

NEWQUAY TOWN COUNCIL

| MINUTE REF: | Minutes of the Community & Tourism (C&T) Committee Meeting held on 09 November 2021 at 7:00pm, in the Council Chamber, Marcus Hill, Newquay. | ACTIONS: |
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| | <p><u>Present</u></p> <p>Cllrs D Cheney, J Bell, A Goudge, K Towill</p> <p><u>Also Attending</u></p> <p>Mr J Piwecki (Deputy Town Clerk), Mrs L Hughes (Corporate Service Manager), Mr A Curtis (Town Clerk & RFO), Mrs S Deakin (Visit Newquay Tourist Information Centre) and Mrs M Hallam (Events & Projects Co-ordinator), Miss J Carter (Library & Information Manager) and Cllr J Brook</p> | |
| CT115/21 | <p><u>Apologies</u></p> <p>Cllrs M Johns, M North and L Gardner</p> | |
| CT116/21 | <p><u>Declarations of Interest and Dispensations</u></p> <p>None.</p> | |
| CT117/21 | <u>Minutes</u> | |
| CT117/21 (A) | <p>A. C&T Minutes 12 October 2021</p> <p>It was proposed by Cllr K Towill, seconded by Cllr D Cheney and</p> <p>RESOLVED to confirm the accuracy of the minutes of the meeting held on 12 October 2021.</p> <p>Cllrs J Bell and A Goudge abstained from the vote.</p> | |
| CT118/21 | <p><u>Matters Arising</u></p> <p>None.</p> | |
| CT119/21 | <p><u>Open Session for Electors – Public Question Time</u></p> <p>None.</p> | |
| CT120/21 | <p><u>Budget 2021-25</u></p> <p>The Town Clerk discussed in detail through the amended budget for the Community & Tourism Committee clearly highlighting the changes made since the last meeting.</p> <p>Members discussed.</p> <p>Cllr Goudge wished to highlight the request made from CCTV staff on a recent visit to possibly increase CCTV coverage across the Town.</p> | |

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| | <p>It was proposed by Cllr K Towill, seconded by Cllr A Goudge and</p> <p>RESOLVED unanimously to RECOMMEND the amended Community & Tourism Budget to the Governance & Resources Committee.</p> | G&R Committee |
| CT121/21 | <u>Develop effective community engagement and strengthen partnerships and relationships/ Manage and seek to continuously improve community information and engagement</u> | |
| CT121/21 (A) | <p>A. <u>Business Cards</u></p> <p>Members discussed.</p> <p>Members agreed there was sufficient interest for Councillors who wanted business cards.</p> <p>It was proposed by Cllr K Towill, seconded by Cllr D Cheney and</p> <p>RESOLVED unanimously to RECOMMEND the Governance & Resource Committee the proposal for the purchasing Business Cards for members.</p> | G&R Committee |
| CT121/21 (A)(1) | <p>It was proposed by Cllr A Goudge, seconded by Cllr K Towill and</p> <p>RESOLVED unanimously to produce a digital copy of the Annual Book that can be sent out to all Councillors and made available on the website and look at a physical copy after Mayor Making 2022.</p> | |
| CT121/21 (A)(2) | | |
| CT121/21 (B) | <p>B. <u>BID Report</u></p> <p>Cllr A Goudge provided a verbal update. The Deputy Town Clerk apologised a report has been received and will be circulated.</p> | |
| CT122/21 | <u>Manage, maintain and enhance provision of library and information service</u> | |
| CT122/21 (A) | <p>A. <u>LIS Report</u></p> <p>The Library Information Manager provided her report. Members reviewed, discussed and noted this.</p> | |
| CT123/21 | <u>Manage, maintain and enhance provision of the tourist information centre to encourage visitors to Newquay</u> | |
| CT123/21 (A) | <p>A. <u>Visit Newquay TIC Managers Report</u></p> <p>The Tourist Information Manager provided her report. Members reviewed, discussed and noted this.</p> <p>The Visit Newquay Manager wished to attend the Caravan & Camping show again this they found it extremely beneficial when they attended the show in 2019.</p> | |

