

## **Malmesbury Town Council**

Minutes of the meeting of the Community and Town Promotion Committee held in the Hobbes Parlour, Malmesbury Town Hall on Thursday 6<sup>th</sup> July 2017, commencing at 7.00pm

---

**Present:** Cllr F Vandelli Cllr J Exton Cllr M Asciak  
Cllr G Grant Cllr C Ritchie Cllr Doody

**Also present:** Cllr P Newman Cllr P Smith Cllr G Darling-Parkes  
Cllr P Exton

### **1. Apologies.**

None

### **2. Declarations of Interest.**

Cllr Doody expressed a pecuniary interest in the Hare Trail at item 8 of the Agenda and will leave the room when discussion takes place.

### **3. Public question time in respect of items included in this agenda.**

None

### **4. To receive minutes of meetings held on 25<sup>th</sup> May 2017.**

The Minutes of the meeting held on 25<sup>th</sup> May were approved.

### **5. To receive Income & Expenditure Report**

The report was noted. A question was raised about the Income from the Gallery so far this year, Clerk will check with Deputy Town Clerk.

### **6. To receive an information report on the number of visitors to the TIC & Festival Guide distribution.**

The reports were noted by the Committee. Cllr Grant stated that the Town Team are currently hoping to collate visitor numbers to other tourist destinations in the Town and also retailers.

Cllr Vandelli offered to swap leaflets at the information centre in Chippenham.

### **7. To receive update from Cllr Ritchie about Vale Action Funding.**

Cllr Ritchie presented a report to update the Committee on the Vale Action Bid. The Committee noted the report and agreed that Cllr Ritchie should engage with the Town Clerk to discuss progress of the bid.

### **8. To receive progress reports on:**

#### **Late Night Shopping**

The Town Hall & Facilities Committee have formed a working party which covers use of the Hub at Late Night Shopping.

The Community & Town Promotion will work with the Town Team to progress Late Night Shopping and the working party for 2017 comprises Cllrs. Vandelli, P Exton, J Exton, Grant, Doody, Darling-Parkes & Asciak.

### Malmesbury In Bloom Presentation Evening

It was agreed to invite sponsors to the presentation evening in September. Following discussion it was **resolved** to allocate up to £300 for the presentation evening. Clerk to check availability of the hall on the 22<sup>nd</sup> September.

*Cllr Doody left the room*

### Hare Trail

Cllr Vandelli proposed that Cllr Doody be reimbursed for expenses at the launch of the large hare trail. Following discussion it was noted that due process must be followed for expenditure for Council events.

The launch of the animal and small hare trail will take place on the 18<sup>th</sup> July, budget previously set at £50. All Councillors, press and sponsors will be invited. Cllr Vandelli will source sponsorship of the prize for the trail (£25-mosaic kit)

*Cllr Doody returned to the meeting*

### Up-cycling Workshop

It was agreed to hold another up-cycling workshop. Cllr Vandelli circulated a report outlining that she has secured funding for 2 half-day workshops for older children through the LYN but that it would be necessary to fund a workshop for younger children through the Council. It was **resolved** to fund a half day workshop for up to 11 yr olds in the region of £120.

### Commemorative Afternoon Tea

Cllr Darling-Parkes suggested holding the event on the 12<sup>th</sup> October. Clerk to check availability of the Town Hall for that date. Clerk will produce invites which will then be distributed through the Town Hall. A working group comprising Cllrs. Asciak, Doody, Vandelli & Darling-Parkes will co-ordinate the event.

### WOMAD

Cllr Vandelli is putting together a rota for attendance at the tent at WOMAD for Councillors and volunteers. A working party comprising Cllrs Vandelli, J Exton & Doody will organise themes and events in the tent.

*Cllr Doody left the meeting*

## **9. To discuss project management ideas**

Cllr Vandelli had circulated an example spreadsheet for managing projects. Cllr J Exton requested that the spreadsheet be simplified as time-specific guidance to managing individual projects.

## **10. To consider way forward to make Malmesbury a Cycle Friendly Town.**

## **11. To consider way forward to make Malmesbury a Coach Friendly Town.**

Cllr Vandelli had circulated reports outlining both initiatives. It was resolved that work would be taken forward with the Town Team. A working group was formed comprising Cllrs Darling-Parkes, Ritchie & Vandelli to bring both initiatives to a consultation stage with the Town Team.

## **12. To consider buying advertising space in the Visit Wiltshire Guide 2018.**

The report was circulated for the Committee to note the opportunities from Visit Wiltshire. Cllr Grant stated that Wood McKeever had previously used the Visit Wiltshire Guides to advertise Discover Malmesbury, he also suggested that feedback could be sought from Wood McKeever before a decision is made. Clerk to invite feedback from Wood McKeever.

**13. To receive concluding report on St Aldhelm's Fair 2017**

Cllr Vandelli had circulated a report which was noted by the Committee. It was resolved that a meeting will be held soon as a 'wash up' session to improve the event for next year. Councillors J Exton, Grant, Ritchie, P Exton & Vandelli expressed an interest to be part of the meeting. Cllr Vandelli invited Lisa Gore, Market Operator to also take part.

**The meeting closed at 9.15pm**