



MALMESBURY TOWN COUNCIL

Minutes of the **Community Engagement & Town Promotion Committee Meeting**

Held in Malmesbury Town Hall on **Thursday 14th November 2024** at 7pm.

Present: Cllrs Crawford Price (Chair) Power, Wallis Ritchie and Doody

Also present: Claire Mann (Town Clerk, Cllr M Crawford-Price and 1 member of the public.

CE&TP/24/109 To receive declarations of interest.

None received.

CE&TP/24/110 To receive apologies.

Apologies received from Cllr James.

Cllr Crawford-Price proposed that item 9 is moved ahead on the agenda and that items 5 and 11 are combined. All agreed.

CE&TP/24/111 Public Question Time in respect of items included on this agenda.

None received.

CE&TP/24/112 To approve minutes of the meetings held on 17th October 2024

It was noted that Minute ref CE&TP/24/101 should read 'Malmesbury Town Council will not be responsible for the Thomas Hobbes Festival but is happy to work in partnership with the organisation. Any funding requests should be made in the usual way.'

Subject to amendments the minutes were approved and signed as a correct record.

CE&TP/24/113 To consider presentation from Calne Men's Shed at last Full Council meeting and determine way forwards.

The member of the public spoke briefly to detail the benefits of a Men's Shed.

The member of the public left the meeting.

Following discussion the Committee resolved that since there are several other interested parties, it will not be progressing the initiative.

CE&TP/24/114 To receive income and expenditure report.

It was resolved earlier in the meeting that this would be covered during the budget discussion.

CE&TP/24/115 To receive TIC report

The report was noted. Cllr L Crawford-Price asked if Google analytics could be utilised and be included in the report.

CE&TP/24/116 To note email from Town Clerk stating that all CE&TP events will be managed by the Office.

The Town Clerk explained that this request had been made to ensure a smoother line of communication, using staff members that are in the office daily. Cllr L Crawford-Price asked that all Councillors are notified of this request.

CE&TP/24/117 To consider notification in Malmesbury Connections (period tbc, £75 to Scott Media per edition if agreed)

It was resolved not to use Malmesbury Connections as a media outlet.

CE&TP/24/118 To receive update on EAT festival

Cllr L Crawford-Price had circulated the report ahead of the meeting. It was agreed to accept the proposals. The working group will comprise Cllrs L Crawford-Price, Drake and Doody. The Town Clerk was asked to email all Councillors for expressions of interest.

CE&TP/24/119 To consider budgetary requirements for the coming year.

Following discussion, it was agreed to forward the proposal below to P&R.

Central Council-101	Nominal Code	24/25 To date	24/25 Budgeted	24/25 expected y/e	25/26 Proposed
Community and Town Promotions-301					
Income					
Late Night Shopping	1007	£1,350.00	£1,000.00	£1,600.00	£1,400.00
Gallery Sales	1011	£261.00	£350.00	£350.00	£350.00
MinB Sponsorship	1013	£2,075.00	£2,500.00	£2,075.00	£2,000.00
TIC Sales	1015	£2,217.00	£5,000.00	£4,200.00	£2,500.00
Devereux Tickets	1018	£1,972.00	£0.00	£1,972.00	£1,972.00
Total		£7,875.00	£8,850.00	£10,197.00	£8,222.00
Expenditure					
Projects	4071	£410.00	£9,000.00	£702.00	£3,000.00
MinB Presentation Event	4072	£457.00	£300.00	£500.00	£800.00
WOMAD	4073	£148.00	£300.00	£148.00	£300.00
Food Festival	4074	£1,500.00	£200.00	£1,500.00	£2,500.00
LNS	4083	£28.00	£1,850.00	£1,850.00	£2,000.00
Devereux 2024	4084	£8,539.00	£200.00	£8,539.00	£0.00
St Aldhelms Fair	4085	£129.00	£650.00	£129.00	£650.00
Youth Art Exhibition	4086	£0.00	£100.00	£0.00	£0.00
Athelstan 1100	4087	£2,652.00	£0.00	£2,652.00	£1,000.00
TIC Stock Purchases	4145	£1,431.00	£3,750.00	£2,453.00	£2,500.00
GWW Membership	4146	£0.00	£1,500.00	£0.00	£11,038.34
Youth Provision	4148	£12,000.00	£12,000.00	£12,000.00	£13,000.00
Promotional Activities & Markting	4243	£2,392.00	£3,000.00	£3,500.00	£2,500.00
MinB Planting	4244	£3,152.00	£3,500.00	£4,500.00	£4,500.00
High Street Gallery	4245	£83.00	£150.00	£142.00	£150.00
TIC Refit Fees	4311	£0.00	£500.00	£0.00	£500.00
80 VE Day	NEW				£300.00
Visit Wiltshire Subs	NEW				£550.00
Total		£32,921.00	£37,000.00	£38,615.00	£45,288.34

CE&TP/24/120 To consider and if agreed, approve additional payment for delivery of Malmesbury Town Guide (£328.30 +vat)

It was resolved to accept the additional payment on the original quote to total £328.30)

CE&TP/24/121 To receive an update on working groups and events

- i. **Late Night Shopping (Cllr Drake)**
Cllr Drake requested help from all Councillors. The most recent meeting notes will be circulated shortly.
- ii. **Rise Trust (CM)**
The report was noted.
- iii. **PR & Comms (CM)**
The report was noted.

iv. TIC Reviews (Cllr Ritchie)

It was agreed that Cllr Wallis will join Cllrs D'Arcy, Ritchie and L Crawford-Price on the working group.

v. September Art Month (Cllr Drake)

Cllr Drake reported that the event had progressed well and it is hoped to continue for next year.

vi. Beacon Event 2025 (Cllr Crawford-Price)

Cllr L Crawford-Price asked that all Councillors are invited to join the working group and that a meeting should take place mid-January to progress.

vii. Festival Leaflet 2025 (Cllr Crawford-Price)

It was agreed to keep the same format for next years' leaflet. Cllr L Crawford-Price will email all groups and Cllrs for suggested content.

Meeting closed at 8.29pm