

Malmesbury Town Council

Minutes of the **Community & Town Promotion Committee Meeting**
Held in Malmesbury Town Hall on **Thursday 16th February 2023** at 7.00pm.

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

Also present: Lisa Dent (Deputy Town Clerk), 2 Caerbladon representatives

C&TP/23/15 To receive declarations of interest.

None received

C&TP/23/16 To receive apologies.

Apologies noted from Cllrs Sanderson and Cllr F Smith.

C&TP/23/17 Public question time in respect of items included in this agenda

There were no public questions.

Karen and David Drake from Caerbladon gave a brief overview of the proposed Caerbladon Arts Festival in July 2023. There will be events at several venues around Malmesbury and it is hoped it will include music, food and partnership working with groups such as Re-New. Presently thinking about branding and a suitable name, it is hoped it may evolve into an annual event. It was noted that Malmesbury Town Council have £1000 allocated in the budget from 1st April 2023 for this event and funding would be considered on production of a report to this committee. There is also £1000 allocated from the High Street Fund.

C&TP/23/18 To approve minutes of meetings held on the Thursday 12th January 2023

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

C&TP/23/19 To receive income and expenditure report

The report was noted.

TIC sales increased from £2142 in January 2023 to £2407 February 2023.

Miscellaneous income increased by £50.00 for the refund of the minibus booked for Christmas event.

Cards for Good Causes commission to be finalised by next meeting.

Currently re-stocking TIC with some items which are running short on supply.

C&TP/23/20 To consider the production and distribution of the Festival Town Leaflet 2023

It was agreed that the leaflet should be redesigned to feature more events and information and this may include elements such as Explore, Freedom of the Town event and the Caerbladon Arts Festival. This may also be renamed as more of an events and activities guide. It was agreed that expenditure to £1250.00 would be allocated to this (to include leaflets supplied by Solo Press, artwork from P Kingsbury and distribution from Glide Media) and Cllr Wood will create a brief.

C&TP/23/21 To consider committee requirements of public relations and communications provision as discussed at P&R meeting

Cllr Power has created some information regarding what is involved in managing Malmesbury in Bloom and High Street Gallery tasks. This will assist the committee to consider how much time should be allocated to the role. Councillors are invited to reply by email with their estimates to Deputy Town Clerk and this information will be given to the Town Clerk.

Cllr Vandelli joined the meeting

- C&TP/23/22 To agree adopt the working party Terms of Reference for JB Gallery review and clarify membership**
Membership is confirmed as Cllrs P Smith, F Smith, R Sanderson, K Power, F Vandelli, C Doody, Caerbladon representative/s.
Following two amendments, the Terms of Reference were adopted by this committee.
- C&TP/23/23 To adopt working party Terms of Reference for Tourist Information Centre review and clarify membership**
Membership is confirmed as Cllrs Ritchie and Wood.
Terms of reference for the working party were adopted by this committee.
- C&TP/23/24 To form an HM King Charles III Coronation working party**
A meeting has taken place involving Cllrs Wood, Power, Doody, F Smith and Grant.
Terms of Reference and membership to be agreed at next C&TP Meeting.
- C&TP/23/25 To agree expenditure for delivery of Town Guide by Royal Mail**
Royal Mail Door 2 Door delivery to SN16 0 postcode area has been confirmed as £415.93 including VAT. This expenditure was agreed and Deputy Town Clerk will make arrangements for the campaign which will start on 6th March 2023 and involve 2977 guides being delivered.
- C&TP/23/26 To consider quotes for tree plaques**
Quotes received were for individual tree plaques for the six trees. It was agreed that one larger plaque will be sought to outline a tree walk around the Jubilee trees locations and a QR code may be added to the plaque for further information. Cllr Ritchie and Cllr Wood will confirm the wording, size and material for the tree plaque and further quotes will be obtained by Deputy Town Clerk.
- C&TP/23/27 To consider allocating expenditure for a book launch event for Walks Around Malmesbury 3rd Edition**
No expenditure is required for this event, Malmesbury Town Council will provide the venue and glasses. 3.30 pm to 7 pm 24th March 2023 in the Wesleyan Hall and all councillors are invited to attend.
- C&TP/23/28 To consider additional funding of £2,250 to the Rise Trust for remaining Outreach Sessions this financial year**
This expenditure was not approved and further information will be requested from Cllr Grant, The Rise Trust and Area Board regarding the funding status of these sessions by Cllr Vandelli.
- C&TP/23/29 To agree acceptance of date (revised to Sat 20th May 2023) proposed by Buckley Barracks for Freedom of Town Event**
The Committee agreed to accept the date. A recent meeting has taken place with representatives of the Barracks. In the first instance, the Town Clerk will inform businesses of the road closures and parking suspensions necessary for this event.
- C&TP/23/30 To clarify connective working and areas of responsibility for C&TP working with Town Team to progress to a formal working group with Chair and Terms of Reference**
Membership was clarified as Cllrs Wood and Power
It will be necessary for councillors with an involvement with Town Team to clarify if they will be representing Malmesbury Town Council or the Town Team. Terms of reference to be created and adopted.
- C&TP/23/31 To determine next steps including working groups for the following events:-**
Deveurex 2024 – Further information to follow from Cllr Ritchie.
Athelstan 24 – This is in early stages. It is thought a separate working party will not be required.
Elizabeth Hodges event – Cllrs Power, Whatton and Ritchie will be working on this and may evolve into a working group.
The meeting was declared closed at 20.47 p.m.