

# 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 Hogan (Town Mayor), Denton, Harris, Keighley, O'Brien, Tremain and Young (Deputy Mayor). 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 5 December 2016 at 7pm at the Otho Peter Suite, Launceston Town Hall. The agenda is set out below.

Christopher Drake  
Secretary to the Management Committee

29 November 2016

### AGENDA

1. **Apologies for absence**
2. **Minutes of the last meeting**  
To agree and sign the minutes of the meeting held on 5 September 2015
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 Lawrence 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. **Curator's Job Description**  
To consider the details for the Museum Curator's job description
9. **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 6 March 2017 at 7pm