

Lostwithiel Town Council

The Annual Meeting of the Town Council was held in the Guildhall on Tuesday 5 May 2015 at 7pm.

Councillors present

Councillor Abbiss, Councillor Brewer,
Councillor Gillett, Councillor Hughes
Councillor Mrs Jarrett, Councillor Jewels,
Councillor May, Honoured Burgess Peareth,
Councillor Robson, Councillor Mrs Ross,
Councillor P Watkins and Councillor Mrs Wilkinson

In attendance

Town Clerk Mrs S Harris

Four members of the public were in attendance

001/15 TO ELECT THE MAYOR OF THE COUNCIL & TO RECEIVE THE MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

It was proposed by Councillor May and seconded by Councillor Mrs Ross that Councillor Mrs P Jarrett is elected Mayor for the Civic Year 2015/16. This proposal received the support of the Council and Mayor Mrs Jarrett signed the Declaration of Acceptance of Office of Mayor/Chairman.

002/15 TO ELECT THE DEPUTY MAYOR OF THE COUNCIL & TO RECEIVE THE DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

It was proposed by Councillor May and seconded by Councillor Watkins that Councillor Robson is elected Deputy Mayor for the Civic Year 2015/16. Councillor Robson declined the post of Deputy Mayor. No further nominations were received and no Deputy Mayor was elected for the Civic Year 2015/16.

003/15 APOLOGIES

Apologies for absence were received and accepted from Councillor Hensman, Honoured Burgess Jones & Councillor Mrs Parsons.

004/15 DECLARATIONS OF INTEREST

None

005/15 PUBLIC PARTICIPATION

It was proposed by Councillor May and seconded by Councillor Mrs Ross that the meeting is adjourned and Standing Orders suspended for a maximum of 15 minutes to allow members of the public to address the Council on matters relating to Lostwithiel. This proposal received the support of the Council.

The Council was asked to confirm the result of the written ballot for the election of Mayor. The ballot was confirmed as ten votes in favour and two unmarked ballot papers. It was proposed by Councillor Brewer and seconded by Councillor Hughes that the Council meeting is reconvened and the Standing Order suspension withdrawn. This proposal received the support of the Council.

006/15 POLICE ANNUAL REPORT

PCSO Natalie Merrikin read the April monthly report to Council. For the period 01/04/2015-30/04/2015 there was 1 violence with injury crime, 1 vehicle offences crime and 1 other theft. There were 13 total recorded crimes for April 2014.

007/15 MINUTES

The minutes of the Council meeting of 21 April 2015 were accepted, approved and duly signed by Mayor Mrs Jarrett. Proposed Councillor Mrs Ross seconded Councillor Watkins. This proposal received the support of the Council.

008/15 STANDING ORDERS

It was proposed by Councillor Jewels and seconded by Honoured Burgess Peareth that the Standing Orders for Lostwithiel Town Council are approved and adopted. This proposal received the support of the Council.

009/15 FINANCIAL REGULATIONS

It was proposed by Councillor Jewels and seconded by Councillor Hughes that Lostwithiel Town Council's Financial Regulations are approved and adopted. This proposal received the support of the Council.

010/15 INTERNAL AUDITOR

It was proposed by Councillor Jewels and seconded by Councillor Abbiss that Mr Ken Abraham is appointed an Internal Auditor for the year end March 2016. This proposal received the support of the Council.

011/15 PORTFOLIO HOLDERS TERMS OF REFERENCE

It was proposed by Councillor Gillett and seconded by Councillor Robson that the Portfolio Holders Terms of Reference are approved and adopted after the inclusion of the following as item 11:-

11. The Portfolio Holders will be an ex-officio member of any working parties relevant to their portfolio.

This proposal received the support of the Council.

Councillor Jewels requested that the minutes record his abstention.

