

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **COMMUNICATION AND ENGAGEMENT COMMITTEE** held in the Long Room at 7.00 pm on Tuesday 3 January 2017 there were present:

The Mayor - Councillor Jane Pascoe-Ex-Officio

The Deputy Mayor – Councillor Christina Whitty-Ex-Officio

Councillor Rachel Brooks – in the chair

Councillors: Tyler Bennetts, Roger Holmes, Martin Menear, Sue Pike, Anne Purdon, James Shrubsole, Lorna Shrubsole and Hella Tovar

Support Services Manager: Yvette Hayward

Museum Management Team: Gordon Stokes

Real Ideas Organisation: Tom Butt

Members of the Public: None

The Chair advised of housekeeping matters.

### **347/16 APOLOGIES**

None.

### **348/16 DECLARATIONS OF INTEREST REGISTERABLE OR NON-REGISTERABLE**

None.

### **349/16 MINUTES OF THE MEETING HELD ON TUESDAY 1 NOVEMBER 2016**

The Chair Councillor Brooks proposed, Councillor Lorna Shrubsole seconded and the Committee **RESOLVED** that the Minutes of the meeting held on the 1 November 2016 were adopted as correct.

### **350/16 SUPPORT SERVICES MANAGER'S REPORT - TO RECEIVE AN UPDATE ON PROGRESS OF RESOLUTIONS FROM THE LAST MEETING**

Nothing additional to the written report.

### **351/16 PUBLIC PARTICIPATION**

None.

### **352/16 BUDGET REPORT & SETTING**

#### **a. To receive the report to 30 November 2016**

It was noted that although the Town Council Man Engine expenditure is detailed separately, it has been paid from the Marketing & Consultation budget line.

#### **b. To agree the proposed budget for 2017-18**

The Chair proposed, Councillor J Shrubsole seconded and the Committee **RESOLVED** to carry forward all underspends for the current financial year into 2017/18.

It was noted there will be a carry forward for 'Signage' plus existing reserves, therefore no new provision was needed for this in 2017/18.

Councillor Menear proposed, Councillor Pike seconded and the Committee **RESOLVED TO RECOMMEND** the proposed budget totalling £56,350 plus a museum grant of £24,900.

### **353/16 MUSEUM REPORT**

#### **a. To note the summary of the meeting held on 8 December 2016**

Following a query raised at the meeting, Bryony Robins has confirmed that AIM funding is not available direct to the museum because it is owned by the Town Council. It could however be accessed via a charitable arm, i.e. a Friends group.

#### **b. To discuss and agree the proposed Terms of reference**

The following amendments to the proposed Terms of Reference were discussed:

- A final point to be added 'The Town Council are to make the MMT aware of all Council Policies, amendments and materials that impact the museum and its activities.'
- The penultimate point, 'C&E commit to the objectives as set out in the Forward Plan, and allow the MMT to manage its delivery', should include an additional sentence for information purposes as follows, 'The Forward Plan is a document required for accreditation and the Arts Council Governing Body leads the Standard of Requirement'
- The fourth point under MMT should read, 'The MMT's role is to implement these policies and plans, and regularly report to the C&E on progress every 2 months.'
- The seventh point under MMT should read, 'Any papers that MMT produce for C&E are circulated with the agenda papers at least 5 days in advance, ...'

The Chair proposed, Councillor Tovar seconded and the Committee **RESOLVED TO RECOMMEND** to council that the Terms of Reference are approved subject to the amendments discussed.

The Quimperle Doll is to be loaned by the Town Council to the museum, to form part of its 2017 exhibition. The doll is a piece of town heritage, and while at the museum will be held under suitable conditions, and more widely available for the public to view.

### **354/16 TIC REPORT**

It was noted that the TIC and its work was featured in Liskeard Prayers on 31 December 2016.

### **355/16 ELECTIONS – 4 MAY 2017**

Arrangements were made for the Open Evening to be held on Tuesday 31 January 2017 in the Long Room from 7 – 9pm.

