



Lostwithiel Town Council

The Annual Meeting of the Town Council was held at St Winnow School Lostwithiel on Tuesday 10 May 2016 at 7pm.

Public Participation - None

Meeting minutes

Councillors present

Councillor Gillett, Councillor Guiterman,
Councillor Hensman, Councillor Hughes,
Councillor Mrs Jarrett, Councillor Jewels,
Councillor May, Councillor Mrs Parsons,
Councillor Robson, Councillor Mrs Ross
& Councillor Watkins

In attendance

Town clerk Mrs Harris

Two members of the public were in attendance.

001/16 TO ELECT THE MAYOR OF THE COUNCIL & TO RECEIVE THE MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Mayor Mrs Jarrett invited nominations for the position of Mayor.

It was **resolved** that Councillor I Gillett is elected Mayor for the Civic Year 2016/17.

Mayor Gillett signed the Declaration of Acceptance of office of Mayor/Chairman which was witnessed and signed by the Town clerk.

Mayor Gillett took the Chair.

002/16 TO ELECT THE DEPUTY MAYOR OF THE COUNCIL & TO RECEIVE THE DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Mayor Gillett invited nominations for the position of Deputy Mayor.

It was **resolved** that Councillor Mrs P Jarrett is elected Deputy Mayor for the Civic Year 2016/17.

Deputy Mayor Mrs Jarrett signed the Declaration of Acceptance of office of Deputy Mayor/Vice Chairman which was witnessed and signed by the Town clerk.

003/16 APOLOGIES

Apologies for absence were received and accepted from the following Councillors:-

Councillor Abbiss, Honoured Burgess Jones, Honoured Burgess Peareth & Councillor Mrs Wilkinson.

004/16 DECLARATIONS OF INTEREST

Mayor Gillett declared a pecuniary interest in agenda item 9 Mayor Allowance.

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005/16 MINUTES 19 April 2016

It was **resolved** to receive the minutes of the Town Council meeting dated 19 April 2016 are approved and signed by the Mayor as being a correct record.

006/16 STANDING ORDERS

It was **resolved** that Lostwithiel Town Council's Standing Orders are approved and adopted as drafted.

007/16 FINANCIAL REGULATIONS

It was **resolved** that Lostwithiel Town Council's Financial Regulations are approved and adopted.

008/16 INTERNAL AUDITOR

It was **resolved** that South & West Internal Audit are appointed as Lostwithiel Town Council's Internal Auditor for the financial year ending March 2017.

009/16 TOWN MAYORS ALLOWANCE

Mayor Gillett left the meeting room.

It was **resolved** that the Mayor's Allowance for the Civic Year 2016/17 is set at £1650.

Mayor Gillett rejoined the meeting.

010/16 COUNCIL STRUCTURE FOR 2016/17

It was **resolved** that the Council's structure for the full remaining term of the Council will be Portfolio Holder based with a Staffing Committee.

011/16 TERMS OF REFERENCE

It was **resolved** that the Portfolio Holder and Staffing Committee Terms of Reference are approved as drafted.

012/16 PORTFOLIO HOLDER & STAFFING COMMITTEE MEMBERSHIP

It was **resolved** that the following Portfolios are held by the Council Members listed:-

Allotments	Deputy Mayor Mrs Jarrett
Car Parks	Councillor May
Cemetery	Councillor Mrs Parsons
Flooding	Councillor Mrs Ross
Listed Buildings	Councillor Watkins
Neighbourhood Plan	Councillor Guiterman
Shire Hall & Madderly Moors	Councillor Guiterman
Parks & Play areas	Councillor Watkins
Planning	Councillor Robson
Public Toilets	Deputy Mayor Mrs Jarrett
Riparian ownership	Councillor Guiterman
Transport	Councillor Hughes

It was **resolved** that the following Council Members are appointed to the Staffing Committee:-

Mayor Gillett	Councillor Hughes
Councillor Hensman	Councillor Jewels
Councillor May	Councillor Mrs Parsons

Councillor Mrs Ross

1 vacancy

013/16 NEIGHBOURHOOD PLAN STEERING GROUP MEMBERSHIP

It was **resolved** that the following are appointed to Lostwithiel Town Council's Neighbourhood Plan Steering Group:-

Mayor Gillett	Councillor Guiterman
Deputy Mayor Mrs Jarrett	Councillor Mrs Parsons
Mr M Pearson	Councillor Robson
Professor Scott	Ms S Tyacke
(7 vacancies)	

014/16 WORKING PARTY MEMBERSHIP

It was **resolved** that the following Council Members are appointed to the working parties listed:-

- | | |
|------------------|---|
| a) Flooding | Councillor Abbiss, Deputy Mayor Jarrett,
Honoured Burgess Peareth, Councillor Mrs Ross
Councillor Watkins |
| b) Edgumbe House | Councillor Guiterman, Councillor May, Councillor Watkins |
| c) Library | Mayor Gillett, Councillor May, Councillor Mrs Parsons
Councillor Robson. |

015/16 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

It was **resolved** that the following Council members are appointed as Council representatives to the organisations listed:-

- | | |
|-------------------------|---|
| a) Elliot Trust | Councillor May & Councillor Watkins |
| b) Thomas Bullock Trust | Councillor May & Councillor Watkins |
| c) Lost in Play | Councillor Mrs Parsons & Councillor Watkins |

016/16 FIXED ASSET REGISTER

It was **resolved** to approve Lostwithiel Town Council's Fixed Asset Register.

017/16 COUNCIL INSURANCE POLICY

It was **resolved** to approve Lostwithiel Town Council's Insurance Policy and further **resolved** that the clerk is instructed to ask the inspection surveyors to revisit the toilet building to value it for insurance purposes.

018/16 DATES & TIMES FOR COUNCIL MEETINGS

It was **resolved** that Lostwithiel Town Council Full Council meetings with effect from June 2016 will be held on the first and third Tuesdays monthly and Staffing Committee meeting will be held on the second Tuesday monthly when required.

The meeting closed at 7.30pm

Chairman

Date