



**Lostwithiel Town Council
Annual Meeting
Tuesday 05 May 2026**

Meeting Minutes

The Annual Meeting of the Town Council was held in Lostwithiel Guildhall on Tuesday 05 May 2026 at 6.30pm.

Councillors Present

Mayor Berryman, Deputy Mayor Rawlings, Councillor Anders
Councillor Ankowski, Councillor Eastham, Councillor Guiterman
Councillor Henderson, Councillor Lindsay-Gale, Councillor Lowe
Councillor McClarin, Councillor Nineham & Councillor Thomas

In attendance

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

Cornwall Councillor Report

Cornwall Councillor Preece reported that the proposed re-introduction of glyphosate has been delayed to allow time for full consultation. It was also noted that taxi licensing zones are currently under review and consultation is to be carried out. An update was given on Cornish language work in schools, including a 12-week weekly podcast series that renews every Friday. Councillor Preece shared that after attending recent flood training sessions it has given her a much better insight and understanding of flood awareness. It was also confirmed that the Community Chest fund is reopening.

001/26 To elect the Mayor of the Council for 2026/27

Mayor Berryman 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: Cllr Guiterman **Seconder:** Cllr Lowe
Votes - 12 in favour

002/26 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))

003/26 To elect the Deputy Mayor of the Council for 2026/27

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 2026/27.

Proposer: Councillor Henderson **Seconder:** Cllr Eastham
Votes – 12 In favour (LGA 1972 s15 (1))

004/26 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))

005/26 Apologies of Absence.

Apologies were received and accepted from Councillor Ashwin, Councillor Prior Richards & Councillor Surgey (LGA 1972 Sch12 s40)

006/26 Declarations of Interest

None

007/26 Public Participation

None

008/26 Full Council Meeting Minutes

It was **resolved** 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)

Proposer: Councillor Henderson **Seconder:** Councillor McClarin
 Votes – 9 In favour, 3 Abstentions

009/26 Committee Meeting Minutes

It was **resolved** to receive the minutes of the CLUP Committee Meeting held on 10 March 2026 and to approve the recommendations therein. (LGA 1972 s101(a))

Proposer: DM Rawlings **Seconder:** Councillor Nineham
 Votes – 12 In favour

It was **resolved** to receive the minutes of the Neighbourhood Planning Steering Group Committee Meeting held on 26 March 2026 and to approve the recommendations therein. (LGA 1972 s101(a))

Proposer: Councillor Henderson **Seconder:** Mayor Berryman
 Votes – 12 In favour

It was **resolved** to receive the minutes of the Staffing Committee Meeting held on 01 April 2026 and to approve the recommendations therein. (LGA 1972 s101(a))

Proposer: DM Rawlings **Seconder:** Councillor Nineham
 Votes – 12 In favour

010/26 Code of Conduct

It was **resolved** to re-adopt the Code of Conduct for the forthcoming year. (Localism Act 2011)

Proposer: Mayor Berryman **Seconder:** Councillor Anders
 Votes – 12 In favour

011/26 Civility & Respect Pledge

It was **resolved** to reaffirm the adoption of the Civility & Respect Pledge. (Localism Act 2011)

Proposer: Councillor McClarin **Seconded:** Councillor Guiterman
Votes – 12 In favour

012/26 General Power of Competence

It was **resolved** 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)

Proposer: Councillor Henderson **Seconded:** Councillor Thomas
Votes – 12 In favour

013/26 Town Mayors Allowance

It was **resolved** to approve the setting of the Mayor's Allowance at £1,200 as per the 2026/27 budget.

Proposer: Councillor Nineham **Seconded:** Councillor Eastham
Votes – 11 In favour, 1 Abstention

014/26 Scheme of Delegation

It was **resolved** to adopt the updated Scheme of Delegation document as drafted. (LGA 1972 s101 (a))

Proposer: DM Rawlings **Seconded:** Councillor Henderson
Votes – 12 In favour

015/26 Terms of reference

It was **resolved** to standardize the presentation style of the Terms of Reference for the Finance Committee, Municipal Listed Buildings Committee, Planning Committee & Staffing Committee and refer back to Full Council for approval.

