

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 September 2018 at 2pm at the Otho Peter Suite, Launceston Town Hall. The agenda is set out below.

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

Christopher Drake
Secretary to the Management Committee

28 August 2018

AGENDA

1. **Apologies for absence**
2. **Minutes of the last meeting**
To agree and sign the minutes of the meeting held on 4 June 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. **Budget 2019/20**
To consider and agree the proposed budget for 2019/20 (copy attached)
9. **Succession Planning**
To receive any updates in regards to the future arrangements for the position of curator, further to the resolution of the June committee meeting

10. Requests for works during close season

To consider the following requests:

- 1) Room 2 (the War Room) – Decorate the room and also modify the large costume case to allow easier access
- 2) Back yard (outside the Stewards' Kitchen) - Level the paving and cover drain and paint the back wall
- 3) Coach House - Fumigate against woodworm

11. Visitor Survey

To receive the results of 2018 Visitor Surveys

12. Heritage Open Days

To receive an update on the forthcoming Open Day events

13. Urgent Items

To receive any items which the Chairman considers to be urgent

14. Date of the next meeting

The next meeting will be held on Monday 3 December 2018 at 2pm