

Community Engagement Group

Minutes of Meeting on Thursday 3rd May 2018

7.00 pm St Just Council Chambers

1. Apologies

Rachel Fisher, Marna Blundy.

Attendees – Melanie Faulkner, Cait Chalwin, Stef Gulliver, Mark Hankins, Sara Olivier, Sue James, Jill Taylor, Neil Taylor, Julia Kerrison, Dave Stevens, Steve Hall, Delia Webb, Nicola Shanks, Rob Chadder,

2. Approve minutes from 17th April 2018

Approved

Actions updates, CC has offered to supply a lockable filing cabinet to store evidence gained from the community after public events. SJ to establish if the cabinet can be stored in the Town Council building.

Outreach – NS to write the next article which will be emailed to the CEG email for forwarding to the Outreach editor, cut off date is 11th May.

Display boards – Available, JT has emailed each group with the dimensions of the display area, anticipate that each group will require 2.

3. Matters arising

The NEG has a new name: the Historic and Natural Environment Group (HNEG).

NS and DW referred to their first meeting, to be held on Tuesday 8th May, the NEG has been dissolved. A new group will be formed, and an advert has gone out seeking

new members. A new chair, vice chair and secretary will also be elected with a new remit.

SH reiterated that chairs and vice chairs are automatically members of the steering group, and are invited to attend all SG meetings. SG meeting dates to follow.

4. Email/Communications

JT gave an update on the email accounts. The Gmail account that was originally set up for members of the public to get in touch by has now been replaced with info@stjustandpendeen-np.org.uk Gmail account stjustandpendeennp@gmail.com will be closed down.

DS has set up 5 new email accounts: The address to be used by members of the community is

info@stjustandpendeen-np.org.uk

DS will monitor this email account, which will act as a feeder account to other like emails set up for the BEG, CEG, SG and the NHEG.

When an email is received DS will forward it straight to the relevant groups email to be actioned.

The CEG new email address is :

engagement@stjustandpendeen-np.org.uk

This email address will be monitored by JT who will then direct emails to the relevant group member via either(?) the CEG Gmail address stjustandpendeenceg@gmail.com

This email will be retained and will continue to be used by all group members. JT will ensure that the new data protection legislation is adhered to.

Minutes and agendas and any other dynamic emails will continue to be forwarded to individual CEG members personal email accounts.

5. Meeting room bookings for next few months

SJ,MB to ensure that the council chambers are booked, CEG meetings have been set as 17.5.18, 31.5.18, 7.6.18,21.6.18. All at 7.00 in the council chamber.

The CEG welcomed Julia Kerrison who will be joining the group.

6. Publicity – Facebook, Posters, Website, others forms of publicity for HYS events.

DW suggested that we need the facebook page URL in order to people to more easily find that page, RF to ascertain what the URL is asap.

MF to finalise the poster/leaflet design. JT to order the leaflets and posters.

The CEG aim to post a leaflet through as many doors as is possible. JT to ascertain where members from other groups live, who are prepared to help with delivering leaflets. NT to start work on a delivery plan.

The Facebook page needs to be updated and further populated.

The HYS events will be fully advertised approximately 10-14 **days** prior to the events.

When complete the poster will be published in the Cornishman.

Suggest Cornwall Radio, Coast FM, Twitter, Instagram, and snapchat. A frames and Obelisk. Not fully resolved, will be discussed further at 17th May meeting.

DS continues to develop the website which should hopefully go live very soon.

There will be a home page, and each subgroup will have its own page. There will also be a documents store for agendas and minutes etc.

JT will ensure all documents are uploaded and RF will update and maintain the CEG page/section/blog.

DW expressed concern that if the HYS events went ahead too early, there would be a risk of disengaging members

of the community. The HYS event dates were decided by a unanimous vote at the meeting held on 12th April.

DW, NS, SH and RC then left the meeting.

7. Rota for HYS

Members put forward their availability, await availability from MB and RF.

JT to arrange rota and notify members.

8. CEG display for HYS event

Discussed briefly, will be an agenda item for next meeting.

Storage is urgently needed for all display boards in order for them to be stored safely and accessed to work on.

Ideas were shared by CC, they were well received, also to be discussed in full at next meeting.

JK offered to help design some of the content.

9. Discussion regarding whether to list all of the historic relevant documents and decide whether we make a hard copy available or not?

It was felt that, due to the new remit of the NHEG, this was something for them to discuss, and it was believed that they have already made substantial inroads into these areas, and that any hard copies that they have should be included.

10. Any other business

No

11. Date of next meeting

17th May, SJ will be unable to attend.