

Malmesbury Town Council

Minutes of the **Community & Town Promotion Committee Meeting**
Held in Malmesbury Town Hall on **Thursday 10th November 2022** at 7.00pm.

Present: Cllrs C Doody (Chair), Cllr L Wood, K Power, C Ritchie

Also present: Cllr J Bridges, Lisa Dent (Deputy Town Clerk)

C&TP/22/93 To receive declarations of interest.

None received

C&TP/22/94 To receive apologies.

Apologies noted from Cllrs Whatton, Vandelli, Sanderson, F Smith

C&TP/22/95 Public question time in respect of items included in this agenda

There were no public questions.

C&TP/22/96 To approve minutes of meetings held on the 13th October 2022

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

C&TP/22/97 To receive income and expenditure report

The report was noted.

C&TP/22/98 To consider quotes for reproduction of Walks Around Malmesbury (Report CM)

It was agreed that we will select the third supplier. Branding and logos to be added to the booklet and it would be helpful for a councillor to review the copy before it goes to print to copy-check.

C&TP/22/99 To consider holding an arts festival in 2023 and determine ways forward

It was agreed to request the cessation of bookings for the John Bowen to be taken to TH&F to enable a review of the strategic management of the gallery to include charges, booking conditions and frequency of bookings.

It was agreed Caerbladon to be invited to a future C&TP meeting to discuss a future arts festival.

It was agreed to request a budget figure for the arts festival, see C&TP/22/103.

C&TP/22/100 To consider memberships for the coming year with Visit Wiltshire (£526.80 incl VAT)

It was agreed to action to renewal for 01 Nov 2022 to 31 Oct 2023.

It was agreed a new Subscriptions nominal code to include this and the Great West Way expenditure would be helpful for the next fiscal year.

C&TP/22/101 To consider distribution of remaining Town Guides and determine way forwards

It was agreed that the Dep Town Clerk will obtain quotes from 1. Royal Mail 2. Jackdaws Magazine 3. local courier. Quotes should also include delivery of the Mayor's Newsletter at the same time.

C&TP /22/102 To identify new projects the Committee wishes to undertake

It was agreed the Committee will progress the following new projects subject to budget requirements approved by P&R/Full Council (refer to next item):-

Beating of the Bounds, Freedom of The Town, Deveurex (will take place in 2024), David's Tent (Charlton Park festival, currently going through licensing permission), Elizabeth Hodges event, Arts Festival 2022, Athelstan festival 2024, Tourist Information

Office strategic review of operations, products and profits margins, budget request to PR for Comms role.

C&TP/22/103 To consider the budget requirements for the next fiscal year

Following discussion, it was agreed that the budget request to P&R is as noted:-

Income		Proposed 23/24	Current 22/23
1007	Late Night shopping	500.00	500.00
1011	Gallery Sales	400.00	100.00
1013	Malm in Bloom Donations	2500.00	2200.00
1015	TIC sales	4000.00	3200.00
1029	C&TP Misc Income	0	0
1189	Cards for Good Causes	0	0
	Total	£7,400.00	£6,000.00

Expenditure		Proposed 23/24	Current 22/23
4004	Coronation events Charles III	2500.00	2500.00 ¹
4071	Projects	1650.00	1650.00
4072	MinBloom presentation event	300.00	300.00
4073	WOMAD	150.00	150.00
4074	Community Tea	200.00	200.00
4083	LNS	1000.00	1000.00
4084	Family trail	200.00	200.00
4085	St Aldhelms Fair	650.00	650.00
4086	Youth Art exhibition	100.00	100.00
4145	Consumable & Stock Prchs TIC	3000.00	3000.00
4146	Great West Way	1250.00	1250.00
4148	Youth Provision	9000.00	3500.00
4243	Promo Act and Marketing	1500.00	1500.00
4244	Bloom in Malmesbury	2850.00	2850.00
4245	High Street Gallery	150.00	150.00
	Total	£24,500.00	£19,000.00

New items for consideration		Proposed 23/24	Current 22/23
	Beating of the Bounds	250.00	
	Freedom of the Town	2000.00	
	Deveurex 2024	500.00	
	David's Tent Charlton Park	150.00	
	Elizabeth Hodges event	200.00	
	Arts Festival 2022	1000.00	
	Athelstan 2024	2000.00	
	TIC review	500.00	
	PR and Comms role	12000.00	
	Total	£18,600.00	
	Total amount requested	£43,100.00	

C&TP/22/104 To note Winter Support programme report and consider proposals (KP)

The report was noted, and that further work will continue in this area. The signposting of winter support may be part of the Mayors Newsletter which will be delivered to residents in January 2023.

¹ The 22/23 budget nominal was for Queens Platinum Jubilee.

C&TP/22/105 To consider making a 2023/24 budget request to P&R to establish a formal PR and Comms role within MTC on a contract or employed basis (Cllr Wood).

It was agreed that the budget request for £12,000 (the estimation of one year's salary for this role) will be taken to P&R Committee to establish a formal PR and Comms role within MTC on a contract or employed basis.

C&TP/22/106 To consider proposal to TH&F for extension/purchase of planters and seating provided by City Dressing (report LD).

It was noted that the Welcome Back to the High Street funding initiative has now finished and is being replaced by a new funding scheme and further details of this and how to apply will be sent by Wiltshire Council to the Town Clerk and this will be forwarded to C&TP Councillors.

It was agreed that the two wooden benches currently situated outside the Town Hall should be purchased by Malmesbury Town Council at a cost of £100 each (£200 in total) from City Dressing and we will request approval from Town Hall and Facilities Committee.

Malmesbury Town Council will not be purchasing or retaining any other items from City dressing (currently items in Birdcage Walk which Dep Town Clerk will instruct to be removed).

C&TP/22/107 To receive updated on current projects

Late Night Shopping – progressing well, volunteers will be required at the event.

Volunteer Event at Town Hall - Dep Town Clerk to look at dates to hold this, a Saturday in Feb/March/April and will utilise as many rooms as possible at the Town Hall, between 9 am and 5 pm.

Shopping bags – it was agreed by the committee we will not progress this item any further as it was thought the product would not meet required sales.

Communithea – This event has now evolved into an afternoon tea with refreshments and entertainment and also a pantomime in January 2023 to be held at the Town Hall. Celebrate Age Wiltshire will provide funding towards transport and refreshments. There is a budget amount of £200 for these events.

C&TP/22/108 To note progression with projects 2023

This item is deferred to next meeting in January 2023.

The meeting was declared closed at 10.05 pm.