



Lostwithiel Town Council Extraordinary Meeting Tuesday 15 April 2025

Meeting Minutes

An Extraordinary Meeting of Lostwithiel Town Council was held in Lostwithiel Library on Tuesday 15 April 2025 at 7pm.

Councillors Present

Mayor Henderson, Deputy Mayor Guiterman, Councillor Anders, Councillor Berryman, Councillor Henderson, Councillor Ross & Councillor Saundry.

In attendance

Two members of the public were in attendance.
Town Clerk Sandra Harris was in attendance.

390/24 Apologies of Absence

Apologies for absence were received and accepted from Councillor Rawlings, Councillor Townsend & Councillor Wisdom.

391/24 Declarations of interest

Deputy Mayor Guiterman declared non-registerable interests in agenda items 6 Lostwithiel Town Team & 8 Lostwithiel Twinning. Mayor Henderson declared a non-registerable interest agenda item 8 Lostwithiel Twinning.

392/24 Public Participation

Council was addressed by a member of the public in relation to Agenda Item 8 - Lostwithiel Twinning. The Council was also addressed by a member of the

public in relation to Agenda Item 6 - Lostwithiel Town Team Town Trail project Phase Two.

393/24 Meeting Minutes 1 April 25

It was **resolved** that the minutes of the Council Meeting held on 1 April 2025 are accepted, approved and duly signed by Mayor Henderson.

Proposer: Cllr Ross

Seconded: Cllr Henderson

Vote – 6 In favour, 1 abstention

394/24 Neighbourhood Priority Statement

It was **resolved** to approve the commercial survey questions added to section 5 as drafted. (Survey circulation to be after 01 May).

Proposer: Cllr Henderson

Seconded: D.M. Guiterman

Vote – 7 In favour

It was noted that as the project progresses adding zoning on maps for the purposes of public consultation might be considered to be of benefit.

In accordance with Standing Order 1a Mayor Henderson changed the order in which items were considered at the meeting. Item 7 on the agenda was taken as the next item; the minutes reflect the order of the meeting.

395/24 Asset Register

It was **resolved** to approve the revised Asset Register as drafted.

Proposer: Cllr Henderson

Seconded: Cllr Berryman

Vote – 7 In favour

In accordance with Standing Order 1a Mayor Henderson changed the order in which items were considered at the meeting. Item 9 on the agenda was taken as the next item; the minutes reflect the order of the meeting.

396/24 Buildings Online booking system

It was **resolved** to authorise the following:-

- Lemon annual Direct Debit (£412 per annum)
- Collection of payments via gov.uk pay (no annual fee from gov.uk, £2 monthly fee payable to Lemon – included in the annual Direct Debit)
- Nuki lock integration £3 per month payable to Lemon – included in the annual Direct Debit as above

Proposer: Cllr Henderson

Seconded: Cllr Saundry

Vote – 7 votes in favour

397/24 Accounts & Finance

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
15/04/25	Online payment	Biffa	£69.98	Cemetery bin
15/04/25	Online payment	Clarity Copiers Ltd	£181.27	Copy charges
15/04/25	Online payment	Cormac	£376.12	Sexton services
15/04/25	Online payment	ICCM	£105.00	Annual membership
15/04/25	Online payment	Sandra Harris	£44.85	Paper, batteries, doorbell, w/up bowl & liquid & envelopes
15/04/25	Online payment	NPower	£88.65	Toilet electricity
15/04/2525	Online payment	SWPSI	£426.76	Monthly play area inspection charge & replacement & installation of flat swing Coulson park
15/04/25	Online payment	SSE Energy Solutions	£105.72	Guildhall electric
15/04/25	Online payment	WesternWeb Ltd	£311.92	4 x TP links & 8 port ethernet switch
		Total	£1,710.27	

It was **resolved** to approve the list of BACS payments as listed with the exception of the proposed payment to Bodmin Revival CIC which would be considered under the Town Trail agenda item.

Proposer: Cllr Ross **Seconded:** Cllr Henderson
Vote – 7 votes in favour

Mayor Henderson and Deputy Mayor Guiterman having declared non-registerable interests left the meeting room. Deputy Mayor Guiterman left the meeting having declared non-registerable interests in both the remaining meeting agenda items.

