

4. SUPPORT SERVICES MANAGER'S REPORT - To receive an update about progress of resolutions from the last meeting of the Communications and Engagement Committee on 3 January 2017.

Nothing to report.

7. MUSEUM REPORT

a. To receive the report from the Museum Management Committee

b. To decide on a proposal on the sale of Cornish ice cream at the Museum

Background – It is the view of the Museum Management Committee that the sale of Cornish ice cream would enhance the museum's image as a tourist destination.

RECOMMENDATION: A decision is made by the committee on this proposal.

9. ELECTIONS – 4 MAY 2017 – To consider how to further encourage members of the public to stand for election to the Town Council.

Background – The Notice of Election will be published on Monday 20 March 2017, which is the official start of the election timetable. The Notice of Election will be published on Monday 20 March 2017. Nomination packs should be available during the week commencing 6 March. The pack will include the nomination papers that must be completed and returned by hand (either by the candidate or by someone on their behalf) between 21 March and 4 April ("the nomination period").

At the previous meeting the possibilities of features in the press were discussed.

The Cornish Times have been contacted to ascertain their plans for election coverage, and they have responded that 'any info on candidates would be useful but as early as possible as we usually stop about a month before the elections because of our restrictions. We will provide as much info for the electors as possible. C.C. normally send out press releases themselves about how to register to vote etc. and how to stand for election. We would not publish the voting locations as there are too many and they are on the voting cards'.

Is any further action required?

10. EVENTS - To receive the list of forthcoming Town Council events and agree any further action needed to prepare for these.

- a. Liskeard Community Fair – 25 March 2017 – finalise arrangements
37 stalls are now booked, refreshment provision is still to be confirmed. Is the idea of a children's corner to be pursued?
- b. Annual Town Meeting – agree a date and format for the meeting

- c. Civic Parade and Service – 11 June – all councillors to attend
- d. Heritage Week – 7-10 September – to agree to register to take part.
The early registration deadline is 1 May for the best publicity and availability of free promotional materials. They will continue to process monthly batches of registrations up until 1 August. To register an outline description is required together with proposed times for the event. Entry must be free, and something not normally available.
- e. Remembrance Day Parade – 12 November 2017 agree to apply for the road closure.
Based on the Town Clerk's recommendation to the Council on 6 December 2016 'that the Town Council takes on making the application for the road closure notice for the annual Remembrance Day parade, subject to not taking on any other additional roles for which the Town Council are neither insured nor staffed.

11. LISKEARD COMMUNITY JOURNALISM PROJECT

a. To note the award of a £10,000 grant from Awards For All

b. To discuss how to progress the project

Background – The organisation commissioned to produce the 'About Liskeard' quarterly community magazine is no longer in operation. The group responsible for the project are now revisiting the options for achieving its aims.

There is a proposal to develop a community media agency which has a structure which can flex to meeting the demands of commissions and work when it becomes available. The 4 key pages of the successful grant application are attached, for additional information on the project.

The committee's comments on the proposed Financial and organisational model, are requested to feedback to the group.

12. COMMITTEE WORK PLAN – To note the results of the priorities review

Background – At the previous meeting a priorities exercise was undertaken, which has identified a top 5 priorities.

Further discussion should now take place on when and how these are taken forward.

13. TOWN SIGNS – To agree the replacement/refurbishment of two town signs, and the addition of a World Heritage banner to the third.

Background – The Facilities Manager has undertaken a full review of the current signs on the entrance to the town (report attached). Two signs were found to be in poor condition with letters peeling, however it should be possible to reuse the

boards. If this is the case an indication cost to refurbish would be approximately £100 per sign. The World Heritage Site would also give permission to add their logos to our signage. This could be incorporated when signs are replaced, or added as a separate banner of 'Gateway to the World Heritage Site' on the bottom of an existing sign.

RECOMMENDATION: To agree to the refurbishment of the two town signs in poor condition, and the addition of a World Heritage Site banner to the third.

14. A38 SIGNS – To agree to pursue a brown sign on the A38 for 'Liskeard – historic market town' together with symbols for a museum, historic building and TIC

Background – In order to proceed, it would be necessary to complete an application to Highways England, who will assess our eligibility and then advise on likely costs. To add strength to our application it may be beneficial to seek the support of an experienced highways officer at Cornwall Council, and the portfolio holder, prior to submission.

An aim of the sign would be to capture passing holiday traffic looking for a suitable place to break a journey. To this extent, the west bound carriageway could be the initial priority, with a sign installed on the east bound carriageway if cost permits.

RECOMMENDATION: To agree to pursue brown signs on the A38.