

Town Clerk C Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

**Minutes of The Tourism and TIC Management Committee
held on Tuesday 13 September 2016 at 10.00am
at Launceston Town Hall**

- Present:** Cllrs Bugden-Cawsey, Gordon, Hogan (Mayor), Nancarrow, Sandercock, Young (Deputy Mayor)
John Marshall (TAVATA), Sue Issleib (Launceston Chamber of Commerce).
In attendance: Chris Drake (Town Clerk), Alison Jeffery (TIC Manager)
- 1609/24 Apologies for absence**
Diana Richardson (English Heritage)
- 1609/25 Declarations of Interest**
No Declarations of Interest were received
- 1609/26 Minutes of the last meeting**
The minutes of the meeting held on Tuesday 12 July 2016 were signed as a correct record.
- 1609/27 Presentation from Pirate FM**
Erika Gledhill, Media Sales Consultant with Pirate FM attended the meeting to provide a presentation on radio advertising options. A copy of the presentation will be forwarded to Launceston Town Hall. It was **AGREED** to hold an extra meeting on 27 September 2016 to discuss radio advertising.
- 1609/28 Financial Report**
The Financial Report was circulated at the meeting,
The committee **AGREED** the TIC budget to the end of July was satisfactory.
- 1609/29 TIC Manager's Report**
A copy of the report was circulated with the agenda.
Feedback from the Open Heritage Days was discussed. It was **AGREED** to participate in the 2017 event. Launceston TIC expressed their thanks to everyone who kindly assisted in any way to help make the days a great success. St Joseph's School was thanked for their provision of two minibuses and volunteer drivers Cllr Conway and Mr T Cawsey who ferried visitors between the historic sites and churches.
- 1609/30 Markets in the Square**
The TIC Manager reported that the markets continue to be well supported. The TIC manager and Cllr Gordon will liaise regarding the layout of the October market alongside Launceston Carnival activities.
- 1609/31 Civic Gifts**
Cllr Gordon provided a sample of a boxed salver suitable for the purpose of a civic gift. It was **AGREED** to purchase 12 salvers locally and have them engraved with the town crest.

Further investigation into out of print Launceston books is ongoing; Cllr Nancarrow spoke to one of the authors who supplied publisher information. Cllr Sandercock has old images of the town these could be helpful if a reprint is agreed on, these can be made available to the TIC.

1609/32

Launceston Images

Following discussion between the committee regarding access to suitable images for promotional purposes, it was **AGREED** the TIC Manager would contact local photographers with the aim of creating an image library for council use.

1609/33

Items to note and any urgent matters

- a) Cllr Conway suggested TIC staff seek training on a range of services other than tourism based subjects, to assist staff when answering general customer enquiries.
- b) It was suggested the council produce a regular newsletter. No decision was made; this will be discussed at a later date.

The next meeting is scheduled for 27 September 2016 at 10.00am.

The meeting finished at 11.30 am

Signed.....

Date.....