

Annual Town Meeting and Community Champion Awards (21/04/20) planning meeting

Wednesday 15 January 2020 at 7pm in the Mayor's Parlour

Present: Councillors Rachel Brooks, Simon Cassidy, Sandra Mitchell and Christina Whitty and Yvette Hayward (Deputy Town Clerk)

Apologies: Councillor Naomi Taylor

The last two years had seen an increasing number of members of the public attend the meeting, and therefore a similar format should be followed.

1. Set the agenda

The meeting had overrun last year, and therefore a shorter agenda should be planned.

Before the Chairman's report Councillors would be asked to stand and introduce themselves to the community. The Chairman's report would be limited to 10 minutes and would refer to displays around the room for further information.

It was agreed the following would be invited to give presentations during event:

- Liskeard Scouts – refurbishment of the hut and 50th anniversary
- Caradon Heritage Partnership – Canal Lock 21 Project
- Youth Council – Councillor Naomi Taylor

Each presentation would be no more than 5 minutes, and the organisations would also be asked to bring displays which the community could view before/after the proceedings.

The community should be invited to put forward questions in advance of the meeting, or by filling in a slip at the door, to enable research for a detailed answer, however spontaneous questions would also be accepted as these may spring from things people have heard on the night.

**Could any grants agreed at March Finance committee be presented at the meeting?*

2. Refreshment arrangements

Tea/coffee and cakes/biscuits would be served, and Councillors would be asked to provide cakes etc as per last year.

A rota will be completed for set-up, serving and cleaning up etc (ensure we have knives for cutting cake, tea towels etc)

3. Room layout and displays

- Room layout – cabaret style at the front of the hall as per last year. Tablecloth required for top table.
- Council displays for committee projects – inc Parks and Open Spaces, Environment, Youth Council, Liskeard Unlocked, Nadelik Lyskerrys, Community Fair (predominantly visuals, with limited text)

- Power points for display during arrival/refreshments – photos of what has happened in the town over the last year including community pictures

4. Community Champion Awards

- Nomination process (criteria, form, closing date, advertising)
 - The existing nomination form was updated to include criteria excluding Town Council staff, Councillors, honoured burgesses and those who had received an award in the last three years. It must be for voluntary service.
 - The need to obtain the nominees permission to nominate would be removed, but appropriate wording checked to comply with GDPR.
 - Both Councillors and members of the public can make nominations.
 - It was agreed the deadline would be 9am on Monday 30 March to enable a final call for nominations at the Community Fair.
 - A poster should be created using a photograph of the winners from last year
- Selection process – members of the working group will form the selection panel who will meet on Wednesday 1 April at 1pm. As a guide a maximum of 10 awards should be made.
- Invitations to selected candidates – people will be asked if they are happy to accept the award and be included in publicity/photographs, permission to hold data etc
- Framed certificates will be given to each recipient.
- Presentations would be made by the Mayor and Deputy Mayor
- Power point of the winners to be displayed while the awards are being made.
- Photographer and backdrop required – Sandra has a contact she will approach who could help – if not obtain quotes from local photographers

5. Publicity

- Posters – produce for both the Community Champion Awards (circulate now) and the meeting (hold until beginning of April)
- Advertising - Usual paid advert for the ATM in the Cornish Times 2 weeks before the event
- Social Media – regular posts to be made, all Councillors to share as widely as possible.
- Lyskerrys magazine content deadline 7 February for distribution from 14 March so will fit well – Rachel will speak to Jackie Butler
- Cornish Times – ask if they will run a feature to seek nominations for CCAs
- Press release for the meeting to be sent out in the lead up to encourage attendance and invite questions
- Community Fair - When confirming stalls for the community fair organisations would be advised of the Community Champion awards and invited to make a nomination. Display of past winners at the Fair to promote further.
- Other – details to be sent to all local organisations etc where possible

6. Next Meeting

Wednesday 1 April at 1pm in the Mayor's Parlour