

## LISKEARD TOWN COUNCIL

**AT A MEETING** of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 8 January 2019 there were present:

Councillor Rachel Brooks – in the chair

Councillors: Christina Whitty, David Ambler, Simon Cassidy, Anna Clarke, Sandra Mitchell and Susan Shand

Support Services Manager: Yvette Hayward

Museum Coordinator: Karen Partington

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

### **351/18 Apologies**

Councillors Tyler Bennetts

### **352/18 Declarations of Interest Registerable or Non-Registerable**

Councillor Brooks item 8 (director of LAMB)

### **353/18 Minutes of the Meeting held on Tuesday 6 November 2018**

Councillor Brooks proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** that the Minutes of the meeting held on the 6 November 2018 were adopted as correct, subject to an amendment under 266/18 changing i.e. to e.g.

### **354/18 Public Participation**

None

### **355/18 SUPPORT SERVICES MANAGER'S UPDATE – Report on items from 6 November 2018 committee meeting not already on the agenda – For Information**

Nothing to report

### **356/18 MUSEUM REPORT**

#### **a) To receive the museum report**

The Chair advised that Lyskerrys magazine would publish photographs that resulted from the new photography workshop project proposed.

The branding review reported would include the logo. The museum would bring ideas to this committee as they begin to develop.

Further well attended school holiday activity sessions had been held, and these would be repeated throughout the year.

**b) To receive an updated budget report to 30 November 2018**

Noted

**357/18 TOURIST INFORMATION CENTRE (TIC) REPORT**

**a) To receive the TIC report**

Noted

**b) To agree TIC cover to enable both staff to attend the Giving and Living Gift Trade Show on Wednesday 16 January 2019**

Councillor Brooks proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to agree cover for both TIC staff to attend the Giving and Living Gift Trade Show, however the date may be changed.

**358/18 LYSKERRYS SUSTAINABLE FUNDING**

**To agree a contribution from the Newsletter reserve to Liskeard Arts and Media Body (LAMB) to finance a project to put the magazine on a sustainable financial footing.**

Councillor Brooks answered questions confirming the following points, before leaving the room for the discussion:

- The new role created by the project would be advertised externally and LAMB would cover any costs related to this.
- LAMB would not be applying to the Town Council grant budget. Potential grants referred to would be externally sourced.
- It currently cost approximately £5,000 per edition to produce the magazine, and any monies awarded for this project would not be used towards production costs.
- Print runs had been adjusted to ensure there were not large numbers of surplus copies which did not get distributed.

*Councillor Brooks left the room*

The committee agreed Lyskerrys was a good magazine, and an effective way of distributing Town Council communications.

It was confirmed that under the LAMB CIC Articles of Association directors were not entitled to remuneration as directors or for any other services which they undertake for the company.

The committee felt an outline of the job description for the proposed role the project would create was required, along with comparative costings to purchase the different types of skills the role would require, to ensure the funding requested would be realistic for the project and sufficient to fund a piece of work which would work towards achievement of the desired outcome.

116/18

A decision on the proposal was urgent and could not be carried over to the next committee meeting as editorial and design work would commence on the summer edition at the end of March, and time was required for an appropriate recruitment process before any work could begin on bringing in funding for the project.

Councillor Shand proposed, Councillor Ambler seconded, and the Committee **RESOLVED** to refer the item to Council later in the month and request an outline job description and additional information on comparative costs.

*Councillor Brooks returned to the room*

### **359/18 2019/20 OBJECTIVES**

**To receive reports on the progress of objectives, to enable actions and budgets to be agreed at the next meeting in March.**

- 1) Work with other organisations to develop a Culture and Heritage Strategy, trying out enhancements to existing events and new activities. – To agree a matched funding contribution of £1,000 for an application to Feast to enhance the carnival (these monies will only be used if an application is successful).

Councillors Ambler, Brooks, Cassidy and Whitty met with members of the Lions on 7 January. They confirmed that the Town Council does not want to take over any of the events currently organised by the Lions but offered support and assistance, including distributing the Carnival News with the summer edition of Lyskerrys and possibly providing free venues. The meeting discussed holding a project planning meeting for carnival week (possible date 11 February 2019), inviting all those who could help such as schools, the fire service, local businesses etc. The Lions have a committee meeting on 10 January where they will feed this information back and discuss it with their members before confirming any agreement. It was also agreed that grant options should be explored.

Councillor Brooks proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** to agree to offer a matched funding contribution of up to £1,000 for grant applications to enhance the carnival.

