

Malmesbury Town Council

Minutes of the meeting of the Community and Town Promotion Committee held in the Hobbes Parlour, Malmesbury Town Hall on Thursday 1st March, commencing at 7.00pm

Present: Cllr F Vandelli Cllr C Ritchie Cllr J Exton
Cllr P Smith Cllr G Darling-Parkes

1. Apologies.

Cllrs Doody, Asciak & Grant

2. Declarations of Interest.

None

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

None.

4. To receive minutes of meetings held on 1st February 2018.

The Minutes of the meeting held on 11th January were approved as a correct record.

Beacon Event: It was noted that a report has been written for TH&F. It was also noted that, following investigation by Cllrs Darling Parke and Ritchie, it appears it may be possible to locate the beacon on the Abbey roof. The next step is to obtain a formal fire risk assessment which can be sent with a project plan to the Abbey's insurers. The fall back location in the event of bad weather or if the Abbey roof cannot be used was agreed to be the Cross Hayes. This needs to be taken into account in planning for the event.

5. To receive Income & Expenditure Report.

Members noted the report.

It was resolved to ask if the increase in income in line 1011 – Sales – fully reflects the income from pre Christmas Gallery sales and, if it does, if this income was similar to the income received for the equivalent exhibitions and period (November and December) in 2016.

It was noted that TIC Stock Purchases expenditure may not yet be fully reported.

6. To receive report from TIC; to include visitor numbers and update on production of Festival Town leaflet.

The latest Visitor report was noted. It appears that a contributory factor to January visitor numbers being higher than in previous years was that for a period in the month all visitors to the Town Hall had to use the TIC entrance.

It was resolved to consider Visitor number recording consistency as part of the TIC upgrade project.

The draft of the Festival Leaflet was noted and commended, subject to the following amendments:

(a) To reverse the position of the Flying Monk Arts Trail and Heritage Open Day to keep them in date order. It was suggested that the logo for each event may need to change side to keep balance.

(b) To change the copy in the paragraph 'In And not just Festivals' as follows: Change 'This is' to 'Malmesbury is' and 'Malmesbury's man eating tiger' 'Malmesbury's infamous tiger'.

7. To discuss suggestion of small hare trail with Schools in Malmesbury (Report from Cllr Vandelli)

The report produced by Councillor Vandelli was noted. It was resolved that, subject to confirmation of no cost and no other obligations, 'Queenie' could be included in the Cotswold Hare Trail Passport.

It was noted that the Hare Trail organisers are also proposing a new programme for schools.

It was resolved that:

(i) Leaflets related to the new programme for schools may be displayed in the TIC, provided there is no cost or other commitment expected from MTC for displaying the leaflets.

(ii) The Hare Trail organisers may be state that the new school programme element of the Hare Trail is supported by MTC provided no indication is given that MTC has any active role, financial commitment, or responsibility for the new school programme and the organisers confirm they have no expectation or requirement of MTC to provide financial or other commitment to the new school programme now or in the future.

8. To consider request of funding from CMAS for additional Youth Drop In sessions (Reports from Cllr Power/Richard Williams)

It was agreed that there is a benefit for CMAS Youth Drop in sessions to continue as proposed in the reports for the period March to May 2018, the equivalent of 12 school weeks. The total cost for the 12 weeks programme is £1,500 and free use of a suitable Town Hall room. It was noted that £1,000 has already been agreed to be spent on further CMAS Youth Drop in sessions in the current financial year and to request free use of a suitable Town Hall room.

It was resolved to fund the 12 week programme at a cost of £1,500 on the basis that:

(i) The programme is billed to MTC 1 month at time at the end of each month's activity. Each invoice to be accompanied by a short report confirming the expected drop in sessions have occurred.

(ii) The first £500 cost of the programme for the project is expected to be invoiced in March. This will leave a balance of £500 from the £1,000 allocated to this programme for expenditure in 2017-18. P&R is therefore to be requested to agree C&TP may carry over £500 from its 2017-18 agreed expenditure of £1,000 on this programme to be spent against the invoice expected for the programme during April 2018.

(iii) £500 is allocated from C&TP's 2018-19 agreed youth budget for the May element of the project. Town Hall. The total spending on this programme will therefore be £1,500.

(iv) TH&F, P&R and Full Council, as appropriate, are asked and confirm that the suitable Town Hall room is allocated for use by CMAS by MTC at the designated times without charge.

Meeting closed at 7.58pm

Signed.....

Date.....