

Malmesbury Town Council

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

Held in Malmesbury Town Hall on **Thursday 14th March 2024** at 7.00pm.

Present: Cllrs Crawford-Price, James, Power & Doody

Also present: Claire Mann (Town Clerk)

CE&TP/24/23 To receive declarations of interest.

None received.

CE&TP/24/24 To receive apologies.

Apologies received from Cllrs Ritchie, Smith, Grant & Wallis

CE&TP/24/25 Public Question time in respect of items included in this agenda.

None received

CE&TP/24/26 To approve minutes of the meeting held on the 15th February 2024.

The minutes were approved and signed as a correct record.

It was agreed that Cllrs Power, Whatton and Doody will be on the High Street Gallery Working Group and that Cllr Power will be Chair.

CE&TP/24/27 To receive income and expenditure report.

The report was noted.

CE&TP/24/28 To receive report from Information Centre.

The report was noted. It was requested that an additional column is included to show last years sales figures for comparison.

CE&TP/24/29 To receive an update on working groups and events;

- i. Athelstan 1100**
In the absence of Cllr Ritchie, Cllr Power provided the update; the 'Friends of Athelstan 1100' will be launched shortly and the dates and times for programme are coming together well.
- ii. MTT & MTC working together (Cllr Power) – to approve draft MOU**
It was agreed that this should be on the next P&R agenda for full approval and future strategy for working together.
- iii. Community Signage**
No update available.
- iv. PR&Comms**
The report from Scott Media was noted. A summary was requested month by month on pieces created and reach.
- v. EAT Festival**
A meeting will be taking place shortly with the Working Group and organisers.
- vi. St Aldhelms Fayre**
There was no update to report. It was requested to have an action plan determined at the next meeting.
- vii. Website**
It was noted that the new link should be sent to all Councillors. The articles with the most hits should also be stated in the TIC report.
- viii. TIC Review**
No update available.

ix. **Devereux Event**

Cllr Power updated members. It was agreed that a call for volunteers would be sent out to all Councillors and staff by the Town Clerk.

x. **Beacon Event D-Day Anniversary – to consider purchase of '80 day flag of peace' at £22.80 inc delivery.**

A meeting of the working group had taken place recently and the notes will be circulated shortly. It was agreed to purchase the flag, making sure that it is the correct size for the flag pole.

It was agreed that the Town Clerk will invite Chris Evans to light the Beacon as he had for the Jubilee event.

CE&TP/24/30 To approve draft Memorandum of Understanding between Malmesbury Town Council and the Town Team.

This was covered under Working Groups/Events updates.

CE&TP/24/31 To receive an update on virtual meeting with David Andrews.

Cllr Ritchie was not at the meeting to update.

CE&TP/24/32 To consider waiving Commission fees for Gallery booking in July due to sale of all pictures being donated to charity

It was agreed that any Charity producing its own artwork could have the Commission charge waived if the TIC makes sales on their behalf.

CE&TP/24/33 To consider MTC response to Wiltshire Cultural Strategy.

It was agreed that this would be shared on our website and social media pages. The Town Clerk was asked to find out when the Workshops will be taking place to forward the information to Cllrs to sign up to.

CE&TP/24/34 To consider additional expenditure for production of Festival Town leaflet.

It was agreed that the Council will spend the additional £400 to get the leaflet published and printed. Cllr Crawford-Price will work with the TIC to progress this.

CE&TP/24/35 To consider increasing the print run of the 2024-2026 Town Guide being produced by Malmesbury Town Team to enable distribution to residents and the purchase of a page in the Guide to promote the Town Council.

It was agreed that the Town Council will spend £2,210 to increase the print run and distribution. The Town Council however expects its page advert to be free of charge considering its expenditure and that the Town Council is recognised as the sponsor for the Guide in a prominent position.

The meeting closed at 8.15pm