

include reference to the 50yr anniversary of the Society in the introduction to the booklet;

12. EB to contact Andrew McPherson regarding maps;
13. EB to contact Lindsey Butterfield about circular walks;
14. Need to include reference to town's twinning with Huelgoat, Brittany in the introduction; and
15. MN to contact Dave Stevens about photographs.

It was **agreed** that a further meeting of the working party would be held at 9.30 a.m. on Tuesday 9 March 2010 to discuss progress.

WP.05 TOWN COUNCIL NEWSLETTER

The Town Clerk reported that there had been no response from the public to the press release that was placed in the Cornishman regarding the Town Council's decision to cease publication of "Just a Word". Therefore, the Town Clerk sought the Working Party's views on how to take forward production of the quarterly newsletter which the Town Council had agreed to produce in its place.

However, the Town Clerk expressed some concern about what material was to be included and where contributors were to be found to help with its production. It was essential that any information was newsworthy, current and topical and the Town Clerk was concerned that there was little current news that would be suitable for inclusion. What was of particular concern was raising public expectation that the Town Council was to produce a newsletter which it couldn't sustain.

Members of the Working Party endorsed the comments of the Town Clerk but felt that it was important that the Town Council was proactive in informing the local community of current issues of interest.

After detailed consideration of the issues the Working Party **agreed to recommend to the Town Council that:-**

1. Production of the quarterly newsletter is not commenced at the present time due to concerns regarding the availability of the suitable material; and
2. That, in the interim, any news is posted on the Town Council's new website, local notice boards and, if required, a press release to be forwarded to the Cornishman.

(Action by : Elaine Baker)

WP.06 PUBLIC PARTICIPATION IN COUNCIL MEETINGS

The Working Party considered the option for the introduction of public participation in Town Council meetings which had been referred to it by the full Council on 22 February 2010.

Although not wishing to make the process too complicated the Working Party felt that there was a need for some guidelines to enable the Council to know in advance if any member of the public wished to put a question to the Town Council.

The Town Clerk commented that a similar system had been operated by the former Penwith District Council. There was a standing item at the beginning of the agenda for public address at committees, which was time limited, set to a maximum of 15 minutes, with individual questions / presentations no longer than three minutes, with all questions notified to the Council in advance of the meeting.

Members of the Working Party suggested that this was a sensible approach and **agreed:-**

1. The Town Clerk be asked to produce a protocol for public participation at Town Council meetings based on the former Penwith District Council model; and
2. That the Town Council be **recommended to approve** the protocol attached to these minutes at Appendix A and for Standing Orders to be amended accordingly.

Meeting closed at 10.40 a.m.

Town Mayor