



**Lostwithiel Town Council Extraordinary Meeting
will be held
on
Tuesday 08 September 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.

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 Extraordinary meeting held on 25 August 2026 having previously been circulated and taken as read. (LGA 1972 Sch 12 para 41)
5. Staffing Committee minutes – to receive the minutes of the Staffing Committee meetings held on 14 May 2026 & 25 June 2026.

6. Neighbourhood Plan Steering Group minutes – to receive the minutes of the Neighbourhood Plan Steering Group meetings held on 04 June 26, 30 July 26, 12 & 19 August 26
7. 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).
8. 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)
9. Planning Committee Reform & New Member & Local Council Protocols – to note the information provided and to consider authorising the Town Clerk to complete the survey on behalf of the Town Council.
10. Lostwithiel Town Trail – to consider the request received to cover the reprinting costs of Lostwithiel Town trail leaflets 4000 leaflets £198.59.
11. Pendour Park play area – to consider the current position and agree any necessary actions.
12. National Joint Council for Local Government Services pay agreement applicable from 01 April 26 – 31 March 27 – to consider the recommendation from the Staffing Committee that Lostwithiel Town Council implements the revised pay scales and backdates implementation to 01 April 2026 for staff employed on the NJC LGS pay scales.

13. Accounts & Finance

a) To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
08/09/26	Online payment	T Clarke Contracting Ltd	£ 403.98	Site visits 28/07/26 & 13/08/26
08/09/26	Online payment	Cornwall Council	£ 115.54	Litter bin emptying
08/09/26	Online payment	NPower	£ 5,865.40	Electric

08/09/26	Online payment	G O'Keeffe	£ 41.00	Porta puzzle board and 2 jigsaws (Library)
08/09/26	Online payment	Royal Oak	£ 800.00	Mayor making refreshments
08/09/26	Online payments	Salary related expenses	£8,119.46	Salary related expenses
08/09/26	Online payment	SSE Energy Solutions	£ 131.58	Guildhall electric
08/09/26	Online payment	WesternWeb Ltd	£ 186.00	Renewal cloud email account for Cllrs 30/10/26 – 29/10/27
08/09/26	Online payment	Zen	£ 74.40	Broadband
		Total	£15,737.36	

To resolve 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.

14. Cornwall Council devolution – to review the Heads of Terms and supporting documents received and to determine further instructions for the Town Clerk.
15. Staffing Committee – to consider and if appropriate approve the recommendations of the Staffing Committee.
16. Lostwithiel Community Centre – to consider any further correspondence received in relation to the negotiation of the lease

J Berryman

Councillor John Berryman

Mayor of Lostwithiel

03 September 2026