



**Lostwithiel Town Council
Annual Meeting
Tuesday 13 May 2025**

Meeting Minutes

The Annual Meeting of the Town Council was held in Lostwithiel Library on Tuesday 13 May 2025 at 7pm.

Councillors Present

Mayor Henderson, Deputy Mayor Guiterman
Councillor Anders, Councillor Berryman, Councillor Eastham,
Councillor McClarin, Councillor Nineham, Councillor Rawlings
& Councillor Wisdom

In attendance

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

Cornwall Councillor introduction

Cornwall Councillor Preece circulated an update to Council Members and gave a synopsis of the written report.
Due to the meeting date clashing with two local Parishes CC Preece left the meeting.

001/25 To elect the Mayor of the Council for 2025/26

Mayor Henderson invited nominations for the position of Mayor.
It was **resolved** to elect Councillor John Berryman as Mayor for the Civic Year 2025/26. (LGA 1972 s15 (1))

Proposer: Deputy Mayor Guiterman **Seconder:** Mayor Henderson

Votes - 8 in favour, 1 abstention.

002/25 To receive the Mayor's Declaration of Acceptance of Office

Mayor Berryman read out and signed the Declaration of Acceptance of Office of Mayor which was witnessed and signed by the Proper Officer. (LGA 1972 83(4)(a))

003/25 To elect the Deputy Mayor of the Council for 2025/26

Mayor Berryman invited nominations for the position of Deputy Mayor.

It was **resolved** to elect Councillor Gary Rawlings as Deputy Mayor for the Civic Year 2025/26.

Proposer: Councillor Henderson **Seconder:** DM Guiterman
Votes – 9 In favour (LGA 1972 s15 (1))

004/25 To receive the Deputy Mayor's Declaration of Acceptance of Office

Deputy Mayor Rawlings read out and signed the Declaration of Acceptance of Office of Deputy Mayor which was witnessed and signed by the Proper Officer. (LGA 1972 83(4)(a))

005/25 Apologies of Absence.

None (LGA 1972 s12 s40)

006/25 Councillor Acceptance of Office Forms

It was **resolved** 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))

Proposer: Mayor Berryman **Seconder:** Councillor Wisdom
Votes – 9 In favour

007/25 Declarations of Interest

Mayor Berryman declared a pecuniary interest in agenda item 12 Town Mayor's Allowance.

Councillors Guiterman & Nineham declared a non-registerable interest in Agenda Item 37 - Lostwithiel Town Team & Agenda Item 40 – Town Team Complaints.

Councillor Henderson declared a pecuniary interest in agenda item 38 Accounts & Finance.

(Localism Act 2011)

008/25 Public Participation

A member of the public thanked the previous Council for their work over the past four years.

(Public Bodies (Admission to Meetings) Act 1960)

009/25 Full Council Meeting Minutes

It was **resolved** 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)

Proposer: Councillor Henderson

Seconded: Councillor Anders

Votes – 3 In favour, 6 Abstentions

0010/25 Committee Meeting Minutes

It was **resolved** to receive the minutes of the CLUP Committee Meeting held on 13 March 2025 and to approve the recommendations therein.

(LGA 1972 s101(a))

Proposer: DM Rawlings

Seconded: Councillor Henderson

Votes – 7 In favour, 2 Abstentions

011/25 General Power of Competence

It was **resolved** to note 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)

Proposer: Councillor Guiterman

Seconded: DM Rawlings

Votes – 9 In favour

Mayor Berryman declared a non-registerable interest and left the meeting room.

Deputy Mayor Rawlings chaired the agenda item.

012/25 Town Mayors Allowance

It was **resolved** to approve the setting of the Mayor's Allowance at £1,200 as per the 2025/26 budget.

Proposer: DM Rawlings

Seconder: Councillor Eastham

Votes – 8 In favour

Mayor Berryman rejoined the meeting and resumed as Chair.

013/25 Delegation to the Town Clerk

It was **resolved** to resolve to approve the updated Delegation to the Town Clerk policy as drafted.

(LGA 1972 s101 (a))

Proposer: DM Rawlings

Seconder: Councillor Anders

Votes – 9 In favour

014/25 Terms of reference

It was **resolved** to update the Terms of Reference for the CLUP Committee & Staffing Committee by reducing the membership to 4 Councillors.

(LGA 1972 s101(a))

Proposer: Councillor Nineham

Seconder: Councillor Guiterman

Votes – 9 In favour

It was **resolved** to agree to the continuation of the use of the Neighbourhood Plan Steering Group Terms of Reference without amendment.

Proposer: Mayor Berryman

Seconder: Councillor Henderson

Votes – 9 In favour

015/25 Councillor appointments to Committees

It was **resolved** to appoint members to serve on the following Committees:

CLUP Committee (4 Members)

Mayor Berryman, Deputy Mayor Rawlings, Councillor Henderson & Councillor Eastham.

Staffing Committee (4 Members)

Deputy Mayor Rawlings, Councillor Anders, Councillor Guiterman & Councillor Nineham

(LGA 1972 s101(a))

Proposer: Mayor Berryman **Seconder:** Councillor Guiterman

Votes – 9 In favour

016/25 Neighbourhood Development Plan Steering Group

It was **resolved** 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.

Andrzej Ankowski, Shaun Barlett, David Dunkley, Councillor Tod McClarin, Chris Pearce, Peter Santo Warner, Martin Surgey, Franco Szczpaniak & Councillor Phil Wisdom.

