

LISKEARD TOWN COUNCIL

AT A MEETING of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Long Room at 7.30 pm on Tuesday 7 November 2017 there were present:

Councillor Sue Pike – in the chair

Councillors: Christina Whitty, Tyler Bennetts, David Ambler, Anna Clarke, Roger Holmes 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.

349/17 APOLOGIES

Councillors Rachel Brooks (ill health) and Naomi Taylor (personal commitment).
Gordon Stokes and Hella Tovar (Museum Management Team)

350/17 DECLARATIONS OF INTEREST REGISTERABLE OR NON-REGISTERABLE

None.

351/17 MINUTES OF THE MEETING HELD ON TUESDAY 5 SEPTEMBER 2017

Councillor Holmes proposed, Councillor Shand seconded and the Committee **RESOLVED** that the Minutes of the meeting held on the 5 September 2017 were adopted as correct.

352/17 SUPPORT SERVICES MANAGER'S REPORT - To receive an update on progress of resolutions from the last meeting of the Communications and Engagement Committee on 5 September 2017

Nothing to add to the written report

353/17 PUBLIC PARTICIPATION

None.

354/17 BUDGET UPDATE - To receive the updated budget report to 30 September 2017

Noted

355/17 MUSEUM REPORT

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

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104/17

The Chair asked Jayne to pass on to the museum team the thanks and congratulations of the committee on behalf of the Council, for all their work, resulting in another tremendously successful year.

Jayne advised that next year's exhibits on health, have been made possible due a loan of historic artefacts from former Rosedean doctor Tony Piper. It will include the history of the practice, health related to local trades and women's role in health and wellbeing as well as supporting the GCSE history curriculum.

Following the resignation of Jan Raines from the council, who was a council representative on the MMT, her place will be taken by Anna Clarke. It was felt we all need to continue to work on good communication.

b. To receive the museum budget report to 30 September 2017

Jayne reported that now the museum had closed work had started on refreshing the exhibits, on which the majority of their spending would take place. The new cabinet was expected in December.

c. To note the date of a joint meeting between the MMT and Town Council – Thursday 16 November 10am at the museum – all welcome

The museum was worried about whether they can accommodate all attendees as work had moved more swiftly than anticipated on clearing the museum for the new exhibits. Numbers will be checked at the end of the week and a decision made to move the venue to the Public Hall if needed.

356/17 HERITAGE

a. To receive an update on progress from the Heritage Projects discussions

Included in Support Services Manager's report

David Ambler asked to step down from the group due to volume and time demands of other council commitments.

b. Liskeard Unlocked – to receive feedback on the event and decide whether to take part next year

Councillor Shand proposed, Councillor Clarke seconded and the Committee **RESOLVED** to take part in the event again in 2018.

c. Murals – to receive a report on early plans for a mural featuring Emily Hobhouse, and the repair and repainting of other murals around the town

The committee welcomed the idea. Clarification was required on any necessary permissions and local artists should be used. It was hoped grant funding can be obtained to support the project. It was suggested an unveiling could take place

during Liskeard Unlocked 2018. A group are meeting on 2 November, and this will be an agenda item at the next meeting of this committee.

357/17 TOURIST INFORMATION CENTRE (TIC) REPORT - To receive the TIC report

The report was noted.

358/17 EVENTS

a. Remembrance Day Parade – Sunday 12 November – all to attend

Meet in the Mayor's Parlour at 10.15am

b. Cornish Christmas December 2017 – To receive an update

Plans were well underway with lots of local organisations working together. A planning meeting had taken place in the morning and the notes will be circulated shortly. Final planning meeting will be on Tuesday 28 November at 2.30pm.

c. Mayor's Carol Service – Sunday 17 December – all to attend

The service will again be broadcast live on Liskeard Radio so people need to be in the church ready for a prompt start at 6pm. The Mayor will finalise other arrangements.

359/17 LISKEARD ARTS AND MEDIA BODY (LAMB)

a. To receive an update on the project

Included in Support Services Manager's report

b. To ratify funding for a one-off edition of the Town Crier before Christmas

Councillor Pike proposed, Councillor Whitty seconded and the Committee **RESOLVED** to produce a one-off edition of the Town Crier before Christmas, subject to a maximum cost of £1,000.

360/17 SIGNAGE – To receive the notes from the working group and note the date of the next meeting – 4 December 2017 – new members welcome

Noted

361/17 COMMUNITY EMERGENCY PLAN

a. To receive the notes from the working group meeting

Noted

b. To agree to apply for a £100 grant from Cornwall Council and comply with the terms and conditions

Councillor Ambler proposed, Councillor Whitty seconded and the Committee **RESOLVED** to develop a Community Emergency Plan, and apply for a start-up grant of £100 from Cornwall Council, being bound by its terms and conditions.

David Ambler asked to step down from the group due to volume and time demands of other council commitments.

Councillors Whitty and Bennetts would accompany Councillor Pike on meetings with the fire service watch manager and new tri-service officer.

362/17 COMMUNITY ENGAGEMENT STRATEGY – To agree to recommend the proposed new Community Engagement Strategy as developed by the working group, to Council for adoption

Councillor Pike proposed, Councillor Bennetts seconded and the Committee **RESOLVED** to **RECOMMEND** the proposed new Community Engagement Strategy to Council for adoption.

363/17 AIMS AND OBJECTIVES – To agree priority Communications and Engagement objectives for 2017/18 and 2018/19

Following discussion, the committee agreed priority Communications and Engagement objectives and budgets for 2017/18 should be formulated on:

- Development of a community magazine and associated online materials
- Development of a community emergency plan
- Engagement of all sectors of the community using existing events and structures, such as by the development of the Community Fair
- Development of a town marketing strategy (phase 1 – to produce publicity material to market Liskeard as a destination for inward business investment)

Priority Communications and Engagement objectives and budgets for 2018/19 should be formulated on:

- Securing grant funding and development of a cultural and heritage strategy for Liskeard
- Development of a town marketing strategy (phase 2 – target all other audiences beyond inward business investment)
- Development of a citizen's award ceremony, recognising efforts and achievements in all sectors of the community.

364/17 CORRESPONDANCE

None

365/17 DATE OF NEXT MEETING

The next meeting of the Communications and Engagement Committee will be on Tuesday 9 January 2018 at 7.30 pm in the Long Room.