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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, Conway, Gordon, Hogan (Mayor), Nancarrow, Sandercock and Young (Deputy Mayor and Chairman), Christopher Drake (Launceston Town Clerk), Alison Jeffery (Tourist Information Centre Manager), John Marshall (TAVATA), Diana Richards (English Heritage), Sue Issleib (Chair, Chamber of Commerce)  
*cc 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 Tuesday 7<sup>th</sup> March 2017 at 10.00 am at the Town Hall. The agenda for the meeting is set out below.

Christopher Drake  
Town Clerk

Date of issue: 28<sup>th</sup> February 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. In exceptional circumstances the Town Clerk has delegated authority to allow a dispensation under section 8e of the Council's Standing Orders.
- 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 10<sup>th</sup> January 2017 – **copy attached**
- 5 To confirm and sign the minutes of the extra-ordinary meeting**

To sign the minutes of the Tourism and Information Services Committee Extraordinary meeting held on 7<sup>th</sup> February 2017 – **copy attached**.
- 6 Financial Reports** – To be circulated at the meeting

- 7 TIC Managers Report – copy attached**
- 8 Tourism Forum – Visit Launceston**
- 9 Tourism Funding and Grants** - To consider any relevant funding streams
- 10 Christmas Entertainment in Square** – To discuss the use of skate rink
- 11 Coach Park signage** – To receive any update on the signage project
- 12 Town Guide and Distribution** – Distribution information – **copy attached**
- 13 Date of next meeting**  
The next meeting is scheduled for Tuesday 2<sup>nd</sup> May 2017 at 10.00am

**Items to note and any urgent matters**

To receive any items which the Chairman considers to be urgent (information only)