

Minutes of Malmesbury Town Team Meeting
Wednesday 8th October 2014 7.00pm at Malmesbury Town Hall

In attendance: Gordon MacPherson, Kim Power, Margaret Lamb, Franchesca Caton, Simon Killane, Ash Scott.

- Apologies received from John Powell and Katherine Gore. Holly Grant has stepped down as Town Team member due to study commitments.
- Minutes of meeting held on 17th September approved and agreed.
- The second payment to The Retail Group left the account today. After discussion it was **resolved** that a budget needs to be allocated for publicity leaflets & minor purchases, with a forecast of agreed spending to be entered in the committed column.
 - Action.** Kim Power to circulate financial protocol and to approach Wiltshire Council to find out how a budget can be set for publicity & promotion of the Town Team.
 - Action.** Clerk to Town Team to email financial reports to MindVision for publication on website.
- John Powell has resigned as Chair due to business commitments but would like to remain on the Town Team, thanks and appreciation must go to his contribution of the initiation of the Town Team. Franchesca Caton proposed that Gordon MacPherson be acting chair, seconded by Kim Power and all agreed. It was **resolved** that when the Town Centre Action Plan has been formulated, election of Chair will be reviewed.
- Three quotes have been received to provide copywriting services for the Town Team website. **Resolved** To use the services of Christina Evatt.

- There have been a number of requests for sponsorship. The Town Team is unable to offer financial support at the moment but it was **resolved** that the Town Team will develop a policy regarding sponsorship as part of the Action Plan.

Action. Gordon MacPherson to engage with those requesting sponsorship to explain the position of the Town Team.

- Work for the website is progressing well, a trademark phrase for the Town Team is still required and all previous files have been sent to MindVision for inclusion on the website.

Action. Gordon MacPherson to engage with John Powell to put forward some ideas that have been suggested.

- The Press Release had been posted onto Simon Killane's website and he said it had received many views. It was **resolved** that the Town Team Clerk will email all those who expressed an interest in the Town Team with the Press Release.

- The Facebook Page has been set up. It is to be administrated as the Town Team, not on a personal level and protocol is to be published on the page about conduct on the site, people can comment on posts that will be made.

Action. Ash to look into how administrators can be 'un-named'.

- To enable the presentation to be made by The Retail Group in plenty of time it will be necessary to convene the workshop at 5pm on the 29th October. The findings of The Retail Group in its entirety will be presented and The Retail Group will aim to circulate information prior to the workshop if time allows. The workshop will provide the necessary information to formulate the Town Centre Action Plan.

- Date of next meeting to be arranged at workshop on the 29th October.