



MALMESBURY TOWN COUNCIL

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

Held in Malmesbury Town Hall on **Tuesday 23rd April 2026** at 7.00pm.

- Present:** Cllrs Drake, I Wallis, Makhtar, M Crawford-Price, H Hughes and R Hastings.
- Also present:** Claire Mann (Town Clerk)
- CE&TP/26/26** **To receive declarations of interest.**
None received.
- CE&TP/26/27** **To receive apologies.**
Apologies received from Cllrs O Wallis and Power.
- CE&TP/26/28** **Public participation in respect of items included on this agenda.**
None received.
- CE&TP/26/29** **To approve minutes of the meeting held on the 10th February and 19th March 2026.**
The Minutes of both meetings were approved and signed as a correct record.
- CE&TP/26/30** **To receive income and expenditure report to date.**
The income and expenditure report was noted.
- CE&TP/26/31** **To receive TIC report.**
The TIC report was noted. The Town Clerk was asked to check on the income from Christmas Card sales.
- CE&TP/26/32** **To plan and allocate budget for 2026 Community Engagement Projects.**
Cllr Drake is yet to meet with Cllr Power to discuss, a report will be forwarded for a future meeting.
- CE&TP/26/33** **To consider whether to hold a Community Day for 2026 and determine way forwards if agreed.**
Following discussion it was agreed that this may well align with Community Engagement Projects and any necessary budget and so will be added to the agenda in May.
- CE&TP/26/34** **To consider whether the CE&TP Committee plans to use the John Bowen Gallery during 2027 and if agreed, which three week period.**
It was agreed that the Gallery would be used by CE&TP during the same period of time as 2026 or as close to that as possible.
- CE&TP/26/35** **To consider request from member of the public to create an engraved pendant for 'Queenie' in recognition of the artist.**
The Town Clerk was asked to contact the artist for her views as a pendant would alter the original artwork.

CE&TP/26/36**To receive an update on working groups and events;**

- i. **Late Night Shopping (Cllr O Wallis) - to review and approve Terms of Reference for the working group and approve proposed budget.**

The proposed amendments as per the Policy & Resources resolution on the 14th April were approved and the addition of Cllr Hughes on the working group. The following budget was approved;

Late Night Shopping 2026 - Provisional Budget

			Notes
Expenditure	2025 Actual	2026 Budget	
First Aid Cover	331.9	335	<i>Assumed no inflation</i>
Printing and signage	217.37	200	<i>Flyer/maps/corex</i>
Extra banners		150	<i>4 new size banners for barriers, 1 new PvC banner</i>
Cable protectors	59.34	0	
Sound system / PA		200	
Parking suspension	520	520	
Lighting (stand lights for darker areas)		150	
Grotto decorations	0	200	
Event Security (2026)		TBD	<i>Potential addition if needed to comply with regulations</i>
Stewards/army (refreshments from Jackdaw)	80	100	
Video/photo		FoC	<i>Richard Harris will be asked</i>
Misc.	34.95	0	
	1243.56	1855	
Budget	2000	2500	
Variance	756.44	645	We will approach CE&TP committee with intended budget for this surplus at a future meeting.

It was noted that there is an aspiration to extend the Christmas down further down the High Street. The Town Clerk will meet with Cllr I Wallis to prepare a proposal to the P&R Committee.

- ii. **Communication Strategy (Cllr O Wallis)**

Cllr Drake had circulated a list to be populated by members, this will be progressed at a future meeting. Cllr Drake suggested that the Town Clerk adds an item to all Committee agendas to confirm 'stories' that could be forwarded to Scott Media for publication.

- iii. **Rise Trust (CM)**

Members expressed concern that no report has been forwarded. The Town Clerk was asked to invite the Rise Trust to the June meeting of the Community Engagement & Town Promotion Committee.

- iv. **PR & Comms (CM)**

The report was noted.

- v. **TIC Review (Cllr Drake)**

Cllr Drake stated that a meeting will be held early in May, focusing on printed material available in the information centre.

vi. Eat Festival (CM)

The Town Clerk stated that the organisers had been into the Town Hall earlier that day with posters and flyers for distribution.

vii. September Art Month inc. High Street Plus Gallery (Cllrs Drake and Power)

This had been covered earlier in the meeting.

viii. Leaflet update and distribution

There had been no recent action.

ix. St Aldhelm's Day and Malmesbury in Bloom 2026 – to allocate budget, report from Cllr Hughes

It was noted that the opening paragraph of the previously agreed terms of reference would need to be amended as per P&R resolution on the 14th April. The following budget was approved;

Malmesbury in Bloom Budget 2026		St Aldhelm's Weekend Budget 2026	
Expenditure		Expenditure	
Town Crier	150	Self Guided walks leaflet printing	150
Printing	100	Flowers for St Aldhelm's Church	100
Promotions	0		
Celebration evening		Judges	50
Refreshments	200	Expenses	100
Photographer	0	Engraving/trophies	100
Prizes	200	Medals	100
Certificate frames	100		
Sundries	50		

The meeting closed at 8.30pm