

5. SUPPORT SERVICES MANAGER'S REPORT - To receive an update about progress of resolutions from the last meeting of the Communications and Engagement Committee on 7 November 2017

Nothing to report – all items covered on the agenda

7. MUSEUM

A request has been received from Gordon Stokes to resign from the Museum Management Team.

c) To agree a new paid temporary position at the museum

On 16 November a joint meeting took place between the Town Council and Museum Management Team (MMT), facilitated by Bryony Robins and Emmie Kell (Cornwall Museums Partnership) – see notes attached. Concerns were raised about the sustainability of the core MMT, who would welcome a paid member of staff, particularly to help with business administration and volunteer coordination. CMP advised this be addressed in 2 stages, with an initial temporary 12 month position, followed by a longer term solution which could be encompassed within the overall heritage and cultural strategy for Liskeard.

Based on an outline of proposed duties prepared by the MMT, which closely matches the roles of the current administrative assistants in the office, a draft job description and person specification have been prepared for a new administration assistant. It is requested that the role be for 2 days per week (10am – 4pm), which when taking account of additional staff costs such as NI contributions and superannuation, should cost no more than £7,000 pa. It should be possible to make savings within the existing C&E and Museum budgets to fund at least two thirds of this cost.

Recommendation: That the committee consider the creation of a new temporary administration assistant at the museum, and if so minded recommend this to Council

8. HERITAGE

To receive an update on progress towards a Heritage and Cultural strategy

This committee agreed a priority objective for 2018/19 of 'Securing grant funding and development of a heritage and cultural strategy for Liskeard'.

To obtain grant funding for the projects within the strategy comprehensive research will be required, to ensure the projects have sustainable models. With the assistance of Tamsin Daniel (CC) and Emmie Kell (CMP) a bid will be prepared to seek funding

to commission a piece of research to inform a heritage and cultural strategy. A meeting takes place on 9 January involving key individuals from each of the organisations involved, from which a smaller bid writing team will be formed to write and submit the bid.

In addition, Clare Pennington from CMP is assisting in accessing small grant pots from sources such as Cultivator, primarily aimed at the museum, but with wider benefit. This may include accessing demographics information from Audience Finder, or funding study visits to other museums, professional mentoring etc which will also provide evidence for the other bid. Another meeting takes place on 10 January to take this forward.

Recommendation: That progress is noted towards the achievement of this objective and designated budget provision be made

10. EVENTS

a) Community Fair (24 March 2018) – To discuss arrangements including how to boost attendance with more activities and wider publicity

This committee agreed a priority objective for 2017/18 of ‘Engagement of all sectors of the community using existing events and structures, such as by the development of the Community Fair’.

Recommendation: That a working group is set up to work on the development of the Community Fair and a budget allocated

b) To consider a date and format for the Annual Town Meeting

See extract from ‘The good councillor’s guide’:

The Annual Parish or Town Meeting is not a council meeting. It is a meeting of the parish or town electors taking place between 1 March and 1 June. Electors can contribute to the agenda and in practice these meetings often celebrate local activities and debate current issues in the community.

As part of the accreditation process for the Local Council Award Scheme assessment takes place of ‘Evidence showing how electors contribute to the Annual Parish or Town Meeting’. Examples of possible evidence include an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.

The 2017 meeting was held on Thursday 20 April – see minutes attached.

Recommendation: Agree a date for the Annual Town Meeting and a plan for developing the format and any budget requirements

c) Liskeard Unlocked 2018 (6-9 & 13-16 September 2018) – To set up a working group to commence planning

This committee has previously agreed to take part in the 2018 event. Heritage Open Days are running the event over 2 weekends this year due to the popularity of the 2017 event, and recognising that people organising events also want to take advantage of the opportunity to visit others. The 2017 wash up meeting put forward new ideas, but also recognised more volunteers would be needed, and therefore planning should commence in January to build on the success already achieved.

Recommendation: That a working group is developed to commence plans for the 2018 event

12. MURALS

a) To receive a report on the need for repair and repainting of town centre murals (Malcolm Mort and David Whittlely)

Liskeard currently has 2 murals – the Caradoc mural in Pig Meadow Lane and the Teddy Bears in Westbourne car park, both of which now need some attention.

Malcolm Mort has been in contact with David Whittlely, the artist who painted the Caradoc mural, who has recommended some repairs to the coping stones at the top of the wall for protection, and some patch repairs and repainting, followed by a complete covering of anti-graffiti paint – see report attached. Contact has been made with Lloyd's Bank, who own the wall, for permission and a possible financial contribution but a response has not yet been received.

The Teddy Bear mural is now dated, as the school uniforms shown have changed, and would require complete repainting.

The facilities committee have a budget line for Outdoor Street Furniture from which a small financial contribution may be possible.

b) To receive an update on early plans for a mural featuring Emily Hobhouse

A new mural is proposed in the lane between Westbourne car park and Dean Street themed around women from Liskeard's history with an emphasis on Emily Hobhouse, and another in the lane from Windsor Place to the Cattle Market car park depicting a cow. In both cases the property owners have given permission, and it is hoped grant funding will be available for these.

It is proposed a new budget line is created for Town Centre Signs and Murals, replacing Town Centre Map and Leaflets in the budget.

Recommendation: To consider how the Council may be involved in these projects and budget requirements

13. LISKEARD ARTS AND MEDIA BODY (LAMB)

To receive an update on the project

The new proposed title for the printed magazine is Lyskerrys, design meetings have taken place and mock ups produced. The budget (attached) for the first 4 issues currently includes financial contributions of £10,000 from the Awards for All grant secured in February 2017, a £4,000 contribution from Liskeard Town Council and £5,000 from RIO, leaving a shortfall of £3,168 much of which it is hoped will be covered by attracting quality advertising.

Recommendation: to consider a further contribution for the 2018/2019 financial year, and whether any of this should be used if necessary to support the first 4 issues

15. TOWN MARKETING STRATEGY

To receive an update on initial work to attract inward business investment

This committee agreed a priority objective for 2017 - 2019 of 'Development of a Town Marketing strategy'. This is to be achieved in a 2 phase approach, commencing with the production of publicity materials to market Liskeard as a destination for inward business investment.

See attached notes from the meeting held on 18 December to progress this.

Recommendation: To note the progress made towards this objective and consider any budget requirements

16. BUDGET SETTING

b) To agree 2018/2019 budgets for the Museum and Communications and Engagement committee to be recommended to the Finance and General Purposes committee

2017/2018 C&E budget including the museum grant totalled £68,095. Applying a 2% increase across all items would produce an overall 2018/2019 budget total of £69,457.

It is important that to achieve agreed aims and objectives there are identifiable sources of finance within the agreed budgets, which will then feed into a new action plan.

Attached are draft proposed budgets for the C&E committee and the museum, together with notes for the financing of the agreed objectives.

Recommendation: That the committee resolves to carry forward underspends on the 2017/2018 budget for Marketing and Consultation, Newsletter, Town Centre Map & Leaflets, Brown Signs, Heritage Projects and Trailer (for disposal costs) into nominated reserves

Recommendation: That the committee agree draft budgets for the C&E committee and the museum, for recommendation to the Finance and General Purposes committee to enable Council budget and percept setting