



## **Lostwithiel Town Council Extraordinary Meeting Wednesday 31 May 2023**

### **Meeting Minutes**

A meeting of Lostwithiel Town Council was held in Lostwithiel Library on Wednesday 31 May 2023 at 7pm.

### **Councillors Present**

Mayor Henderson, Deputy Mayor Guiterman,  
Councillor Anders, Councillor Berryman  
Councillor Guy, Councillor Kent,  
Councillor Rawlings, Councillor Ross,  
Councillor Saundry, Councillor Townsend  
& Councillor Wisdom

### **In attendance**

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

### **041/23 Apologies of Absence**

Apologies were received and accepted from Councillor Henderson & Councillor Jarrett.

**042/23     Declarations of Interest**

Councillors Ross & Townsend declared non-registerable interests in agenda item 9 Next steps - to discuss and agree how to take forward the Heritage Buildings Project.

**043/23     Public Participation**

None

**044/23     Meeting Minutes Annual Meeting 02 May 2023 &  
02 May 2023**

Councillor Guy asked for the – to be removed from minute reference 002/23 as at present it indicated that the vote for Deputy Mayor was -13. After this amendment had been made in ink, it was **resolved** that the minutes of the Annual Meeting and the monthly meeting both held on 02 May 2023 are accepted, approved and duly signed by Mayor Henderson. Vote – 10 in favour, 1 abstention.

**045/23     Town Team – overview of the Town Vitality Funding**

It was **resolved** in accordance with Standing Order 3f to take contributions from members of the Town Team. Vote – 11 in favour. Town Team Chair Councillor Wisdom advised the Council that should the Council decided to build on the reports received the next steps would be applications to Cornwall Council's Good Growth Fund.

**046/23     Town Team Heritage Buildings Project – summary  
presentation**

Town Team Vice Chair Sarah Preece summarised the findings of the Hayhurst & Co report.

**047/23     Town Team Transport Project – summary presentation**

Town Team member John Scott summarised the findings of the PJA report.

**048/23     Questions & Answers**

Mayor Henderson thanked the Town Team for their time on the projects and their presentations. The Town Team answered

questions regarding the need for Cornwall Council to engage with the Transport report recommendations, the context of the transport report in terms of climate declarations, carbon zero & sustainability, administration support for the Town Team going forward and the Town Team's preference to continue to drive both projects as a Town Team.

**049/23 Next steps – Heritage Buildings project**

Councillors Ross & Townsend, having previously declared non-registerable interests left the meeting room.

It was **resolved** to support the Lostwithiel Town Team to apply for grant funding for a feasibility study to assess financial viability for the future use of the buildings with viable options going out to public consultation. The Town Council's support to be up to a maximum of £3,000 which is to be vired from the Town Vitality grant application (Town Council match funding element). Vote – 9 in favour.

Councillors Ross and Townsend re-joined the meeting.

**050/23 Next steps – Transport project**

It was **resolved** to support the Lostwithiel Town Team's grant application for up to a maximum of £2,000 to apply for grant funding to undertake the study and consultation stage and to take forward an engineering study of the traffic management, place-making and parking proposals in the PJA report. Monies to support this grant application to be vired into the grants budget from Cattle Market car park reserves. Vote – 11 in favour.

**051/23 Project stage payments**

It was noted by Council that Town Vitality funded project stage payments to date are Heritage Buildings – Hayhurst & Co £9,000 plus VAT; Transport – PJA Associates £7,490 plus VAT.

**052/23 Accounts & Finance**

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
31/05/23	200020	Phil Jones Associates Ltd	£15,000.00	Town Vitality project – Transport final payment
31/05/23	200021	Hayhurst & Co	£5,340.00	Town Vitality project – Heritage Buildings final payment
		<b>Total</b>	<b>£20,340.0</b>	

It was **resolved** to authorise the payment of cheque numbers 200020 – 200021. Votes – 11 in favour

The meeting closed at 9.25pm.

Chairman

Date