



Lostwithiel Town Council Extraordinary Meeting Tuesday 23 June 2026

Meeting Minutes

A Meeting of Lostwithiel Town Council was held in Lostwithiel Guildhall on Tuesday 23 June 2026 at 6.30pm.

Councillors Present

Deputy Mayor Rawlings, Councillor Anders, Councillor Ankowski, Councillor A Eastham-Thomas, Councillor Guiterman, Councillor Henderson, Councillor Lindsay-Gale, Councillor Lowe, Councillor McClarin, Councillor Santo Warner, Councillor Surgey & Councillor B Eastham-Thomas.

In attendance

No members of the public were in attendance.
Town Clerk Sandra Harris was in attendance.

057/26 Apologies of Absence

Apologies were received and accepted from Mayor Berryman & Councillor Nineham.

058/26 Declarations of interest

Councillor A Eastham-Thomas declared a pecuniary interest in agenda item 19 Accounts & Finance.

059/26 Public Participation

None.

060/26 Meeting Minutes 02 June 2026

The minutes dated the 02 June 2026 had to be amended under minute reference **050/26** as the vote had been incorrectly recorded as 13 votes in favour when it was 12 votes in favour and 1 against. After the minutes had been amended and initialled in ink by Deputy Mayor Rawlings it was **resolved** that the minutes of the Council Meeting held on 02 June 2026 are accepted, approved and duly signed by Deputy Mayor Rawlings.

Proposer: Cllr Ankowski

Seconders: Cllr A Eastham-Thomas

Vote – 11 votes in favour

061/26 Annual Town Meeting Minutes 19 May 2026

The Annual Town Meeting minutes were noted by Council.

062/26 Planning Applications

a)

PA26/03086

2 Leslie Terrace, Park Road, Lostwithiel
Widening of existing pedestrian access to form a vehicle access and off-street parking area.

It was **resolved** not to object to this planning application.

Proposer: Cllr McClarin

Seconders: Cllr Surgey

Vote – 11 votes in favour.

b) None

063/26 Year-end Financial report

It was **resolved** to approve the Year-end financial report as drafted.

Proposer: Deputy Mayor Rawlings

Seconders: Cllr Henderson

Vote – 11 votes in favour

064/26 Annual Budget – Earmarked reserves

Councillor Guiterman joined the meeting.

It was **resolved** to carry forward the revised earmarked reserves as listed.

Proposer: Deputy Mayor Rawlings

Seconders: Cllr McClarin

Vote – 12 votes in favour

065/26 Internal Audit year end 31 March 2026

It was **resolved** to consider the Internal Auditor's report and to approve the recommendations therein.

Proposer: Cllr Henderson

Seconders: Cllr Surgey

Vote – 12 votes in favour

066/26 Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2025/26 Part 3 – to approve and authorise the signature of Section 1 Annual Governance Statement 2025/26

It was **resolved** that the answer to each assertion should be as follows:

Question 1 Yes

Question 2 Yes

Question 3 Yes

Question 4 Yes

Question 5 Yes

Question 6 Yes

Question 7 Yes

Question 8 Yes

Question 9 Not applicable

Question 10 Yes

and to approve and authorise the signature of Section 1 Annual Governance Statement 2025/26 by Deputy Mayor Rawlings and the Town Clerk.

Proposer: Cllr Guiterman

Seconders: Cllr Henderson

Vote – 12 votes in favour

067/26 Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2025/26 Part 3 – to approve and authorise the signature of Section 2 Annual Governance Statement 2025/26

It was **resolved** to approve the accounting statement in Section 2 of the Annual Return for 2025/26 and to authorise Deputy Mayor Rawlings to sign the Accounting Statement on the 2025/26 Annual Return on behalf of the Town Council. The Accounting Statements having been already signed by RFO on 16/06/26.

Proposer: Cllr B Eastham-Thomas

Seconders: Cllr A Eastham-Thomas

Vote – 12 votes in favour

068/26 Notice of Public Rights and Publication of unaudited Annual Governance & Accountability return

It was **resolved** to note that the Public Right of Inspection period will run from Friday 26 June until Thursday 06 August 2026 inclusive with the notice being issued by the Responsible Finance Officer on Thursday 25 June 2026.

