

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Long Room at 7.30 pm on Tuesday 6 November 2018 there were present:

Councillor Rachel Brooks – in the chair

Councillors: Christina Whitty, David Ambler (arrived at 7.55pm), Simon Cassidy, Anna Clarke and Susan Shand

Support Services Manager: Yvette Hayward

Museum Coordinator: Karen Partington

Museum Volunteer: Jayne Buchanan

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

### **261/18 Apologies**

Councillors Tyler Bennetts and Sandra Mitchell

### **262/18 Declarations of Interest Registerable or Non-Registerable**

Councillor Ambler item 14 (member of Cyclist's Touring Club)

### **263/18 Minutes of the Meeting held on Tuesday 4 September 2018**

Councillor Brooks proposed, Councillor Clarke seconded, and the Committee **RESOLVED** that the Minutes of the meeting held on the 4 September 2018 were adopted as correct.

### **264/18 Public Participation**

None

### **265/18 SUPPORT SERVICES MANAGER'S REPORT – Report on items from 4 September 2018 committee meeting not already on the agenda – For Information**

Noted

### **266/18 REPORTS – COMMUNITY EVENT SUPPORT - To receive a report on recent meetings with the Lions Club and Lights Up committee**

Meetings have taken place with both organisations. The Lions are keen to work with us and involve more people. A further meeting will take place in January to focus on the carnival; looking at overcoming possible barriers i.e. insurance, learning from other towns, and input of ideas e.g. a theme.

Work has also been done with the Lights Up team which has generated new sponsorship plus donations of goods and materials. The event is budgeted to cost £7,315. Income secured so far totals £5,432 and with anticipated business donations of £1,000 plus badge sales and bucket collections of £1,000 they should achieve the

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total. We will continue to support them, with a view to starting the fundraising earlier next year.

### **267/18 MUSEUM REPORT**

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

The museum was congratulated on some great family events over the recent half term holiday.

Jayne and Karen are attending some free training on marketing development.

The museum will be invited to apply for reaccreditation in May 2019 and submission will be required by October 2019, which will be an important body of work over the coming months.

The museum would produce a plan of priorities over the next year for approval by this committee. They will then work to this and report regularly on progress. They want to make links with other things happening in the town, such as the recent Remembrance Day events and build these into the plan. They will have an advert on Liskeard Radio calling for new volunteers.

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

Noted

*Councillor Ambler joined the meeting at 7.55pm*

#### **c) To agree a replacement Town Council representative to the museum**

Councillor Cassidy volunteered to work with the museum alongside Councillor Clarke and the rest of the committee were happy to support this. Councillor Whitty would also attend meetings when she could. All Councillors were invited to attend meetings on a casual basis.

Councillor Brooks proposed, Councillor Ambler seconded, and the Committee **RESOLVED** to move into PART II.

**268/18 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;**

#### **7d) To agree the future arrangements for the museum co-ordinator role**

**269/18 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 were readmitted to the meeting.**

Councillor Brooks proposed, Councillor Clarke seconded, and the Council **RESOLVED** to **ADOPT** the recommendations made in closed session. The recommendations being:

**270/18 MUSEUM – To agree the future arrangements for the museum co-ordinator role**

That the museum coordinator role is retained for another one year, with a refined job description and specific goals set

**271/18 TOURIST INFORMATION CENTRE (TIC) REPORT - To receive the TIC report**

Noted. Thanks were extended to Vicky for the additional work undertaken on updating the website

**272/18 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**

Councillor Cassidy proposed, Councillor Shand seconded, and the Committee **RESOLVED** 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**

Councillor Cassidy proposed, Councillor Shand seconded, and the Committee **RESOLVED** to agree a maximum payment of £300 from the Town Centre Signs and Murals budget line for new directional signage within the Public Hall complex, subject to approval of the designs by Councillors Brooks and Shand.

Funds should also be considered at a later date for themed pictures/displays within the newly named rooms.

**c) To agree a budget for a Public Hall launch event and set up a group to work on this.**

The event should achieve the following:

- Thank existing hirers for their patience during the works
- Show the community how the Council has spent its money
- Showcase the facilities to potential new hirers
- Raise an awareness in the town and wider south east Cornwall area of the new inclusive and accessible facilities now available
- Thank the contractors for their flexible working

A working group comprising Councillors Clarke, Shand and Whitty would plan the event and produce a costed budget for committee approval. Councillor Bennetts should be invited to join the group or input ideas.