It was **resolved** that Councillor Ross is asked to Chair the agenda item.

Proposer: Cllr Ross **Seconded:** Cllr Saundry
Vote – 5 votes in favour

398/24 Lostwithiel Twinning

It was **resolved** to plant an English oak tree in King George V park on the left hand side of the metal entrance gates, just after the wall at the end of Pleyber Christ Way. The tree is to be purchased from Duchy Nurseries by the French Twinners visiting on 29-31 May 2025 and planted over this Bank Holiday weekend if conditions are deemed suitable.

Proposer: Cllr Henderson **Seconded:** Cllr Saundry
Vote – 5 votes in favour

Mayor Henderson rejoined the meeting and resumed as Chair.

399/24 Lostwithiel Town Team Town trail project Phase Two

- a) It was **resolved** to follow the Cornwall Association of Local Councils advice as given regarding VAT for the Town trail project.

Proposer: Cllr Berryman **Seconded:** Mayor Henderson
Vote – 6 votes in favour

It was **resolved** to follow the Cornwall Association of Local Councils advice as given regarding ownership of Town Trail project assets.

Proposer: Cllr Ross **Seconded:** Cllr Saundry
Vote – 6 votes in favour

It was **resolved** to follow the Cornwall Association of Local Councils advice as given regarding written agreements.

Proposer: Cllr Henderson **Seconded:** Cllr Saundry
Vote – 6 votes in favour

b) It was **resolved** to formally record in the minutes that project procurement does not appear to have been in accordance with the Town Council's Financial Regulations. The Town Council considers it has been misled as the Cornwall Council application does not specifically mention Bodmin Revival CIC/Bodmin Creative Studio '*as the provider in the application to Cornwall Council*' as stated on page 16 of the Lostwithiel Enhancement Project Lostwithiel Town Team Town Trail Infrastructure Phase One March 2025 document.

Whilst the Council does not wish to act outside the parameters of the Financial Regulations as the project funding deadline is 31 May 2025, the clerk is authorised to proceed to issue the deposit payment of £1,980 to Bodmin Revival CIC when requested.

Proposer: Cllr Berryman

Seconded: Cllr Ross

Vote – 6 votes in favour

c) It was **resolved** to approve the purchase orders as listed:-

- 200 stickers (3 quotes provided) £89.52
- 16 anti-vandal signs (1 quote provided) £701.44
- 1 AO poster (3 quotes provided) £23.15
- 20 Young Explorer Trail signs (3 quotes provided) £292.00
- 3 large signs (1 quote provided) £1920.84
- 2 Listening posts (3 quotes provided) £29.17
- 2000 flyers (3 quotes provided) £264.17
- Spare rubbing plaques (1 quote provided) £175.00
- Multimedia Design work (1 quote provided) £1680.

with the exception of the Large signs – Town centre sign as the Town Council considered this sign would need Listed Building Consent

d) It was **resolved** to note the updated project expenditure spreadsheet modified to show supplier total spend figures.

Proposer: Mayor Henderson

Seconded: Cllr Berryman

Vote – 6 votes in favour

e) It was **resolved** in accordance with Standing Order 3f to allow a member of the public to address the meeting.

Proposer: Cllr Saundry

Seconded: Cllr Ross

Vote – 6 votes in favour

Mayor Henderson thanked the member of the public for their contribution and further clarification, as Chair, Mayor Henderson advised all present that the meeting was now back in session.

f) It was **resolved** to retrospectively agree the amount of the Town Team insurance £595.40 and to agree to the online purchase of the House Martin double nest box bowl £28.90 and in light of the advice of CALC not to agree to the payment requested for the bike racks and planters until the Church and Community Centre confirm that they are taking the repair and insurance liability for these items. If these organisations decide that they do not wish to proceed on this basis then the Town Clerk is instructed to purchase more modest planters and bike racks as the liability will be under the Town Council's insurance.

Proposer: Mayor Henderson

Seconded: Cllr Berryman

Vote – 6 votes in favour

The meeting closed at 8.25pm

Chairman

Date