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Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL15 7AR

**Minutes of The Tourism and Information Services Committee held on  
Tuesday 3 July 2018 at 5.15pm at the Town Hall**

**Present:** Cllrs: Gordon (Deputy Mayor), Mitchell, Nancarrow, Penhale and Bullen  
In attendance: Alison Jeffery - TIC Manager

**1807/01 Apologies for absence** were received from Cllr Young (Mayor)

Cllr Gordon opened the meeting prior to the election of a Chair.

Cllr Gordon thanked the TIC Manager for her commitment and achievements in the TIC service

**1807/02 Public Representation Session**

There was public representation from Cllr Williams who informed the committee about potential LEADER funding and rural tourism grants. Cllr Williams said she is happy to look at possible tourism related projects and liaise with LEADER funding managers. It was **agreed** Leader funding should be included on the Agenda of the next Tourism and Information Services Committee meeting

**1807/03 No Declarations of Interest were received**

**1807/04 Election of Chair**

Cllr Gordon proposed Cllr Nancarrow  
Cllr Penhale seconded the proposal  
It was **agreed** Cllr Nancarrow Chairs the Tourism and Information Services Committee

**Cllr Nancarrow Chaired the remainder of the meeting**

**1807/05 Election of Deputy Chair**

Cllr Gordon proposed Cllr Penhale  
Cllr Nancarrow seconded the proposal  
Cllr Bullen proposed Cllr Mitchell  
There were no seconders for Cllr Mitchell  
It was **agreed** Cllr Penhale is Deputy Chair of the Tourism and Information Services Committee

**1807/06 Minutes of the last meeting**

The minutes of the meeting held on 3 May 2018 were agreed and signed as a correct record.

**1807/07 Financial Report**

It was **resolved** to note the financial information and budget comparison update

**1807/08** Cllr Nancarrow (Chair) thanked the TIC Manager on behalf of the committee for her

valued contribution and commitment to Launceston TIC.

**1807/09      Manager's Report**

The update report was **noted**. Alison Jeffery (TIC Manager) reported visitor footfall was improving and noted the increasing numbers of overseas visitors coming to the TIC for information, accommodation provision and to collect resources. The TIC is attending Launceston Show and will share space with Launceston Town Council and Launceston Chamber of Commerce. The TIC Manager will arrange set up and take down of gazebos with the Properties and Estates Manager. The vacancy for the part time TIC post will be advertised shortly. The post of TIC manager will be vacant from 31 July.

**1807/10      Coach Park Signage**

Following discussion regarding coach park signage it was **agreed** to refer the item to the next full council meeting for discussion on the appropriate content and the number of boards required in the coach park area.

**1807/11      Coach Friendly Town Status**

The TIC Manager circulated information regarding the necessary criteria needed to achieve Coach Friendly Town status. Discussion centred on the criteria and whether some of the specified requirements should be upgraded to provide enhanced accessible facilities. Cllr Williams (public representation) was permitted to inform the committee the specified coach friendly town criteria together with additional enhancements could be considered a suitable project for a LEADER funding. S. Hirsch (public representation) was permitted to state to the committee that gaining coach friendly town status was a strategic marketing tool for the town. Cllr Gordon proposed this item be referred to a Full Council meeting. It was resolved to do so.

**1807/12      Tourism & Travel Show**

The TIC Manager circulated information regarding the cost of a trade stand at the Travel & Tourism Show, NEC Birmingham, March 2019. It was felt the overall cost of Launceston TIC attending the show will be high. It was suggested local attractions and tourism businesses are approached to see if they will pay to have leaflets displayed on a TIC stand at this national tourism event.

**1807/13      Town Guide 2019**

Cllr Gordon proposed, seconded by Cllr Nancarrow, the committee **resolved** that the next edition of the Launceston Town guide should be published in a similar format to the current guide produced by the TIC. It was agreed the current TIC guide is excellent, meets the requirements of an official visitor guide and must be fully endorsed by Launceston Town Council. Distribution of a promotional leaflet for the town will be considered in the future.

**1807/14      Date of Next Meeting**

The next meeting is scheduled for Tuesday 4 September at 5.15pm

**1807/15      Items to Note and any Urgent Matters**

There were no matters for discussion

The meeting closed at 6.40pm

Signed

Date