**273/18 SIGNAGE****a) To note the current position on our request for a brown sign on the A38**

Noted

**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.**

Councillor Cassidy proposed, Councillor Brooks seconded, and the Committee **RESOLVED** that the new welcome sign should be positioned on the roundabout to the left of the Celtic Cross (as you approach across the bridge from the A38), subject to Highways approval

**274/18 WEBSITE - To agree updates and improvements to be made to the websites and the associated 2019/20 budget required**

Some updates to the website had already been achieved inhouse, while other items would be undertaken by the provider as part of our routine monthly support package.

Councillor Brooks proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** to include £845 in the 2019/20 website budget for updates to include: making homepages more dynamic (blog layout, pull through of latest news and social media feed), adding a map to the footer and adding a rollover effect to logos at the top of the website

**275/18 OBJECTIVE SETTING FOR 2019/20****a) To agree committee objectives for 2019/20 based on the workshop discussion at the last meeting**

Councillor Cassidy proposed, Councillor Shand seconded, and the Committee **RESOLVED** to agree the following objectives for this committee for 2019/20:

1. Work with other organisations to develop a Culture and Heritage Strategy, trying out enhancements to existing events and new activities
2. Work with youth organisations to set up a youth council and improve collaboration.
3. Build on the improved accessibility at the Public Hall to work with others to promote inclusivity and accessibility in Liskeard.
4. Promote walking and cycling in and around Liskeard, including reviewing and improving signage and establishing new trails.

**b) To set-up working groups for each objective who will produce an action plan for discussion and agreement by committee before proceeding**

1. Councillor Brooks will continue to work on a proposed Liskeard Cultural Partnership and report back. Councillors Brooks and Cassidy will meet with the Lions Club on 7 January at 7pm to discuss enhancing carnival week.
2. Councillors Brooks, Clarke and Taylor will continue to meet with other Youth Councils to gather information and will report to Council

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3. Councillors Clarke, Shand and Whitty will work on the launch event for the Public Hall refurbishment as discussed earlier and this group will take on the wider brief in objective 3. Councillor Shand will continue to work on the town accessibility audit.
4. Councillors Ambler and Whitty will work on this together with Liskeard Town Forum who are planning a Safer Cycling project.

Councillors not present at the meeting were welcome to join one or more of the groups.

A proforma will be created for completion for each objective, to detail who will do what, budget required, and officer time/support required.

### **276/18 BUDGET SETTING FOR 2019/20**

#### **a) To receive an updated budget report to 30 September 2018**

Noted

#### **b) To agree a draft budget for this committee, for submission to the Finance and General Purposes committee for precept setting 2019/20**

Councillor Brooks proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to **RECOMMEND** to Council a museum grant of £8,700 for 2019/20

Councillor Brooks proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** to **RECOMMEND** to Council a budget for this committee of £67,560 for 2019/20 (a reduction from the previous year), and a total budget including the museum grant of £76,260 which is a 0.4% increase on the previous year.

Councillor Shand proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to **RECOMMEND** to Council that underspends on Brown Signs and Heritage Projects in the current year 2018/19 are carried forward into nominated reserves to make provision for larger future projects which are being worked on.

#### **277/18 EVENTS – To receive an update on forthcoming events:**

Councillor Cassidy advised that a GWR plaque unveiling would take place on 7 November at Liskeard station to commemorate local railwaymen who lost their lives in WWI. Everybody was welcome to attend.

##### **a) Remembrance Day events**

Arrangements noted – all to attend if possible

##### **b) Methodist Church Christmas Tree Festival 1 – 22 December 2018**

Trees must be set up between Wednesday 28 and Friday 30 November. Councillors Brooks, Clarke and Whitty would undertake arranging the decorations and dressing the Town Council tree.

##### **c) Mayor's Carol Service 16 December at 6pm in the Methodist Church**

Arrangements noted – all to attend if possible

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**d) Cornish Christmas 1 December 2018**

Volunteers were requested to help with serving the Cakey Tea (the Mayor would ask the WI) and running the bar at the evening party.

Volunteers were also requested to help with the light rigging on Sunday 18 November from 8am (and Sunday 25 November if needed) or provide refreshments for the volunteers.

**278/18 CORRESPONDENCE**

None

**279/18 DATE OF NEXT MEETING**

The next meeting of the Communications and Engagement Committee will be on Tuesday 8 January 2019 at 7.30 pm in the Long Room.