

**Minutes of Town Team meeting Monday 18<sup>th</sup> January 2016**  
**7pm at Malmesbury Town Hall**

**Present:** Gordon MacPherson, Sarah Wilde, Ashton Scott, Gavin Grant, Rob Green & Richard Fillis

**Apologies:** Simon Killane & Kim Power

**1. Apologies.**

As above. Sarah stated that Angela is resigning from the Town Team due to other commitments, Sarah will write a letter of thanks for her significant contribution to the Town Team.

**2. Approve Draft Minutes of meeting held on 21<sup>st</sup> December.**

Sarah stated that rumours have circulated that the Town Team is 'merging' with Malmesbury Town Council, she wanted to clarify that this is **not** the case, the Town Team is an entirely independent group. However, there may be occasions where it is entirely appropriate to work with the Town Council on specific projects of mutual interest. Minute 7 of the Draft Minutes was amended and approved.

As Councillor Killane was unable to attend the meeting he asked that this note be added to the minutes for completeness;

*"I am keen to make sure that the TT gets the resources it needs to continue with the good work that we all agree is benefiting the town. I have had discussions with Wiltshire council officers with respect to making sure the TT can gain the funds and that there is proper oversight that will benefit both the TT and 106 Officer. Nothing has been decided and indeed it was always my intention to consult with the TT once any options were agreed as workable. I am frankly at odds with the comments in the last minutes which are a misrepresentation of the facts!*

*I made the TT fully aware that I was planning to discuss money flow with the 106 officer and indeed this was prompted by issues raised by both Sarah, Gordon and Richard. My aim was to try to resolve the issues that were slowing transactions and to suggest ways that both the TT and WC could be comfortable with any improvements."*

**3. Update from Malmesbury Town Council representative.**

Gavin stated that the C&TP Committee of the Town Council had approved the proposed expenditure of £650 towards the re-print and distribution of the Town Guide, Sarah asked Gavin to relay thanks to the Committee. The C&TP Committee hope to collaborate with the Town Team on three events; WOMAD, the Food Festival & Late Night Shopping, this was agreed by all in terms of man power and resources available.

**4. Town Guide     -Consider & approve proposal for advertising space**  
**-update on distribution arrangements**  
**-Approve re-print costs**

A 'mock-up' of the Town Guide making use of advertising space was circulated at the meeting, showing adverts of half page space, full page space & quarter page space. Considerable discussion ensued and it was agreed that quarter page spaces were too small and made the guide look fussy, Sarah would take the comments to Front Room. Four quotes were requested for distribution of the Town Guide but only two had responded. It was **agreed by all** that Royal Mail would be used at a cost of £570 but some consideration needs to be given as to which postal areas are to be included. It was **agreed by all** that the re-printing would be done by the original printer, this is the only printer in the area that is currently able to fold the guide to requirements. However, when the Guide is reviewed and re-produced for 2016-17 then Front Room will be asked to seek 3 quotes as the situation may have changed.

**5. Consider & approve budget for Advertising/Publicity activity.**

Gordon had circulated the advertising budget to members prior to the meeting. There was general agreement that no more than 25% of the annual budget of £22,500 should be spent on advertising. This guidance can be used to inform the 2016 Advertising plan currently being put together by Front Room. The plan should be available for the February meeting.

**6. Action Planning for 2016**

Sarah invited comments from the group to summarise priorities for action in 2016. Following discussion it was agreed that;

- Housekeeping
- Retail/hospitality offer
- Legal status
- Car parking
- Exploiting festivals
- Coach friendly status
- Cyclists

are all issues that will be reviewed in the coming year. Sarah mentioned that Vale Action may also be a funding possibility.

**7. Review of Payment Record & update on funding arrangements.**

Sarah stated that she & Richard had attended a meeting with Debbie Evans (CIL officer of Wiltshire Council) and her line manager, Simon Day, to discuss how payments by the Town Team were to be made in future given the fact that the original monies held by the Town Council had been expended and a new proposal had been made by Simon (Killane). Debbie & Simon (Day) could see no reason why the money couldn't be held with Malmesbury Town Council and would respond shortly.

**8. AOB**

Rob Green gave his apologies in advance for the next two meetings.

**Meeting closed at 9.15pm**