

LISKEARD TOWN COUNCIL

AT A MEETING of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 5 November 2019 there were present:

Committee: Councillors Anna Clarke (in the chair), Rachel Brooks, Ian Barlow, Sandra Mitchell and Susan Shand

Also in attendance: Councillor Naomi Taylor

Deputy Town Clerk: Yvette Hayward

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

282/19 Apologies

Councillors David Ambler, Tyler Bennetts, Simon Cassidy and Christina Whitty

283/19 Declarations of Interest Registerable or Non-Registerable

None

284/19 Minutes of the Meeting held on Tuesday 24 September 2019

Councillor Shand proposed, Councillor Barlow seconded, and the Committee **RESOLVED** that the Minutes of the meeting held on Tuesday 24 September 2019 were adopted as correct.

285/19 Public Participation

None

286/19 DEPUTY TOWN CLERK'S UPDATE

Report on items from 24 September 2019 committee meeting not already on the agenda – For Information

Written report circulated.

287/19 OBJECTIVES

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

- a) To receive reports on the development of 2019/2020 objectives, to enable actions and budgets to be agreed where applicable.
 - b) To consider objectives and projects for 2020/21 to inform budget setting
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- 1) Work with other organisations to develop a Culture and Heritage Strategy, trying out enhancements to existing events and new activities. – to receive an update on the Emily Hobhouse Craftivism project, and the Dancing in the Landscapes project (RB)

An external competitive process had taken place to recruit an artist for the Emily

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Hobhouse Craftivism project. Three expressions of interest were received, and Nicky Harwood was selected. A bid was then submitted to Feast Bright Sparks to fund the artist's work and two-dimensional art installation. The outcome is awaited. A revised bid will be submitted to the Heritage Lottery Fund for the learning aspects of the project. A £500 match funding contribution had been agreed by the committee for the original application and it was requested that this continue to be available for the project.

Following another successful Liskeard Unlocked we were invited by the National Trust to submit an expression of interest to be part of a project they are running next year in their own properties and a few other locations. The application was successful, and a meeting is now due to discuss the project further. Locations used are likely to be the cattle market and Westbourne Gardens, with the Public Hall used as a practice space as the Town Council's contribution to the project.

It was agreed to amend this objective for 2020/21 as follows to reflect the focus on events:

To continue to support and enhance existing events and new activities.

- 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

Councillor Taylor reported on a meeting with Councillor Paul Penhaligan from Looe Town Council who were also establishing a youth council, to share ideas. They would also welcome joint working on appropriate youth projects in the future. The next steps for our youth council would be a public engagement event(s).

It was agreed this objective should continue for 2020/21

- 3) Build on the improved accessibility at the Public Hall to work with others to promote inclusivity and accessibility in Liskeard – To receive the notes from the Disability Confident meeting on 23.10.19 for information (SS)

The Dementia Friends scheme was favoured over Purple Angels as this involved face to face training rather than reading, which would embed better.

The Public Hall promotional video should be reposted on social media six monthly.

Now that the Changing Places toilet had received accreditation it should be more widely advertised/signed within the town.

It was agreed this objective should continue for 2020/21

- 4) Promote walking and cycling in and around Liskeard, including reviewing and improving signage and establishing new trails – To receive the notes from the working group for information

Cornwall Council would be contacted about location of the replacement cycle stands

on the Parade, and the possibility of additional provision. In addition, cycle stands in Fore Street would also be raised. It was believed there may be enough space to accommodate cycle parking at the Guildhall end of Fore Street.

It was agreed this objective should continue for 2020/21

- 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 (SS)

Enhancements had been made to the previous draft circulated and the final version and information/contacts file was almost complete. Once completed there would be ongoing work to do talking to the wider community about the plan and keeping it up to date. This would continue within the general work plan and would not need to be a focus objective in 2020/21.

288/19 BUDGET MONITORING AND SETTING

a) To receive a budget report to 30 September 2019

Noted and accepted

b) To draft a budget for 2020/21

Councillor Clarke proposed, Councillor Barlow seconded, and the Committee **RESOLVED** to **RECOMMEND** to Council a draft budget of £76,177 for this committee, which included a grant of £8,700 to the museum management committee.

