

**4. SUPPORT SERVICES MANAGER'S REPORT - To receive an update about progress of resolutions from the last meeting of the Communications and Engagement Committee on 1 November 2016.**

Subject	Update
Twitter account	A new Liskeard Town Council twitter account is now active at <a href="https://twitter.com/LiskeardCouncil">https://twitter.com/LiskeardCouncil</a>

**6. BUDGET REPORT & SETTING**

**a. To receive the report to 30 November 2016**

**b. To agree the budget for 2017-18**

Background – The Finance and General Purposes committee asked all committees to review their budgets, particularly where there have been underspends.

The forecast out turn figures are now available as at 30.11.16 and small amendments have been made to the proposed budget, reducing the overall total by £1,825.

**RECOMMENDATION:** That the draft budget is recommended to the Finance and General Purposes committee and Full Town Council.

**7. MUSEUM REPORT – To receive the Museum Management report.**

Background – A meeting of Councillors and the Museum Management Team (MMT) took place on 8 December. Draft Terms of Reference, supplied by Bryony Robins (Cornwall Museums Partnership), were discussed and amended.

**RECOMMENDATION:** That draft Terms of Reference are recommended to the Full Town Council for approval.

**9. ELECTIONS – 4 MAY 2017 – To consider how to encourage members of the public to stand for election to the Town Council.**

Background – The Committee had previously agreed to promote this via an Open Event, which has been booked for 31 January 2017 in the Long Room from 7 – 9pm, and any necessary arrangements should be agreed.

Other means of promotion should also be considered. A page on the Town Council website is being prepared. Previous discussions put forward the suggestion of possible coverage in the local press around a). how to apply / where to obtain the forms / details of wards etc., and b). encouraging people to vote (particularly first time voters) / location of polling stations / candidate statements etc.

NB – The Notice of Election will be published on Monday 20 March 2017 and candidate's nomination papers will need to be submitted by 4pm on Tuesday 4 April 2017. Candidate information packs (containing the required forms and guidance on the election process) will be available shortly before the Notice of Election is published, which marks the official start of the election timetable.

#### Useful information

All about Parish and Town Councils (NALC)

<https://www.cornwall.gov.uk/media/3626338/All-about-parish-and-town-councils-blue-.pdf>

Guidance for candidates at Parish and Town Council elections (The Electoral Commission)

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

#### **10. EVENTS - To receive the list of forthcoming Town Council events and agree any further action needed to prepare for these.**

- a. Methodist Church Civic Service – 5 February 2017 (tbc)
- b. Liskeard Community Fair – to agree date of 18 or 25\* March 2017 and discuss arrangements (\*this will be preferable to the caretaking team as there is no afternoon booking in the Public Hall)
- c. Battle's Over – A Nation's Tribute and WWI Beacons of Light – 11 November 2018 at 7pm – to agree whether to take part.  
In commemoration and remembrance of the end of the war and the many millions who were killed or came home dreadfully wounded, a chain of beacons will be lit. The event will also commemorate the huge army of men and women on the home front who, often in dangerous and exhausting conditions, underpinned the war effort - keeping the wheels of industry turning, bringing the harvests home and ensuring the nation did not starve. The beacons will symbolise the light of hope that emerged from the darkness of war.  
We have been asked if we would like to join in this important national commemoration. Co-ordination begins in February 2017, and we must confirm our involvement before the end of January 2017- Decision required  
It is suggested we use the gas-fuelled beacon which was lit for the Queen's 90th birthday in April this year, and Ian Goldsworthy has confirmed he would be happy to operate this and supply the gas.
- d. Man Engine day 2017 – to note Celebrate grant rejected, possible reworking for heritage grant application

**11. LISKEARD COMMUNITY MAGAZINE 'ABOUT LISKEARD' - To receive an updated financial forecast for the project and consider a Town Council contribution for 2017-18**

Background - Following the postponement of the launch of the new 'About Liskeard' quarterly publication, Tom Butt (RIO) will be available to give an update on the project, and timelines will be available.

Discussion will need to take place, regarding future funding of this publication, by the Town Council (updated budget for the project attached).

**12. COMMITTEE WORK PLAN**

**a. To note the updated work plan**

**b. To agree priorities**

Background – The Committee has previously reviewed the work plan and agreed some amendments and updates.

Agreement is now needed on prioritising the actions.

**13. TOWN SIGNS**

**a. To agree whether to proceed with installing map panels**

**b. To discuss town signage for carparks/parks etc.**

Background - Aim 3, objective 4 of the Work Plan is to 'Continue to improve signage, and provide map panels, within and around the Town'.

A decision is required as to whether to proceed with the map panels.

**14. A38 SIGNS**

**a. To discuss the possibility of Brown/Heritage signs**

**b. To discuss existing A38 signage**

Background – As per Aim 3, objective 4 of the Work Plan relating to brown signs, some general guidance as to their availability, cost and the application process is attached.

A decision is required as to whether to proceed with securing brown signs on the A38. Consideration is also required as to the attractions and facilities which would be featured.