

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 Young (Town Mayor), Gordon (Deputy Mayor), Harris, Hogan, Keighley, O'Brien and Tremain. Jake Jackson (Curator), Arthur Wills (Archivist), (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 4 December 2017 at 7pm at the Otho Peter Suite, Launceston Town Hall. The agenda is set out below.

Christopher Drake
Secretary to the Management Committee

28 November 2017

AGENDA

1. **Apologies for absence**
2. **Minutes of the last meeting**
To agree and sign the minutes of the meeting held on 4 September 2017
3. **Treasurer's Report**
To receive the Treasurer's report and to approve the Income and Expenditure account to date
4. **Curator's Report**
To receive a report from the Curator
5. **Friends of Laurence House Report**
To receive a report from the Chairman of the Friends
6. **Stewards' Representatives' Report**
To receive a report from the Stewards' Representatives
7. **Archivist's Report**
To receive a report from the Archivist
8. **Succession Planning**
To receive any update on succession planning for the Museum
9. **Urgent Items**
To receive any items which the Chairman considers to be urgent
10. **Date of the next meeting**
The next meeting will be held on Monday 5 March 2017 at 7pm