- 2) Work with youth organisations to set up a youth council and improve collaboration.

Following research now completed the working group including Councillors Taylor, Clarke and Brooks would make a report with recommendations to Council at the end of the month.

- 3) Build on the improved accessibility at the Public Hall to work with others to promote inclusivity and accessibility in Liskeard. – To receive notes from the Public Hall launch working group, discuss arrangements and agree a budget

Following discussion, it was agreed that the proposed date of 4 February was too soon to enable the event to be properly planned, and a later date when the building is free should be sought. This should be a weekday event, as many of the targeted potential hirers would attend in their work capacity.

Lists of potential hirers to invite should be requested from Councillors Bennetts, Clarke and Hawken, who all had links within their work to groups involving people with additional needs for which our facilities would now be suitable.

Councillor Cassidy proposed, Councillor Ambler seconded, and the Committee **RESOLVED** to agree a budget of £500 from the Marketing and Consultation reserve to fund the launch event and new marketing materials.

- 4) Promote walking and cycling in and around Liskeard, including reviewing and improving signage and establishing new trails.

Councillors Ambler and Whitty reported that they hoped to involve the Town Forum, Walkers are Welcome and local cycling groups in developing this objective, however they did not anticipate requiring any budget in the 2019/20 financial year. They were asked to include the possible provision of cycle racks in the town centre as part of their consideration.

### **360/18 SIGNAGE**

- a) **To agree a new location for the replacement town welcome sign to be relocated from the A38 Island Shop slip road**

The committee asked if a site visit could be requested with the local Highways officer to discuss possible positioning of the sign.

- b) **To note the position of the A38 brown sign application**

Highways England have advised they have just employed (wef 7 January) a sign design expert and have transferred the processing of our application to them as they will be better informed to assist us.

### **361/18 BUDGET SETTING FOR 2019/20**

- a) **To receive an updated budget report to 30 November 2018**

Noted

- b) **To ratify a payment of £85 from the Marketing and Consultation reserve for the attracting business event held at Eliot House Hotel on 15 November 2018**

Councillor Cassidy proposed, Councillor Shand seconded, and the Committee **RESOLVED** to ratify the payment of £85 from the Marketing and Consultation reserve for the attracting business event held at Eliot House Hotel on 15 November 2018

c) **To agree a final draft budget for this committee, for submission to Council for precept setting 2019/20**

Councillor Cassidy proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to agree the final draft budget for this committee, for submission to Council for precept setting 2019/20

**362/18 EVENTS**

a) **Cornish Christmas wash up – 10 January 2019 at 2pm – To agree in principle inviting Golden Tree to work with us on the 2019 Christmas event**

The Town Council would send a letter to John Lennon, thanking him and all involved in the putting up of lights, Christmas trees, lantern parade events and fundraising to make it happen, for their huge and valuable contribution to the town.

Councillor Shand proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** to invite Golden Tree to work with us on the 2019 Christmas event, subject to positive feedback being received at the wash-up event.

b) **Methodist Church Civic Service – 3 February 2019 – To note the details (all to attend if possible)**

11am start – meet at the church

c) **Community Fair – 30 March 2019 – To set up a working group to arrange the event**

A working group comprising Councillors Brooks, Cassidy, Clarke (cannot attend the daytime meetings), Mitchell and Whitty, supported by Mandy, would plan the event. Councillor Taylor would be invited to join. Clear eligibility criteria should be set and published to all potential stall holders when they are advertised.

d) **Annual Town Meeting and Community Champion Awards – 25 April 2019 - To set up a working group to organise the event**

A working group comprising Councillors Ambler, Cassidy, Clarke, Mitchell and Whitty would plan the event and awards, supported by Yvette. The spring edition of the Lyskerry magazine would feature 3 of last year's Community Champion Award recipients and call for the public to nominate people for 2019 – the group to send the magazine a brief on this. Nominations can also be sought at the Community Fair.

The group were asked to also consider how the Eva Bowles Memorial Fund and the Phillip Blamey Trust administered by the Town Council are publicised. The Mayor and the Town Clerk are also trustees of the Alex Page Trust which is advertised on our website, but not the administrators.

**e) Liskeard Unlocked 2019 – 13-15 September 2019 – To set up a working group to commence planning for the event**

A working group comprising Councillors Brooks, Cassidy, Shand and Whitty would work with other organisations in the town to commence planning the event.

**363/18 CORRESPONDENCE**

None

**364/18 DATE OF NEXT MEETING**

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