



**Lostwithiel Town Council Meeting  
will be held  
on  
Tuesday 03 October 2023  
at  
Lostwithiel Library 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.

Lostwithiel Town Council has signed the Civility & Respect Pledge agreeing that it will treat all Councillors, the Clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. All meetings will be managed with this pledge in mind.

Housekeeping – Attendees will be advised that any members of the public or press are allowed to take photographs, film and audio record the public sections of the meeting.

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. 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 12 September 2023.
5. To note the minutes of the Staffing Committee meeting held on 27 July 2023.

6. Planning applications-

a) PA23/06727

11 Cott Road Lostwithiel

Outline application with some matters reserved for a new dwelling

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

7. Cornwall Council – Licensing Act 2003 – Statement of Licensing Policy – to decide if Lostwithiel Town Council wishes to submit any response to the current consultation.

8. Cornwall Council Community Area Partnership – to receive a report from Mayor Henderson on the meeting held on Monday 02 October.

9. Cornwall Association of Local Councils AGM Tuesday 24 October 23 at St Erme Community Centre at 7pm to appoint a voting member to attend the AGM.

10. External Audit year end March 2023 – External Auditor report 2022/23 - to consider the report received namely

a) *'Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'*

b) Other matters not affecting our opinion which we draw to the attention of the authority –  
*'The smaller authority has restated the prior year figure in box7, balances carried forward from £814,398 to £814,374. This is*

*due to a change in the accounting software and the treatment of two unrepresented cheques totalling £24.'*

11. Remembrance Sunday – to agree the arrangements for the Parade on Sunday 12 November.
12. Town Team – to consider the Town Team’s response to the first draft of the Terms of Reference for the new Town Team Committee.
13. Town Team Committee – to consider the request from Lostwithiel’s Town Team to be set up as a Lostwithiel Town Council Committee.
14. Town Team Committee – to consider approval of the bid to Cornwall Council’s Community Capacity Fund as drafted.
15. Grant Application – Kate Mooney School of Dance – to consider the application for grant funding for a maypole.
16. Climate Vision Tackling Climate Change – Flood Prevention Seminar – to receive a report from the Town clerk.
17. Accounts & Finance
  - a) To approve payment of the monthly cheques, bank standing orders & direct debits.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
03/10/23	Direct Debit	Biffa	£68.88	Cemetery bin
03/10/23	102002	T Clarke South West	£228.00	Library alarm annual contract
03/10/23	102003	Corserv Facilities Ltd	£1,517.27	Library cleaning & toilet cleaning

03/10/23	102004	DCS Pest Control Cornwall) Ltd	£60.00	Pest control King George V Sept – Dec 23
03/10/23	102005	EDF Energy Customers Ltd	£328.97	Electric
03/10/23	102006	Source for business	£65.48	Public Toilet water
03/10/23	102007	Tozers	£1,800.00	Council advice service retainer
03/10/23	102008-102012 & 1 x Standing Order	Salary related expenses	£7,123.71	Salary related expenses
		<b>Total</b>	<b>£11,192.31</b>	

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.

18. Guildhall contract – to receive an update form the Town Clerk and to consider retrospective approval of further expenditure totalling £2070 plus Vat.
19. Lostwithiel Community Centre – to receive a verbal report.
20. Staffing Committee – to receive an update from DM Guiterman Chair of the Staffing Committee.

*S Harris* - Mrs S Harris - Town Clerk - 26 September 2023