

Civic Service planning meeting notes – Tuesday 16 April at 7.30pm in the Council Chamber

Present: Councillors Simon Cassidy (Chair), Anna Clark and Sandra Mitchell, and Yvette Hayward (Deputy Town Clerk)

Apologies: Councillor Sue Shand

1. Church service

Confirm arrangements to date with Rachel **(SC)**

The service is to have a youth slant. If possible, include inter-faith participation via United Churches Together. Hymns? – are there any Liskeard songs?

2. Parade

Road closure applied for 1025 – 1110 and then 1200 - 1230

Usual route from Westbourne, along West Street to the junction with Barras Street, left to mini roundabout then right down Pound Street, along Castle Street to St Martins Church.

Operated by Lions – bacon butties and tea provided at Fat Frog and invoiced to TC (approx. £40)

Form up the parade by the fountain as this is more visible.

Invite youth cadet organisations, schools, YFC, allotment association to take part in the parade. Create a draft letter to send which includes an RSVP **(YH)**

Liskeard Silver Band booked (last year paid £300 for 2017 & 2018 attendance)

Invite bards??

Is it possible to film the parade and live stream via Facebook – ask Naomi **(SC)**

Check with the museum on any previous Liskeard traditions **(SC)**

3. Refreshments

Offer cream tea/saffron buns – to be served to the public by Councillors. Advertise this session as 'Meet your Councillors – bring your best question'.

Request a budget for this - £100 **(YH to discuss with RB ahead of next C&E)**

Book Public Hall set up cabaret style with table cloths **(YH to check on banquet roll)**. No displays needed.

4. Publicity

As part of Mayor's speech at Mayor Choosing invite everybody to join the parade and/or return for Meet your Councillors refreshment session after. **(YH to contact RB)**

Create a draft poster **(YH)**

Post information on social media and share widely

5. Ideas for next year

Consider linking with another event e.g. a Picnic in the Park or Lions carnival week.

Can the route be extended to start at the former cattle market site and come along Barras Street as this is the main part of the town? *(missed deadline for making changes to this year's application)*

Consider having a Town Standard and Cornish Standard to carry in the parade.