



**Lostwithiel Town Council Extraordinary Meeting  
will be held  
on  
Tuesday 23 November 2021  
at  
Lostwithiel Community Centre 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 – Attendees will be advised that the meeting may be filmed or recorded.

Members and Members of the Public are asked to set device ring tones/alerts to silent

Return to physical meetings – The Council requests that everyone attending Council meetings wears a facemask unless medically

exempt or addressing the meeting and observes that the seating has been set out to allow for social distancing. The Council will restrict access when the room is full. Therefore, if you have any comments regarding a particular agenda item you may wish to submit these comments to the Council in writing [clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk) or if you are a member of a group you may wish to consider appointing a spokesperson.

## **Meeting Agenda**

1. Apologies – to receive and accept Apologies of Absence.
2. To receive from Council Members any Declarations of Interest, written requests for new DPI dispensations and declarations of any gifts or hospitality.

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 Council Meeting held on 02 November 2021 having previously been circulated and taken as read.

5. Planning applications-

a) To consider planning applications

**PA21/11120**

Land known as Bartholomew  
Grenville Road Lostwithiel  
Non-material amendment in  
relation to decision notice  
PA19/11224 dated 12.05.21

**PA21/11121**

Land known as Bartholomew  
Grenville Road Lostwithiel  
Non-material amendment in  
relation to decision notice  
PA19/11224 dated 12.05.21

b) To consider any planning applications received since the  
publication of the agenda.

6. Cornwall Council – Let’s Talk Transport – to agree Lostwithiel Town Council’s response to the survey.
7. Cornwall Council – A Plan for Our Places (the Spatial Strategy – to agree Lostwithiel Town Council’s response to the survey.
8. Really Lovely Projects & Lostwithiel Business Group – to consider the request received to use the Parade for Carol singing on Thursday 23 December
9. Lostwithiel Town Council Finance & Accounts – to consider the following: -
  - a) 8-month actuals versus 2020-2021 budget projections
  - b) Current earmarked reserves
  - c) Current general reserves
  - d) Second draft of 2022-2023 budget

10. Lostwithiel Library heating – to authorise the Town Clerk to arrange for an electrician to visit the library and repair/replace the night storage heaters where required noting that any replacements need to be as energy efficient as possible.

Under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

11. Staffing Committee – to consider the recommendations to Council following the Staffing Committee meeting held on Wednesday 10 November namely: -
- a) To introduce a hybrid working policy to allow staff members where operationally possible to work from home.
  - b) To purchase a new laptop up to a cost of £1000 plus VAT to facilitate working from home (laptop spec. to be sufficient to run new accounting software)
  - c) To appoint a new Library Co-ordinator (7 hours per week) and an Environmental & Grounds Maintenance Operative (14 hours per week)
  - d) To delegate to the Town Clerk total flexibility on the days and times for the phased re-opening of the library and to also delegate to the Town Clerk the authority to agree and manage which days staff members work and to decide how many hours can be worked from home.
  - e) To increase the weekly hours worked by the Administration Assistant on a term time only basis and not as previously agreed under minute reference **312/20b)**

12. Flu jabs – to consider the suggestion from Mayor Ross that the Town Council pays for staff to have the flu jab.

S Harris

Mrs S Harris

Town Clerk

12 November 2021