



# Lawrence House Museum

(A Registered Charity)



Hon Curator Jake Jackson  
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www.lawrencehousemuseum.org.uk

Lawrence House  
9 Castle Street  
Launceston  
Cornwall  
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## MINUTES OF A MEETING OF THE LAWRENCE HOUSE MUSEUM MANAGEMENT COMMITTEE

Monday 6 June 2016 at 7pm at Launceston Town Hall (Otho Peter Room)

PRESENT: Cllrs Denton, Harris, Hogan (Town Mayor), Keighley, O'Brien, Tremain and Young. Jake Jackson (Hon Curator), Miss Davey (Stewards' Representative), Mrs Baughton (Stewards' Representative), Arthur Wills (Town Archivist), George Benbow (Chairman, FLHM), Rita Skinner (Secretary), Helen Gribble (Treasurer), Mary Godwin (Museum Mentor), Lesley Barker (Assistant Curator), Dave Williamson (First Choice PCs).

### 1 Election of Chairman

Cllr Brian Keighley was unanimously elected as Chairman.

### 2 Election of Vice Chairman

Cllr Margaret Young was unanimously elected as Vice Chairman.

### 3 Apologies for absence

All members of the committee were present.

### 4 Computers/IT

Mr Williamson spoke about the need to upgrade the computer system to a networked system, with a server and new MODES software. This would enable several people to work on the system at once and for individual work to be accessed on all computers. Eventually the museum's collections would be available to view online through MODES Complete. The Treasurer had been successful in securing a £1,000 grant, for which she was thanked. The committee **agreed** that the Town Council should be asked to pay the remainder of the cost. Ms Godwin advised that the Microsoft IT Trust provided discounted software to charities. Mr Williamson left the meeting.

### 5 Minutes of the last meeting

The minutes of the meeting held on Monday 14 March 2016 were agreed as a correct record and were signed by the Chairman.

### 6 Treasurer's Report

Cheques for payment were signed by two Trustees and the Secretary.

The income and expenditure account for 2015-2016 was circulated with the agenda and is appended to these minutes. The account was noted and approved. The Treasurer reported that the current account held £8,500 and the deposit account £3,500, less today's cheques.



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## 7 Report from Perfect Moment

The Curator spoke about the recent report commissioned by the Town Council from consultants Perfect Moment. The Curator said that the report was very negative, the timing of the visit was less than ideal and he did not think the museum, TIC, Town Hall and library should be considered together. He made a number of comments to support these points. Cllr Tremain offered his personal apology. He said the views in the report were not the views of the Council, the report had been received by the Council but had not been agreed. The situation had been exacerbated by the report in the local paper immediately after the Council meeting. The Mayor said that the report had been commissioned in order to help the Council establish how it could best deliver services in the future, with increasing responsibilities and static or diminishing income. The Council would consider the options contained in the report over the coming months. The Mayor said that the timing of the report was due to the need to progress plans for possible devolution of the library and associated services. This was the principal focus of the report. The curator thanked the Mayor for his comments at Mayor Choosing.

## 8 Curator's Report

The Curator's report was circulated with the agenda and is appended to these minutes.

## 9 Friends of Lawrence House Report

The report of the Chairman of the Friends of Lawrence House was circulated at the meeting and is attached to these minutes.

## 10 Stewards' Representative Report

Miss Davey said the stewards were working well together. The number of local visitors had increased. She queried the terms of the lease and the payment of utility bills. The Mayor said that utilities were usually the responsibility of the tenant, in this case the museum.

## 11 Archivist's Report

Mr Wills' report is attached to these minutes.

## 12 Urgent Items

Ms Godwin gave her response to the Perfect Moment report. She had made a written response which had been circulated to councillors and to the Curator. Her background was in small museums, she had worked at several, had been Cornwall Museums Development Officer and worked for ACE supporting museums across the south west. She said the town could be proud of the Lawrence House Museum, the quality of work by the Curator and other volunteers was excellent. She felt that a useful discussion could be had around how the museum could develop and do more. At present the museum was dependent on the commitment and personality of one person. She asked the committee to consider the likely financial scenario in 5 years.

There was potential for grants and for increasing funding. There were implications with no change, and with change. These options needed to be discussed so that the museum could survive and the good work undertaken not be lost. A major investment from the Council would be required. She suggested a scenario

Under the Trusteeship of: Launceston Town Council, Town Hall, Launceston, Cornwall, PL15 7AR Tel: 01566 773693



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planning exercise, imagining the future, to ensure that the museum was not diminished in future and would not be vulnerable to changes in fortune. Ms Godwin said that when and if the committee wanted that discussion she would be willing to help. The Curator said he would like to discuss a smooth take-over, and that the matter should be considered in the near future. He envisaged being in post for a further two years.

### **Date of the next meeting**

The next meeting will be held on Monday 5 September 2016 at 7pm at Launceston Town Hall.

The meeting finished at 8.30pm.

Signed ..... Date .....