



**Lostwithiel Town Council Extraordinary Meeting
will be held
on
Wednesday 25 June 2025
at
The Guildhall Lostwithiel 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.

- To receive the Cornwall Councillor Report

Meeting Agenda

1. Apologies – to receive and accept Apologies of Absence.
(LGA 1972 Sch12 s40)
2. 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 - to 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
3. 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.'
4. Meeting Minutes - to receive and resolve to adopt the minutes of the Council meeting held on 03 June 2025 having previously been circulated and taken as read.
(LGA 1972 Sch 12 para 41)
5. Year-end Financial report – to consider approval of the report as drafted

6. Annual Budget – to resolve to carry forward the revised earmarked reserves as listed.
7. Internal Audit year end 31 March 2025 – to consider the Internal Auditor's report.
8. Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2024/25 Part 3 – to approve and authorise the signature of Section 1 Annual Governance Statement 2024/25.
9. Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2024/25 Part 2 – to approve and authorise the signature of Section 2 Accounting statements 2024/25.
10. Lostwithiel Town Council Byelection – to note that Cornwall Council has indicated that they are able to proceed with a byelection and that the Town Council no longer needs to provide a business case or evidence of interested candidates and to resolve that if Council decides to proceed on this basis, the full cost of the byelection will be borne by the Council and if contested the costs will likely be higher than the estimated costs of 01 May 25 elections as there is no sharing with Cornwall Council elections.
11. Co-option – to note that the Casual Vacancy arising from the resignation of Phil Wisdom will continue to be advertised as a Casual Vacancy and this one seat will not be filled by byelection if the Town Council decides to proceed on this basis.
12. Lostwithiel Design Guidance & Codes – to formally adopt the final report and to resolve to include the report as part of the Neighbourhood Priorities Statement and to take the recommendations into consideration when providing comments to the Local Planning Authority regarding Planning Applications.
13. Land off Cott Road Lostwithiel – to consider the information provided and to agree a response to the developers agent by 30 June.

14. Gin Festival – to consider the Business Group’s application for the use of Town Council land (The Parade) on 28 June 2025.

15. Lostfest – to consider the request received to refund the deposit.

16. Accounts & Finance

a) To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
25/06/25	Online payment	APS Construction Services Ltd	£3,676.50	Car park tarmac & 2 nd quarter cleaning charges
25/06/25	Online payment	Bodmin Revival CIC	£1,980.00	Town Trail project final 50% payment
25/06/25	Online payment	DCS Pest Control (Cornwall) Ltd	£60.00	Quarterly pest control fee
25/06/25	Online payment	EDF	£656.95	electric
25/06/25	Online payment	NPower	£71.54	Toilet electric charges
25/06/25	Online payment	SWPSI Limited	£119.99	Play area inspection fees
25/06/25	Online payment	Westernweb	£174.00	Annual renewal of webspace & domain (2 years)
25/06/25	Online payment	Zen	£34.80	Broadband
		Total	£6,773.78	

b) Account transfer – to approve a transfer of £20,000 from the savings to the current account and a cheque transfer from HSBC.

J Berryman

Councillor John Berryman - Mayor of Lostwithiel - 19 June 2025