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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

**Minutes of The Tourism and Information Services Committee held on
Tuesday 2nd May 2017 at 10.00 a.m. at the Town Hall**

- Present:** Cllrs: Bugden-Cawsey, Gordon, Hogan (Mayor), Nancarrow and Young (Chairman)
S Hirsch (TAVATA), A Mitchell (Chamber of Commerce)
In attendance: Alison Jeffery (TIC Manager)
- 1705/01 Apologies for absence** were received from John Marshall (TAVATA), I Jordi-Slater (Launceston Chamber of Commerce) D Richards (English Heritage)
- 1705/02 Public Representation Session**
No members of the public were present at the meeting.
- 1705/03 No Declarations of Interest were received**
- 1705/04 Minutes of the last meeting**
The minutes of the meeting held on 7th March 2017 were signed as a correct record.
- 1705/05 Update on Launceston Chamber of Commerce**
Anna Mitchell attended the meeting as the Launceston of Chamber of Commerce representative. Irena Jordi-Slater is the current chairperson and was unable to attend. A Mitchell reported Steve Calvert (Bridge Tools) is now the deputy chair of the Chamber of Commerce and that the chamber was keen to maintain links with Launceston Town Council and Launceston Tourist Information Centre.
- 1705/06 Financial Report**
The financial report was circulated. The source of income streams was clarified.
- 1705/07 Manager's Report – previously circulated**
The report was discussed; footfall and sales have increased during 2016 and are similar for comparable months in 2017.
Part of the total print for the latest edition of the town guide has been completed the remainder will be available shortly.
Coach park refurbishment was discussed and referred to the Properties Manager.
Signage was discussed; a suitable sign has been identified. A 'Welcome to Launceston' will be erected in the coach park together with information and history interpretation boards for visitors.
- 1705/08 Tourism Forum**
Following discussion it was decided to await the formation of a new Tourism and Information Services committee following local council elections before progressing with the tourism forum.
- 1705/09 Tourism Funding & Grants**
Availability of grant funding for tourism related projects to improve the visitor experience was discussed. S Hirsch recommended tourism related projects to enhance visitor experiences should be identified and funding applied for as soon as possible. Cllr Young will look at the relevant funding options.

1705/10

Christmas Entertainment

Following election of new officers to Launceston Chamber of Commerce, it was decided to seek further information from the chamber regarding provision of Christmas Entertainment

1705/11

Launceston Market in the Square

Following discussion around market set up and take down it was suggested a team of 4 is Required to undertake the task each month. Market help will be discussed between the Town Clerk, Mayor and Deputy Mayor.

1705/12

Any Other Business

The Chair of the Committee thanked the TIC for their work in producing the latest edition of the town guide.

The next meeting is scheduled for 13th June 2017 at 10.00am.

The meeting finished at 11.10am.

Signed.....

Date.....

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