

LISKEARD TOWN COUNCIL

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Steve Vinson
Town Clerk
3/5 West Street
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26 November 2014

Dear Councillor

TAKE NOTICE THAT the monthly meeting of the COMMUNICATION and ENGAGEMENT COMMITTEE will be held in the Council Chamber at 7.30 pm on Tuesday 2 December 2014 which you are hereby summoned to attend.

Yours faithfully

Steve Vinson

TOWN CLERK

The Chairman will advise those present of Housekeeping matters

Members of the public are invited to attend and take part in a public session for 15 minutes prior to the start of the meeting

AGENDA

1. To receive Apologies
2. To receive declarations of Members' Interests, Registerable or Non Registerable
3. To confirm the Minutes of the meeting held at 7.30 pm in the Council Chamber on Tuesday 4 November 2014 as a true record of the meeting
4. Clerk's Report – for information only (attached)
5. To receive and discuss the Committee Budget to 30 November 2014
6. Signage
 - a. To update on granite plinths and walk leaflets
 - b. To update on finger posts and other signage
 - c. Town map panels and leaflets

7. WWI commemoration – to discuss proposals for an evening in the Public Hall in January (attached)
8. To receive the report on TIC activity (attached)
9. Precept 2015/2016
10. Correspondence - none
11. Date of Next Meeting Tuesday 6 January 2015

WWI CENTENARY COMMEMORATION EVENING

The WWI commemoration coordination group would like to hold an evening open to the public in January to bring together different strands of WWI commemoration in 2014 and look toward future plans.

The group is meeting on Thursday 4 December to discuss plans for the evening in more detail but it is likely to involve displays of work done, oral presentations and music.

The Royal British Legion, Stuart House, the museum, Liskeard School and Community College and Hillfort School are among those involved, along with the Town Council.

As part of the Town Council's contribution to the event, I would like to offer the use of the Public Hall for the evening and to pay for some refreshments out of our events budget, at a maximum cost of £100.

Rachel Brooks
26 November 2014

Communication and Engagement Committee – 2nd December 2014

4. Clerk's Report Agenda Item 4 – update on actions and works

Meeting & Action	Update	Who & When
C & E June Unauthorised banners	Originally 32 banners at the 3 roundabouts. The landowners of the Bubble have removed the banners on their site fencing. Other landowner in Menheniot Parish will be contacted regarding similar possible action. Menheniot Parish Council informed of our interest and actions in their parish. Adrian Drake CC suggesting St Ives banners example might be better for events if undertaken by Town Council.	Town Forum, CC and TC
C & E June Website Development Strategy Meeting Voice Group Chair, TC and Minute Clerk	3 rd November meeting issues looked at: Online Booking of Public Hall (too expensive relative to amount of use but upgrade supporting information FAQs photos etc), Google Calendar type set up (experiment with to see how to operate and comeback). Discussed Minutes, Agendas and Policies going on to the website – in hand and on-going. Training of staff – on going.	TC and SH
C & E Sept. Flower Planting Programming	Tartendown Visit – 26th November met Roy Scot to go through specification of the planting schemes locations, volume of stock etc. This will help draw up a specification prior to going out to tender for the Autumn 2015 planting.	TC
C & E Oct. On Street Parking Order	Application made to Cornwall Council. Request to await CC budget developments before submitting payment.	TC Dec C & E

C & E Nov Young People Cornwall	Organise meeting – Hella as Councillor rep.	TC Dec C & E
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Agenda Item 6 – Signage

a). To update on the granite plinths and walks leaflets

Granite Plinths

The design of the two granite plinths for the Parade has been being modified to take better account of the current range of granite items on the Parade. This will result in a better fit within the townscape at that location.

Application submitted. New fee not required.

Walks Leaflets

Steve Carreck has made the necessary amendments to the format to make them suitable for use as a series of leaflets. He has sent them back to the original walk proposers to have final confirmation of the accuracy of the artwork/walk. Once confirmed this will enable the artwork to be used for printing.

b). To update on the fingerposts and other signage

Finger posts

Furnitubes have manufactured the fingerposts and delivered them to Cormac Ltd on 27th October. We have received photos of the fingers on the fingerposts and suggested several improvements including adding certain complete fingers. Cormac have assured us that we will receive the artwork to proof read before it is sent for manufacturing.

Other Signage

Cornwall Council car parks confirmed that the current information boards can be removed and new ones put up so long as they do not contain advertising and that they have sight of the draft artwork.

c). Town Map panels and Leaflets.

The map artwork is being used to create a Liskeard Map leaflet. This will be in A4 double sided gatefold format. Printing quotes for print runs of 10,000, 20,000, 30,000, 40,000 and 50,000 have been requested.

The map artwork will also be used for the production of information boards to be put up at locations around the town to replace existing out of date boards.

The leaflet and board designer has visited the locations in the town that they will be put up. Cornwall Council has confirmed that the signs in their car parks can be replaced so long as they have sight of the artwork to ensure no advertising is present on the boards.

9. Precept 2015/2016

At the 25th November 2014 Finance and Strategy Committee meeting consideration was given to the strategy that the Council would adopt in setting the 2015/2016 budget and the 2015/2016 precept.

The Committee recommended to Council and its various Committees that they look at two options. Option One has already been developed by looking at the current and known trends and the impact of external funding cuts and external cost increasing factors.

Option 2 seeks to build on Option 1 but to acknowledge the ongoing cuts in external income to the Town Council it would be prudent to develop an alternative income stream through the provision of a photo voltaic scheme on the public hall. It is also considered beneficial to build on the current measures the Town Council is taking to improve the economic health of the town.

Comparison 2014/2015 and draft 2015/2016 budgets

	2014/2015	2015/2016	Change	%
Gross Budget	£388,656	£401,915	+£13,259	+3.4%
Less Income	£-41,200	£-43,800	+£2,600	+6.3%
Net Expenditure	£347,456	£358,115	+£10,659	+3.0%
Less Council Tax Grant	£54,971	£43,064	-£11,907	-21.6%
Precept	£292,485	£315,051	+£22,566	+7.72%

The 2014/2015 precept was an increase of £7,915. This equated to a 2.78% increase.

Option 1 £22,566 – +7.72% Standstill Budget taking account of external cuts to our income sources and Government derived increases in costs regarding superannuation, national minimum wage etc.

Option 2 £22,566 + £20,000 (additional economic measures) + £30,000 (photo voltaic panels) = £72,566 – 24.81% increase in precept to permit a range of potential investments by the Council to reduce costs and improve the economic well-being of the town.

Impact on the Town Council portion of Band D Council Tax 2014/2015 Figures.

Band D Town Council Proportion of Council Tax Element 2014/2015 - £107.62

Band D Property Impact 7.72% increase	Band D Property Impact 24.81% increase
£8.30 per year	£26.70 per year
69p per month	£2.23 per month
15p per week	51p per week

With regards the £20,000 additional economic measures in Option 2 this committee has already proposed an item for consideration in the 2015/2016 precept namely the TIC extending opening times with a

combination of Saturdays and additional hours of coverage - £1,500. In addition, the Committee's work remit to date has developed some other prospective projects:-

- Signage – building on the improvements with the existing signage including fingerposts – the potential to look at new and improved signs as per the signage audit.
- Website – to further develop the new website into a more interesting and useful tool.
- Town Map Panels and Leaflet – to use revised artworks that have already been used for the plinths into a town map. This to be used as the basis of a new town information board for locations such as car parks etc. and for a town map leaflet.

It is hoped that costings on some of these items will be received by the Committee meeting to help inform Councillors in considering the item.