

**LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Council Chamber at 7.30 pm on Monday 13 May 2019 there were present:

Councillor Rachel Brooks – in the chair

Committee: Councillors Ian Barlow, Simon Cassidy, Anna Clarke, Sandra Mitchell and Susan Shand

Deputy Town Clerk: Yvette Hayward

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

**552/18 Apologies**

Councillors David Ambler, Jane Pascoe, Naomi Taylor and Christina Whitty

**553/18 Declarations of Interest Registerable or Non-Registerable**

None

**554/18 Minutes of the Meeting held on Tuesday 5 March 2019**

Councillor Brooks proposed, Councillor Shand seconded, and the Committee **RESOLVED** that the Minutes of the meeting held on the 5 March 2019 were adopted as correct.

**555/18 Public Participation**

None

**556/18 DEPUTY TOWN CLERK'S UPDATE****Report on items from 5 March 2019 committee meeting not already on the agenda – For Information**

Written report circulated

**557/18 MUSEUM REPORT****a) To receive the museum report**

The committee was please to note that visitor numbers had held up over the winter period, and three new volunteers had been recruited at the Community Fair.

Councillor Cassidy reported from last week's Museum Management Group (MMG) meeting that Mary-Ann Parsons had resigned from the MMG. The museum now had a planner in place for temporary events and displays, which may often relate to local events, such as the carnival, Liskeard Unlocked and the wool festival. They are seeking more youth involvement, and Lily Crocker from the Youth Parliament is helping with this. They are hoping to strengthen their Hobhouse connection with Bloemfontein. Visit duration monitoring has now commenced.

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Questions for future consideration include funding, management/governance structure, archive material and the possible employment of an apprentice.

**b) To receive an updated budget report to 31 March 2019**

Noted

**c) To approve the following documents: (i) Collections Development policy, (ii) Loans policy, (iii) Loans In Terms and Conditions, (iv) Loans Out Terms and conditions**

The policies presented were required to renew accreditation. They had evolved from guidance and best practice from other museums, and formalised existing arrangements. There would be further new policies to follow.

Councillor Cassidy proposed, Councillor Mitchell seconded, and the Committee **RESOLVED** to approve the Collections Development Policy.

Councillor Cassidy proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to approve the Loans Policy.

Councillor Cassidy proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to approve the Loans In Terms and Conditions.

Councillor Cassidy proposed, Councillor Mitchell seconded, and the Committee **RESOLVED** to approve the Loans Out Terms and Conditions.

**558/18 TOURIST INFORMATION CENTRE (TIC) REPORT**

**To receive the TIC report**

Noted with thanks.

**559/18 BUDGET UPDATE**

**To receive an updated budget report to 31 March 2019**

Noted

**560/18 OBJECTIVES**

**To receive reports on the development of 2019/2020 objectives, to enable actions and budgets to be agreed where applicable.**

- 1) Work with other organisations to develop a Culture and Heritage Strategy, trying out enhancements to existing events and new activities. – To receive a verbal report on the carnival meeting on Tuesday 23 April

This year the Town Council would provide modest help, which would include trying to increase participation in the furry dance, and as many Councillors as possible were asked to take part. Carmen Hunt was applying to Feast for monies to fund some

dance workshops ahead of the event, however as a decision would not be received until the end of May which is after the deadline for printing of the Carnival News, the Town Council would be approached to provide back up support.

- 2) Work with youth organisations to set up a youth council and improve collaboration – To consider the next steps in setting up a Youth Council and Youth Network

Councillor Clarke was attending a SE Cornwall Youth Cabinet meeting on Wednesday for ideas and had also contacted Liskeard SCC to link with their school council. Help and support was being sought from several other sources and Lily Crocker was also helping. Consultation with young people about membership is planned for mid-June.

Family Services had just appointed a new Early Help Youth Co-ordinator for Cornwall in the area. They may be able to assist with the Youth Network and a meeting will take place when they have settled into the role.

- 3) Build on the improved accessibility at the Public Hall to work with others to promote inclusivity and accessibility in Liskeard.
  - a) To receive a report on the Public Hall launch

Lots of people with disabilities visited, feedback was positive and produced ideas of what could be considered next. There was interest in the new room names.

The committee wholehearted thanked Erin Trevethan for her hard work and commitment throughout the day.

- b) To receive a report on the appointment of a filmmaker to produce a promotional video for the Public Hall and progress to date

Initial filming had taken place at the launch event, and the filmmaker would be returning on further occasions to record more material. The outputs would include a 30 second film for social media and a longer one to send in response to enquiries about the Public Hall complex and its facilities.

- c) To consider the next steps to promote inclusivity and accessibility in Liskeard

A Disability Confident meeting was taking place on 13 June to be attended by Councillors Bennetts, Brooks and Shand. It was anticipated this would help to tailor existing ideas into manageable projects and get other organisations in the town on board.

- 4) Promote walking and cycling in and around Liskeard, including reviewing and improving signage and establishing new trails.

