



# MALMESBURY TOWN COUNCIL

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

Held in Malmesbury Town Hall on **Thursday 17<sup>th</sup> October 2024** at 7pm.

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- Present:** Cllrs Crawford Price (Chair) James, Power, Wallis.
- Also present:** Lisa Dent (Dep Town Clerk).
- CE&TP/24/88** **To receive declarations of interest.**  
None received.
- CE&TP/24/89** **To receive apologies.**  
Apologies received from Cllrs Ritchie, Drake, Doody and Exton.
- CE&TP/24/90** **Public Question Time in respect of items included on this agenda.**  
None received.
- CE&TP/24/91** **To approve minutes of the meetings held on 15<sup>th</sup> August and 12<sup>th</sup> September 2024.**  
15<sup>th</sup> August 24 – Approved and signed as a correct record.  
12<sup>th</sup> Sept 24 – Approved and signed as a correct record
- CE&TP/24/92** **To receive income and expenditure report.**  
The report was noted. Deputy Town Clerk gave a brief overview;  
Some finalising required to Devereux and Athelstan events, some charges to re-allocate for High Street Gallery. Clarification was requested re the costing code for Visit Wilts subscription. Current income for Late Night Shopping stalls £450.00
- CE&TP/24/93** **To appoint Vice Chair to CETP Committee.**  
Nominations were requested for the position and Cllr Wallis was nominated. No other nominations were forthcoming, Cllr Wallis agreed to stand and was appointed as Vice Chair to this Committee.
- CE&TP/24/94** **To receive TIC report**  
The report was noted and that the visitor numbers refers to September not October. High visitors numbers were noted. It was requested: the methodology for website analytics is explained, Instagram numbers are also included alongside Facebook numbers; till journal details of items would be useful and this will be considered by TIC review working party (which is to be re-invigorated).
- CE&TP/24/95** **To note email from Town Clerk stating all CE&TP events will be managed by the Office.**  
This was noted and the reasoning behind this clarification. It was agreed this should be an item at the next meeting and may involve issuing a short summary of the reasoning to all councillors.

- CE&TP/24/96**      **To receive report following Athelstan 1100 ‘wash-up’ meeting (17/09/24)**  
Cllr Power gave a brief report. The event was very well received and some follow-on events will take place such as another archeological dig, funded through Lottery Heritage Funding and a talk scheduled for 26<sup>th</sup> Jan. Press from Daily Mirror produced an article following a visit to Malmesbury and meeting 3 people involved with the events.
- CE&TP/24/97**      **To consider renewal of Visit Wiltshire membership for coming year (£604.80)**  
Subject to confirmation of Visit Wiltshire confirming they are operational for the forthcoming year, the subscription fee was agreed for payment.
- CE&TP/24/98**      **To receive an update from the Late Night Shopping Working Group and note membership**  
Membership is currently Cllr Drake as Chair alongside Cllr Wallis, Francis Smith and Julie Exton. Cllr Wallis gave a brief report including how road closures have been applied for and new this year is the suspension of 9 bays in Cross Hayes to accommodate amusements etc for younger children. No umbrellas will be provided and to improve spatiality, additional help will be sought for marshalling/bollarding etc. Performance area located at Knees. Late Night Shopping (LNS) to be added to Working Groups and Events hereon.
- CE&TP/24/99**      **To consider advertising in Malmesbury Connections (period tbc, £75 to Scott Media per edition if agreed).**  
Defer to next meeting, unclear on what is the origin/reasoning for this request.
- CE&TP/24/100**      **To consider email from Athelstan Museum.**  
The committee recommends additional weekend opening of TIC would be beneficial and as this involves salary and staffing, refers this to P&R Committee.
- CE&TP/24/101**      **To consider Hobbes Festival Report and, if agreed, potential expenditure of £1,500.**  
It was agreed Malmesbury Town Council will not be taking on a partnership role with The Thomas Hobbes of Malmesbury Society and that initial request for allocation of partnership funding (£1500) was declined by the Committee. The proposed Thomas Hobbes Festival in April 2025 will remain under the management and financing of the Society although they may wish to approach MTC as an external organisation for grant funding, assistance with promotion etc.
- CE&TP/24/102**      **To consider Royal Mail delivery of Town Guides approx. £278.18+VAT(same Malmesbury circulation area as previously) and when to arrange delivery or next steps to arrange alternative area delivery.**  
The expenditure was approved and Dep Town Clerk will make the necessary arrangements.
- CE&TP/24/103**      **To consider request to stock Malmesbury colouring book by local artist at Tourist Information Centre.**  
It was agreed to stock his for sale (£10 each) at Tourist Information Office for a trial 3 month basis.
- CE&TP/24/104**      **To note Rise Trust report.**  
The report was noted and the committee requests monthly reports if possible. To be added to Working Groups and Events hereon.

- CE&TP/24/105      To consider production of Tank Poems booklet and if agreed, set budget.**  
The budget of £100 was agreed and also that the booklet be professionally printed/produced externally rather than an in-house production.
- CE&TP/24/107      To consider Christmas Lighting Report (LD)**  
The report and quotations were considered.  
Lighting to Three Cups public house – it was agreed not to progress this but to make enquiries as to siting a Christmas at St Mary’s Hall frontage. It is believed the electrical infrastructure and tree stand is in situ.  
Permission has been obtained from the property owner to mount icicle lights at Market Cross (Charity shop to toy/games shop) at a cost of £600.00 + vat per annum.  
One resident has declined permission to attached eyebolt to re Oxford Street extension. No other residents/owners contacted have responded. It may be problematic to balance the display with this refusal and the varying ridge heights of the properties. Cllr Wallis requested to review with Grounds Staff the surveyed proposals and Dep Town Clerk will arrange timings for this.

**CE&TP/24/108      To receive an update on working groups and events**

- i.      Community Signage (Cllr Ritchie)**  
The report was noted and it was agreed it was an important project for the town.
- ii.     PR & Comms (LD)**  
The report was noted and that Scott Media continue to be responsive and helpful.
- iii.    Eat Festival (Cllr Crawford-Price)**  
Festival will take place this Saturday, Malmesbury Town Council and Town Team members will have a town promotion stand in the grounds of The Abbey.
- iv.    TIC Review (Cllr Ritchie)**  
It is hoped the working party can be re-invigorated.
- v.     Malmesbury In Bloom (Cllr Doody)**  
A very successful event and enjoyable presentation evening. Some improvement to come out of reviewing this year include starting the request for entries earlier and involving 2 judges. Cllrs Kim Power, Catherine Doody, Lisa Dent and Helen King were thanked for their assistance.
- vi.    High Street Gallery**  
11 artworks were sold (total value of £1175) , 52 retail outlets took part. 2 retailers donated commission to Mayors Charities. Thanks to Cllr Power, who was leading this event.
- vii.   September Art Month (Cllr Drake)**  
No report available,

It was noted the Glide report/advertising costing is to be an agenda item for November meeting.

Meeting closed at 8.40 p.m.