



**Lostwithiel Town Council Annual Meeting  
will be held  
on  
Tuesday 13 May 2025  
at  
Lostwithiel Library at 7pm**

Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting. Therefore, 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.

Under the Local Government Act 1972 Sch 12 10(2)(b), Council is unable to make any decision on matters not listed on the agenda.

Members and Members of the Public are asked to set device ring tones/alerts to silent.

## Meeting Agenda

1. To elect the Mayor of the Council for 2025/26  
(LGA 1972 s15 (1))
2. To receive the Mayor's Declaration of Acceptance of Office  
(LGA 1972 83(4)(a))
3. To elect the Deputy Mayor of the Council for 2025/26  
(LGA 1972 s15 (6))
4. To receive the Deputy Mayor's Declaration of Acceptance of Office  
(LGA 1972 83(4)(a))
5. Apologies – to receive and accept Apologies of Absence.  
(LGA 1972 Sch12 s40)
6. Councillor Acceptance of Office Forms – to resolve to note that prior to the meeting all elected Councillors signed their Acceptance of Office forms in the presence of the Proper Officer and to note that the Council has 7 seats available for co-option.  
(LGA 1976 s83(4))
7. To receive from Council Members any Declarations of Interest  
(Localism Act 2011)
  - a) Pecuniary Interests – to receive Declarations of Pecuniary Interests as declared on the Register of Interests
  - b) Non-registerable Interests – to receive Declarations of Non-registerable Interests
  - c) Dispensations - the clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct
  - d) Gifts & Hospitality – to declare any gifts or hospitality in line with the Council's Code of Conduct
8. Public Participation – Time allowed for members of the public to address the Council on matters on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The Mayor or meeting Chair

may direct that a written or oral response be given – Maximum time allowed 15 minutes.

(Public Bodies (admission to Meetings) Act 1960)

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.’

9. Full Council Meeting Minutes - to receive and resolve to adopt the minutes of the Extraordinary Council meeting held on 15 April 2025 having previously been circulated and taken as read.  
(LGA 1972 Sch 12 para 41)
10. Committee Meeting Minutes – to receive the minutes of the following Committee meetings and to approve the recommendations therein:  
CLUP Committee 13 March 2025  
(LGA 1972 s101(a))
11. General Power of Competence – to resolve that Lostwithiel Town Council does not meet the criteria stated in legislation and are therefore ineligible to use the General Power of Competence  
(Localism Act 2011 s1-8)
12. Town Mayors Allowance – to resolve to approve the setting of the Mayor’s Allowance at £1,000 as per the 25/26 budget.
13. Delegation to the Town Clerk – to resolve to approve the updated Delegation to the Town Clerk policy.  
(LGA 1972 s101(a))
14. Terms of reference -to resolve to approve the updates and continuation of the Terms of Reference for Committees and Steering groups, namely:  
CLUP Committee  
Staffing Committee  
Neighbourhood Plan Steering Group

(LGA 1972 s101(a))

15. Councillor appointments to Committees – to resolve to appoint members to serve on the following Committees:

CLUP Committee (5 Members)

Staffing Committee (6 Members)

(LGA 1972 s101(a))

16. Neighbourhood Development Plan Steering Group – to resolve to appoint Council Members and Members of the Public to serve on the Steering Group (16 Members) and to reaffirm that this Steering Group makes recommendations to the qualifying body (Lostwithiel Town Council) regarding the Neighbourhood Priority Statement.

17. Flood Plan Co-ordinators & Flood Wardens – to resolve to appoint Councillors as Flood Plan Co-ordinators or Flood Wardens.

18. Appointments to External Bodies – to resolve to appoint Councillors to represent Lostwithiel Town Council at the following:-

Cornwall Council Community Network Area – one Councillor

Fowey Harbour Port Users Group – one Councillor

Thomas Bullock Trust - two Councillors.

