday 14 July.

028/19 2019 Great Western Railway Community Rail Conference

Mayor Hughes having previously declared a non-registerable interest left the meeting room.

Deputy Mayor Ross chaired agenda item 28.

It was **resolved** to allow Mayor Hughes to attend the 2019 Great Western Railway Community Rail Conference as Lostwithiel Town Council's representative at no cost to Lostwithiel Town Council.

Mayor Hughes re-joined the meeting.

029/19 Cormac play equipment storage

It was **resolved** to instruct the clerk to ask Cormac if they would like to offer the equipment to other Town & Parish Councils ensuring that Lostwithiel Town Council was not liable for any costs.

030/19 Website – Non-Councillor Committee membership

It was **resolved** to approve the cost of £30 to amend the website to enable non-Councillor membership of the Heritage Building Committee to be listed on the website.

031/19 Accounts & Finance

It was **resolved** that cheques 101204-101218 totalling £8,137.92 are authorised for payment and that the amendments to the EDF Direct Debits are approved as drafted.

EDF £39.00 monthly reduced to £28.00 monthly

EDF £27.00 monthly reduced to £12.00 monthly

EDF £101 monthly increases to £140.00 monthly

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

032/19 Correspondence

None

033/19 Notices

None

034/19 Items for next agenda

Assessment & Conservation Management Plan

The meeting closed at 8.30pm

Chairman

Date