

LISKEARD TOWN COUNCIL

AT A MEETING of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Mayor's Parlour at 7.30 pm on Tuesday 6 March 2018 there were present:

Councillor Rachel Brooks – in the chair

Councillors (committee): Tyler Bennetts, David Ambler, Anna Clarke, Roger Holmes, Sue Pike and Susan Shand

Support Services Manager: Yvette Hayward

Museum Management Team: Jayne Buchanan

The Chair advised of housekeeping matters and reminded all that the meeting would be recorded.

551/17 APOLOGIES

Councillors Christina Whitty and Sandra Mitchell

552/17 DECLARATIONS OF INTEREST REGISTERABLE OR NON-REGISTERABLE

Councillor Ambler declared an interest in items 10 and 11.

553/17 MINUTES OF THE MEETING HELD ON TUESDAY 9 JANUARY 2018

Councillor Brooks proposed, Councillor Bennetts seconded, and the Committee **RESOLVED** that the Minutes of the meeting held on the 9 January 2018 were adopted as correct.

554/17 PUBLIC PARTICIPATION

None

555/17 SUPPORT SERVICES MANAGER'S REPORT - To receive an update on progress of resolutions from the last meeting of the Communications and Engagement Committee on 6 March 2017

Nothing to add to the written report

556/17 BUDGET UPDATE – To receive the updated budget to 31 January 2018

Noted

557/17 MUSEUM REPORT

a). To receive the report from the Museum Management Team (MMT)

The museum was congratulated on a very successful opening and the fantastic new exhibitions.

Jayne reported that discussion was ongoing for the Easter launch of the full 10 augmented reality points. The three test points currently available on toys were proving very popular.

b). To receive the museum budget report to 31 January 2018

Noted.

c). To update on the progress towards the recruitment of a new temporary museum coordinator

The closing date had now passed, and 10 applications had been received.

558/17 TOURIST INFORMATION CENTRE (TIC) REPORT - To receive the TIC report

The report was noted with thanks

559/17 EVENTS – To receive an update on forthcoming events:

- Community Fair 24 March 2018
- Annual Town Meeting 19 April 2018
- Mayor Choosing 16 May 2018
- Beating the Bounds May/June 2018
- Liskeard Show 14 July 2018
- Liskeard Unlocked 13 – 16 September 2018

Arrangements were progressed for all events and additional ideas contributed.

Councillors Pike and Holmes volunteered to assist the Mayor with arrangements for Mayor Choosing, including guest list, floral displays, music and raffle.

Councillor Ambler left the room

560/17 WEBSITE – To agree an approach to the review of support for the websites, including updates and search engine optimisation

Councillor Brooks proposed, Councillor Pike seconded, and the Committee **RESOLVED** to benchmark the current costs of the website and associated requirements against two other providers, and approve authorisation of website access to other service providers to facilitate this

561/17 SOCIAL MEDIA

a). To review the Liskeard Town Council Social Media policy

Councillor Shand proposed, Councillor Bennetts seconded, and the Committee **RESOLVED** to amend Section C point 3 of the existing policy to read: *Councillors will not be involved in 'official posting' unless authorised for a specific event. Councillors are encouraged to promote the pages.*

A working group comprising Councillors Brooks, Clarke and Shand will be set up to undertake a full review of the policy

b). To decide whether to use further social media channels

This would be considered after the policy review.

Councillor Ambler returned to the room

562/17 YOUTH PROVISION SURVEY - To report on progress so far and set up a working party to carry this forward

A working group will be set up comprising Councillors Bennetts, Brooks, Clarke, Holmes and Pike to finalise the survey currently in draft form and collect information. This will be reported to the Finance and General Purposes Committee on 22 May to make recommendations.

563/17 LISKEARD TOWN AND MUSEUM LEAFLET DISTRIBUTION - To arrange distribution of leaflets to key drop off points

A list was circulated, and Councillors signed up to make deliveries, to also include promotional material for the Community Fair.

564/17 SIGNAGE

a). To confirm the selection of a contractor to design and manufacture the new Pipewell sign

Councillor Brooks proposed, Councillor Pike seconded, and the Committee **RESOLVED** to award the tender for the design and manufacture of the new Pipewell sign to **Contractor B** for a total of £1,310.

b). To receive the notes from the working group meeting on 26 January

Noted

565/17 MURALS - To receive an update on the murals projects

The group working on the proposed new Emily Hobhouse and other Liskeard ladies themed mural will be meeting with Clare Pennington from Cornwall Museums Partnership on 22 March 2018 for support on digital funding.

566/17 LISKEARD ARTS AND MEDIA BODY (LAMB) - To receive an update on the project

The new magazine, Lyskerrys, will be available on 16 March. Draft prints of the first edition now with the printers were circulated. Due to the weather conditions last week a final proof was not possible before going to print. Ideas are being sought for the next edition and councillors were encouraged to submit them.

567/17 COMMUNITY EMERGENCY PLAN - To receive an update and note the date of the next meeting on Wednesday 28 March 2018

The next meeting will include a reflection on how the town coped during the snow last week, and how this can inform the Plan.

568/17 ATTRACTING BUSINESSES - To receive the notes from the working group meeting and note the updating of the website and production of a pack

Councillor Brooks proposed, Councillor Ambler seconded, and the Committee **RESOLVED** to produce 200 colour presentation folders at a maximum cost of £350 (samples to be obtained before placing an order).

569/17 CORRESPONDENCE

None

570/17 DATE OF NEXT MEETING

The next meeting of the Communications and Engagement Committee will be on Tuesday 1 May 2018 at 7.30 pm in the Long Room.

