



Lawrence House Museum

(A Registered Charity)



Hon Curator Jake Jackson
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Lawrence House
9 Castle Street
Launceston
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PL15 8BA

MINUTES OF A MEETING OF THE LAWRENCE HOUSE MUSEUM MANAGEMENT COMMITTEE

Monday 4 June 2018 at 2pm at Launceston Town Hall (The Guildhall)

PRESENT: Cllrs Young (Mayor) , Gordon (Deputy Mayor) Harris, Hogan, O'Brien. Jake Jackson (Hon Curator), Arthur Wills (Archivist) (Chairman Friends of Lawrence House Museum), Miss Baughan (Stewards' Representative), Miss Warne (Stewards' Representative), Christopher Drake (Secretary), Helen Gribble (Treasurer)

1 Election of Chairman

Cllr B Hogan was unanimously elected as Chairman.

2 Election of Vice Chairman

Mr A Wills was unanimously elected as Vice Chairman.

3 Apologies for absence

Apologies were received from Cllrs Keighley and Tremain and Miss Pam Davey who was substituted by Miss Cherry Warne

4 Minutes of the last meeting

The minutes of the meeting held on Monday 12 March 2018 were agreed as a correct record and were signed by the Chairman.

5 Treasurer's Report

The income and expenditure account to date was circulated and is appended to these minutes. The account was noted and approved. Mrs Gribble gave an update regarding the ongoing issues of the HSBC account

6 Curator's Report

The Curator's report was circulated with the agenda and is appended to these minutes.

7 Friends of Lawrence House Report

Mr Wills gave details of upcoming exhibitions and displays

8 Stewards' Representative Report

Miss Baughan advised that the Museum currently had reasonable steward cover but always welcomed new faces

Mr Jackson gave details of the stewarding requirements for the art display



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Cllr J Harris left the meeting at 2.30 following the discussion of the above

9 Archivist's Report

Mr Wills' report is attached to these minutes.

10 Succession Planning

It was **resolved** to discuss the matter of succession with Cllr R Tremain in regards to the potential of him considering a future role as Museum Curator and for Cllr Tremain to meet with Mr Jackson

Cllr D Gordon left the meeting at 3.00pm following the discussion of the above

11 Working Party Membership

It was **resolved** that the Curator, Curator's Assistant and one other Museum representative, along with Cllrs Bailey, Conway and Hogan, make up the working party formally resolved by the Finance and General Purposes committee to look at the financial procedures of the Museum

12 Urgent Items

There were no items for consideration

Date of the next meeting

The next meeting will be held on Monday 3 September 2018 at 2pm at Launceston Town Hall.

The meeting finished at 3.20 pm.

Signed Date