

## Liskeard Town Council

**AT A MEETING** of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Emily Hobhouse Room at the Public Hall **on Thursday 13 July 2023 at 7.30 p.m.** there were present:

Committee: Councillors Nick Craker (in the Chair), David Braithwaite, Rachel Brooks, Simon Cassidy, Richard Dorling, Annette Lee-Julian and Naomi Taylor.

Deputy Town Clerk – Yvette Hayward  
Members of the Public – Sally Hawken

### **100 / 23 Election of the Chair for 2023/24**

Councillor Cassidy proposed, Councillor Brooks seconded, and the Committee **RESOLVED** to elect Councillor Craker as Chair for 2023/2024

### **101 / 23 Election of the Deputy Chair for 2023/24**

Councillor Craker proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** to elect Councillor Lee-Julian as Deputy Chair for 2023/2024

### **102 / 23 Apologies**

Councillors David Ambler and Christina Whitty

### **103 / 23 Declarations of Interests, Registerable and Non-Registerable**

Lights Up – Councillor Braithwaite (Chair), Councillor Lee-Julian (secretary) and Councillor Taylor (treasurer)

### **104 / 23 Minutes of Meeting Held on Thursday 11 May 2023**

Councillor Dorling proposed, Councillor Brooks seconded, and the Committee **RESOLVED** that the minutes of the meeting held on 11 May 2023 were adopted as correct.

### **105 / 23 Public Participation**

Sally Hawken – the town has always enjoyed multi-faceted events at Christmas starting in late November/early December, which has included a lantern parade led by Liskerrett Centre, and offerings from other organisations in the town. Lindsay Hall at RIO had advised that they would like to contribute this year. Central coordination was needed, including agreeing dates so all groups could begin planning.

David Braithwaite (Lights Up) – last year volunteers came together in a period of only 6-7 weeks donating their time, skills, and resources. They were asked to form a new committee, but while lots of people were prepared to contribute in some way, only two people were prepared to form a committee to take on overall leadership to deliver the Christmas lights. The Town Council fulfilled the coordination work, led by Councillor Brooks. Once the lights are taken down, they are currently stored at the Methodist Church, and this is paid for using regular contributions received from some local businesses. Going forward it was important to manage people's expectations.

23/23

Three new people have come forward to join the committee. Having tried different ways of working in 2022, they have identified that this year professional support will be needed to undertake risk assessments, method statements, stress testing and check landowner permissions, which may identify additional works required. It may be possible to engage a contractor to complete these and put up and take down the existing lights (testing may be needed first). Future storage arrangements will need to be found. It may also be possible to lease new lights, which would then be provided and removed without the need for testing and storage locally. A suitable location for preparing the Christmas trees was needed, and a future action to secure an independent electricity supply (currently provided by local businesses) should also be considered. The current arrangements for funding were not sustainable going forward.

**106 / 23 LIGHTS UP 2023 – To consider how the Town Council can support Lights Up 2023, in order to develop a project plan**

During discussion it was agreed it was important to maintain public engagement and involvement.

It was agreed the Town Council would set up a coordination group, Chaired by Councillor Brooks to bring groups in the town together to arrange Christmas lights and events, this would include lights and Christmas trees, a lantern parade, schools workshops, etc.

Councillors Braithwaite, Brooks, Cassidy, Lee-Julian and Taylor would consider options for Town Council support of all these activities and develop a project plan to be considered by Council on 25 July.

**107 / 23 DEPUTY TOWN CLERK'S UPDATE - Report on items from 11 May 2023 committee meeting not already on the agenda – for information**

The railway poster was awaiting confirmation from the GWR station manager to install.

**108 / 23 MUSEUM REPORT – To receive a report from the Museum Manager**

The committee welcomed the new Museum Manager and were pleased to note there were already a number of new events and activities planned.

**109 / 23 TOURIST INFORMATION CENTRE (TIC) – To receive a report from the TIC Manager**

The committee were pleased to note the Coronation badges had sold well.

**110 / 23 BUDGET MONITORING 2023/24 - To receive and accept a budget report to 31 May 2023**

Noted – It was agreed to consider alternative options for public consultation in January 2024 ahead of renewal of the current arrangements.

**111 / 23 EVENTS**

**a) Liskeard Show (Saturday 8 July 2023) – to receive verbal feedback**

The show had been well attended and successful. The Mayor would write a letter of thanks to Paul Pascoe for transporting the marquee and all equipment to the show group and back.

**b) 1<sup>st</sup> Liskeard Scouts Summer Funday (Saturday 12 August 2023) – to agree a format for the stand and confirm volunteer availability.**

The availability of a small community marquee would be checked, with a possible view to running a fundraiser and children’s activity.

**c) Liskeard Unlocked (8 – 17 September 2023) - to receive the notes from the planning meetings on 10 May and 14 June 2023**

The leaflet had now been published promoting all the events. The Mayor of Quimperle’s visit will coincide with this and the timetable for the visit will take in as many of these activities as possible.

**112 / 23 CRIMINAL RECORDS CHECKS POLICY – To review a draft policy on criminal records checks, for recommendation to Council**

It was noted that a blanket approach to checks would not be proportionate. While Councillors did not object to any level of check, there was a need to protect the Council and staff and take account of any further advice from Westminster.

Councillor Cassidy proposed, Councillor Taylor seconded, and the Committee **RESOLVED** to **RECOMMEND** the policy to Council for adoption, subject to removal of the fourth paragraph under the Councillors heading in section 5.

**113 / 23 CORRESPONDENCE**

None

**114 / 23 DATE OF THE NEXT MEETING**

The next meeting of the Communications and Engagement Committee will be on Thursday 14 September 2023 at 7.30pm.