

Malmesbury Town Council

Minutes of the meeting of the Community and Town Promotion Committee held in the Malting Hall, Malmesbury Town Hall on Thursday 9th July, commencing at 7.00pm

Present: Cllr Mrs S Poole Cllr ACR Woodcock Cllr RF Sanderson
 Cllr Mrs C Doody Cllr G Grant

Also present: 2 members of the public.
 David & Lesley Wood of Front Room Marketing

*Cllr. Poole proposed that item 8 be moved forward to allow Front Room Marketing to make their presentation on behalf of the Town Team. All **agreed**.*

1. Apologies.

Apologies were received from Cllrs Cox and Jones.

2. Public Question Time.

None

3. Declarations of Interest.

None

4. To receive an update from Malmesbury Town Council's representative on the Town Team.

- Cllr. Grant introduced David & Lesley Wood of Front Room Marketing; they gave a brief presentation of the work they have been commissioned to do by the Town Team to create a corporate identity for Malmesbury. This has been achieved by thorough research, consultation and feedback with focus groups within the town. Lesley invited feedback from the Committee and comments were positive. Cllr. Poole expressed thanks to Front Room Marketing for their work & presentation.
- Cllr. Grant stated that he had been welcomed to the Town Team as MTC representative and that communications between the two groups are working well.

5. To approve Minutes of previous meeting (4th June 2015).

Minutes approved.

6. To discuss dates for Free Parking.

Following discussion Cllr. Grant proposed that Saturday 17th October (BBC History weekend) & Saturday 5th December (as a Christmas shopping incentive in Malmesbury) be requested. Committee Clerk to contact Wiltshire Council.

7. To receive Income & Expenditure report.

Report noted by the Committee.

8. To receive a report from tic.

Report noted by the Committee.

9. To discuss format of St Aldhelm's Fair 2016

Report by Cllr. Doody was discussed, follow up actions for next year's event included

- Revision of the finishing time, possibly 3pm.
- Any talk that may take place in St Aldhelm's church to be set at time suitable for people to attend the opening by the Mayor and also the talk.
- Food provisions to be made (possibly hog roast, tea and cake etc)
- Encourage retailers to be more pro-active.

Cllr. Poole proposed a vote of thanks to Cllrs. Doody, Kettley and Grant for their work in making the event a success. It was **agreed** by all that St Aldhelm's Fair 2016 will take place on Monday 30th May. Clerk to enquire about availability of Long Bowmen and Minstrels on that date.

10. To discuss plans for WW1 commemorative afternoon tea and planting of trees.

- Two trees will be planted this year as works were taking place at St Aldhelm's Mead last year which prevented planned planting of one tree per year during the World War 1 Centenary. Committee Clerk is to speak to Town Clerk to organise the planting.
- Cllr. Poole proposed that £200 be allocated to the WW1 commemorative afternoon tea and the date set for Friday 18th September. All **agreed**. A working party is to be formed to organise the event at a future meeting.

11. To make plans for Youth Day.

Cllr. Poole has provisionally booked the rooms at the Town Hall to hold a 'Youth Fair' on Saturday 3rd October. All youth groups in the area will be invited to the event to promote & publicise their activities and organisations with the intention to stimulate more interest for young people. Cllr. Poole will prepare a report for the next meeting of the C&TP Committee.

12. To make plans for Litter Picking Day.

Committee Clerk to contact Wiltshire Council to book the use of the equipment and to enquire about Health & Safety implications. The dates initially chosen are the 27th March 2016 & 30th October 2016 but it may be possible that the equipment can be used sooner.

13. Update on WOMAD preparations.

- The rota has been distributed by Cllr. Poole to councillors and all other arrangements are progressing well. It was **resolved** that the children's activity would be to decorate an easily made model as a 'Malmesbury Character' such as Hannah Twynnoy, Eilmer or King Athelstan. Materials for the activity were thought to cost approximately £50 and the badge making machine could be hired again with the idea of making badges to say "I love Malmesbury".
- Cllr. Cox will continue to assemble items for the hamper through the donations of shops/businesses in the town.
- MTC will produce an A5 leaflet showing a map & times for the shuttlebus that will travel between the town centre & WOMAD every day of the festival.

14. Update on Calendar 2016 production.

The photographs from the Civic Trust & Mike Lewis were shown to the Committee to choose 12 of each for the Calendar. It was **resolved** that Cllr. Poole would make the final decision from a short list.

15. To discuss the future of Late Night Shopping.

The report prepared by Cllr. Grant was noted by the Committee, Cllr. Sanderson stated that Willis Brothers had previously sponsored the tree in the Market Cross & that Father Christmas & sleigh had been organised by The Rotary Club not the Chamber of Commerce.

- It was **resolved** that the Committee accepts the proposals set out in the report.
- Cllr. Grant will make enquiries as to the date of Late Night Shopping in Tetbury with the intent to avoid a clash.
- Cllr. Grant, alongside the Town Team, will liaise with retailers to find out the preferred date for Late Night Shopping.

The meeting closed at 8.55pm