

Laurence House

Museum

(A Registered Charity)

Tel: 01566 773277

Hon Curator:

Mr Jake Jackson



Laurence House
9, Castle Street,
Launceston
Cornwall PL15 8BA

TO All members of the Management Committee of the Laurence House Museum

Cllrs Hogan (Town Mayor), Denton, Harris, Keighley, O'Brien, Tremain and Young (Deputy Mayor). Jake Jackson (Curator), Arthur Wills (Archivist), George Benbow (Chairman Friends of Laurence House Museum), Wendy Baughan (Stewards' Representative), Pam Davey (Stewards' Representative), Mary Godwin (Museum Mentor).

cc all members of Launceston Town Council (as Trustee) for information

A meeting of the Management Committee of the Laurence House Museum has been arranged for Monday 6 June 2016 at 7pm at the Guildhall, Launceston Town Hall. The agenda is set out below.

Rita Skinner
Secretary to the Management Committee

2 June 2016

AGENDA

1. **Apologies for absence**
2. **Appointment of Chairman**
3. **Appointment of Vice Chairman**
4. **Computers/IT**
Dave Williamson, First Choice PCs, to talk about options for upgrading the museum's IT
5. **Minutes of the last meeting**
To agree and sign the minutes of the meeting held on 14 March 2015
6. **Treasurer's Report**
To approve the Income and Expenditure account to date for 2015/2016
7. **Report from Perfect Moment**
To discuss the report from Perfect Moment
8. **Curator's Report**
To receive a report from the Curator
9. **Friends of Lawrence House Report**
To receive a report from the Chairman of the Friends
10. **Stewards' Representatives' Report**
To receive a report from the Stewards' Representatives
11. **Archivist's Report**
To receive a report from the Archivist

12. Urgent Items

To receive any items which the Chairman considers to be urgent

Date of the next meeting

The next meeting will be held on Monday 5 September 2016 at 7pm