

Liskeard Town Council

AT A MEETING of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Council Chamber on **Tuesday 9 November 2021 at 7.30 p.m.** there were present:

Committee: Councillors Nick Craker (in the Chair), David Ambler, Rachel Brooks, Simon Cassidy, Richard Dorling, Rob Frost, Annette Lee-Julian and Christina Whitty.

Deputy Town Clerk – Yvette Hayward
Museum Coordinator – India Jolly
Members of the Public – Mr R Reardon

285 / 21 APOLOGIES

Councillors Naomi Taylor and Lori Reid

286 / 21 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON-REGISTERABLE

None

287 / 21 MINUTES OF MEETING HELD ON Tuesday 14 September 2021

Councillor Dorling proposed, Councillor Lee-Julian seconded, and the Committee **RESOLVED** that the minutes of the meeting held on 14 September 2021 were adopted as correct.

288 / 21 PUBLIC PARTICIPATION

None

289 / 21 DEPUTY TOWN CLERK'S UPDATE - Report on items from 14 September 2021 committee meeting not already on the agenda – for information

Written report circulated and noted.

It was requested that a report on a robust process for DBS checks be brought to the next meeting of this committee, which would then make recommendations to Council.

290 / 21 MUSEUM REPORT – To receive a report from the Museum Coordinator

India was introduced to Councillors she had not yet met at the museum.

India had settled into her new role well and had already recruited three new volunteers in different disciplines of museum work using her contacts at Plymouth University. The craft sessions during half term had been well attended, and similar sessions would be delivered in future school holidays, including Cornish language related Christmas activities to build on the award-winning work achieved by the Town Council in previous years. It was requested that engagement sessions for all age groups be considered for the future.

New exhibitions are planned over the next year on local folklore and the cadets – it was noted that the air cadets had been in the town 80 years. India does volunteer work with the air cadets, being a former cadet herself, and has good links with them.

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291 / 21 TOURIST INFORMATION CENTRE (TIC) - To receive a report from the TIC Manager

Many of the stock items written off earlier in the year had been used for prizes in the museum children's activities during half term. The remainder would be donated to the Traders Association who were planning a Christmas Grotto.

292 / 21 BUDGET MONITORING 2021/22 - To receive and accept a budget report to 31 August 2021

It was noted the budget monitoring was a little behind the usual schedule due to summer leave and staff sickness.

293 / 21 Budget Setting 2022/23 - To consider a draft budget for 2022/23 and any proposed projects which should be included

The draft budget was noted with no amendments proposed, although further consideration would be given to the Events budget, and possible celebrations to mark the Queen's Platinum Jubilee in 2022. The budget would be finalised at the January 2022 committee meeting.

It was noted that some work would be needed to ensure the Community Emergency Plan is kept up to date.

294 / 21 EVENTS

a) Remembrance Day Parade 14 November 2021 and other associated events – to receive an update (NC)

Sadly, the parade had been cancelled by the Royal British Legion (RBL) due to covid concerns, although wreath laying would still go ahead at 11am and a church service at St Martin's at 11am/11.15am. The RBL club would be open afterwards but they would not be providing the usual food. It was hoped to present the honorary freedom of the town scroll to the RBL in the afternoon when many of their senior members would be present. All Councillors were invited to join the wreath laying and church service.

A two-minute silence would be held on the Parade on Thursday 11 November at 11am.

b) Community Champion Awards – to consider options for presenting the awards

Arrangements continued to be problematic due to ongoing covid concerns. Rather than link with community events it was agreed to look at a Town Council event in the New Year, this could be a return to the usual format where they are presented at the Annual Town Meeting usually held in April. Once a format had been agreed, nominations for 2021 would be invited.

It was agreed to establish a working group to consider the planning for the Community Champion awards, the Annual Town Meeting and Mayor Choosing. It would be made up of Councillors Cassidy, Whitty, Ambler, Frost, Craker and Lee-Julian. The Facilities Manager should also be invited.

c) Christmas events in the town

The Mayor reported that he and Councillor Craker were in regular contact with the Lights Up team, and had assisted with their fund-raising efforts, together with Councillor Reid. More than

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£2,000 had been raised so far in donations from local businesses, and a very generous offer of donated Christmas trees for display in the town had been received. There was still some uncertainty about the amount of money that may be needed to support the event, and as there was not another committee meeting before Christmas some flexibility was requested to provide help when the final requirements were known.

Councillor Dorling proposed, Councillor Brooks seconded, and the Committee **RESOLVED** to approve a contribution of up to £2,000 from the Events budget to Lights Up 2021 and delegate authority to the RFO & Deputy Town Clerk, Committee Chair and Vice Chair and the Mayor to consider and approve further requests for support to Lights Up, within the available Events budget.

Councillor Lee-Julian presented a report on an idea for a Fiver Fest which had been successful in other towns and was supported by the traders in the town she had consulted. While the local businesses would be responsible for their own offers, the Town Council could coordinate this, ensuring all local businesses were invited to take part, and providing the publicity by way of leaflets, a webpage, and social media plan.

Councillor Cassidy proposed, Councillor Brooks seconded, and the Committee **RESOLVED** to approve a budget of £250 for the publicity.

A working group of Councillors Ambler, Frost and Lee-Julian would develop and action the proposal supported by Mandy Hancock, and Vicky Cutts would develop the online materials.

The Town Forum pledged a further £100 towards expenses.

295 / 21 **PUBLICATION SCHEME REVIEW - To review and approve the Publication Scheme**

Councillor Craker proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** to approve the amended Publication Scheme, subject to checking copies of the Liskeard Neighbourhood Development Plan were available at the library for viewing, and noting this.

A list was compiled on further information on Council projects, facilities and services which could be made available on the website. A working group of Councillors Craker, Dorling and Frost would review the site more widely.

296 / 21 **CORRESPONDENCE**

None

297 / 21 **DATE OF THE NEXT MEETING**

The next meeting of the Communications and Engagement Committee will be on Tuesday 11 January 2022 at 7.30pm.