

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **COMMUNICATION AND ENGAGEMENT COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 4 February 2014 there were present:

The Deputy Mayor Councillor Phil Seeva - in the Chair

The Mayor Councillor Sue Pike - ex officio

Councillors: Roger Holmes, Jane Pascoe, Anne Purdon, James Shrubsole, Lorna Shrubsole and Hella Tovar

The Town Clerk - Mr Andrew Deacon

Minute Clerk - Mr Stuart Houghton

Members of the Public: None

The Chairman advised of Housekeeping matters

### **711/13 APOLOGIES**

An Apology was received from Councillor Rachel Brooks.

### **712/13 DECLARATIONS OF INTEREST**

No declarations of interest were made either Registerable or Non Registerable.

### **713/13 MINUTES OF THE MEETING HELD ON TUESDAY 7 JANUARY 2014**

The Deputy Mayor proposed, Councillor Purdon seconded and the Committee **RESOLVED** that the Minutes of the meeting held on the 7 January 2014 were approved.

### **714/13 MATTERS ARISING**

#### **Recording of meetings (Minute 570/13 (d))**

The Deputy Mayor stated that at the December meeting of the Town Council it was suggested that the Communication and Engagement Committee should make a trial recording of its next meeting, this was not on the Agenda for this meeting and should be included for the next meeting.

The Town Clerk responded that the Council had resolved to defer this matter until details of costings and legal matters had been obtained. Other comments included;

- it was not a resolution for the Communication and Engagement Committee to make a trial recording, only a suggestion
- a trial should be made due to the poor acoustics in the room, the Chamber of Commerce equipment could be used for this
- all information should be provided to the next meeting of the Town Council

Signage (Minute 610/13 (b))

The Town Clerk reported that he had discussed the positioning of plinths on The Parade with the Highways Department of Cornwall Council, who had no objections. No approach had been made to either Morrisons or the Bubble and he would enquire as to whether Planning Permission would be required for the plinths.

**715/13 BUDGET TO 31 JANUARY 2014**

The Budget to the 31 January 2014 was noted.

In response to a question, the Town Clerk said that he would check the allocation of superannuation to this budget.

**716/13 SIGNAGE**

**a. Audit of existing Signs**

Following the circulation of a paper, the Town Clerk raised a point of order as this information had not been received by the office or circulated with the necessary notice. Supporting papers for an Agenda item must be included with the Agenda.

The Mayor explained that an audit of signs in the Town had been made and the information gathered had been sent to Councillor Brooks. She believed that the findings corresponded with the information contained in the Liskeard Conservation Area Character Appraisal and Management Plan. The audit also included “where would the new plinths be positioned” She proposed that the signage Committee report to the next meeting its suggested locations for the plinths. Other comments included;

- Members of the Town Forum should be involved in the decision
- the new signs should be restricted and sympathetic with the area
- the new signs should be agreed with the Conservation Officer
- considerable time had been spent discussing and consulting on this item, it was time to get on with the work
- the Town did not have any direction signs to the car parks
- possible sites for the new plinths include
  - a. outside the Railway Station
  - b. on The Parade outside Webbs
  - c. on The Parade outside the fish and chip shop
  - d. Westbourne car Park
  - e. Morrisons by the shop entrance or near the taxi park
  - f. Upper Sun Girt car park or Bay Tree Hill or Fore street
  - g. at Table Table or the Cattle Market car park

The Mayor proposed, Councillor Pascoe seconded and the Committee **RESOLVED** that a small working group be formed, to include Members of the Chamber of Commerce, Town Traders and Town Forum, to make recommendations about

relevant signage. The Mayor and Councillor Pascoe agreed to be Members of the group.

b. Tenders for the Design of Maps for the Granite Plinths

It was agreed to move this item to Part II of the meeting.

**717/13 NEIGHBOURHOOD PLAN CONSULTATION**

a. Budget

It was agreed at the Finance and Strategy Committee meeting held on the 28 January 2014, that £500 be transferred from the Communication and Engagement Committee's Consultation budget to the Neighbourhood Plan for the production of a logo and leaflets.

The Mayor proposed, Councillor Purdon seconded and the Committee **RESOLVED** to **SUPPORT** the agreement.

b. Survey Monkey

It was reported that as the Town Team would disband in the spring the Town Council would no longer be able to use this facility. If the Council needed to undertake a survey after the beginning of April, they would have to make arrangements, such as subscribing to Survey Monkey. Comments made included;

- a subscription for the use of Survey Monkey was about £300 a year
- the subscription should not be considered until the date of the first survey was known. It was considered that the subscription would be required during March
- this should be done in consultation with the Project Manager for the Plan

c. Town Crier

It was suggested that the next issue of the Town Crier should contain a consultation for the Neighbourhood Plan, similar to the previous issue which had contained the Car Park consultation. It was suggested that;

- the next edition would be distributed by hand, each Councillor doing their ward
- copies would also be available from the Library, Town Council office, TIC, book shop and other businesses
- Chairmen's reports would be needed during March for inclusion
- it should be distributed before the end of the current Mayoral year

**718/13 REPORT FROM WW I COMMEMORATION MEETING**

It was reported that two meetings had been held at the Liskerrett centre, which included representatives from Stuart House, the Library and Museum, to arrange the Commemoration in August 2014, they were considering a co-ordinated colour scheme for the planting in the Town this year.

The Town Clerk confirmed that the refurbishment of the War Memorial was in hand, it was being dealt with by the Property Committee. He was concerned that there had been discussions about the planting around the Town, he was about to make arrangements for this year as it was now entering the planting season for seeds and bulbs. No one had informed him of this requirement. The Deputy Mayor said that he would ensure the Town Clerk was informed.

#### **719/13      CORNWALL COUNCIL'S TOWN AND PARISH COUNCIL QUESTIONNAIRE**

It was agreed that each Councillor would provide their comments to the Mayor for collation.

#### **720/13      TIC REPORT**

The TIC report for January 2014 had been circulated. Comments included;

- no local products were included in the proposed goods list, many similar items were made in Liskeard
- if local craftsmen were able to supply items they should make themselves known
- the list should be revisited to include local suppliers
- the Town Council was a non-profit organisation, care should be taken with the sale of goods so not to earn an excessive profit

The Town Clerk expressed his concern that this report contained details of expenditure and the request for a budget of £2k for stock and shelving. The budget for 2014/2015 had been recently set and no request made for these items.

It was suggested that the Town Clerk should inform the TIC of the method of seeking funding through budgets, and to discuss the Cornish Visitor Advertisement with the TIC Manager and finance from the current budget to include the £400 mentioned in the TIC report.

#### **721/13      CORRESPONDENCE**

None.

#### **722/13      ANY OTHER RELEVANT BUSINESS**

None.

#### **723/13      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the Press and Public be excluded from the meeting for the following item of Business.

#### **724/13      ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

**725/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Public Bodies (admission to meetings) Act 1960 it was **RESOLVED** that the members of the Press and Public be re-admitted to the Meeting.

Members ratified the discussions held in closed session.

**726/13 DATE OF NEXT MEETING**

The next Communication and Engagement Committee meeting would be at 7.30 pm on the 4 March 2014.