



**Lostwithiel Town Council  
Community Levelling Up Programme Committee Meeting  
Thursday 06 February 2025**

**Meeting Minutes**

A meeting of Lostwithiel Town Council's Community Levelling Up Programme Committee was held in Lostwithiel Library on Thursday 06 February 2025 at 5pm.

**Committee Members present**

Chair Cllr Rawlings, Vice Chair Cllr Berryman, Mayor Henderson & Councillor Henderson.

**In attendance**

No members of the public were in attendance  
Town Clerk Sandra Harris was in attendance.

**CLUP59/24 Apologies**

Apologies were received and accepted from Cllr Ross.

**CLUP60/24 Declarations of Interest**

None.

**CLUP61/24 Public Participation**

None

**CLUP62/24 Minutes 30 January 25**

It was **resolved** that the minutes of the CLUP Committee meeting held on Thursday 30 January 25 are accepted, approved and duly signed by Committee Chair Cllr Rawlings.

**Proposer** Mayor Henderson

**Secunder** Cllr Berryman

Vote – 4 in favour

**CLUP63/24 CLUP – Council surveyor updates**

Committee Members noted the update from the surveyor and instructed the clerk to order a 500mm wide fridge and arrange a price for commercial vinyl in the Guildhall kitchen. The clerk was further instructed to ask for progress reports on the roof as the scaffolding is preventing the completion of the planting in the public realm area.

In accordance with Standing Order 1a) Committee Chair Cllr Rawlings changed the order of the items on the agenda and moved to agenda item 9.

**CLUP64/24 CLUP – application and open day**

Committee Members discussed a proposed date for the open day and agreed in light of the pre-election restrictions to recommend to Council that it is held on Saturday 08 March with the formal opening in the morning (invite only) and an unrestricted open event in the afternoon. The clerk was asked to prepare a list of invitees for the formal event from the Council's event list and have this ready for the next CLUP Committee meeting. It was decided to defer consideration of the outstanding actions on the application until the next Committee Meeting.

The Committee reverted to the agenda order as written.

**CLUP65/24 CLUP – branding, marketing and pricing**

The Committee considered the feedback from Lostwithiel Business Group and Mr Bell. The Council discussed the suggestion to review the pricing for the Guildhall but in light of the costs and the online booking platform decided to recommend to full Council that the pricing remains as drafted. The Committee then considered the feedback on the logo and decided to

recommend to full Council the original logo with the addition of 'Lostwithiel' in front of Stannary.

### **CLUP66/24      Payments**

It was **resolved** in accordance with Council minute ref **314/24** to approve the following payments:-

**Proposer** Cllr Henderson

**Seconder** Cllr Berryman

Vote – 4 in favour

Date	Cheque Reference	Payee name	Amount paid	Transaction detail
06/02/25	Online payment	The Carpet Gallery	£3,886.80	Balance of quote
06/02/25	Online payment	Evac Chair	£5,085.60	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 not paid)
06/02/25	Online payment	Smartvisual Ltd	£4,688.44	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	£3,457.62	9 x tables, 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	£1,142.88	Chippings, planters & compost
06/02/25	Online payment	Scott & Co	£4,110.00	Balance of professional fees
		Total	£24,934.61	

### **CLUP67/24 Next meeting.**

It was agreed that the Committee's next meeting would be on Thursday 13 February at 5pm.

The meeting closed 7.05pm

Chair

Date