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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

To: *All Members of the Tourism and Information Services Committee:*
Cllrs Bugden-Cawsey, Gordon (Deputy Mayor), Mitchell, Nancarrow, Penhale and Young (Mayor),

Cc: Christopher Drake (Launceston Town Clerk), Simon Hirsh (TAVATA), John Marshall (TAVATA), Diana Richards (English Heritage), Irena Jordi-Slater (Chair, Chamber of Commerce),
All members of the Council for information

You are summoned to attend a meeting of The Tourism and Information Services Committee to be held on Monday 13 November 2017 at 5.30pm at the Town Hall. The agenda for the meeting is set out below.

A handwritten signature in black ink, appearing to read 'C. Drake'.

Christopher Drake
Town Clerk

Date of issue: 7 November 2017

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Interest**

Councillors are reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a written request for a dispensation has been received. The Council will consider those requests at this point.
- 3 Public Representation Session**

An opportunity for local residents to make representations to the Council or to ask questions relating to items on the agenda. (Please note that a maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker)
- 4 To confirm and sign the minutes of the last meeting**

To sign the minutes of the Tourism and Information Services Committee meeting held on 4 July 2017 (copy attached)
- 5 Exclusion of members of the press and public**

To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.
- 6 Financial Report**

To note the financial report and consider 2018-19 budget requirements (copy attached)

- 7 TIC Managers Report**
To receive a verbal update on the operation of the TIC, note Christmas and New Year opening hours, note Resolution 1701/54 that the TIC Saturday opening hours reduce from 10-4 to 9-1 from the first week of January until the week before Good Friday ongoing and to agree the Job description for the additional member of staff (copy attached)
- 8 Town Signage**
To agree necessary requirements for town signage and potential additional expenditure to be included as part of the budget process
- 9 Christmas Events update and support for Chamber of Commerce**
To receive a verbal update in regards to the Christmas events and agree any potential required support for the future operation of the Chamber of Commerce
- 10 Proposed Format for Future Committee Meetings**
To consider and agree the timings of future meetings and the set up of the committee
- 11 Date of next meeting**
The next meeting is scheduled for Tuesday 9 January 2018
- 12 Items to note and any urgent matters**
To receive any items which the Chairman considers to be urgent (information only)