



**Lostwithiel Town Council Annual Meeting  
will be held  
on  
Tuesday 05 May 2026  
at  
Lostwithiel Guildhall at 6.30pm**

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.

- Cornwall Councillor Report

## Meeting Agenda

1. To elect the Mayor of the Council for 2026/27  
(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 2026/27  
(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. 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
7. 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.’

8. Full Council Meeting Minutes - to receive and resolve to adopt the minutes of the Extraordinary Council meeting held on 28 April 2026 having previously been circulated and taken as read.  
(LGA 1972 Sch 12 para 41)
9. Committee Meeting Minutes – to receive the minutes of the following Committee meetings and to approve the recommendations therein:  
CLUP Committee 10 March 2026  
NPSG Committee 16 April 2026  
Staffing Committee 01 April 2026  
(LGA 1972 s101(a))
10. Code of Conduct – to resolve to re-adopt the Code of Conduct for the forthcoming year. (Localism Act 2011)
11. Civility & Respect Pledge – to reaffirm the adoption the Civility & Respect Pledge.
12. General Power of Competence – to reaffirm that Lostwithiel Town Council meets the criteria stated in legislation and is therefore eligible to use the General Power of Competence. (Localism Act 2011 s1-8)
13. Town Mayors Allowance – to resolve to approve the setting of the Mayor’s Allowance at £1,200 as per the 26/27 budget.
14. Scheme of Delegation – to receive the Scheme of Delegation document and resolve adoption. (LGA 1972 s101(a))
15. Terms of reference -to receive and approve the Terms of Reference for Committees and Steering groups noting that all TORs include appointment of the Chair & Vice Chair at their first meeting after the Annual Council Meeting:  
Finance Committee

Municipal Listed Buildings Committee  
Planning Committee  
Staffing Committee  
Neighbourhood Plan Steering Group  
(LGA 1972 s101(a))

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

Finance Committee (7 Members)  
Municipal Listed Buildings Committee (5 Members)  
Planning Committee (7 Members)  
Staffing Committee (6 Members)  
(LGA 1972 s101(a))

17. 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.

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

19. Appointments to External Bodies – to note the content of the Council's Representatives on External Bodies Policy and 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  
Lostwithiel Environment Action Forum – one Councillor  
Elliott Trust (Truro) – one Councillor  
Thomas Bullock Trust - two Councillors.  
(LGA 1972 s111)

20. Standing Orders – to resolve to approve adoption of the Standing Orders last reviewed on 03 June 2025.

(LGA 1972 Sch 12 para 42)

21. Financial Regulations – to resolve to approve adoption of the Financial Regulations last reviewed on 13 May 2025  
(Accounts & Audit Regulations 2015)
22. Financial Arrangements Internal Auditor – to resolve to appoint Parish & Town Auditing Services as the Council’s Internal Auditor for 2026/27.  
(Accounts & Audit Regulations 2015)
23. Financial Arrangements External Auditor – to discuss and resolve whether there is a conflict of interest with External Auditors BDO LLP.
24. Council’s Fixed Asset Register Review – to note the inventory of land and other assets including buildings and office equipment.
25. Council’s insurance policy – to note the arrangements for insurance cover in respect of all insurable risks (policy reviewed 10 March 2026)
26. Council’s expenditure under S137 of the LGA 1972 – to review expenditure under this power
27. Council’s Strategic Plan – to review progress on delivery of the Council’s 2026 SMART Objectives
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 –
  - a)

**PA25/03969**

The Old Carriage Works Brunel Quays  
Great Western Village Lostwithiel

Listed Building Consent to install solar panels on the car ports which are adjacent to the Old Carriage Works

b) To consider any planning applications received since the publication of the agenda

32. Cormac Burial Service level agreement – to review the correspondence received and to decide if the Town Council wishes to continue for 2025/26.

33. Council Trees post storm walkover – to consider approval of the price received £1,821.60 plus VAT

34. Accounts & Finance

a) To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
05/05/26	Online payment	APS Construction Services Ltd	£4,016.10	Litter picking & install plaque, replace glass & repairs to latch
05/05/26	Direct Debit	Biffa	£76.08	Cemetery bin
05/05/26	Online payment	EDF	£299.00	Electric
05/05/26	Online payment	ICCM	£110.00	Annual Corporate Membership renewal
05/05/26	Online payment	NPower	£67.38	Toilet electric
05/05/26	Online payments and 1 x Standing Order	Salary related expenses	£8,111.72	Salary related expenses
05/05/25	Online payment	SW Water	£45.26	Public toilet

05/05/26	Online payment	SWPSI Ltd	£732.00	Play area repairs & maintenance
05/05/26	Online payment	Westernweb	£18.00	Website amendments
		Total	£13,475.54	

*S Harris*

Mrs S Harris

Town Clerk

29 April 2026