

# Liskeard Information Centre

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Update since 14th December 2016

## Visitor Numbers / Sales

I attach the latest sales and visitor numbers. Over the last couple of months our profit has been at more or less the same level as at the same time last year.

## Mines, Moors & Minerals Leaflets

Back in 2013 we applied for an ECLAG grant to produce a series of podcasts about the local industrial archaeology along with an accompanying leaflet. The leaflet was printed in English and also in French, German, Dutch and Spanish versions. We still have plenty of the foreign language leaflets in stock but are almost out of the English versions. We originally ordered 5,000 copies of the English language version at a cost of £548. I attach some quotes for a reprint.

In addition to cost we need to consider where we can store them if we order them -4,000 copies of the Heritage Trail which is the same size was 14 boxes.

#### **Podcasts**

We recently noticed that the podcasts we produced to accompany the Mines, Moors and Minerals leaflets were no longer playing on our website. It appears that the company we used, Monty Funk, may have gone out of business – certainly their own websites are no longer active. With the help of Voice Group I have uploaded all of the podcast files onto an online system and put in new links so they are all up and running again.

## Apprenticeship opportunity

We have been approached by a company who are offering free training under an apprenticeship scheme. I attach the details. I would be interested in Level 3 Team Leading and Management and Tina is interested in Level 2 IT Application Specialist. The courses take place over a year and take a couple of hours each week, there is no cost involved.

# Stocking Ice Cream

The museum curator and I would like you to look again at the option of selling ice cream in the TIC shop. There is nowhere else in town that stocks *locally made* ice cream — only generic brands. We would ensure that customers only bought ice cream on leaving the museum — we do not allow anyone to take any food or drink into the museum at all. We are not talking about selling ice cream cones, the ice cream is all in sealed tubs — the same as you buy at the theatre, and the freezers are temperature controlled. I have talked to other TICs who stock ice cream and there are no additional Health and Safety implications. The ice cream has a shelf life of

I contacted several local companies but only got a response from Treleavens and Callestick, their prices are the same as last year (Callestick has just increased by 1p per tub), however, the upfront cost of the freezers has increased – I attach the information.

#### Stock Take

I would like to close the office on Wednesday 29<sup>th</sup> March for our annual stock take. This is before the start of the school holidays and as close to the end of the financial year as possible.

#### Vicky Cutts

28<sup>th</sup> February 2017