

5. SUPPORT SERVICES MANAGER'S REPORT - To receive an update on progress of items from the last meeting of the Communications and Engagement Committee on 6 March 2018

Cornish Christmas 2018

Golden Tree have had their funding renewed by Cornwall Council, and we are in contact with them to commence planning.

Community Fair 2018

A successful event this year, held in the Public Hall, Refreshment Room, New Liskeard Room, and the gazebo on the Parade. There were 47 stalls in total, plus the Real Junk Food Project serving food and Scoots Kernow performing. All stallholders were given a feedback form and 18 were returned (see summary attached). People generally recognised that there was increased footfall and better publicity this year. The whole Public hall complex has been booked for next year's event, but not the gazebo.

Annual Town Meeting 2018

About 80 people attended this year's meeting. An increase from 32 the previous year. This is a great achievement, as we are assessed on our work to increase attendance as part of the criteria for the Local Council Awards Scheme. The inclusion of the Community Champion Awards had a big impact and was well received. Serving refreshments at the end encouraged people to stay, network and share ideas.

Website

We are currently in talks with a company in Truro for advice on updates required to our website, search engine optimisation, improved security, and future support costs, to benchmark against the service from our existing provider. Another local company has now also expressed an interest.

Social Media Policy

At the last committee meeting it was agreed that Councillors Brooks, Clarke and Shand would work on the review of this policy. *A meeting date must be agreed.* The Communications Policy is also due for review, and since there are links between the two it may be useful for this group to consider this as well and make recommendations on both policies to the committee at the next meeting.

Liskeard town and museum leaflet distribution

Leaflets have been delivered to lots of the local drop off points. They still need to go out to many of the holiday parks/accommodation providers. If anybody has not delivered those they volunteered for or can help with more, please check the lists.

Pipewell Sign

Draft designs for the new sign have been received and reviewed.

Liskeard Arts and Media Body (LAMB)

The first edition of the new magazine was distributed on 19 March, and a second edition is due on 4 June. Thank you to everybody who helped with the delivery. A meeting takes place on 26 April to further discuss development of the operational and financial model. It is expected that other financial contributors and paid advertising will be recruited.

Community Emergency Plan

Sue Pike has confirmed that she would like to remain involved with this project. Until the final requirements for GDPR on 25 May are known further data should not be collected. The next steps are to follow up possible links with the British Red Cross Community Reserve Volunteer Scheme and the Duke of Cornwall Community Safety Awards as recommended by Cornwall Council. Another meeting will be arranged soon.

Attracting Businesses

Farid Husain is working on draft designs for the business pack. Another meeting of the group takes place on 26 April.

7. MUSEUM

c) To discuss how a more formal constitution for the MMT can be developed

Karen Partington joined the team as the new museum coordinator on 4 April and is settling in well.

The volunteers keep a record of who is in each day, and the number of hours worked. Total volunteer hours logged in the last quarter were: December 224, January 408 and February 423.

In January 2017 the Council adopted Terms of Reference (see attached) for the future success and governance of the museum. These were developed by the Council and the MMT with the support of Bryony Robbins from Cornwall Museums Partnership and set out that while the Council via the Communications and Engagement committee would be responsible for the strategic management of the museum, the MMT would be responsible for the operational management. To further facilitate more autonomy and the genuine operational management of the museum by the MMT, it may now be necessary to develop a constitution for the MMT, which would give it a formal framework for decision making.

Recommendation: To agree a process for the development of a MMT constitution.