

## LISKEARD TOWN COUNCIL

**AT A MEETING** of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Long Room at 7.30 pm on Tuesday 5 September 2017 there were present:

Councillor Rachel Brooks – in the chair

Councillors: Christina Whitty, David Ambler, Anna Clarke, Roger Holmes, Sue Pike, Susan Shand and Naomi Taylor.

Support Services Manager: Yvette Hayward

Museum Management Team: Jayne Buchanan, Tina Hitchings, Amanda Soady, Gordon Stokes and Hella Tovar

Members of the Public: Phil Chapman and Stephen Tolfrey (Studio Wallup)

The Chair advised of housekeeping matters and reminded all that the meeting would be recorded. Councillor Taylor was welcomed to the Committee.

### 244/17 APOLOGIES

Councillors: Tyler Bennetts, Jenny Haley (holiday) and Jan Raines (holiday)

### 245/17 DECLARATIONS OF INTEREST REGISTERABLE OR NON-REGISTERABLE

None.

### 246/17 MINUTES OF THE MEETING HELD ON TUESDAY 4 JULY 2017

The Chair Councillor Brooks proposed, Councillor Pike seconded and the Committee **RESOLVED** that the Minutes of the meeting held on the 4 July 2017 were adopted as correct.

### 247/17 SUPPORT SERVICES MANAGER'S REPORT - To receive an update on progress of resolutions from the last meeting of the Communications and Engagement Committee on 4 July 2017

Nothing to add to the written report

### 248/17 PUBLIC PARTICIPATION

None.

### 249/17 BUDGET UPDATE - To receive the updated budget report to 31 July 2017

Noted

### 250/17 MUSEUM REPORT

.1.

73/17

**a. To receive the report from the Museum Management Committee (MMC)**

The museum was congratulated for passing the 1,000 visitors mark for August

**b. To receive the museum budget report to 31 July 2017**

It was noted that while expenses had been frugal to date, more activity would be seen as work has commenced to prepare next year's collections.

**c. To receive a presentation from Studio Wallop about proposed Augmented Reality for the museum**

Augmented Reality (AR) involves using a device such as a mobile phone or tablet to provide digital overlay, such as a 3d image, sound or a movie, to the real world. This proposal would work in conjunction with the Zappar app, which is free to download and can be used instantly, without the need for the user to create an account. The device is used to scan a Zap code (can be as small as 8mm, and accessible from some distance). Once the code has been produced and printed the content within it can be updated, saving the need for reprinting. The main cost involved in setting this up is creation of the content.

Data can be accessed to show usage of the various codes, and how people have interacted with them.

Possible drawbacks include the need for Wi-Fi or 3G to use this. Questions were raised about investigating the security settings provided by Zappar, and ownership of the content.

Studio Wallop are currently producing AR for the Looe Music Festival. Truro museum are considering introducing AR, and similar technology can be seen in use at Cardinham Woods for their Gruffalo trail.

The committee could envisage many positive uses of this technology, and welcomed the museum investigating this proposal further.

**d. To consider the proposal to purchase a new display cabinet from the museum reserves up to a maximum of £5,000**

The museum wishes to purchase a new purpose-built cabinet, which would include features such as front loading, toughened glass, load bearing, lighting and storage. The cost will include installation, and there is an 8-10 week delivery time. Following conversations with the suppliers today Hella Tovar reported the cost may reach £5,500.

Councillor Brooks proposed, Councillor Pike seconded and the Committee **RESOLVED** that the museum should go ahead with the purchase of a new cabinet up to a maximum of £5,500 from the museum reserves.

**e. To consider the gift/accession of the St Cleer Church stocks**

.2.

74/17

The committee welcomed Facilities Manager, Tony Misson suggestion that it may be possible to accommodate this item on the left of the stairs at the Public Hall. Councillor Whitty requested the item be checked for woodworm before being accepted. The museum will write to St Cleer Church, thanking them for their offer and progressing this further.

**f. To note the date of a joint meeting between the MMC and Town Council – Thursday 16 November at 10am**

The meeting will be held in the museum. All Councillors and members of the MMC are invited to attend. Details will be circulated to all nearer the time.

**251/17 TOURIST INFORMATION CENTRE (TIC) REPORT - To receive the TIC report**

The report was noted with thanks. Some questions were raised about the proposed Christmas closure period, and the Committee Chair will discuss this with the Town Clerk and TIC manager.