Proposer: DM Rawlings **Seconder:** Mayor Berryman

Votes – 9 In favour

017/25 Flood Plan Co-ordinators & Flood Wardens

It was **resolved** to appoint the following Councillors as Flood Plan Co-ordinators or Flood Wardens:

Co-ordinators

Deputy Mayor Rawlings. Councillor Henderson & Councillor Wisdom

Wardens

Councillor Nineham

Proposer: Mayor Berryman **Seconder:** Councillor Eastham

Votes – 9 In favour

018/25 Appointments to External Bodies

It was **resolved** to appoint Councillors to represent Lostwithiel Town Council at the following:-

Cornwall Council Community Network Area – Councillor Henderson
Fowey Harbour Port Users Group – Councillor Guiterman)

Thomas Bullock Trust – Mayor Berryman & Councillor Nineham
(LGA 1972 s111)

Proposer: Mayor Berryman **Secunder:** DM Rawlings

Votes – 9 In favour

019/25 Code of Conduct

It was **resolved** to adopt the Code of Conduct for the forthcoming year. It was also agreed to invite CALC to a first Tuesday of the month meeting to carry out Code of Conduct training for all Councillors and for that usual first Tuesday of that month to be moved to the following week.

(Localism Act 2011)

Proposer: DM Rawlings **Secunder:** Councillor Nineham

Votes – 9 In favour

020/25 Civility & Respect Pledge

It was **resolved** to readopt the Civility & Respect Pledge.

Proposer: Councillor Wisdom **Secunder:** Mayor Berryman

Votes – 9 In favour

021/25 Standing Orders

It was **resolved** to defer this agenda item to the next meeting

Proposer: Mayor Berryman **Secunder:** Councillor Wisdom

Votes – 9 In favour

022/25 Financial Regulations

It was **resolved** to approve the continued use of the current Financial Regulations.

(Accounts & Audit Regulations 2015)

Proposer: DM Rawlings **Secunder:** Councillor Wisdom

Votes – 9 In favour

023/25 Internal Auditor

It was **resolved** to appoint Parish & Town Auditing Services as the Council's Internal Auditor for 2025/26.

(Accounts & Audit Regulations 2015)

Proposer: Mayor Berryman **Seconded:** DM Rawlings

Votes – 9 In favour

024/25 External Auditor

It was **resolved** that there is no conflict of interest with External Auditors BDO LLP.

Proposer: DM Rawlings **Seconded:** Councillor Henderson

Votes – 9 In favour

025/25 Council's Fixed Asset Register Review

It was **resolved** to accept the recent Fixed Asset Register review undertaken on 15 April 2025.

Proposer: Councillor Henderson **Seconded:** Councillor Guiterman

Votes – 9 In favour

026/25 Council's insurance policy

It was **resolved** to note the arrangements for insurance cover in respect of all insurable risks (policy reviewed 01 April 2025)

Proposer: Councillor Guiterman **Seconded:** Mayor Berryman

Votes – 9 In favour

027/25 Council expenditure under S.137 of the LGA 1972

It was **resolved** to formally review expenditure under this power. Royal British Legion £200.

Proposer: DM Rawlings **Seconded:** Councillor Wisdom

Votes – 9 In favour

028/25 Dates & times for Council Meetings

It was **resolved** to agree the meeting schedule as drafted. It was further agreed that with effect from 3 June 2025 full Council meetings will be held in the Guildhall.

Proposer: Councillor Henderson **Seconded:** Councillor Anders

Votes – 9 In favour

029/25 Mayor's Report

None

030/25 Councillor Reports

Fowey Port Users Group - It was reported that the Caffa Mill hub has been devolved to Fowey Harbour Commission.

CLUP Listed Buildings It was decided that Mayor Berryman, Deputy Mayor Rawlings, Councillor Anders & Councillor Henderson will open the Guildhall and Edgcumbe House on Sunday 18 May for Lostfest between 11am to 2pm.

031/25 Planning applications

None

032/25 Neighbourhood Priorities Statement

The Council noted receipt of approval from Cornwall Council of the Designation of a Neighbourhood Priorities Statement area.

033/25 Cormac Burial Service level agreement

It was **resolved** to continue with the Cormac Burial Service level agreement for 2025/26.

Proposer: Councillor Nineham **Seconder:** Councillor Guiterman

Votes – 9 In favour

034/25 Lostwithiel Town Council CCTV policy

It was **resolved** to approve the policy as drafted.

Proposer: Mayor Berryman **Seconder:** Councillor Henderson

Votes – 9 In favour

035/25 Accessibility of Lostwithiel for disabled residents

It was **resolved** to instruct the Clerk to email Cornwall Council to request they incorporate accessibility into their Fore Street works in June and to request that when granting Highways licences works are not planned for both sides of the roads at the same time. It was also agreed to contact the Lostwithiel Business Group to request that their members remove their signs etc from the pavements.

Proposer: Councillor Henderson

Secunder: DM Rawlings

Votes – 9 In favour

036/25 King George V playing field football pitch area

It was **resolved** to approve £225 financial support towards the cost of aerating the pitch area. The Clerk was further instructed to advise the Football clubs that going forward the expectation from Council is that the Football Club will wait for Council approval before instructing works.

Proposer: Councillor Guiterman

Secunder: DM Rawlings

Votes – 8 In favour, 1 Against

037/25 Lostwithiel Town Team

It was decided to defer this agenda item to the next Council meeting.

Councillor Henderson declared a pecuniary interest and left the meeting room.

038/25 Accounts & Finance

It was **resolved** to approve the list of payments as drafted, with the exception of Certificate 6 Edgcumbe House & Guildhall pending further advice from the Council's surveyor.

Proposer: DM Rawlings

Secunder: Mayor Berryman

Votes – 8 In favour

Councillor Henderson rejoined the meeting.

It was **resolved** 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.

Proposer: Councillor Guiterman

Secunder: Councillor Eastham

Votes – 9 In favour

The meeting closed at 22.45pm

Chairman

Date