



**Lostwithiel Town Council  
Community Levelling Up Programme Committee Meeting  
will be held  
on  
Thursday 06 February 2025  
at  
Lostwithiel Library at 5pm**

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

## Meeting Agenda

1. Apologies – to receive and accept Apologies of Absence.

2.To receive from Committee 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.

4.To receive the minutes of the CLUP Committee meeting held on 30 January 2025

5.CLUP – to consider any updates from the Council’s surveyor.

7.CLUP – to further consider the draft branding and marketing strategy for the buildings and to resolve to make recommendations to Council.

8.CLUP to approve payment of the following invoices in accordance with the mandate from Full Council dated 28 January 2025.

Date	Cheque reference	Payee name	Amount Paid	Transaction detail
06/02/25	Online payment	The Carpet Gallery	£3886.80	Final payment as per quote
06/02/25	Online payment	The Carpet Gallery	£896.40	Replacement of nosings to two top flights of stairs as per quote

06/02/25	Online Payment	Evac Chair	£5085.60	Powered stair climber, stand, 1 year maintenance and Training (noting this replaces the invoice on the agenda for the Extraordinary Council meeting 28/01/25 which was <b>not</b> paid)
06/02/25	Online Payment	Smartvisual Ltd	£4688.44	2 x smart board interactive screens with stands
06/02/25	Online payment	Sandra Harris	£505.48	2 x hearing loops
06/02/25	Online payment	Furniture at work	£3457.62	9 x tables and 5 x chairs & lockers
06/02/25	Online payment	Sandra Harris	£372.00	3 x freestanding screens
06/02/25	Online payment	Sandra Harris	£132.99	Accessibility ramp EH front door
06/02/25	Online payment	Sandra Harris	£562.80	Accessibility ramp EH GF step
06/02/25	Online payment	Sandra Harris	£70.00	Stair gate

06/02/25	Online payment	Duchy Nurseries	£500.00	Plants
06/02/25	Online payment	Duchy Timber	£420.00	2 x picnic benches
06/02/25	Online payment	Walter Bailey Par	£1142.88	Chippings, planters & compost
06/02/25	Online payment	Scott & Co	£4110.00	Balance of professional fees
		Total	£25,831.01	

9. CLUP application – to review the CLUP application to progress any outstanding actions and to resolve to recommend to full Council a launch date for the buildings

10. CLUP – to agree the date for the next meeting.

*S Harris*

Mrs S Harris

Town Clerk

02 February 2025