

**LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 24 September 2019 there were present:

Committee: Councillors Simon Cassidy (in the chair), Rachel Brooks, Ian Barlow, Tyler Bennetts, Anna Clarke, Sandra Mitchell and Susan Shand  
Also in attendance: Councillors David Ambler and Naomi Taylor  
Deputy Town Clerk: Yvette Hayward  
Museum Co-ordinator: Karen Partington

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

**217/19 Apologies**

Councillors Christina Whitty and Jane Pascoe

**218/19 Declarations of Interest Registerable or Non-Registerable**

Councillor Ambler – Chair of the Liskeard Town Forum

**219/19 Minutes of the Meeting held on Tuesday 2 July 2019**

Councillor Clarke proposed, Councillor Shand seconded, and the Committee **RESOLVED** that the Minutes of the meeting held on Tuesday 2 July 2019 were adopted as correct.

**220/19 Public Participation**

None

**221/19 DEPUTY TOWN CLERK'S UPDATE****Report on items from 2 July 2019 committee meeting not already on the agenda – For Information**

Written report circulated.

The committee noted the success of Liskeard Unlocked, with Councillors reporting great feedback heard. They wished to thank Mandy for the huge amount of work she put in to achieve this.

**222/19 MUSEUM REPORT****a) To receive the museum report**

The museum thanked the Council for the loan of the Mayor's chair which was used during the children's strike play courtroom scenes which took place at the museum during Liskeard Unlocked. They also used the event to collect contacts to launch their oral histories project.

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The Emily Hobhouse exhibition was helping to strengthen links with Bloemfontein and the St Ives museum, with a view to sharing information and artefacts in the future.

For the new 50s and 60s exhibition they were seeking a record player, domestic items and vehicle and travel related items.

The committee thanked Karen and the volunteers for all their work.

**b) To receive an updated budget report to 30 June 2019**

Included within committee budget update at item 8.

**c) To approve the Forward Plan 2017 – 2020**

It was noted that the museum was already working on an updated version as this was due to expire in 2020. The museum would also include the plastic free ethos in all new policies and procedures as appropriate.

Councillor Bennetts proposed, Councillor Barlow seconded, and the Committee **RESOLVED** to approve the Forward Plan 2017 – 2020.

**d) To approve the Documentation Policy**

Councillor Brooks proposed, Councillor Bennetts seconded, and the Committee **RESOLVED** to approve the Documentation Policy.

**e) To approve the Care and Conservation Policy**

Councillor Clarke proposed, Councillor Bennetts seconded, and the Committee **RESOLVED** to approve the Care and Conservation Policy with the addition of a five year review date of September 2024.

**f) To approve the Access Policy Statement**

Councillor Bennetts proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to approve the Access Policy Statement, subject to the replacement of all references to the Disability Discrimination Act 1995 being replaced by the Equality Act 2010 which repealed and replaced it, and the addition of a five year review date of September 2024.

**g) To approve the Museum Mentoring Agreement**

Councillor Brooks proposed, Councillor Shand seconded, and the Committee **RESOLVED** to approve the Museum Mentoring Agreement.

**223/19 TOURIST INFORMATION CENTRE (TIC) REPORT**  
**To receive the TIC report**

Interviews for the Tourist Information Centre Assistant Manager vacancy had taken

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place earlier in the day. These had been of a good standard and the position was being offered to one of the candidates.

## **224/19 BUDGET UPDATE**

### **a) To receive an updated budget report to 30 June 2019**

Noted – the committee requested that ahead of the next committee meeting more up to date figures were circulated once available.

### **b) To make a recommendation to Council on the Brown Sign budget and reserve**

Councillor Brooks proposed, Councillor Barlow seconded, and the Committee **RESOLVED** to **RECOMMEND** to Council that the current year budget of £5,000 for brown signs be reallocated to Miscellaneous Projects for this committee, and the £21,110 earmarked reserve be transferred to the General Reserve.

### **c) To consider a contribution to the reprinting of the Liskeard Heritage Trail leaflet**

Councillor Shand proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to update the text, logos and patch over the map with a similar style design and print 2,000 copies.

### **d) To consider requirements for the 2020/21 budget**

This was considered with agenda item 9.6

## **225/19 OBJECTIVES**

### **To receive reports on the development of 2019/2020 objectives, to enable actions and budgets to be agreed where applicable.**

- 1) Work with other organisations to develop a Culture and Heritage Strategy, trying out enhancements to existing events and new activities. – To consider the next steps

The events part of this objective has progressed well, but although lots of work has been done and continues in the background, it will not be practical to develop the strategy this year.

The project which will result in an Emily Hobhouse mural in the town centre was now recruiting an artist, and a funding bid would follow.

- 2) Work with youth organisations to set up a youth council and improve collaboration – To update on progress on the Youth Council and Youth Network

A PowerPoint presentation was being developed to provide to schools to enable them to lead on how this was approached with the children. Lily Crocker had been asked to be an ambassador for the Youth Council. Liaison was also taking place with the Your way project for support. The necessary safeguarding considerations also

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set the pace of progress.

