

## **Malmesbury Town Council**

Minutes of the **Community & Town Promotion Committee Meeting**  
Held in Malmesbury Town Hall on **Thursday 12<sup>th</sup> January 2023** at 7.00pm.

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**Present:** Cllrs C Doody (Chair), Vandelli (Vice Chair), Power, Whatton, F Smith, Ritchie, Wood

**Also present:** Lisa Dent (Deputy Town Clerk)

**C&TP/23/01 To receive declarations of interest.**

None received

**C&TP/23/02 To receive apologies.**

Apologies noted from Cllrs Sanderson and Bridges.

**C&TP/23/03 Public question time in respect of items included in this agenda**

There were no public questions.

**C&TP/23/04 To approve minutes of meetings held on the Thursday 10<sup>th</sup> November 2022**

The minutes of the meeting were approved and signed as a correct record.

Updates include Arts Festival meeting to be arranged with local arts representatives to include music, textile and other mediums.

Winter support programme finalised and leaflet to be made available on line and available in venues around town and delivered to households in Malmesbury.

Walks leaflet is being amended, current version to be circulated.

Communita at Christmas was a very successful event and pantomime will be held in January at the Town Hall.

City Dressing to be contacted to collect items in Birdcage Walk.

Lady Lansdowne tree dedication date will be confirmed shortly.

**C&TP/23/05 To receive income and expenditure report**

The report was noted.

TIC sales increased from £1606 in November 2022 to £2142 January 2023.

Late Night Shopping 2022 income confirmed as £1540 with £694 expenditure.

Cards for Good Causes and Wiltshire Air Ambulance Christmas products commission to be confirmed.

**C&TP/23/06 To consider committee requirements of public relations and communications provision as discussed at P&R meeting 04/01/23**

Template has been circulated to assist with the estimation of committee requirements. Cllr Power will circulate estimation and other councillors can then add in and contribute.

**C&TP/23/07 To confirm request to TH&F committee to commence a strategic review of JB Gallery and offer C&TP involvement**

It was agreed that we will request the strategic review of the gallery and this will commence by requesting a joint meeting with TH&F and discussions to include gallery hire and pricing.

**C&TP/23/08 To agree next steps to commence Tourist Information review**

It was agreed that Dep Town Clerk will request details of the retail professional who was commissioned by the Museum to review their retail space.

It was agreed the Dep Town Clerk will begin to collate information for a project brief.

- C&TP/23/09 To agree expenditure for delivery of Town Guide and 2 page enclosure**  
Report has been circulated, it was agreed we will request Jackdaws to deliver the Town Guides to each household in Malmesbury at the quoted price. There will still remain a good supply for Tourist Information office.
- C&TP/23/10 To note promotional activity in publications around Malmesbury**  
This includes full page in Malmesbury Connexions in March, Jackdaws in April, info on Visit Wiltshire map. Cllr Wood will meet with representatives of Canadian Travel Trade shortly.
- C&TP/23/11 To receive updates on current projects**  
**Organisation of Volunteer Event 15/04/23 and determine next steps**  
All rooms have been reserved at Town Hall on this date.  
Cllr Vandelli will request information file of previous event from Julia Exton and it is hoped information regarding the event is circulated as soon as possible to charity and community groups.  
Working group of Cllrs Doody and Vandelli and any other interested councillors to be established.  
Budget request of £500 to be requested from P&R Committee.
- C&TP/23/12 To note events meeting held at Town Hall 16<sup>th</sup> January 2023**  
This meeting will discuss all upcoming events and various organisations have been invited to attend.
- C&TP/23/13 To agree acceptance of date (Sat 29<sup>th</sup> April 2023) proposed by Buckley Barracks for Freedom of Town Event**  
The Committee agreed to accept the date and Town Clerk will make contact to request a meeting as soon as possible.
- C&TP/23/14 To determine next steps including working groups for the following events:-**  
**Beating of the Bounds** – it was agreed that we will schedule this for 2024.  
**Coronation of Charles III** – Dep Town Clerk will research any advice available re protocol of events. A working party will be formed and all councillors will be able to join (to be part of Mayors announcements at next Full Council meeting.)  
**Deveurex 2024** – this will tie-in with St Aldhelms weekend and is in early stages. Next steps will be to reserve some rooms at Town Hall.  
**David's Tent (Charlton Park)** – this has been scheduled to take place elsewhere.  
**Elizabeth Hodges event** – further information will follow.  
**Athelstan 24** – This is in early stages and involves discussion with other groups and contacting other towns connected with Athelstan to hopefully evolve into a national event.  
**Arts Festival 2023** – Arts Festival meeting to be arranged with local arts representatives to include music, textile and other mediums.

The meeting was declared closed at 20.47 p.m.