



**Lostwithiel Town Council
Community Levelling Up Programme Committee Meeting
Thursday 16 January 2025**

Meeting Minutes

A meeting of Lostwithiel Town Council's Community Levelling Up Programme Committee was held in Lostwithiel Library on Thursday 16 January 2025 at 6pm.

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.

CLUP29/24 Apologies

Apologies were received and accepted from Cllr Ross.

CLUP30/24 Declarations of Interest

None.

CLUP31/24 Public Participation

None

CLUP32/24 Minutes 09 January 25

It was **resolved** that the minutes of the CLUP Committee meeting held on Thursday 09 January 25 are accepted, approved and duly signed by Committee Chair Cllr Rawlings.

Proposer Cllr Rawlings

Seconder Cllr Henderson

Vote – 4 in favour

CLUP33/24 CLUP – Council surveyor report

Committee Members noted that the following works are yet to be completed:-

Edgcumbe

Decoration of the front door

Fitting of sanitaryware and completion of works to unisex toilet

Nuki locks

Guildhall

Connection of wi-fi

Fitting of flooring to WC

Kitchen cabinets

Nuki locks

Electric sockets to main Guildhall area

The update regarding the live cable in the Town Council office was noted by the Committee and the Clerk was instructed to obtain written confirmation from National Grid that they accept responsibility and ownership of the cable.

Whilst the water leak is outside the remit of the Committee, Council Members noted that scaffolding has been erected to source the leak.

CLUP34/24 CLUP – claim process

The Committee was updated on the minor changes made to the claim namely:-

1. Adding the amount of match funding in cell I116 = 0
2. Completion of Column E with the total amount contracted with each supplier in each row – added
3. Completion of A99 with comments relating to changes to the project that need to be noted if only previously agreed verbally with

the CLUP Facilitator – Text added - *Due to delays in receipt of the Council's corporate payment card the CLUP Facilitator agreed to the limited use of the Town Clerk's personal credit card for purchases when payment has to be made in advance of dispatch i.e. Dunelm. 0% of Town Council match has been used towards this claim as CLUP Facilitator is going to supply paperwork to indicate that the match can be used for the 6 month build project retention which will be retained by the Council after project close on 31 March 2025*

4. Progress photos – before and after ‘hot desk’ room provided in the first instance.

(Cornwall Council has advised that it will be supplying further paperwork for completion regarding the build retention percentage beyond the finish date of the CLUP project.)

CLUP35/24 CLUP – public realm

The Committee discussed various options for the public realm areas in the light of the very detailed email received from Grown Better Gardens following the meeting with the Cllr Berryman and the clerk.

It was **resolved** to order the following from Walter Bailey Par:-

- 1 dumpy bag of granite chippings
- 42 x 60lt. bags General Purpose compost
- 2 6ft troughs
- 2 3ft troughs
- 3 4ft troughs

Proposer Mayor Henderson

Seconder Cllr Rawlings

Vote – 4 in favour

Committee Members agreed to remove the ivy from the Council side of the wall in the Taprell House courtyard. It was also agreed that Committee Members would meet on Saturday to move the granites into position to make a planting bed and to move one of the sign boxes to behind the gates away from the new public realm area.

CLUP36/24 Draft Branding & Marketing strategy.

The Committee asked the clerk not to delay consultation with Lostwithiel Business Group until after the office team has heard back from the proposed booking platform. The clerk was further instructed to also

consult with Simon from the Veterans club to ask if he had any input/suggestions.

CLUP37/24 Project purchase updates & additional expenditure for purchases coming in over budget

The Committee **resolved** to allow the Clerk using her Trago2Business card for Council purchases in order to obtain 15% discount on non-sales days (Trago sale days are office work days) and free delivery.

Proposer Cllr Rawlings

Secunder Cllr Berryman

Vote – 4 in favour

CLUP38/24 Next meeting.

It was agreed that the Committee's next meeting would be on Thursday 23 January at 5pm.

The meeting closed 8.15pm

Chair

Date