

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 9 March 2023 committee meeting not already on the agenda – for information

Copyright on sale of duplicate photos sold from the Rapson collection

The museum holds the copyright for all of Rapson's collection. Some of the duplicates have been given to Kresen Kernow and they were granted licence, so it's a joint copyright with them for the ones they took in. Generally all those sold have been to people buying family photos (in the way they would have originally purchased them when first taken) so are unlikely to be used commercially.

DBS checks and policies required

Attachment 5i. Letter to MP

As agreed at the last meeting, the Chair has written to the local MP to raise this issue, and a holding response has been received.

The Deputy Town Clerk has attended a webinar on DBS checks. Basic checks could be done direct. They were unable to offer advice on dealing with positive disclosures for Councillors, and any possible steps which could be taken following risk assessment. Advice has been requested from the Cornwall Council legal team.

6. Tourist Information Centre

b) to receive feedback on questions raised at the last meeting

Reduced visitor numbers in February – further explanation

Interestingly it looks like museum visitors in half term were not affected in the same way as TIC visitors:

2022 – 99 adults, 56 children – total 155

2023 – 82 adults, 71 children – total 153

Museum visitors for the whole of February were up from 302 in 2022 to 348 in 2023.

I think it is more that there were fewer people taking a February holiday due to the cost of living crisis so there were fewer visitors around in general but museum visitors stayed steady as we have a good number of locals who come in knowing about the regular kid's events on offer. Our numbers may also have been skewed as we were selling Menheniot panto tickets during half term week last year and they are very popular, this year the panto had already taken place the previous week.

Half term week at the TIC:

2022 – 222 visitors in total

2023 – 88 visitors (this is significantly lower than the amount visiting the museum, which is unusual, indicating they were ushering children past the gift shop rather than browsing or buying anything).

Last February was also when Brian first released his book so a lot of locals were coming in for that which would bump up both the visitor numbers and the sales.

7. Budget Monitoring 2022/23

To receive and accept a budget report to 31 March 2023

Attachment 8. Budget Monitoring to 31.3.23

On target spend should be at 100%.

The following points should be noted:

- Salaries (4000) budget does not include the £4,236 brought forward from last year to fund the additional hours of the museum coordinator, making the total budget £40,643 and spend to date 81.5%.
- All PAYE & NI (4010) and Pension (4020) contributions are paid a month behind until year end, and therefore only reflect nine month's expenditure (75%).
- Events (4500) has a further £2,000 brought forward from last year which was committed to Lights Up, making a total budget of £6,500. In addition, a further £3,000 was approved by Council from the general reserve to assist with purchase of new lights.

Recommendation: to accept the budget report

8. Events

- e) (ii). Liskeard Unlocked (8 – 17 September 2023) – to approve £500 for backup funding for schools' workshops in the event the Awards for All grant application is not successful

As previously reported, the Liskerrett Centre has submitted a grant application to Awards for All for £10,000 which includes summer workshops for Liskeard Unlocked and autumn workshops for lantern making for the lantern parade.

When the application was submitted it was expected that there would be a 6 week turnaround so the result would be known in early May. Now, apparently because of priority being given to Coronation-related applications, the process is taking 12 weeks and the decision is expected in mid June. Most of the activities start from August onwards so would not be affected by this delay.

However, the school workshops, which are a key part of the activities originally planned by Liskeard Unlocked, need to take place before the end of the summer term on 25 July. The idea is to celebrate the creativity in Liskeard's architecture by getting primary school children involved in identifying and reinterpreting the shapes in town centre buildings. The

results will be photographed and printed onto panels which will be displayed in bus shelters and shop windows during Liskeard Unlocked.

In order to recruit the artists and give good notice to the schools we need to start ASAP.

We're therefore asking the Town Council to use £500 of the C&E events budget to underwrite the schools workshops. This would be £150 per school for an artist to accompany children on a visit to town, where they would sketch the shapes in buildings; lead a session with the children back at school where they turn the shapes into interesting artwork; and prepare the artwork to be printed on the panels. There would also be up to £50 for materials.

If the Awards 4 All grant application is successful, the Town Council would not need to pay any money as the money will come through before the artists need to be paid. But it would enable the recruitment of artists etc. to start now and would pay for this element of the project if the application is unsuccessful.

Within the budget setting process, £750 of the Events budget was allocated to Liskeard Unlocked activities, however there will be additional cost relating to the leaflets and marketing etc.

Recommendation: to approve a spend of £500 if needed to fund schools' workshops to enable works to commence immediately

10. Promotional Panel at Liskeard Railway Station Platform 3

To appoint a graphic designer for the poster

The poster board has been installed. Councillor Ambler is obtaining quotes for design of the poster which should be available in advance of the meeting.