



**Minutes of The Tourism and TIC Management Committee
held on Tuesday 12 July 2016 at 10.00am
at Launceston Town Hall**

- Present:** Cllrs Bugden-Cawsey, Gordon, Nancarrow, Sandercock, Young (Deputy Mayor)
John Marshall (TAVATA), Diana Richards (English Heritage), Sue Issleib (Launceston Chamber of Commerce).
In attendance: Rita Skinner (Town Clerk), Alison Jeffery (TIC Manager)
- 1607/09 Apologies for absence**
Cllrs Hogan (Town Mayor) and Conway sent apologies
- 1607/10 Election of Chairman**
Cllr Young was unanimously elected as Chairman.
- 1607/11 Election of Vice –Chairman**
Cllr Nancarrow was unanimously elected as Vice-Chairman
- 1607/12 Declarations of Interest**
No Declarations of Interest were received
- 1607/13 Minutes of the last meeting**
The minutes of the meeting held on Tuesday 10 May 2016 were signed as a correct record.
- 1607/14 Financial Report**
The Financial Report was circulated at the meeting; a copy is appended to these minutes.

It was **AGREED** to review signage around the town and position permanent TIC signage on the town square noticeboard.
- 1607/15 TIC Manager’s Report**
A copy of the report was circulated with the agenda and is appended to these minutes.

It was **AGREED** to replace any damaged market gazebo bags where necessary.

The provision of a new TIC website was **AGREED** following discussion of service provision and costs. It was **AGREED** to include provision of online accommodation booking facilities within the new tourism website. Agreed website providers will be Western Web, a local company. The cost of developing the web site will be £1150 + VAT. The cost of integrating Inn Style booking system is an additional £120 + VAT. The hosting service and CMS licence fee is currently £67+ VAT per year. It has been advised that additional .co.uk domain names are currently £18 + VAT for 2 years. Western Web state extra domain names will be helpful for internet search engines purposes.

- 1607/16 Markets in the Square**
The TIC Manager reported that the markets are making a small profit and continue to be well supported.
- 1607/17 Civic Gifts**
Following discussion members it was felt there is a requirement for one or two suitable items to present as civic gifts. A variety of items were suggested including a paperweight featuring the town crest, a town seal, a mug, photos of the town and a tea towel with the image John Fenn created several years ago. The TIC Manager and Cllrs Young and Nancarrow will make enquiries regarding commission of a paper weight and a tea towel. A copy of the town seal is to be sourced in order a decision can be made on its suitability. Further investigation into reprinting a Launceston book is ongoing; Cllr Nancarrow is to speak to the authors
- 1607/18 Long Town Trail Leaflets**
It was **AGREED** to accept the estimate to reprint the long Town Trail, 2500 copies will be ordered at a cost of £925 + VAT from Commercial Print. It is envisaged a small charge will be incurred when the printers edit artwork and include the town crest on the leaflet. This cost will not be confirmed until editing artwork is agreed.
- 1607/19 Heritage Open Day**
It was **AGREED** the TIC will arrange a guided history walk around the town on Saturday 10th September to coincide with Heritage Open Days 8 – 11th September. The TIC will liaise with representatives from the local town churches and Launceston Priory to ensure churches and priory are accessible to the public on that day. The possibility of providing transport between Newport and the town centre is to be investigated.
- 1607/20 Launceston Show**
The TIC is selling tickets for Launceston Show. Launceston Town Council and TIC will be at the show with Launceston Chamber of Commerce. Councillors will be attending the show; a rota is being drawn up for councillors manning the stand during the day.
- 1607/21 Launceston Town Guide**
It was **AGREED** the TIC produce the next edition of the town guide and new images Commissioned to use in the guide and for publicity purposes. TIC staff will compile the editorial and sell advertising space in the 2017/18 due to be published by Easter 2017. It was **AGREED** to commission David Eno to take a series of images suitable for use in the next guide and to create a photo library for council purposes.
- 1607/22 Charles Causley Festival**
It was felt the recent 2016 Causley Festival was a success and discussion centred on Causley's centenary in 2017. The TIC and committee members will assist festival organisers to organise specific events. It was **AGREED** a working group of 3, Cllrs Young, Bugden-Cawsey and Sue Issleib (Chamber of Commerce) will organise a Food & Drink Festival for the Saturday (3rd June) of next year's festival. English Heritage will organise an event at Launceston Castle for Sunday 4th June 2017.
- 1607/23 Committee management and administration**
It was **AGREED** that the TIC manager would take on responsibility for the TIC Committee.

1607/24

Items to note and any urgent matters

- a) The TIC will organise a Christmas 'Advent Calendar' comprising promotion or assisting in the delivery of a series of 24 events taking place in Launceston and the surrounding villages from 1st December to 24th December 2016.
- b) The market manager will liaise with Launceston Carnival over access to the square on 8th October 2016.
- c) To investigate the cost of advertising Launceston via radio broadcast. Kate Stark (LTC) will do this.
- d) In October the TIC will be taking over provision of the photo printing service currently provided by JayBee Fotos of Westgate Street.

The next meeting is scheduled for 12 September 2016 at 10.00am.

The meeting finished at 11.30 am

Signed.....

Date.....