

Laurence House

Museum

(A Registered Charity)

Tel: 01566 773277
Hon Curator:
Mr Jake Jackson



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

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

Cllrs Young (Town Mayor), Gordon (Deputy Mayor), Harris, Hogan, Keighley, O'Brien and Tremain. Jake Jackson (Curator), Arthur Wills (Archivist), (Chairman Friends of Lawrence 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 Lawrence House Museum has been arranged for Monday 4 June 2018 at 2pm at the Otho Peter Suite, Launceston Town Hall. The agenda is set out below.



Christopher Drake
Secretary to the Management Committee

29 May 2018

AGENDA

1. **Election of Chair**
2. **Election of Vice Chair**
3. **Apologies for absence**
4. **Minutes of the last meeting**
To agree and sign the minutes of the meeting held on 5 March 2018
5. **Treasurer's Report**
To receive the Treasurer's report and to approve the Income and Expenditure account to date
6. **Curator's Report**
To receive a report from the Curator
7. **Friends of Lawrence House Report**
To receive a report from the Chairman of the Friends
8. **Stewards' Representatives' Report**
To receive a report from the Stewards' Representatives
9. **Archivist's Report**
To receive a report from the Archivist
10. **Succession Planning**
To discuss and agree succession planning for the museum

11. Working Party Membership

To nominate two members of this committee to join the working party formally resolved by the Finance and General Purposes committee, to look at the financial procedures of Lawrence House Museum.

The make up of the working party will therefore consist of two members of this committee along with three members of the Finance and General Purposes committee (Cllr Bailey, Conway and Hogan, with Cllr Conway as chair).

12. Urgent Items

To receive any items which the Chairman considers to be urgent

13. Date of the next meeting The next meeting will be held on Monday 3 September 2018 at 2pm