

LANDEWENDACK PARISH COUNCIL

Minutes of the Liaison Committee Meeting of Landewednack Parish Council which met on 15th November 2018 at the Reading Room

Present: Cllrs Baxter, S Wheeler, Pascoe and V Parker

In Attendance: Diane Shepherd (Clerk)

18/19 – LC12 To appoint a Chair

The Clerk confirmed the need to begin by appointing a Chair as Diane Burgess had resigned. Cllr Parker led thanks to Di Burgess for all her work on the Committee

It was **resolved** to appoint Cllr Pascoe as Chair (Proposed Cllr Baxter)

18/19 – LC13 To receive and accept apologies

There were no apologies

18/19 – LC14 To receive Declarations of Interest: To receive declarations of personal interest and disclosable pecuniary interest in respect of items of this agenda

Cllr S Wheeler declared a personal interest in Lizard Lives

18/19 – LC15 Public Participation: To receive public comment on items on the agenda. A maximum of ten minutes is allowed for this item

There were no members of the public present

18/19 – LC16 Minutes of the Liaison Committee Meeting held on 23rd April 2018: To approve and sign as a correct record

It was **resolved** to approve and sign the minutes as a correct record (Proposed Cllr Parker; Abstain Cllr Pascoe)

18/19 – LC17 Annual Parish Meeting 28th March 2019: To agree plans for this event. The Clerk to report

The Clerk had circulated a draft invitation letter which was agreed with one amendment. The letter to be sent in January. A list of invitees was drawn up. The Clerk will circulate to Cllrs to provide names, addresses and any additional invitees. Cllr S Wheeler to do a save the date advert in Lizard Lives for Dec/Jan and full poster advertising in February addition. Cllr S Wheeler will also draft poster and circulate. Final plans will be drawn up at next Liaison Committee on February 7th

18/19 – LC18 Grant Scheme: To consider the draft grant scheme for recommendation to Council

Cllrs noted that the draft scheme had been successfully used on several occasions in 2018/19. The Clerk suggested two additions to the form and these were agreed

It was **resolved** to recommend that the Council adopt the Grant scheme (Proposed Cllr Parker)

18/19 – LC19 Information Boards for the Green: To consider the design and content of the Boards

Agreed that this is for visitors and that the emphasis should be on pictures rather than words. Only English will be used. Cllr Pascoe will approach SW Coastal Paths.org to discuss an Information Board on the Green possibly as a partnership. Agreed that the National Trust, Natural England and the Tourist Information Board should also be approached. The Board should have a large map indicating "You are here" with directions/walking times and where to park with links to useful websites

18/19 – LC20 Community Calendar: To consider how to progress this idea

Agreed this could be a lot of work and that it should be deferred until other social media is up and running

18/19 – LC21 Social Media: To consider how to make the best use of Social Media for the Parish Council

Agreed that the Council should use Social Media and develop a Facebook Page, a Twitter account and an Instagram Account. Cllr Pascoe will lead on these and provide access to other members of the Committee to use as well. Agreed this could be launched at the Annual Parish Meeting on 28th March. Cllrs thought local people may be willing to provide photographs for Instagram and Facebook

It was **resolved** to recommend this course of action to the Council (Proposed Cllr Pascoe)

18/19 – LC22 Council Website: To consider the current site and how to improve

It was noted that the website met the Council's legal obligations but the template was not particularly flexible. It was agreed the website was therefore fit for purpose. The Committee will focus instead on developing the social media sites

18/19 – LC23 Liaison with the School: To receive an update on liaison from Cllr Baxter.

Cllr Baxter had worked hard at this but had not made any further progress

It was **resolved** to appoint Cllr Pascoe as the lead for liaison with the school (Proposed Cllr Baxter)

18/19 – LC24 Lizard Lives: The Clerk to report

The Clerk reminded the Committee that they had recommended that Lizard Lives receive a grant of £250 in 2017/18, which had been given. This was because the Lizard Lives was seen to provide an excellent service to the parish and that in addition the Council was able to use it to communicate with the Parish at no cost to the Council, The Committee had recommended that this could be an annual grant. Cllr S Wheeler said that Lizard Lives had not yet needed to use all the grant and did not need to ask for a grant in 2018/19

18/19 – LC25 Date of Next Meeting: February 7th 2019

DRAFT