Proposer: Councillor Guiterman **Seconded:** DM Rawlings
Votes – 12 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: Councillor Guiterman **Seconded:** Councillor Nineham
Votes – 12 In favour

016/26 Councillor appointments to Committees

It was **resolved** to appoint members to serve on the following Committees (LGA 1972 s101(a)) :

Finance Committee (7 Members)

Mayor Berryman, Deputy Mayor Rawlings, Councillor Thomas & Councillor Eastham

Municipal Listed Buildings Committee (5 Members)

Mayor Berryman, Deputy Mayor Rawlings, Councillor Ankowski, Councillor Eastham & Councillor McClarin

Planning Committee (7 Members)

Mayor Berryman, Councillor Nineham, Councillor Guiterman, Councillor Thomas & Councillor Lyndsey-Gayle

Staffing Committee (6 Members)

Deputy Mayor Rawlings, Councillor Henderson, Councillor Guiterman, Councillor Anders, Councillor Lyndsey-Gayle & Councillor Eastham

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

Votes – 9 In favour

017/26 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.

Councillor Andrzej Ankowski, Councillor Tod McClarin, Councillor Peter Santo Warner, Councillor Martin Surgey, Sally Atkins, Shaun Barlett, Brian Davis, David Dunkley, Chris Pearce & Franco Szczpaniak

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

Votes – 12 In favour

018/26 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

Wardens

Councillor Nineham, Councillor Prior-Richards & Councillor Ashwin

Proposer: Mayor Berryman **Seconder:** Councillor Lowe

Votes – 12 In favour

019/26 Appointments to External Bodies

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

Cornwall Council Community Network Area – Mayor Berryman

Fowey Harbour Port Users Group – Councillor Guiterman

Lostwithiel Environment Action Forum – Councillor Guiterman

Elliott Trust – Councillor Henderson or Mayor Berryman

Thomas Bullock Trust – Councillor Nineham & Councillor Lowe

(LGA 1972 s111)

Proposer: Councillor McClarin **Seconder:** Councillor Guiterman

Votes – 12 In favour

020/26 Standing Orders

It was **resolved** to update the current Standing Orders as advised.

(LGA 1972 Sch 12 para 42)

Proposer: Councillor Nineham **Seconder:** DM Rawlings

Votes – 12 In favour

021/26 Financial Regulations

It was **resolved** that the new Finance Committee will review 5.6 of the current Financial Regulations. (Accounts & Audit Regulations 2015)

Proposer: Councillor Thomas **Seconder:** Councillor Lowe

Votes – 12 In favour

022/26 Financial Arrangements Internal Auditor

It was **resolved** to appoint Parish & Town Auditing Services as the Council's Internal Auditor for 2026/27. (Accounts & Audit Regulations 2015)

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

Votes – 12 In favour

023/26 Financial Arrangements External Auditor

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

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

Votes – 12 In favour

024/26 Council's Fixed Asset Register Review

It was **resolved** to note the inventory of land and other assets including buildings and office equipment.

Proposer: Councillor McClarin **Seconded:** Councillor Thomas

Votes – 12 In favour

025/26 Council's insurance policy

It was **resolved** to note the arrangements for insurance cover in respect of all insurable risks (policy reviewed 10 March 2026)

Proposer: Councillor Nineham **Seconded:** Mayor Berryman

Votes – 12 In favour

026/26 Council expenditure under S.137 of the LGA 1972

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

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

Votes – 12 In favour

027/26 Council's Strategic Plan

It was **resolved** to note progress

Proposer: Councillor Eastham **Seconded:** Councillor Guiterman

Votes – 12 In favour

028/26 Dates & times for Council Meetings

It was **resolved** that the Town Council endeavours to ensure staff are present at all meetings, staffing challenges may mean the dates of the meetings change.

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

Votes – 12 In favour

029/26 Mayor's Report

Mayor Berryman attended a fund-raising event for the Scouts last Sunday and donated £50 from the Mayor's budget.

The Mayor has been invited to represent Lostwithiel at four Mayor Making Ceremonies.

030/26 Councillor Reports

Councillor Guiterman attended a webinar by South West Water stakeholder forum entitled Lets Talk Water.

031/26 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

It was **resolved** not to raise any objection to this application.

Proposer: Councillor Guiterman **Seconded:** Councillor Nineham

Votes – 12 In favour

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

NONE

032/26 Cormac Burial Service level agreement

It was **resolved** to continue with the Cormac Burial Service level agreement for 12 months, but go out to market to look for alternative options.

Proposer: DM Rawlings **Seconder:** Councillor Nineham

Votes – 12 In favour

033/26 Council Trees post storm walkover

It was **resolved** to approve the price received £1,821.60 plus VAT.

Proposer: DM Rawlings **Seconder:** Councillor McClarin

Votes – 12 In favour

034/25 Accounts & Finance

| 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 | |

It was **resolved** to approve the list of payments as drafted.

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

Votes – 12 In favour

The meeting closed at 20.20pm

Chairman

Date