

**MINUTES OF THE INFORMATION CENTRE COMMITTEE  
MEETING HELD ON MONDAY 9<sup>th</sup> AUGUST 2010 at  
7.30PM IN THE INFORMATION CENTRE**

**Present**

Cllr Hitchcock: Chairman, Cllr Distin, Janet Connors: Administrator, Pat Dickinson, Volunteer and The Clerk

**011/10 IC Apologies:**

Apologies were received from Cllr Brewer, who was on annual leave and Cllr Prince who had a family commitment. Acceptance of these apologies was proposed by Mrs Dickinson and seconded by Cllr Distin.

**012/10 IC Election of Deputy Chairman**

Mrs Dickinson was proposed by Cllr Distin and seconded by Cllr Hitchcock. Carried unanimously.

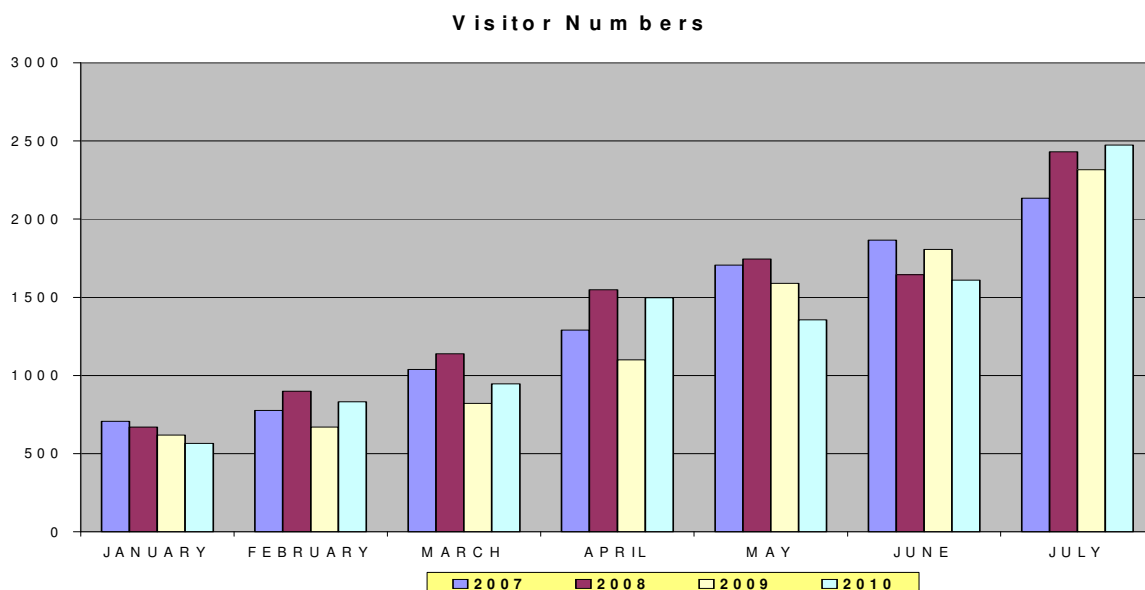
**013/10 IC Minutes of the Previous Meeting**

It was noted that amendments are to be made to the previous minutes and remove visitor numbers, Christmas shopping night, student, volunteers, bad weather and grants from these minutes as they were not belonging to those minutes. Once these have been amended, the Chairman will then sign them as a true and correct record.

**RECOMMEND: CLERK TO ENSURE THE ABOVE IS CARRIED OUT**

**014/10 IC Administrator's Report 9<sup>th</sup> August 2010**

Visitor Numbers are holding up as we get into the summer season with over a hundred visitors per day most days.



## Newsletter

As requested by the Information Centre Advisory Committee I have produced a special Newsletter about the Information Centre and its services, which I have circulated around the town. I have also given copies to the editor of 'Around Ashburton' and the Parish magazine. Further requests from the Committee appealing for information on other TICs have been completed.

## Donations

We have introduced a collecting box on the counter, which is proving more fruitful than the collection box located by the door.

## Dartmoor Hoppa

Unfortunately there are no plans to extend the Dartmoor Hoppa service to run from Ashburton.

## Guide

So far this year we have distributed over 3,500 copies of the Town Guide, and have been going back to some TICs to top up.

## 015/10 IC Accounts

The Clerk gave details of the accounts as at 9<sup>th</sup> August 2010, it was noted that there is £787.54 but there are creditors of £960.35. Mrs Connors stated that more funds have been banked and these will soon show up on the bank account and sales have increased quite considerably. A general discussion then took place regarding the information centre and how to attract more people spending. The Clerk requested that the Tuckers pink board be moved and instead the A board be placed outside advertising the information centre in a fluorescent poster stating that there are maps, books, gifts available for sale, that way it may attract people's attention and get them into the information centre. Also on the main windows The Clerk stated that he would produce some bright coloured signage that would go up in the windows, which again, would help attract people. Clerk would also arrange for a sign to be placed on the A board out at the front of the Town Hall entrance directing people to the information centre and again, identifying books, gifts and maps etc. Mrs Dickinson suggested that a few years ago there was an area set aside in the information centre for local businesses to advertise and perhaps this should be considered. It was agreed that Mrs Connors would write to all the businesses offering them the space to advertise in a particular area in the information centre at a yearly charge and it was suggested that if the space be offered to them for an A4 poster at £25 per annum and see how many would be attracted by this. If the answer is 'No' people would not be interested then this would not take place but it was generally felt it is worth asking.

**RECOMMEND: CLERK TO PRODUCE SIGNS, MRS CONNORS TO WRITE TO ALL BUSINESSES IN THE TOWN OFFERING THE FACILITY TO ADVERTISE AN A4 POSTER WITHIN A SECTION OF THE IC AT A COST PER ANNUM**

It was generally agreed that every effort must be made to increase sales to help the survival of the information centre as no one can rely purely on grants.

**016/10 IC Update on Funding**

Mrs Connors stated that she has drawn up a newsletter which has been distributed to all the public houses and relevant places within the town to promote the information centre and the items it has for sale etc. As well as this, Mrs Connors reported that she has applied for various funding and gave the details accordingly:-

Funding Update - Notes

- i. I have applied once more to Teignbridge's Councillors' Community Fund via Cllr John Nutley for £250 towards the cost of hosting the Police Surgeries.*
- ii. I currently have an application in regarding our eligibility for the Greater Dartmoor Local Enterprise Action Fund (part of the Local Action Groups, LAGs) for £1,250 for Volunteer development.*
- iii. I have joined GrantNet, an online search engine for sources of grant funding.*
- iv. Has the Information Centre Advisory Committee come up with any new ideas for funding the Centre?*

**017/10 IC Any Other Urgent Business**

- Consideration be given as to when the Town Crier is crying for various events that requests are made to him to also give the information centre a mention
- It was generally felt that any volunteer who wishes to smoke during their shift at the information centre, do not stand immediately outside the entrance door but be asked to either go across the road on the seat or around the corner.

There being no further business, the Chairman closed the meeting at 8.30pm.

.....  
**CHAIRMAN**