



**Minutes of Malmesbury Town Team Meeting
Wednesday 21st May 2014 7.00pm at Malmesbury Town Hall**

In attendance: John Powell, Kim Power, Franchesca Caton, Gordon MacPherson,
Margaret Lamb, Ashton Scott, Simon Killaine
Apologies: Stewart Shape, Nigel Scott,

1. Introduction by chair

JP opened the meeting by thanking everyone for their attendance, apologies were received and key documents (Agenda, draft of Town Team Brief, MOU and Minutes from previous meeting) were distributed.

2. Apologies

As above.

3. Review and agreement of previous minutes and actions

Minutes agreed

4. Agreement of brief to The Retail Group including timings going forward

General discussion ensued, points raised; Time has to be invested at this early stage to get it right, the catchment area must be identified (SN16 is NOT wide enough), how are people's views changing towards Waitrose? All agreed in principle to the brief. Submission of brief
Proposed by JP, seconded by SK. Motion carried unanimously.

Action JP to enhance brief, re-circulate to members and set up meeting with ME.

5. Getting Malmesbury Youth involved with the Town Team

ML has approached the school but not yet received any response, it was generally decided that an 'open ended question' should be avoided. It is necessary to create a poster and distribute to give every young person the opportunity to be made aware of the Town Team. SK suggested a presentation at the school, similar to the one made at the Town Council meeting, with the hope to engage the school council. Contact with the local media also essential.

Action ML to draft a press release to appeal to young people

6. Importance of Tourism/WOMAD

It is imperative that visitors to WOMAD are enticed to come to visit the Town. SK suggested a shuttle bus that would make travelling between the Town and WOMAD far easier and encourage festival goers to use our facilities and shops and that flyers could be distributed on the bus to advertise this. AS highlighted the necessity for WOMAD organisers to promote the Town, possibly via their website or printed on the tickets.

Action FC to look into this with WOMAD organisers as Town Council representative.

7. Agreement of Memorandum Of Understanding and financial update

KP explained the purpose of the MOU as a document to formalise the councils support, it is not a legally binding document yet it legitimises the relationship between MTC and the TT. Concern was raised about the wording and KP agreed to replicate 2.2 as 1.5. Submission of MOU SK proposed, ML seconded. Motion carried unanimously. The question of investment of S106 arose and KP, on investigation, discovered that for the interest accrued, one months notice for withdrawal didn't make it worth doing.

Action KP to make amendment.

Action KP to make further enquiries about investment.

8. Involving all Parishes

AS attended meeting of MSPWRA and made them aware of the TT being very keen to involve other parishes. Roger Budgen, chair of MSPWRA, is also enthusiastic to become involved with the TT and would like a presentation by the TT. The intention is to invite representatives from the different parishes to the next TT meeting. TT website needs to be live so we are able to show the work we do, and make agendas, minutes and reports public.

Action JP to engage with Justin about progression of website.

9. 10. Requests to date/strategy and Arranging Full Town Team Meeting

All members of TT to come to next meeting in the format of an AGM, limit of three minutes per speaker. At the meeting there will be a full presentation of the brief and any action plans.

Action JP to outline brief

Action SK to set agenda

Action AS to organise forms with ideas to go on chairs.

11. AOB

- KP unable to make headway with noticeboards
- Action plan to be drafted as soon as possible

Action Will speak to Town Clerk

Action JP

12. Date of next meeting

25th June 2014 at 7pm Town Hall

JP closed the meeting at 9pm