

**MINUTES** of the **Promotions Committee** Meeting held on Thursday 2 August 2018 at 10:00 a.m. in the Shire House Suite, Shire House, Bodmin.

**PRESENT:** Chairman, Councillor P L G Skea; together with Councillors J A Bassett, J R Gibbs, D A Henderson and K J Phillips.

**IN ATTENDANCE:** Mrs W Wright (Information Officer), Miss L Hancock (Executive Assistant) and Mrs B Briggs (Senior Administration Assistant)

**CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES:** There were no announcements and apologies had been received from Councillors J P Cooper, J Gammon, A M Kerridge and S H Kinsman. The Chairman also advised that the Town Clerk was not present as he was on Annual Leave.

PR/2018/029     **Declarations of Interest**

The Executive Assistant made a declaration of interest in relation to Item PR/2018/039 – Community Volunteer Award Nominations, as a nomination had been submitted by a family member.

PR/2018/030     **Election of Vice-Chairman**

Councillor D A Henderson was unanimously elected as Vice Chairman.

PR/2018/031     **Public Representation Session**

There were two members of the public present.

Ms S Horne wished to thank the Council for supporting the Bluetits by collecting green waste and carrying out watering. She commented that whilst the Bluetits are on a crusade to tidy up the town, it would be helpful if BTC could undertake to tidy up specific areas of the town including the cleaning of the bus stops and addressing the weeds around Council properties (with specific reference to the rear of Shire Hall).

The Chairman thanked Ms Horne for attending and raising these issues and for the ongoing work of the Bluetits to improve the appearance of the town. He advised that he would contact the Chairman of Properties to agenda an item regarding general maintenance of Council properties and land at the next meeting on 27 September 2018 and he would copy the Parks & Open Spaces Manager in to this correspondence.

Councillor K J Phillips also commended the Bluetits for all their hard work and dedication.

PR/2018/032     **Minutes of the Promotions Committee Meeting held on Thursday 26 April 2018 (copy enclosed)**

Copies of these Minutes had been circulated with the Agenda, had been through Council and were acknowledged as a true record.

PR/2018/033     **Correspondence:**

a) **Email from Sterts Theatre and Arts Centre regarding request for**

**support for First World War Remembrance Project** – A detailed discussion took place regarding this request and it was **AGREED** to **RECOMMEND** that BTC supports the principle of financial support (although no figure was determined) and that Councillor J A Bassett would explore the issue further to ascertain whether the two students from Bodmin referred to within the letter were students of Bodmin College. Councillor Bassett confirmed that she would report back to a future meeting at which time the level of financial support could also be discussed.

- b) **Any other important item of correspondence which the Chairman considers appropriate** - The Chairman had received an email from an Accommodation Provider who was extremely disgruntled at the Council's decision to discontinue its contract with New Mind and the lack of notice provided.

Councillor J A Bassett queried how the Council had reached this decision and the Information Officer reiterated that New Mind had offered a six month extension at a cost of £2,500 to continue the contract until the end of the peak season. She added that Full Council had considered the matter and resolved not to renew the contract further and would wait until the new website goes live. During these discussions, Full Council also agreed to return the annual fee to each accommodation provider.

The Information Officer further advised that New Mind subsequently offered a three month extension at a cost of £1,250 but the Council had not agreed this extension, having not been aware of the possibility of the shorter extension period at the Full Council meeting where the termination of the contract was agreed.

Councillor D A Henderson considered that there is very little that the Promotions Committee can do as this was a decision voted on and resolved by Full Council.

PR/2018/034 **Bodmin Information Centre**

A report was circulated with the agenda. The Information Officer noted that all the figures were up on last year which was extremely positive and considered that this was probably due to the consistently good weather during the season. She advised that BBC Spotlight television had visited the Courtroom Experience to carry out some filming which was recently aired, as they were covering a piece regarding the Charlotte Dymond monument at Rough Tor.

The Information Officer also reported on the work she had carried out in co-ordinating the production of the Parish Leaflets which were almost ready for printing and would be available from the Shire Hall once manufactured. In addition, she showed the Committee some examples of hessian bags which had been designed by the same team behind the new Bodmin branding and advised that they would be available from the Shire Hall Gift Shop in due course.

Councillor K J Phillips enquired as to how the stock is chosen for the Gift Shop and the Information Officer advised that she visits Trade Fairs to discover new suppliers and products as well as carrying out a great deal of research into products online.

Councillor Phillips then queried whether there was still a vacancy within the Shire Hall team and was advised by the Executive Assistant that the recruitment

process was completed as agreed by Full Council and that there are no vacancies at the current time.

PR/2018/035 **To consider templates of the new Bodmin Town Council and Bodmin Live website:**

- a) Website templates; and**
- b) Comments submitted to Rokk Media**

The Senior Administration Assistant circulated a number of screen shots of the new website design in order that the Committee could view the proposed layout and design of the new website.

Councillor J R Gibbs enquired why there had been so many delays associated with the creation of the new website. The Information Officer explained that the first meeting with Rokk had taken place on 27 March 2018 and following that meeting some delays were incurred at the outset of the project. She added that some of the delays had been due to the Website Working Party being unable to meet and therefore all comments and feedback had been submitted via email which had taken some time to receive and collate.

There was some discussion regarding specific content of the new Council homepage and it was commented that the purpose of the Website Working Party was to comment on the specifics and that the screenshots circulated at the present meeting were simply to give Members a flavour of the appearance of the new site.

There was some discussion surrounding the presence of the 'Bus Shelter' link on the homepage and it was queried as to whether this would link to a bus timetable. The Information Officer clarified that the purpose of the Council homepage was to provide an overview of Council services and that the appropriate place for information regarding bus routes and timetables would be on the new Bodmin Live (tourism focused) site and that the purpose of the link on the new Council website homepage might be to provide information on how to report issues such as vandalism. As such, it was suggested that the 'Bus Shelters' link might be better replaced with a more general 'Report a Problem' link, with 'Bus Shelters' being listed as a Council service, but not so prominently on the homepage.

Following discussion it was **AGREED** to **RECOMMEND** the following:

- That a meeting of the Website Working Party is scheduled to take place on Wednesday 15 August 2018 at approximately 10.30 a.m. (or immediately following the Planning Committee Meeting) and that all Members of the Council are invited to attend;
- That the Bus Shelters link on the homepage of the Council website should be replaced with a new link to a 'Report a Problem' page, possibly with an online query form.

Councillor J A Bassett left the meeting at 11.13 a.m.

PR/2018/036 **RAF 100 Garden Party:**

- a) Notes from meeting held on 3 July 2018;**

**b) Town Clerk to report on progress**

The above documents were noted.

Councillor K J Phillips commented that having reviewed the minutes, there did not appear to be any BTC Councillors present at the RAF 100 Meetings and considered it might be appropriate for some Members to attend.

The Chairman of Promotions confirmed that he would be pleased to attend the next meeting which is scheduled to take place on Tuesday 28 August 2018 at 10.30 a.m.

Due to the confidential nature of the next business, it was **RESOLVED** to go into Committee. Please see separate page.