

TOURIST INFORMATION CENTRE MANAGEMENT COMMITTEE
12th OCTOBER 2009

- * Cllr. Mrs. E.A. Webster (Chairman)
- * Cllr. Mrs. P.C. Brooks
- Cllr. A. James

- Dis. Cllr. Mrs. R. Gadsby
- Dis. Cllr. Mrs. J. Lea
- * Dis. Cllr. J. Wyatt

In attendance: Town Clerk and Tourist Information Centre Manager.

351. **Apologies for Absence:** Apologies for absence were received from District Councillor Mrs. Lea.
352. **Declarations of Interest:** There were no declarations of interest.
353. **Minutes:** RESOLVED – THAT the Minutes of the Meeting held on 13th July 2009, copies of which had been previously circulated to all Members, be taken as read, approved as a correct record and signed by the Chairman.
354. **Managers Report:** The TIC Manager went through her report advising that income was down due to the slow uptake of coach trips, but that the Christmas outings were indeed fully booked. Note was made of the King Harold Day celebrations and that further advertising needed to be carried out with regard to the 2012 Olympics. It is also to be noted that the coach trips provide a good service to our older residents. It was suggested that further information be published in the Town Crier Newsletter and Town Council website. Another suggestion was to contact the Tourist Information points within Northern France and suggest that Waltham Abbey would be a great destination.
355. **Statistics:** Members referred to the Statistical Report for the period 1st October 2008 to 30th September 2009. Again Members noted the decrease in visitor numbers against the previous year which had a corresponding reduction in income. It was also suggested that the inquiries made by email should also be analysed. Following further discussion it was moved by the Chairman and

RECOMMENDED – THAT the Statistical Report be noted.

356. **Excursions 2010:** The Town Clerk reported that although the Lee Valley Park, and the Gunpowder Mills, were not participating in Excursions 2010, an approach had been made to the Epping Forest District Museum with a positive result. It was noted that the event was well worth attending last year and that the Committee felt that it would be worth attending again this year. It was moved by the Chairman and

RECOMMENDED – THAT the application for an exhibition stand, shared by the District Museum, be made.

357. **Additional Related Tourism Reports to Note:**

- (1) White Water Canoe Course – Legacy Tourism Group Meeting.
- (2) Waltham Abbey Town Partnership – Tourism Subcommittee Report.

It was moved by the Chairman and

RECOMMENDED – THAT these reports be duly noted.

With regard to the Waltham Abbey Town Partnership Tourism Subcommittee Report it had been suggested that a visit be made to the Saffron Walden TIC to investigate methods of best practice. It was moved by the Chairman and

RECOMMENDED – THAT a visit be duly arranged to the Saffron Walden TIC.

358. **TIC Assistant:** It was moved by the Chairman and

RECOMMENDED – THAT the appointment of the new TIC Assistant be duly noted.

359. **Any Other Business:** The Town Clerk advised the Committee that details of the requirements for the hosting of the Antiques Road Show had been obtained and passed to the Lee Valley Park Authority. Details had also been received from Excursions Magazine with regard to advertising. It was moved by the Chairman and

RECOMMENDED – THAT this matter be further considered for an advert to be published within the February/ March issue of the magazine at a current cost of £95.

360. **Exclusion of Press and Public:** It was moved by the Chairman and

RESOLVED – THAT in view of the confidential nature of the business to be transacted is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

361. **Minutes – Part B:** Category 8 (Finance).

362. **Finance Report:** Category 8 (Finance).

MRS. E.A. WEBSTER - CHAIRMAN