012/15 APPOINTMENT OF PORTFOLIO HOLDERS

It was proposed by Councillor May and seconded by Honoured Burgess Peareth that the following Members are appointed Portfolio Holders for the following areas of responsibility:-

Flooding	Councillor Mrs Ross	Listed Buildings – Councillor Watkins
Neighbourhood Plan -	Councillor Gillett	Moors Councillor Brewer
Parade & War memorials	Councillor May	Parks & Play areas Councillor Abbiss

Planning Councillor Robson
This proposal received the support of the Council.

013/15 STAFFING COMMITTEE TERMS OF REFERENCE

It was proposed by Councillor Mrs Ross and seconded by Councillor Jewels that the Staffing Committee Terms of Reference are adopted and approved as drafted. This proposal received the support of the Council.

014/15 STAFFING COMMITTEE MEMBERSHIP

It was proposed by Councillor Gillett and seconded by Councillor Robson that the following Councillors form the Staffing Committee:-

Mayor Mrs Jarrett (ex-officio)	Councillor Brewer
Councillor Gillett	Councillor Jewels
Councillor Robson	Councillor Mrs Ross
2 Committee vacancies	

This proposal received the support of the Council.

015/15 WORKING PARTY MEMBERSHIP

a) Flooding

It was proposed by Councillor Mrs Ross and seconded by Councillor Gillett that Councillor Abbiss, Honoured Burgess Peareth, Councillor Mrs Ross & Councillor Watkins are appointed to Lostwithiel Town Council's Flooding working party. This proposal received the support of the Council.

b) Neighbourhood Plan

It was proposed by Councillor Mrs Ross and seconded by Councillor Watkins that Councillor Brewer, Councillor Gillett and Councillor Jewels are appointed to Lostwithiel Town Council's Neighbourhood Plan working party. This proposal received the support of the Council.

c) Edgcumbe House

It was proposed by Councillor Watkins and seconded by Honoured Burgess Peareth that Mayor Mrs Jarrett, Councillor Mrs Parsons, Councillor Mrs Ross and Councillor Watkins are appointed to Lostwithiel Town Council's Edgcumbe House working party. This proposal received the support of the Council.

d) World War Two Commemorations

It was proposed by Councillor Robson and seconded by Councillor May that Mayor Mrs Jarrett, Councillor May, Councillor Mrs Parsons and Councillor Robson are appointed to Lostwithiel Town Council's World War Two Commemorations working party. This proposal received the support of the Council.

016/15 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

a) Elliott Trust

It was proposed by Councillor Gillett and seconded by Councillor Watkins that Councillor May and Councillor Watkins are appointed as Town Council representatives to the Elliott Trust. This proposal received the support of the Council.

b) Thomas Bullock Trust

It was proposed by Councillor May and seconded by Councillor Watkins that

Councillor May and Councillor Watkins are appointed as Town Council representatives to the Thomas Bullock Trust. This proposal received the support of the Council.

c) Lost in Play

Mayor Mrs Jarrett advised Council that she would ask Councillor Mrs Parsons to continue as the Town Council representative to Lost in Play.

017/15 ASSET REGISTER

It was proposed by Councillor May and seconded by Councillor Mrs Ross that the Asset Register is approved as drafted. This proposal received the support of the Council.

018/15 INSURANCE POLICY

It was proposed by Councillor Mrs Ross and seconded by Councillor May that the insurance cover is approved without amendment. This proposal received the support of the Council.

019/15 COUNCIL POLICIES

a) Media policy

It was proposed by Mayor Mrs Jarrett and seconded by Councillor Abbiss that the Media Policy is approved and adopted without amendment. This proposal received the support of the Council.

b) Grant awarding policy

It was proposed by Councillor Mrs Ross and seconded by Councillor May that the Grant Awarding Policy is approved and adopted without amendment. This proposal received the support of the Council.

020/1 DATES & TIMES FOR COUNCIL MEETINGS

It was proposed by Councillor May and seconded by Councillor Brewer that full Council meetings will be held on the first & third Tuesdays monthly with the exception of June when the meeting will be held on the second & fourth Tuesdays. This proposal received the support of the Council.

The meeting closed at 7.40pm

Chairman

Date