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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 4 September 2018 at 5.15pm at the Town Hall**

**Present:** Cllrs: Young (Mayor), Gordon (Deputy Mayor), Bullen, Nancarrow (Chairman) and Penhale

In attendance: Cllrs Williams, Allen and Hogan  
Christopher Drake – Town Clerk  
Ruth Maunder – TIC Assistant  
1 x public

**1809/01 Apologies for absence**  
There were no apologies for absence

**1809/02 Declarations of Interest**  
There were no declarations of interest

**1809/03 Public Representation Session**  
Cllr Williams gave an update regarding LEADER funding and advised that this funding stream was no longer available but expressions of interest could still be submitted for inclusion on a reserve list. The main funding stream now available is CLLD and Cllr Williams advised that she would continue to investigate any funding opportunities for the committee.

**1809/04 Minutes of the last meeting**  
The minutes of the meeting held on 3 July 2018 were agreed and signed as a correct record

**1809/05 Financial Report**  
It was **resolved** to include the following in the proposed 2019/20 budget;  
i) Set up an Ear Marked Reserve for funding of a replacement photo machine  
ii) Include a budget of £6000 for a Town Guide  
iii) Increase the training budget by £250  
iv) Remove the Youth Festival budget line

**1809/06 Manager's Report**  
It was **resolved** to;  
i) note the agreed service provision of the TIC during the recruitment process  
ii) note the details regarding the applications received for the posts of Tourist Information Service Manager and Tourist Information Assistant and to inform all applicants whether they have been successful in being short listed for interview  
iii) note the details of the forthcoming Heritage Open Day  
iv) consider future Bank Holiday arrangements for the TIC at a future meeting of the committee following the recruitment of a new Centre Manager

**1809/07**

**Coach Park Signage**

It was **resolved** that a map highlighting places of interest within the town be erected at the coach park and for officers to provide a design to the Chair and Vice Chair of the committee for consideration

**1809/08**

**Items to Note and any Urgent Matters**

It was agreed that a rota be completed to ensure cover is achieved at the Centre during the TIC Assistant's annual leave

**1809/09**

**Date of Next Meeting**

The next meeting is scheduled for Tuesday 6 November 2018 at 5.15pm

The meeting closed at 5.55pm

Signed

Date