



Lawrence House Museum

(A Registered Charity)



Hon Curator Jake Jackson
01566 773277
lawrencehousemuseum@yahoo.co.uk
www.lawrencehousemuseum.org.uk

Lawrence House
9 Castle Street
Launceston
Cornwall
PL15 8BA

MINUTES OF A MEETING OF THE LAWRENCE HOUSE MUSEUM MANAGEMENT COMMITTEE

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

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

1 Apologies for absence

Apologies were received from Cllr Harris and Mrs Mary Godwin

2 Minutes of the last meeting

The minutes of the meeting held on Monday 4 June 2018 were agreed as a correct record and were signed by the Chairman.

3 Treasurer's Report

The income and expenditure account to date was circulated and is appended to these minutes. The account was noted and approved. Mrs Gribble gave an update including that the issues of the HSBC account had now been resolved, and it was noted that all payments had been reconciled

4 Curator's Report

The Curator's report was circulated at the meeting and is appended to these minutes. **Cllr O'Brien** spoke about a recent visit of the Coads Green WI who advised that the visit was excellent and that they enjoyed the welcome offered by the Museum

5 Friends of Lawrence House Report

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

6 Stewards' Representative Report

Miss Davey advised that the stewards had enjoyed the current year at the museum and it was noted that there were more 'stop off' visits and that visitors often commented on the cleanliness of the museum. The childrens visits had also been good. Miss Baughan re-iterated the comment regarding the success of the childrens visits

7 Archivist's Report

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



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8 Budget 2019/20

It was **unanimously resolved** that the budget for 2019/20 be agreed and that the Management Committee propose that the Town Council grant be increased in the short term while the management committee investigate other income streams and cost savings, whilst maintain modest reserves

9 Succession Planning

It was **resolved** that the Chairman, Vice Chairman and a Council Officer arrange a meeting with the Museum Mentor, Mrs Mary Godwin, to discuss succession planning and bring back details of the meeting to an Extraordinary meeting of the committee

10 Requests for Work During Close Season

It was **resolved** that the Properties Manager would liaise with the curator to agree dates for the works required

11 Visitor Survey

The details regarding the visitor survey were noted

12 Heritage Open Days

The update regarding the forthcoming Heritage Open Days were noted

13 Urgent Items

- i) Cllr Hogan gave details of the forthcoming First Aid training session on 5 September
- ii) The Treasurer advised that Fire Assessment training was being arranged
- iii) Cllr Young minuted thanks to all of the Museum personnel for their work during the year

Date of the next meeting

The next meeting will be held on Monday 3 December 2018 at 2pm at Launceston Town Hall.

The meeting finished at 3.00 pm.

Signed Date

Under the Trusteeship of: Launceston Town Council, Town Hall, Launceston, Cornwall, PL15 7AR Tel: 01566 773693