**252/17 TOWN COUNCIL LOGOS – To discuss the use of the Town Council logos and make a recommendation to Council on their future use.**

While it was agreed there was a future aspiration to review the current logos, it was not felt this matter was urgent, cost would not bring commensurate benefit, and it would not be appropriate until more work had been done on the town's cultural and heritage strategy. Therefore, the current situation where the borough crest is used on Town Council papers and correspondence, and the roundel logo used on everything else would be maintained.

**253/17 EVENTS**

**a) St Matthews Fair 30 September – To finalise arrangements for the day**

The site has been booked. Themes for the event will include consultation on the proposed new Town Council aims and objectives, Cornish Christmas and seagulls (sale of sacks) / waste management in conjunction with Biffa. A rota will be circulated nearer the time.

**b) Cornish Christmas December 2017 – To receive an update**

There will be a planning meeting on 12 September at 2pm in the Quimperle Room to which all Councillors are invited, together with members of other organisations within the town.

A Discovery event will be held on Sunday 24 September at 6pm at the Liskerrett Centre, similar to the successful event held before the Man Engine visit, aimed primarily at local businesses, where they can find out how they can become involved, and learn some Cornish.

**c) Liskeard Community Fair 24 March 2018 – To note the date set**

The date has been sent to the Cornish Times for advertising in their events guide. Further planning will commence in January.

### **254/17 HERITAGE**

#### **a) To receive an update on progress from the Heritage Projects discussions**

The Chair gave a verbal report on discussions which have taken place over the summer with Tamsin Daniel, acting Culture Manager at Cornwall Council, and Emmie Kell, CEO of Cornwall Museums Partnership, to assist us in developing a cultural and heritage strategy, and how we may then realise these ambitions.

#### **b) Liskeard Unlocked – to receive an update on the event, and finalise details for the Town Council properties which will be open**

This has attracted interest from Heritage Open Days for the number of events we have planned and the coming together of various groups in the town to organise this. BBC South West will be filming live outside the museum at 6.30pm on Friday 8 September and will interview Rachel and others about the geology walk that evening and events taking place over the weekend.

If possible, more publicity is to be arranged via Pirate FM and Radio Cornwall, and daily posts on social media.

The Mayor will offer refreshments in the Mayor's Parlour, when it is open on the Friday and Saturday, to raise money for the Mayor's Charity, if there are sufficient volunteers.

There will be an evaluation meeting held on Monday 25 September at 7pm to which everybody involved with the organisation of the events will be invited, to review what took place and inform planning for future events.

### **255/17 LISKEARD ARTS AND MEDIA BODY (LAMB) – To receive an update on the project**

At the previous meeting it was reported that Voice Group had been awarded the contract for the expert media organisation work on the project. Unfortunately, they have had to withdraw due to the long-term absence of a key member of staff. The project group will meet on 8 September to discuss how to overcome this and move forward.

### **256/17 SIGNAGE – To receive the notes from the working group and note the date of the next meeting – 11 September 2017**

Noted

### **257/17 COMMUNITY EMERGENCY PLAN – To agree to develop a Community Emergency Plan and set up a working group**

Councillor Pike outlined that this would involve creating a plan for the community to cope with an emergency until help arrives, using local resources, knowledge and contact networks. It involves identifying possible hazards and widespread places of safety, building communications networks and ensuring vulnerable people/groups can be identified. A lot of information has already been collected and the support of some key members of the community has been secured.

A working group was set up comprising Councillors Pike, Ambler, Clarke, Shand, Taylor and Whitty, who will be joined by other members of the community.

This will become a standing agenda item.

### **258/17 COMMUNITY ENGAGEMENT STRATEGY – To agree to revise the 2009 policy, and set up a working group**

The Council is currently working towards the next level of accreditation under the Local Council Award Scheme, and this requires a Community Engagement Strategy. While the Council has one, it has been in place since 2009, and it was agreed this needs to be reviewed.

A working group was set up to develop this, comprising Councillors Brooks, Clarke, Haley, Shand, Taylor and Whitty. An evening meeting will be arranged to accommodate those Councillors with daytime work commitments.

### **259/17 CORRESPONDANCE**

Old Cornwall Society – the Torpoint group had recognised that now they have lost their final bank, Liskeard with its 5 banks, modest parking charges and more relaxed atmosphere made it a more favourable destination than Plymouth when needing to transact business of this nature.

This is something to consider for future marketing opportunities.

### **260/17 DATE OF NEXT MEETING**

The next meeting of the Communications and Engagement Committee will be on Tuesday 7 November 2017 at 7.30 pm in the Long Room.