



Lawrence House Museum

(A Registered Charity)



Hon Curator Jake Jackson
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Lawrence House
9 Castle Street
Launceston
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PL15 8BA

MINUTES OF A MEETING OF THE LAWRENCE HOUSE MUSEUM MANAGEMENT COMMITTEE

Monday 3 December 2018 at 2pm at Launceston Town Hall (The Guildhall)

PRESENT: Cllrs Young (Mayor) , Gordon (Deputy Mayor), Harris, Hogan (Chairman), Keighley, O'Brien and Tremain. Jake Jackson (Hon Curator), Arthur Wills (Archivist) (Chairman Friends of Lawrence House Museum), Miss Davey (Stewards' Representative), Mrs Mary Godwin (Museum Mentor), Christopher Drake (Secretary), Helen Gribble (Treasurer), David James (Properties Manager)

1 Apologies for absence

Apologies were received from Cllr Wendy Baughan

2 Minutes of the last meeting

The minutes of the meeting held on Monday 3 September 2018 were agreed as a correct record and were signed by the Chairman.

3 Treasurer's Report

The Treasurer's Report was noted. Mrs Gribble gave details of the new energy provider as well as the planned energy consumption review, and also gave details of Gift Aid

4 Curator's Report

The Curator's report was circulated at the meeting and is appended to these minutes.

5 Friends of Lawrence House Report

Ms Davey gave a verbal update and stated that positions on the Friends had been confirmed at the recent Annual General Meeting

6 Stewards' Representative Report

Miss Davey advised that the some younger volunteer stewards had joined the Museum

7 Archivist's Report

Mr Wills' report was circulated at the meeting and is appended to these minutes

8 Property Updates

Mr David James gave background information on bringing reports to future meetings and detailing what the reports would include

9 Hire of Museum

Members considered Report 18/18 concerning the above (previously circulated)



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It was **resolved** that Museum be used for a charity paranormal evening event, with all monies allocated to the Museum

10 Urgent Items

- i) The resignation of the Publicity Officer with effect from October 2019 was noted

Date of the next meeting

The next meeting will be held on Monday 4 March 2019 at 2pm at Launceston Town Hall.

The meeting finished at 2.37 pm.

Signed Date

DRAFT