289/19 EVENTS

a) Liskeard Unlocked – To receive feedback on the event

Noted – the theme for 2020 was to be hidden nature, and planning would commence in February 2020. All were welcome to join the group working on this.

b) Remembrance Day Parade – Sunday 10 November at 10.30am – all to attend

This year poppy crosses would be placed on the commonwealth war graves at St Martin's and Lanchard cemetery.

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

Another meeting had taken place that day and arrangements were hand, but volunteers were still required to assist the Cornish language speakers at the stations on the children's trail, and with all aspects of the evening family party in the Public Hall.

The Co-op were thanked for raising £400 for Light's Up

- d) **VE Day 75 – 8 May 2020 – To receive a verbal report on the 30 October meeting (SC)**

Notes from the meeting were circulated. It had been an encouraging first meeting with some good ideas to take forward.

e) Community Fair – 21 March 2020 - To set up a working group to commence planning

Councillors Brooks, Clarke, Mitchell, Taylor and Whitty would take this forward with a first planning meeting in early December.

f) Annual Town Meeting and Community Champion Awards – tbc - To set up a working group to commence planning

A date of Tuesday 21 April 2020 was agreed. Eligibility criteria for the Community Champion Awards would be drafted. Displays for the event were required which could be reused for Mayor Choosing.

Councillors Brooks, Cassidy, Clarke, Taylor and Whitty would take this forward with a first planning meeting in January.

290/19 SIGNAGE

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

Councillor Shand proposed, Councillor Mitchell seconded, and the Committee **RESOLVED** to select the two-sign option for the relocation of the Island Shop sign (Plymouth Road near Fairlight Court and the A390 near Morrisons), together with a replacement sign on Callington Road totalling £2,250 + VAT.

291/19 TOWN COUNCIL CHRISTMAS/GREETING CARD

To consider the purchase of Liskeard Town Council Christmas/greetings cards

Councillor Brooks proposed, Councillor Mitchell seconded, and the Committee **RESOLVED** to agree a budget of up to £100 for the purchase of 200 A5 cards. A generic image such as the date stone montage for Liskeard Unlocked was to be used which could then have festive or appropriate inserts for the occasion used. Recycled or paper from sustainable sources was required with no glitter/metallic/plastic embellishments.

292/19 PARKS AND OPEN SPACES CONSULTATION

To set up a working group to plan a public consultation on current and future uses of Rapson's Field

Councillors Clarke, Mitchell and Taylor would take this forward, inviting representatives from the Facilities committee to work with them. Councillor Clarke would seek confirmation whether the consultation was to be limited to Rapson's Field as minuted by the Parks and Open Spaces working group or extended to cover other areas. The anticipated timescale would also be clarified to establish whether engagement may take place outdoors when the weather improves, and forthcoming local events which may be appropriate.

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293/19 MUSEUM REPORT**To receive the museum report**

The museum coordinator and volunteer team were thanked for all the work undertaken to submit the accreditation review application.

294/19 TOURIST INFORMATION CENTRE (TIC) REPORT**To receive the TIC report**

Noted

295/19 CORRESPONDENCE

None

296/19 DATE OF NEXT MEETING

The next meeting of the Communications and Engagement Committee will be on Tuesday 7 January 2020 at 7.30 pm in the Council Chamber.

Councillor Brooks proposed, Councillor Shand seconded, and the Council **RESOLVED** to move into PART II.

297/19 PART II - PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, the Press and Public be excluded from the meeting for the following items of Business:

17. MUSEUM COORDINATOR – To agree the future arrangements for the Museum Coordinator role

298/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, the Press and Public were readmitted to the meeting.

Councillor Mitchell proposed, Councillor Shand seconded, and the Council **RESOLVED** to **RECOMMEND** to Council that it **ADOPT** the recommendations made in closed session. The recommendations being:

299/19 MUSEUM – To agree the future arrangements for the Museum Co-ordinator role

That the museum coordinator role is retained on a permanent contract