



Lawrence House Museum

(A Registered Charity)



Hon Curator Jake Jackson
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www.lawrencehousemuseum.org.uk

Lawrence House
9 Castle Street
Launceston
Cornwall
PL15 8BA

MINUTES OF A MEETING OF THE LAWRENCE HOUSE MUSEUM MANAGEMENT COMMITTEE

Monday 5 December 2016 at 7pm at Launceston Town Hall (Otho Peter Room)

PRESENT: Cllrs Harris, Hogan, O'Brien, Tremain. Jake Jackson (Hon Curator), Miss Davey (Stewards' Representative), Arthur Wills (Town Archivist and Chairman, FLHM), Christopher Drake (Secretary), Helen Gribble (Treasurer)

1 Election of Chairman

In the absence of Cllrs Keighley and Young, Cllr Hogan was elected as Chairman for the meeting

2 Apologies for absence

Apologies for absence were accepted from Councillors Denton, Keighley, Young and Mrs Baughan (Stewards' Representative)

3 Minutes of the last meeting

The minutes of the meeting held on Monday 5 September 2016 were agreed as a correct record and were signed by the Chairman.

4 Treasurer's Report

The income and expenditure account to date was circulated with the agenda and is appended to these minutes. The account was noted and approved. Mrs Gribble advised that the museum building had an electricity contract in place until August 2018

5 Curator's Report

The Curator's report was circulated with the agenda and is appended to these minutes. It was noted that some of the redecorating work in the basement had been completed by museum volunteers and it was requested that the re-decoration of the entrance porch be added to the maintenance programme undertaken by the Town Council

6 Friends of Lawrence House Report

The report of the Chairman of the Friends of Lawrence House was circulated at the meeting and is attached to these minutes.

7 Stewards' Representative Report

Miss Davey thanked the Town Council for the Volunteer's Christmas Lunch



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8 Archivist’s Report

Mr Wills’ report is attached to these minutes.

9 Curator’s Job Description

The Museum Curator’s job description was noted and agreed subject to any ongoing changes in the role

10 Urgent Items

The Town Clerk advised that following the recent audit visit, the Council’s auditor had confirmed that signed risk assessments were required in regards to all assets of the Council

Date of the next meeting

The next meeting will be held on Monday 6 March 2017 at 7pm at Launceston Town Hall.

The meeting finished at 7.45 pm.

Signed Date