



**Lostwithiel Town Council  
Annual Meeting  
Tuesday 02 May 2023**

**Meeting Minutes**

The Annual Meeting of the Town Council was held in Lostwithiel Library on Tuesday 02 May 2023 at 7pm.

**Councillors Present**

Mayor Ross, Deputy Mayor Henderson  
Councillor Anders, Councillor Berryman,  
Councillor Guiterman, Councillor Guy,  
Councillor Henderson, Councillor Jarrett,  
Councillor Pearce, Councillor Rawlings,  
Councillor Saundry, Councillor Tipton  
Councillor Townsend & Councillor Wisdom

**In attendance**

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

**001/23 Election of Mayor**

Mayor Ross invited nominations for the position of Mayor.  
It was **resolved** that Councillor Karin Henderson is elected Mayor for the Civic Year 2023/24. Votes in favour 13.

Mayor Karin Henderson signed the Declaration of Acceptance of Office of Mayor which was witnessed and signed by the Town Clerk.

**002/23 Election of Deputy Mayor**

Mayor Henderson invited nominations for the position of Deputy Mayor.

It was **resolved** that Councillor David Guiterman is elected Deputy Mayor for the Civic Year 2023/24.

Deputy Mayor David Guiterman signed the Declaration of Acceptance of Office of Deputy Mayor which was witnessed and signed by the Town Clerk. Votes in favour -13.

**003/23 Apologies of Absence.**

None.

**004/23 Declarations of Interest**

None

**005/23 Public Participation**

The Council was addressed regarding allocation of the St Bartholomew's Affordable Housing properties.

**006/23 Minutes 04 April 2023**

It was **resolved** that the minutes dated 04 April 2023 are accepted, approved and duly signed by Mayor Henderson.

Votes 13 in favour, 1 abstention.

**007/23 Staffing Committee Terms of Reference**

It was **resolved** to amend the Staffing Committee Terms of Reference to maintain the Committee membership at 6 Council members and the quorum as 3. Votes 13 in favour, 1 abstention.

It was further **resolved** to appoint the following Councillors to the Committee:-

Deputy Mayor Guiterman, Councillor Anders, Councillor Berryman, Councillor Rawlings, Councillor Ross & Councillor Saundry.

Votes 13 in favour, 1 abstention.

### **008/23 Neighbourhood Plan Review Steering Group**

It was **resolved** to appoint the following Councillors and members of the public to serve on the Neighbourhood Plan Review Steering Group:-

Amanda Barrass, Councillor John Berryman, Karen Lindley, Cornwall Councillor Colin Martin, Councillor Chris Pearce, Peter Santo Warner, Martin Surgey, Franco Szczepaniak and Richard Trant. Votes 13 in favour, 1 abstention.

### **009/23 Standing Orders & Financial Regulations**

It was **resolved** to review and approve the use of the current combined version dated June 2022 without amendment.

Vote – 14 in favour.

### **010/23 General Power of Competence**

It was noted by Council that it remains no longer eligible to use the General Power of Competence.

### **011/23 Town Mayors Allowance**

Mayor Karin Henderson and Councillor Henderson having previously declared non-registerable interests, left the meeting room.

Deputy Mayor Guiterman chaired the agenda item.

It was **resolved** that the Mayor's Allowance for the Civic Year 2023/24 is set at £1,000 as per the 2023/24 agreed budget.

Vote 8 in favour, 3 against.

Mayor Henderson and Councillor Henderson re-joined the meeting and Mayor Henderson resumed as Chair.

**012/23 Internal Auditor**

It was **resolved** to approve Hudson Accounting Limited as Internal Auditors for the period 2023/24. Vote – 14 in favour

**013/23 Flood Co-ordinators & Flood Wardens**

It was **resolved** unanimously to appoint the following Council members as Flood Plan Co-ordinators:  
Mayor Henderson, Councillor Ross, Councillor Rawlings, Councillor Wisdom and Councillor Jarrett and to appoint Councillor Townsend as a Flood Warden. Votes 14 in favour.

**014/23 Cornwall Council Community Network Area.**

It was **resolved** to appoint Mayor Henderson to represent Lostwithiel Town Council at the Cornwall Council Community Network Area meetings. Mayor Henderson to arrange for an alternative Councillor to attend if Mayor Henderson is unavailable. Vote – 14 in favour.

**015/23 Fowey Harbour Port Users Group**

It was **resolved** to appoint Deputy Mayor Guiterman to attend the Fowey Harbour Port User Group's quarterly meetings.  
Vote – 14 in favour.

**016/23 Lostwithiel Environmental Action Forum (LEAF)**

It was **resolved** to appoint Councillor Kent to represent Lostwithiel Town Council at Lostwithiel Environment Action Forum meetings.  
Vote – 14 in favour.

**017/23 Council's Fixed Asset Register Review**

It was **resolved** to review the inventory of land and other assets including buildings and office equipment as drafted.

Vote – 14 in favour.

**018/23 Council's insurance policy**

It was **resolved** to confirm the arrangements for insurance cover in respect of all insurable risks. Vote – 14 in favour.

**019/23 Council expenditure under S.137 of the LGA 1972**

It was **resolved** to formally note the expenditure under this power:-  
£1750 Jubilee Celebrations, £66.87 Beating of Borough Bounds  
badges & £200 Royal British Legion wreath. Vote – 14 in favour.

**020/23 Council Meeting dates**

It was **resolved** to agree the list of meeting dates as below all starting at 7pm with the exception of 04 July which will start at 7.45pm.

Tuesday 6 June 2023

Tuesday 4 July 2023

Tuesday 1 August 2023

Tuesday 5 September 2023

Tuesday 3 October 2023

Tuesday 7 November 2023

Tuesday 5 December 2023

Tuesday 9 January 2024

Tuesday 6 February 2024

Tuesday 5 March 2024

Tuesday 2 April 2024

Vote – 14 in favour.

The meeting closed at 7.50pm

Chairman

Date