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| <p>CT123/21 (B)</p> | <p>Members discussed.</p> <p>It was proposed by Cllr A Goudge, seconded by Cllr K Towill and</p> <p>RESOLVED unanimously to authorise a spend of £1250 for a stand at the Caravan & Camping show 2022.</p> <p>B. <u>Discovery Trail Signage</u></p> <p>The Visit Newquay Manager highlighted issues with the Discover Trail boards and complaints received regarding their current state. She has researched and can find no owner of said boards therefore is asking for the upgrade of each board to be funded via the Town Council at a cost of £1000 for all boards. Members discussed. Members felt they wished to get further information on the ownership of the boards before committing any expenditure.</p> | |
| <p>CT124/21</p> | <p><u>Organise, promote and manage Newquay Town Council events</u></p> | |
| <p>CT124/21 (A)</p> | <p>A. <u>Event Co-ordinator Report</u></p> <p>The Event Co-ordinator provided her report. Members reviewed, discussed, and noted this.</p> <p>It was proposed by Cllr K Towill, seconded by Cllr D Cheney and</p> <p>RESOLVED unanimously to release £1530 from the Events budget to purchase sound equipment for us for events in the band stand.</p> <p>The Events Coordinator asked within her report for designated spend limit for events, where she can spend up to without Committee approval. Members discussed and felt that a delegated spend limit for the Working Party, Clerk & Events Co-ordinator would be suitable. Members felt this may be event dependant and wished to think on this. Request for this item to be on the Agenda for discussion and decision again next month.</p> | <p>Events WP/Agenda</p> |
| <p>CT124/21 (B)</p> | <p>B. <u>Town Crier's Report</u></p> <p>No update at this time.</p> | |
| <p>CT126/21</p> | <p><u>Event Working Party Report - Cllrs Goudge, North, Morris, Cheney & Gardner</u></p> <p>No update.</p> | |
| <p>CT127/21</p> | <p><u>Undertake marketing of Council space for rent or hire including negotiation and liaison with potential and existing tenants and users</u></p> | |
| <p>CT127/21 (A)</p> | <p>A. <u>Corporate Service Manager Report</u></p> <p>The Corporate Service Manager gave a verbal update on her report.</p> | |

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| | <p>The Vice-Chair suggested the possibility of looking into a management company to take over the day to day running of the Killacourt tenants.</p> <p>Members discussed. The Deputy Town Clerk provided an update on the research he had done on this previously.</p> <p>It was proposed by Cllr D Cheney, seconded by Cllr K Towill and</p> <p style="text-align: center;">RESOLVED unanimously for the Office to investigate and gather quotes for a Property Management Company to take over the responsibility for the day-to-day management of the Killacourt Units.</p> | |
| CT128/21 | <u>Manage, maintain and enhance provision of CCTV service across Newquay and partner sites</u> | |
| CT128/21 (A) | <p>A. <u>CCTV Manager Report</u></p> <p>Members noted, reviewed, and discussed the report from the CCTV Supervisor.</p> | |
| CT129/21 | <p><u>Responsible for Twinning Opportunities including coordination with Dinard</u></p> <p>The Deputy Town Clerk provided an update regarding finding a mutual date to hold a video call with Biarritz.</p> | |
| CT130/21 | <p><u>Correspondence</u></p> <p>No Correspondence to be reviewed.</p> | |
| CT131/21 | <u>Governance & Accountability</u> | |
| CT131/21 (A) | <p>A. <u>Review of Terms of Reference</u></p> <p>No update at this time.</p> | |
| CT131/21 (B) | <p>B. <u>Review of the Risk Assessment</u></p> <p>No update at this time.</p> | |
| CT132/21 | <p><u>Financial Statement</u></p> <p>It was proposed by Cllr D Cheney, seconded by Cllr K Towill and</p> <p style="text-align: center;">RESOLVED unanimously to authorise the payments totalling £523.17 for the Community & Tourism Committee.</p> | |
| CT133/21 | <p><u>Any other Business</u></p> <p>None.</p> | |

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| CT134/21 | <p><u>Date, venue, and time for the next meeting</u></p> <p>The next Community & Tourism Meeting will be held on 09 November 2021 at 7pm in the Council Chamber, Marcus Hill.</p> <p>The Chair thanked all members for their attendance and closed the meeting at 20.07pm.</p> <p>Signed..... Chairman</p> <p>Cllr D Cheney</p> <p>Date.....</p> | |
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