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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

**Minutes of The Tourism and Information Services Committee held on
Monday 13 November 2017 at 5.30pm at the Town Hall**

- Present:** Cllrs: Budgen-Cawsey, Gordon (Deputy Mayor), Mitchell, Nancarrow, Penhale and Young (Mayor)
I Jordi-Slater (Chamber of Commerce)
In attendance: Cllrs Allen and Williams
Christopher Drake – Town Clerk
Ruth Maunder – TIC Assistant
- 1711/19 Apologies for absence**
Apologies for absence were received from Mr J Marshal (TAVATA) and Mr S Hirsh (TAVATA)
- 1711/20 Public Representation Session**
There were no members of the public present
- 1711/21 Declarations of Interest**
There were no declarations on interest
- 1711/22 Minutes of the last meeting**
The minutes of the meeting held on 4 July 2017 were agreed and signed as a correct record.
- 1711/23 Exclusion of members of the press and public**
It was **resolved** that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following items as they may involve the likely disclosure of confidential information
- *Ms I Jordi-Slater entered the room at 5.40pm***
- 1711/24 Suspension of Standing Orders**
It was **resolved** to suspend Standing Orders to allow Ms Jordi-Slater to provide an update on the work of the Chamber of Commerce and in particular the actions taken and dates set for Christmas events in the town
- *Ms Jordi-Slater left the room at 5.50pm and Standing Orders were resumed***
- 1711/25 Financial Report**
The Financial Report (previously circulated) was noted and it was requested that a spreadsheet be set up to show usage and/or recommendations made in regards to accommodation providers and that TIC staff will actively pursue potential accommodation provider business
- 1711/26 TIC Managers Report**
Mrs Maunder (TIC Assistant) gave a verbal update regarding matters at the TIC including; the changes to ticket provider CRBO, new stock lines including Christmas hampers, the return of Salmon card stock as the company is ceasing trading, the purchase of Tormark book stock and the highly commended achievement in the recent Tourism Awards

It was **resolved** that;

- (i) the committee minute thanks to Mrs Maunder for her undertaking of additional duties to cover the period of staff absence
- (ii) future footfall figures be compared against car parking income
- (iii) the Tic will not be open for the Late Night shopping evening
- (iv) the Job Description of the additional TIC position, as attached as an appendix to the agenda, be agreed

1711/27 Town Signage

Members noted the update from the Chairman regarding proposed signage at the coach park and within the town and it was **resolved** that the Chairman and Town Clerk meet with Mr Jon Teague, Atlantic and Moor Leader Project Co-ordinator to discuss potential grant funding for the project

1711/28 Christmas Events Update and Support for the Chamber of Commerce

The Town Clerk gave a verbal update regarding the supply and erection of new Christmas lights and it was noted that the Council will supply four gazebos for the Christmas events in the town

Cllr Mitchell gave an update regarding the Heart South West Christmas market taking place on Saturday 2 December

Cllr Penhale left the meeting at 6.30pm following the discussion of the above

1711/29 Proposed Format for Future Committee Meetings

It was **resolved** that future meetings will be held on a bi-monthly basis and would commence at 5.15pm. this would be trailed until the end of the current municipal year

1711/30 Date of Next Meeting

The next meeting of the committee will be held on Tuesday 9 January

1711/31 Items to Note and any Urgent Matters

There were no items to consider

The meeting closed at 6.35pm

Signed

Date