- 3) Build on the improved accessibility at the Public Hall to work with others to promote inclusivity and accessibility in Liskeard

The changing places space had now received accreditation and was featured on their website. Repairs to the hearing loop had been completed, and new automatic front doors were due to be installed.

Councillor Brooks reported that due to mayoral commitments she was no longer able to continue working on the Disability Confident project. Councillor Clarke volunteered to join this team, and a local trader had also offered to help with the practical work of the project. The committee thanked Councillor Brooks for her work to date on this project.

- 4) Promote walking and cycling in and around Liskeard, including reviewing and improving signage and establishing new trails – To receive a report on cycle parking in the town, and consider a request to support improved accessibility on a footpath from New Road

Councillor Taylor would speak to Aldi about improving access to their cycle parking.

It was agreed the biggest priorities were in the town centre, especially Fore Street. Councillor Barlow would check measurements to develop a proposal for where these could be installed. Cornwall Council had agreed to replace cycle stands on the Parade, but the location was not confirmed. This committee could make a recommendation/request. As the cattle market redevelopment proceeds the Town Council should ensure cycle parking is installed with early works to provide an events space licenced to the Town Council.

Cycle stands were believed to cost approximately £50 plus installation, and the committee could consider a scheme to incentivise installation by local businesses at their premises.

The Town Forum were thanked for identifying the need for improvements to the footpath at New Road. This would be passed to the parks and open spaces working group to be considered within their forthcoming audit.

- 5) 2017/2018 Objective carried forward – Development of a community emergency plan (aim to complete by 30 September 2019) – To receive an update on progress

A draft redacted version of the plan was now available. Volunteers were needed to sign up to the Red Cross Emergency Volunteers Scheme, who would help carry out the plan, and also provide training, insurance, DBS checks and a communications network.

The group would like to purchase high visibility vests, snow scoops and buckets, and produce leaflets. The facilities team should be contacted about equipment storage.

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Councillor Shand and her team were thanked for the progress made.

- 6) To consider objectives and projects for 2020/21 to inform budget setting in November.

Possible new budget requirements included:

- Community Emergency Plan
- Nadelik Lyskerrys
- Promotion of cycling
- Blue plaques

### **226/19 EVENTS**

- a) **Liskeard Show – 13 July 2019 – To evaluate participation at the show and consider our approach to future public engagement events**

The seeds giveaway had been very successful, and Council Taylor was asked to arrange this for St Matthews Fair.

The calendar of regular events would be considered to agree when planning should commence for each event and how it would be done. The existing display boards were now old and may need replacement.

- b) **Nadelik Lyskerrys – 30 November 2019 - To receive the notes from the working group for information**

Volunteers were required to assist the Cornish language speakers at the stations on the children's trail, and with set up, bar and clearing up at the evening family party in the Public Hall.

- c) **VE Day 75 – 8 May 2020 – To consider participation in the national celebrations**

A meeting would be arranged for all interested parties in the town to discuss a way forward together. Councillors Cassidy, Shand and Brooks would attend.

*Councillor Mitchell left the meeting at 9.35pm*

- d) **Liskeard Ale – To consider involvement in a community project to produce a Liskeard Ale which could be sold to raise money for town events**

The idea of producing a product which could be sold to generate revenue for town events had merit, but the Council could not lead on it. Councillor Ambler would undertake further research.

*Councillor Ambler left the meeting at 9.45pm*

### **227/19 Council and Committee Scheme of Delegation and Terms of Reference To review the Terms of Reference for the Communications and Engagement committee**

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Councillors Cassidy and Clarke would draft some amendments for circulation to committee members before the next Council meeting.

### **228/19 Policies**

#### **To review the Social Media Policy and Communications Policy**

Councillor Bennetts proposed, Councillor Shand seconded, and the Committee **RESOLVED** to **RECOMMEND** the Social Media policy to Council subject to the addition that all press releases should be approved by the Town Clerk or RFO & Deputy Town Clerk.

Councillor Bennetts proposed, Councillor Shand seconded, and the Committee **RESOLVED** to **RECOMMEND** the Communications policy to Council.

### **229/19 Signage**

#### **To agree the location of the new town welcome sign at Island Shop**

The committee noted there were problems with traffic exiting the A38 westbound at this junction and then heading back down the slip road onto the A38 after the roundabout and Cormac could be asked to review this.

Councillor Brooks proposed, Councillor Shand seconded, and the Committee **RESOLVED** to defer a decision until the possibility of providing two signs on Plymouth Road either side of the second roundabout had been revisited.

### **230/19 Town Twinning**

#### **To consider renewing links with Quimperle, and exploring links with the New Liskeard area of Canada and Bloemfontein, South Africa**

Councillor Brooks proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to defer consideration until the November meeting.

### **231/19 CORRESPONDENCE**

None

### **232/19 DATE OF NEXT MEETING**

The next meeting of the Communications and Engagement Committee will be on Tuesday 5 November 2019 at 7.30 pm in the Council Chamber.