An update on the Cornwall Council project for trails between Plymouth and Looe, Liskeard and Looe, and Looe and Lanhydrock was reported.

Councillor Barlow had been considering a safe non-A38 cycle route which would allow cyclists to return directly from Liskeard to Plymouth thus completing a circular route. This was possible within the existing network with the provision of new signage.

The next meeting of the working group would consider the next steps required to deliver the related Neighbourhood Development Plan project, and consider cycle parking in the town centre and at the railway station.

#### **561/18 PUBLIC HALL DECORATION AND SIGNAGE**

##### **a) To receive an update and ratify an increase in payment from £300 to £379 for the new Public Hall internal directional signage**

Councillor Brooks proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** to ratify an increase in payment from £300 to £379 for the new Public Hall internal directional signage.

##### **b) To consider the format of new permanent displays for the Public Hall rooms and agree a budget**

A working group was set up comprising Councillors Cassidy, Mitchell and Shand who would report ideas to the next meeting.

##### **c) To agree to the display of Liskeard in Bloom awards at the TIC**

Councillor Brooks proposed, Councillor Clarke seconded, and the Committee **RESOLVED** to agree to the display of Liskeard in Bloom awards at the TIC.

It was also requested that a copy of the most recent certificate be displayed somewhere in the Public Hall or office.

#### **562/18 Public Hall Wedding Promotion**

##### **To consider holding a wedding fair on the weekend of 12/13 October and other ideas to promote the Public Hall as a wedding venue by the establishment of a working group**

A working group comprising Councillors Cassidy, Clarke, Mitchell and Shand would take this forward.

#### **563/18 EVENTS**

##### **a) Community Fair – 30 March 2019 – To receive feedback**

There were lots of positive comments. The diversity of groups taking part was good, and the meet and greet role was a success and should be repeated. In response to other comments next year's event would finish earlier at 12.30pm.

Mandy Hancock was thanked for the tremendous organisation, and flexibility on the day.

**b) Annual Town Meeting and Community Champion Awards – 25 April 2019 - To review the event**

Positive aspects of the event included the muffineer presentation, and the selection process for awards, mix of recipients, putting faces to names, and the spontaneous speeches made by recipients.

The Community Champion Award selection panel would meet again to agree criteria for next year's selection process.

A further list was compiled of ideas for future improvements.

**c) Beating the Bounds – Sunday 19 May – all to attend if possible**

Councillors were asked to attend the 'bumping of the Mayor' and see off the walkers if they were unable to walk themselves.

**d) Civic Service and Parade – 2 June 2019**

**(i) To receive a report from the working group**

Councillor Clarke proposed, Councillor Mitchell seconded, and the Committee **RESOLVED** to action recommendations from the working group to improve publicity for the event, make the refreshments a more inclusive session and encourage more youth organisations to take part.

Councillor Brooks proposed, Councillor Clarke seconded, and the Committee **RESOLVED** that the parade would leave from the fountain monument to march to the church as usual but would not return as participants would remain to serve refreshments in the church's new facilities.

**(ii) To ratify a budget of £100 for expenses associated with boosting participation in the event**

Many Councillors had been unable to provide homemade cakes for the Annual Town Meeting and therefore it was agreed an element of professional catering was preferable.

Councillor Clarke proposed, Councillor Shand seconded, and the Committee **RESOLVED** that a maximum of £100 be spent on any necessary catering.

**e) Liskeard Show – 13 July 2019 – To agree themes for the stand**

Ideas put forward included promoting use of the Public Hall complex, the Youth Council, Disability Confident and the cattle market redevelopment.

**f) Liskeard Unlocked 2019 – 13-15 September 2019**

**(i) To receive the notes from the working group for information**

Noted

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(ii) **To agree a budget for promotional material**

Councillor Brooks proposed, Councillor Shand seconded, and the Committee **RESOLVED** to agree a budget of £500 from the Events budget line for promotional materials for the event.

(iii) **To agree a £500 match funding contribution for a FEAST grant application for a children's strike play**

Councillor Brooks proposed, Councillor Shand seconded, and the Committee **RESOLVED** to agree a £500 match funding contribution, from the Events budget line, for a FEAST grant application for a children's strike play. This would not be required if the application was unsuccessful. Other monies spent on the wider event could also be considered as match funding, and Cornwall Councillor Sally Hawken had indicated that she would be willing to consider supporting this with a £250 contribution from her Community Chest fund.

g) **Nadelik Lyskerrys – 30 November 2019 – To receive a verbal report on the first planning meeting for information**

Planning had begun successfully. Golden Tree were wholeheartedly committed to working with Liskeard again this year, however a hand over would take place to enable the town to run it next year.

**564/18 CORRESPONDENCE**

None

**565/18 DATE OF NEXT MEETING**

The next meeting of the Communications and Engagement Committee will be on Tuesday 2 July 2019 at 7.30 pm in the Council Chamber.