

Annual Town Meeting and Community Champion Awards (25/04/19) planning meeting

Tuesday 5 February 2019 at 7pm in the Council Chamber

Present: Councillors Christina Whitty, David Ambler, Anna Clarke and Sandra Mitchell, Yvette Hayward (Support Services Manager)

Apologies: Councillor Simon Cassidy

Last year approximately 80 people attended, this was a big increase on previous years, and it is hoped to consolidate this, as the format was clearly welcomed.

1. Set the agenda

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

- Safer Liskeard – *confirmed (Lucy Allison and Insp. Julian Morris attending)*
- Terry Whitty (talk of the muffineer) – *confirmed*
- Air Cadets – *confirmed*
- Lighthouse Community Centre – *awaiting response*
- Liskeard Lions - *awaiting response*
- Merryn Doidge – *away at college but will send notes about what she has done and how the grants she received have helped.*

2. Refreshment arrangements

Councillors would be asked to provide cakes etc. A rota will be completed for serving food/cleaning up etc

3. Room layout and displays

- Room layout – cabaret style at the front of the hall as per last year
- Council displays for committees/projects – inc Public Hall launch (have flyers available)
- Displays from other organisations – the following would be invited:
 - Museum - *awaiting response*
 - Plastic Free Liskeard - *awaiting response*
 - Walkers are Welcome - *confirmed*
- Power points for display during arrival/refreshments and awards – as per last year (Mandy updating)
- Responses/follow up to questions asked at last year's meeting

4. Community Champion Awards

- Nomination process (criteria, form, closing date, advertising)
See form attached. It was agreed the deadline should be set to include a final call for nominations at the Community Fair. Both Councillors and members of the public can make nominations.
- Selection process – members of the working group will form the selection panel who will meet on 8 April at 6.30pm. A maximum of 10 awards should be made.

- Invitations to selected candidates – people will be asked if they are happy to be included in publicity/photographs
- Certificates will be given to each recipient. Sandra will ask the Co-op to provide small thank you gifts i.e. flowers/chocolates

5. Publicity

- Posters – produce for both the Community Champion Awards (circulate now) and the meeting (hold until beginning of April)
- Advertising - Usual paid adverts for the Annual Town meeting to be placed in the Cornish Times 2 weeks before the event
- Social Media – regular posts to be made, all Councillors to share as widely as possible.
- Press - Lyskerrys magazine and the Cornish Times have both agreed to run features on last year's Community Champion award winners and promote nominations for this year. Press release for the meeting to be sent out in the lead up to encourage attendance.
- Other – details to be sent to all local organisations etc where possible

6. Next Meeting

Monday 8 April at 6.30pm in the Mayor's Parlour