

# LISKEARD TOWN COUNCIL

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Town Clerk  
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2 June 2016

**COMMUNICATIONS AND ENGAGEMENT COMMITTEE**  
**THURSDAY 7 JUNE 2016 AT 7.30 PM**  
**TO BE HELD IN THE COUNCIL CHAMBER AT THE PUBLIC HALL**

Members of the public are invited to attend and take part in the meeting

The Chairman will advise those present of Housekeeping matters

## **AGENDA**

1. TO RECEIVE APOLOGIES
2. TO RECEIVE DECLARATIONS OF MEMBERS' INTERESTS, REGISTERABLE OR NON REGISTERABLE
3. ELECTION OF CHAIRMAN OF COMMITTEE  
for the 2016/2017 year
4. ELECTION OF VICE CHAIR OF COMMITTEE  
for the 2016/2017 year
5. MINUTES OF PREVIOUS MEETING  
To confirm the Minutes of the Committee meeting held at 7.30 pm in the Council Chamber on Tuesday 3 May 2016 as a true record of the meeting.
6. CLERK'S REPORT  
To receive an update about progress of resolutions from the last meeting of the Communication and Engagement Committee on 3 May 2016.
  1. delivery destinations for new town leaflet
  2. website update
  3. Gazebo progress
7. PUBLIC PARTICIPATION  
If required.

8. BUDGET REPORT  
To receive the report to 31 May 2016
9. LISKEARD COMMUNITY MAGAZINE
  - a. To receive the recommendation from the Liskeard Community Magazine panel to accept Backbone Media as the external partner and decide whether to recommend this to Full Council.
  - b. To discuss the indicative figures for financing the first few issues of the magazine.
  - c. To decide whether or not to produce a Town Crier in Summer 2016.
10. THE MAN ENGINE
  - a. To receive a report on progress in preparing for the Man Engine event in Liskeard
  - b. To decide whether to use funds from the Marketing and Consultation budget for print publicity to promote the event.
11. EVENTS  
To receive the list of Town Council events for 2016 and agree any further action needed to prepare for these.
  - a. Beating the Bounds
  - b. Liskeard show
12. TIC REPORT  
including recommendation on purchase and fitting of cabinets.
13. CORRESPONDENCE
14. DATE OF NEXT MEETING  
The next meeting of the Communications and Engagement Committee will be on Tuesday 5 July 2016

## LISKEARD COMMUNITY MAGAZINE

### SHORTLISTING PANEL FOR EXTERNAL PARTNER

**1pm Monday 16 May in the New Liskeard Room**

**Those present:** Rachel Brooks, Town Councillor (in the Chair), Steve Clark RIO, John Hesketh, Town Forum, Denise Lerner, Chamber of Commerce, Sue Pike, Town Councillor.

**Apologies:** Jenny Foster, Liskerrett Centre, Martin Menear, Town Councillor.

A page had been created on the Town Council website setting out what we were looking for in an external partner, with all the information needed to apply. Over 4 weeks this had been publicised via social media, a press release to local papers and via the organisations involved.

One application had been received – from Jenny Lightley of Backbone Media, who produce the *Love Saltash* magazine.

**The panel looked at the information submitted in relation to the selection criteria and unanimously agreed to shortlist this application.**

The panel discussed a series of questions to be covered at the interview which would be written up and checked and circulated in advance.

It was agreed that more information was needed on the plan to carry out the work and costings and Jenny would be asked to supply this before the interview. The references she had supplied would also be followed up. Jenny would be asked to make a visual presentation on what she imagined a successful Liskeard community magazine might be like in around a year's time.

## **INTERVIEW PANEL FOR EXTERNAL PARTNER**

**10am Monday 23 May in the New Liskeard Room**

**Those present:** Rachel Brooks, Town Councillor (in the Chair), Steve Clark RIO, John Hesketh, Town Forum, Denise Lerner, Chamber of Commerce, Sue Pike, Town Councillor.

Apologies: Jenny Foster, Liskerrett Centre, Martin Menear, Town Councillor.

The panel had an initial discussion, including allocating questions to different members. The references had both been received and circulated in advance. They were very positive. Jenny Lightley had sent through an outline plan and costings.

Jenny Lightley joined the session and made a presentation on key issues to consider in developing a community magazine.

The questions were put to Jenny and discussed in detail.

As part of this Jenny explained that she was making changes so that Love Saltash would need a lot less input from her. From September she expected to have 3 days a week to devote to other projects and the Liskeard Community Magazine could form part of this. A potential timescale would be to do some preparatory work over the summer – eg generating interest, public participation in choosing a name. Proper work to start in September. First edition pre-Christmas, and quarterly thereafter.

It was agreed it would be very helpful for Jenny to work up some indicative figures on how the financing might work for the first few issues of the magazine - with the start-up funding tapering out and sustainable funding from paid content and advertising tapering in. It would be good to have some sustainable funding from the first issue.

**After Jenny had left, the panel agreed unanimously to recommend Backbone Media as the external partner for the Liskeard Community Magazine.**

This recommendation would go to the Communications and Engagement Committee on 7 June and, if approved there, on to Full Council on 21 June.

*Steve Vinson*

TOWN CLERK