



To: *All Members of the Tourism and Information Services Committee:*
Cllrs Young (Mayor), Gordon (Deputy Mayor), Hogan, Allen, Nancarrow (Chairman) and Penhale
cc all members of the Council for information

You are summoned to attend a meeting of The Tourism and Information Services Committee to be held on Tuesday 6 November 2018 at 5.15pm at the Town Hall. The agenda for the meeting is set out below.

A handwritten signature in black ink, appearing to read 'C. Drake'.

Christopher Drake
Town Clerk

Date of issue: 30 October 2018

AGENDA

1. Apologies for Absence

2. Declarations of Interest

Councillors are reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a written request for a dispensation has been received. The Council will consider those requests at this point. In exceptional circumstances the Town Clerk has delegated authority to allow a dispensation under section 8e of the Council's Standing Orders.

3. Public Representation Session

An opportunity for local residents to make representations to the Council or to ask questions relating to items on the agenda. (Please note that a maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker)

4. To confirm and sign the minutes of the last meeting

To sign the minutes of the Tourism and Information Services Committee meeting held on 4 September 2018 (copy attached)

5. Financial Report

To consider the budget requirements for 2019/20 and current forecast of outturn. A copy of the current financial year budget is attached for information (Manager's Report item 2)

6. TIC Manager's Report

To consider Report 11/18 concerning the above (copy attached)

7. Footfall Recording

To agree changes to footfall record sheet (Manager's Report item 4)

8. Coach Park Signage

Update of process and to consider additional signage for town square (Manager's Report item 6)

9. Tourist and Business Promotional Event

To consider a proposal to support a networking/promotional event prior to next year's tourist season (Manager's Report item 7)

10. TIC Opening Hours

To consider Bank Holiday and promulgate Saturday arrangements for TIC opening times (Manager's Report item 5)

11. Items to note and any urgent matters

To receive any items which the Chairman considers to be urgent (information only)

12. Date of next meeting

The next meeting is scheduled for Tuesday 8 January 2019 at 5.15pm