



**Lostwithiel Town Council Annual Meeting
will be held
on
Tuesday 07 May 2024
at
Lostwithiel Library at 7pm**

This meeting is open to the public and as such could be filmed or recorded by broadcasters, the media or members of the public. 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.

Housekeeping – Attendees will be advised that any members of the public or press are allowed to take photographs, film and audio record the public sections of the meeting.

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 2024/25 & to receive the Mayor's Declaration of Acceptance of Office
2. To elect the Deputy Mayor of the Council for 2024/25 & to receive the Deputy Mayor's Declaration of Acceptance of Office
3. Apologies – to receive and accept Apologies of Absence.
4. To receive from Council Members any Declarations of Interest, written requests for new DPI dispensations and declarations of any gifts or hospitality.

Members are invited to declare disclosable pecuniary interests and other (non-registerable) interests in items on the agenda as required by Lostwithiel Town Council's Code of Conduct for Members and by the Localism Act 2011.

5. Public Participation – Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes.
6. To receive the minutes of the Council meeting held on 16 April 2024 having previously been circulated and taken as read.
7. Staffing Committee Terms of Reference – to consider approval of the Terms of Reference as drafted and to appoint seven Councillors to serve on the Committee.
8. Neighbourhood Plan Review Steering Group – to consider approval of the Terms of Reference as drafted and to resolve to appoint Council Members and members of the public to serve on the NPRSG.
9. Community Capacity Fund Project Advisory Committee – to consider approval of the Terms of Reference as drafted and to resolve to appoint Council Members and members of the public to serve on the CCFPAC.

10. Standing Orders & Financial Regulations – to review and approve the use of the current combined version. (Last review May 2023)
11. General Power of Competence – to note that the Council continues to be no longer eligible to use the General Power of Competence.
12. Town Mayors Allowance – to approve the setting of the Mayor’s Allowance at £1,000 as per the 2024/25 budget.
13. Flood Plan Co-ordinators & Flood Wardens – to appoint Councillors as Flood Plan Co-ordinators or Flood Wardens.
14. Cornwall Council Community Network Area – to resolve to appoint Councillor(s) to represent Lostwithiel TC at these meetings
15. Fowey Harbour Port Users Group – to appoint a Town Council representative to attend quarterly meetings.
16. Lostwithiel Environment Action Forum (LEAF) – to appoint a Town Council representative to attend meetings.
17. Council’s Fixed Asset Register Review – to review the inventory of land and other assets including buildings and office equipment.
18. Council’s insurance policy – to confirm the arrangements for insurance cover in respect of all insurable risks (policy reviewed on 05 March 24)
19. Council expenditure under S.137 of the LGA 1972 – to formally review expenditure under this power.
20. Dates & times for Council Meetings – to agree the meeting schedule as drafted.

S Harris

Mrs S Harris

Town Clerk

30 April 2024