

LISKEARD TOWN COUNCIL

AT A MEETING of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Long Room at 7.30 pm on Tuesday 3 July 2018 there were present:

Councillor Rachel Brooks – in the chair

Councillors (committee): Christina Whitty, David Ambler, Anna Clarke, Roger Holmes, and Susan Shand

Also in attendance: Councillor Simon Cassidy

Support Services Manager: Yvette Hayward

Museum Coordinator: Karen Partington

The Chair advised of housekeeping matters and that the meeting was being recorded.

89/18 Election of Chair for the year 2018/2019

Councillor Clarke nominated, Councillor Ambler seconded the nomination and the Committee **RESOLVED** to elect Councillor Rachel Brooks as Chair for the 2018/2019 year.

90/18 Election of Deputy Chair for the year 2018/2019

Councillor Ambler nominated, Councillor Whitty seconded the nomination and the Committee **RESOLVED** to elect Councillor Anna Clarke as Deputy Chair for the 2018/2019 year.

91/18 Apologies

None

92/18 Declarations of Interest Registerable or Non-Registerable

Councillor Ambler declared an interest in item 18 as a provider of similar services.

93/18 Minutes of the Meeting held on Tuesday 1 May 2018

Councillor Brooks proposed, Councillor Holmes seconded, and the Committee **RESOLVED** that the Minutes of the meeting held on the 1 May 2018 were adopted as correct.

94/18 Public Participation

None

95/18 SUPPORT SERVICES MANAGER'S REPORT - To receive an update on progress of items from the last meeting of the Communications and Engagement Committee on 1 May 2018

Written report noted

Councillors Brooks, Clarke and Taylor had volunteered to undertake the visits/contact other councils to investigate a youth forum/council.

96/18 BUDGET

a) To receive the final budget report for 2017/2018 and an update for the current financial year to 30 April 2018

Noted

b) To agree a maximum payment of £90 to GL Pick and Son from the Town Centre Signs and Murals budget line to wash the Caradoc mural in Pig Meadow Lane

Councillor Holmes proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to agree a maximum payment of £90 to GL Pick and Son from the Town Centre Signs and Murals budget line to wash the Caradoc mural in Pig Meadow Lane

c) To agree a payment of £1,000 to Golden Tree Productions (£250 from Events and £750 from Marketing and Consultation) as a contribution to the Cornish Christmas activities they will be staging

Councillor Holmes proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to agree a payment of £1,000 to Golden Tree Productions (£250 from Events and £750 from Marketing and Consultation) as a contribution to the Cornish Christmas activities they will be staging

97/18 MUSEUM REPORT

a) To receive the museum report

Further to the written report Karen advised that a specialised scanner had been purchased for use on the Rapson collection, and the project team hoped to have the work completed by April 2019.

The temperature and humidity monitor being purchased was required for accreditation.

They were researching a new cabinet of accreditation standard, which would enable them to have items on loan more easily from other museums and thus help with future proofing.

Karen had been elected chair of the South East Cornwall Museum Forum.

Councillor Ambler who sits on the Museum Management Team as a council representative felt the museum was being very well managed, and the committee extended its thanks to the team and all involved.

b). To receive the final budget report for 2017/2018 and an update for the current financial year to 30 April 2018

Noted

98/18 TOURIST INFORMATION CENTRE (TIC) REPORT - To receive the TIC report

The report was noted with thanks

99/18 HERITAGE AND CULTURAL STRATEGY – To discuss furthering the development of a Heritage and Cultural Strategy for Liskeard

The committee were supportive of ideas to enhance existing events and introduce a new event in the form of a film festival, which could also link with the other events.

It was agreed to invite the Lion's Club president and secretary to a meeting to discuss how the council could help and support them with their regular town events.

100/18 EVENTS – To receive an update on forthcoming events:

Liskeard Show 14 July 2018 (to agree arrangements)

The stand will include:

Stratton Creber carrying out further consultation on the Employment Land Demand and Agri-Business Hub Assessment

Lyskerrys magazine feedback gathering

Committee work displays

Safer Liskeard information

Liskeard in Bloom

Sale of Seagull Sacks

The rota was circulated

Liskeard Unlocked 13 – 16 September 2018 (latest meeting notes attached)

Noted

Cornish Christmas 1 December 2018

Noted

101/18 LISKEARD ARTS AND MEDIA BODY (LAMB)

a) To provide feedback on the summer edition of Lyskerrys magazine

b) To discuss ideas for the autumn and Christmas editions of Lyskerrys magazine

Feedback on both items was collated, to be passed to the editor.

c) To agree town council funding for future editions of Lyskerrys magazine

Councillor Brooks proposed, Councillor Holmes seconded, and the Committee **RESOLVED** to make contributions to the funding of Lyskerrys magazine at a rate of £1,000 per edition.

102/18 POLICY REVIEWS

a) To agree to recommend to Council for adoption the updated Communications Policy

35/18

Councillor Clarke proposed, Councillor Shand seconded, and the Committee **RESOLVED** to **RECOMMEND** the updated Communications Policy to Council for adoption, subject to amending 'or the appropriate designated official' to 'or the official delegated to the relevant role or task'.

b) To agree to recommend to Council for adoption the updated Social Media Policy

Councillor Shand proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to **RECOMMEND** the updated Social Media Policy to Council for adoption.

103/18 CORRESPONDENCE

None

104/18 DATE OF NEXT MEETING

The next meeting of the Communications and Engagement Committee will be on Tuesday 4 September 2018 at 7.30 pm in the Long Room.

Councillor Brooks proposed, Councillor Whitty seconded, and the Committee **RESOLVED** to move into PART II.

105/18 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, the Press and Public be excluded from the meeting for the following items of Business;

18. WEBSITE – To agree arrangements for future hosting and support services

106/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 the Press and Public were readmitted to the meeting.

Councillor Brooks proposed, Councillor Shand seconded, and the Council **RESOLVED** to **ADOPT** the recommendations made in closed session. The recommendations being:

107/18 WEBSITE – To agree arrangements for future hosting and support services

That the Committee retain the existing provider and carry out the necessary updates.

That the Committee **RECOMMEND** to the Finance and General Purposes Committee that website updates are financed by viring £2,000 from Communication and Engagement Committee earmarked reserves - specifically £1,000 from 'Newsletter' and £1,000 from 'Marketing and Consultation'.

36/18