

LISKEARD TOWN COUNCIL



Steve Vinson
Town Clerk
3/5 West Street
Liskeard
PL14 6BW

COMMUNICATIONS AND ENGAGEMENT COMMITTEE **TUESDAY 6 NOVEMBER 2018 AT 7.30 PM** **TO BE HELD IN THE LONG ROOM AT THE PUBLIC HALL**

Members of the public are invited to attend and take part in the meeting

The Chair will advise those present of Housekeeping matters

AGENDA

1. **Apologies**

2. **Declarations of Members' Interests, Registerable and Non-Registerable**

3. **Minutes of Previous Meeting**

To confirm the Minutes of the Committee meeting held at 7.30pm in the Long Room on Tuesday 4 September 2018 as a true record of the meeting.

4. **Public Participation**

5. **Support Services Manager's Update**

Report on items from 4 September 2018 committee meeting not already on the Agenda – For Information

6. **Reports – Community Event Support**

To receive a report on recent meetings with the Lions Club and Lights Up committee

7. **Museum Report**

- a) To receive the museum report
- b) To receive an updated budget report to 30 September 2018
- c) To agree a replacement Town Council representative to the museum

8. **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 will be excluded from the meeting for the following items of Business;

- d) To agree the future arrangements for the museum co-ordinator role

9. **Part II - Public Bodies (Admission to Meetings) Act 1960**

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 the Press and Public will be readmitted to the meeting.

10. Tourist Information Centre (TIC) Report

To receive the TIC report

11. Public Hall Refurbishment

- a) To ratify a payment of £277.53 from the Town Centre Signs and Murals budget line for a new notice board and leaflets dispensers in the Public Hall foyer
- b) To consider a payment from the Town Centre Signs and Murals budget line for new directional signage within the Public Hall complex
- c) To agree a budget for a Public Hall launch event and set up a group to work on this.

12. Signage

- a) To note the current position on our request for a brown sign on the A38
- b) To agree the location for the new welcome sign for westbound traffic from the A38 at Island Shop and consider whether a second sign is needed.

13. Website

To agree updates and improvements to be made to the websites and the associated 2019/20 budget required

14. Objective Setting for 2019/20

- a) To agree committee objectives for 2019/20 based on the workshop discussion at the last meeting
- b) To set-up working groups for each objective who will produce an action plan for discussion and agreement by committee before proceeding

15. Budget setting for 2019/20

- a) To receive an updated budget report to 30 September 2018
- b) To agree a draft budget for this committee, for submission to the Finance and General Purposes committee for precept setting 2019/20

16. Events

To receive an update on forthcoming events:

- a) Remembrance Day events to note arrangements – all to attend if possible
- b) Methodist Church Christmas Tree Festival 1 – 22 December 2018 – to agree arrangements for decorating the Council tree
- c) Mayor's Carol Service 16 December at 6pm in the Methodist Church – to note arrangements
- d) Cornish Christmas and Lights Up 1 December 2018 (*latest meeting notes attached*)

17. Correspondence

18. Date of Next Meeting

The next meeting of the Communications and Engagement Committee will be on Tuesday 8 January 2019

TOWN CLERK

Steve Vinson

31 October 2018