

# Laurence House

## Museum

(A Registered Charity)

Tel: 01566 773277

Hon Curator:

Mr Jake Jackson



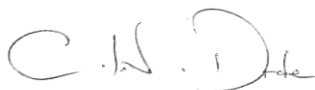
Lawrence House  
9, Castle Street,  
Launceston  
Cornwall PL15 8BA

### **TO All members of the Management Committee of the Lawrence House Museum**

Cllrs Young (Town Mayor), Gordon (Deputy Mayor), Harris, Hogan (Chairman), Keighley, O'Brien and Tremain. Jake Jackson (Curator), Arthur Wills (Vice Chairman), (Archivist), (Chairman Friends of Lawrence House Museum), Wendy Baughan (Stewards' Representative), Pam Davey (Stewards' Representative), Mary Godwin (Museum Mentor).

*cc all members of Launceston Town Council (as Trustee) for information*

A meeting of the Management Committee of the Lawrence House Museum has been arranged for Monday 3 December 2018 at 2pm at The Guildhall, Launceston. The agenda is set out below.



Christopher Drake

**Secretary to the Management Committee**

27 November 2018

### **AGENDA**

- 1. Apologies for absence**
- 2. Minutes of the last meeting**  
To agree and sign the minutes of the meeting held on 3 September 2018 (copy attached)
- 3. Treasurer's Report**  
To receive the Treasurer's report and to approve the Income and Expenditure account to date (copy attached)
- 4. Curator's Report**  
To receive a report from the Curator
- 5. Friends of Lawrence House Report**  
To receive a report from the Chairman of the Friends
- 6. Stewards' Representatives' Report**  
To receive a report from the Stewards' Representatives
- 7. Archivist's Report**  
To receive a report from the Archivist
- 8. Property Updates**  
To consider and agree if the committee wishes to receive update reports from the Properties Manager at future meetings
- 9. Hire Use of Museum**  
To consider Report 18/18 concerning the above (copy attached)

**10. Urgent Items**

To receive any items which the Chairman considers to be urgent

- 1) To note the resignation of Publicity Officer

**11. Date of the next meeting**

The next meeting will be held on Monday 4 March 2019 at 2pm