(LGA 1972 s111)

19. Code of Conduct – to resolve to adopt the Code of Conduct for the forthcoming year.

(Localism Act 2011)

20. Civility & Respect Pledge – to resolve to readopt the Civility & Respect Pledge.

21. Standing Orders – to resolve to approve the use of the updated Standing Orders  
(LGA 1972 Sch 12 para 42)

22. Financial Regulations – to resolve to approve the continued use of the current Financial Regulations

(Accounts & Audit Regulations 2015)

23. Financial Arrangements Internal Auditor – to resolve to appoint Parish & Town Auditing Services as the Council’s Internal Auditor for 2025/26.  
(Accounts & Audit Regulations 2015)
24. Financial Arrangements External Auditor – to discuss and resolve whether there is a conflict of interest with External Auditors BDO LLP.
25. Council’s Fixed Asset Register Review – to note the inventory of land and other assets including buildings and office equipment.  
(Asset Register reviewed 15 April 2025)
26. Council’s insurance policy – to note the arrangements for insurance cover in respect of all insurable risks (policy reviewed 01 April 2025)
27. Council’s expenditure under S137 of the LGA 1972 – to review expenditure under this power and resolve any action required.
28. Dates & times for Council Meetings – to resolve to agree the meeting schedule as drafted.
29. Mayor’s Report – to receive a verbal update from the Mayor on any meetings attended and any future dates for the diary. (For information only.)
30. Councillor Reports – to receive reports/updates on any meetings attended by members as representatives of the Town Council and future dates for the diary.  
(For information only.)
31. Planning applications – as at Tuesday 06 May 2025 there were no requests for consultation.
  - a) To consider any planning applications received since the publication of the agenda
32. Neighbourhood Priorities Statement – to note receipt of approval from Cornwall Council of the Designation of a Neighbourhood Priorities Statement area.
33. Cormac Burial Service level agreement – to review the correspondence received and to decide if the Town Council wishes to continue for 2025/26.

34. Lostwithiel Town Council CCTV policy – to consider approval of the policy as drafted.
35. Accessibility of Lostwithiel for disabled residents – to consider the correspondence received.
36. King George V playing field football pitch area – to consider the request for financial support towards the cost of aerating the pitch area.
37. Lostwithiel Town Team – to consider the updated pricing for the bike racks to be placed at Lostwithiel Community Centre and St Barts Church and to note that the Community Centre have advised that they will take charge of it.
38. Accounts & Finance

a) To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
13/05/25	Online payment	APS Construction Services Ltd	£1,194.00	Tarmac patching
13/05/25	Online payment	A1 Tree & Grounds Ltd	£4,092.00	Grounds maintenance
13/05/25	Direct Debit	Biffa	£624.00	Annual litter bin contracts Rose Hill & Skate Park
13/05/25	Direct Debit	Biffa	£283.20	50 office waste sacks
13/05/25	Direct Debit	Biffa	£69.98	Cemetery bin collection
13/05/25	Online payment	Clarity Copiers Ltd	£88.49	Copy charges
13/05/25	Online payment	Coastal Construction	£13,581.61	Certificate 6 Edgcumbe House & Guildhall
13/05/25	Online payment	Coastal Construction	£16,947.46	Certificate 10 Edgcumbe House

13/05/25	Online payment	Cornwall Supplies Cleaning	£31.21	Vacuum bags, cloths & toilet roll
13/05/25	Online payment	EDF	£333.72	Electric
13/05/25	Online payment	Karin Henderson	£235.20	Barrel locks key copies for nuki locks
13/05/24	Online payment	Karin Henderson	£84.00	Mayors Allowance VE Day
13/05/25	Online payment	NPower	£95.33	Toilet electric
13/05/25	Online payments and 1 x Standing Order	Salary related expenses	£7,863.10	Salary related expenses
13/05/25	Corp card	Printerland	£998.39	Epson printer
13/05/25	Online payment	Rialtas	£1,116.00	Annual support Omega & cemeteries
13/05/25	Online payment	Source for Business	£62.29	Public toilet water
13/05/25	Online payment	Source for Business	£246.31	Edgcumbe House water
13/05/25	Online payment	Source for Business	£59.64	Guildhall water
13/05/25	Online payment	VOIP/Studio	£10.78	Phone service
13/05/25	Online payment	Westernweb	£126.00	Annual renewal webspace for lostplan & renewal lostwithielcouncillors domain
13/05/25	Online payment	Zen	£34.80	Broadband - Edgcumbe
13/05/25	Online payment	Zen	£165.60	Broadband – Taprell monthly & set up
		Total	£48,343.11	

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted .

Closed session

39. Lostwithiel Sidings – to note the update from Network Rail

40. Town Team complaints – to consider the correspondence received.

*S Harris*

Mrs S Harris

Town Clerk

07 May 2025