Proposer: Cllr Ankowski

Seconders: Cllr Santo-Warner

Vote – 12 votes in favour

069/26 Cornwall Local Councils Conference Royal Cornwall Showground Wadebridge Tuesday 06 October

It was **resolved** to instruct the Clerk to book two delegate spaces at a cost of £37.50 plus VAT per delegate.

Proposer: Deputy Mayor Rawlings **Seconders:** Cllr Guiterman

Vote – 12 votes in favour

070/26 Lostwithiel Library

It was decided by Council, at this juncture, not to set up a working party or friends of Lostwithiel Library or Library user group.

Cllr McClarin's kind offer to visit both primary schools to promote the new Cornwall Reading Challenge was gratefully accepted by Council. The Council also endorsed Cllr McClarin's suggestion to get the library volunteers together to network.

071/26 The People's Emergency

It was **resolved** to instruct the Clerk to arrange a dedicated screening of the National Emergency Briefing film.

Proposer: Cllr Surgey **Seconders:** Cllr Guiterman

Vote – 9 votes in favour, 3 against

072/26 Digital Marketing Services Tender

It was noted by Council that no tenders were received.

073/26 Town Council office chairs and perching stool

It was **resolved** to purchase three new office chairs and a perching stool for the library at a cost of £532.

Proposer: Cllr Lindsay-Gale **Seconders:** Cllr Lowe

Vote – 12 votes in favour

074/26 Lostwithiel Town Council Policies IT Policy & Data Retention Policy.

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

Proposer: Cllr Guiterman **Seconders:** Deputy Mayor Rawlings

Vote – 12 votes in favour

It was also **resolved** to approve the Data Retention Policy as drafted

Proposer: Cllr Guiterman **Seconders:** Cllr Ankowski

Vote – 12 votes in favour

075/26 Accounts & Finance**a)**

Councillor Eastham-Thomas having previously declared a pecuniary interest left the meeting room.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
23/06/26	Online payment	Cornwall Electrics*	£225.60*	Replacement shed lights*

It was **resolved**, contrary to the Responsible Financial Officer's advice, to instruct the RFO to pay the Cornwall Electrics invoice for £225.60, noting that the VAT on this payment cannot be reclaimed. The RFO was further instructed to inform the individual who had submitted the invoice for payment that, in order for the Council to comply with its Financial Regulations, any future invoices submitted in this manner will not be paid.

Proposer: Cllr Guiterman

Seconded: Deputy Mayor Rawlings

Vote – 9 votes in favour, 2 against

Councillor Henderson requested a recorded vote.

Councillors voting in favour of the proposal were:-

Deputy Mayor Rawlings, Councillors Anders, Councillor B Eastham-Thomas, Councillor Guiterman, Councillor Lindsay-Gale, Councillor Lowe, Councillor McClarin, Councillor Santo-Warner & Councillor Surgey.

Councillors voting against this proposal were:-

Councillor Ankowski & Councillor Henderson.

Councillor A Eastham-Thomas rejoined the meeting.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
23/06/26	Online payment	A1 Tree & Grounds Ltd	£4,008.00	Tree works, hedge trimming & grass cutting
23/06/26	Online payment	APS Construction Services Ltd	£ 90.00	Replacement of damaged tap in public toilet
23/06/26	Online payment	Lostwithiel Business Group	£ 30.00	Annual business group membership fee

23/06/26	Online payment	Cornwall ALC	£ 42.00	AI for community engagement training
23/06/26	Online payment	Greens of Cornwall	£6,011.28	Tree contract and some additional tree work
23/06/26	Online payment	NPower	£66.64	Toilet electric
23/06/26	Online payment	PATAS	£325.00	Internal Audit 2026
23/06/26	Online payment	Source for Business	£75.49	Water charges Public toilet
		Total	£13,567.69	

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

Proposer: Cllr Ankowski

Seconded: Cllr Surgey

Vote – 12 votes in favour

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: Cllr A Eastham-Thomas

Seconded: Cllr Lowe

Vote – 12 votes in favour.

The meeting closed at 20.30pm

Chairman

Date