It was noted that the role of the Town Council will increase and become more important in the future with the progression of devolution, and as awareness of this grows, more people may wish to become involved.

The event should be publicised as widely as possible in the press, social media and via posters, flyers and (e)mail shots.

### **356/16 EVENTS**

#### **Liskeard Community Fair**

This will be held on Saturday 25 March. Councillors will review the list of organisations who are currently invited to take part, with a view to including more youth groups. A children's play corner will be included if somebody can be found to supervise this suitably. A reminder should be sent the week before, to all those booking stalls, as last year some groups did not attend and there was a waiting list.

It was noted that last year there was both an increased number of stalls and footfall, and it was hoped to build on this by publicising the event as widely as possible and encouraging participation.

#### **Battle's Over – A Nation's tribute and WWI Beacons of Light – 11 November 2018**

The Mayor proposed, Councillor Pike seconded and the Committee **RESOLVED** to confirm our involvement in this event.

### **357/16 LISKEARD COMMUNITY MAGAZINE – About Liskeard**

Following the postponement of delivery of the first edition, Tom Butt from RIO answered questions on the current progress of the project.

The following points were noted:

- The group is talking to a number of potential partners and premium sponsors.

The budget figures had been prepared based on modest estimates.

- An application for Awards for All funding around community journalism and growing talent locally had been submitted today, with a decision expected within 10 weeks. The grants in the spreadsheet are not yet in place.
- As a result of the magazine Liskeard School and RIO already have groups running for journalism and photography, thanks to input from Jenny Lightly.

New timelines are dependent on possible involvement from Voice Group. If they commit to the project, the first edition should be ready for distribution the first week of March. Without their involvement, it will not be available until the third weekend in May, which would mean no publication before the elections. Contingency plans were discussed.

The Chair proposed, Councillor Purdon seconded and the Committee **RESOLVED** to use monies from the current year's 'Newsletter' budget to fund a single stand-alone publication should 'About Liskeard' be delayed until May, subject to suitable distribution channels being available which do not rely solely on Councillors.

A decision on a Town Council financial contribution to 'About Liskeard' for 2017/18 was deferred.

### **358/16 COMMITTEE WORK PLAN**

Further amendments to the work plan were discussed, and a priorities exercise undertaken, the results of which will be collated to inform the next meeting.

Notes from the recent Online meeting are to be circulated.

A review of the format of the Annual Town Meeting is to be tabled as an agenda item for the next meeting.

### **359/16 TOWN SIGNS**

#### **a. To agree whether to proceed with installing map panels**

Two panels were due to be sited at entrances to the Cattle Market. As the future of this site is currently uncertain, this item was put on hold. The underspend for this in the current year will be carried forward to provide funds for this project if it is taken up in the new year.

#### **b. To discuss town signage for carparks/parks etc.**

It was noted that a new Parking sign has recently been installed at the Cattle Market for traffic approaching from out of town.

There was an aspiration to provide signs for parks. It was noted that beyond the town centre there are currently several World Heritage sites which are not signed. This item is to be carried forward to next year's work plan.

### **360/16 A38 SIGNS**

#### **a. To discuss the possibility of Brown/Heritage signs**

This should be done in conjunction with other relevant organisations such as World Heritage. Contact will be made with them to ascertain any projects of this nature they may be working on, before the next meeting.

**b. To discuss existing A38 signage**

Consideration could be given to updating the town sign to include information about places of interest within the town.

Enquiries are to be made into the possibility of relocating existing signs.

**361/16 THE MAYOR'S UPDATE**

Engineering Project - The car has now been ordered, and Cornwall Manufacturing Group have provided the funds for the new printer. Lots more opportunities are being created for mentoring, work experience and apprenticeships.

**362/16 CORRESPONDANCE**

None.

**363/16 DATE OF NEXT MEETING**

The next meeting of the Communications and Engagement Committee will be on Tuesday 7 March 2017 at 7.00 pm.