

**Minutes of Town Team meeting Monday 21st March 2016**  
**7pm at Malmesbury Town Hall**

**Present:** Gordon MacPherson, Sarah Wilde, Ashton Scott, Gavin Grant, Mark Gardner, Richard Fillis, Simon Killane & Kim Power

**Apologies:** Katherine Gore & Rob Green

**1. Apologies.**

As above.

**2. Approve Draft Minutes of meeting held on 15<sup>th</sup> February 2016.**

Minutes approved.

**3. Quarterly report from Front Room Marketing**

The Leadership Group noted that the report will continue quarterly to avoid repetition and to give more impact to statistics.

**4. To approve expenditure of £595 for Cotswold Hare Trail 2017.**

It was discussed that this would be a prime opportunity to increase footfall in Malmesbury and therefore was **agreed** by all to purchase a Hare for the Cotswold Hare Trail 2017. Purchasing the Hare now, qualified for an 'early bird' discount of over £200.

**5. To approve a further 3 months agreement with Front Room Marketing for Discover Malmesbury website maintenance and all design/ marketing services**

It was **agreed** by all to continue the agreement with Front Room for a further three months.

**6. To approve the draft overall proposed spend for 2016/17**

Sarah circulated a copy of the draft overall proposed plan for the year with associated spend and it was discussed that whilst projected costs may change, the proposed spend is in line with the strategic planning of the Town Team. Simon Killane didn't vote, the document was **approved** by all others.

**7. To discuss proposal for future funding of Town Team from S106 monies**

Simon Killane had previously circulated to all members a copy of his proposed financial arrangements. Intense discussion followed and a different proposal was presented by Gordon MacPherson, there were concerns among the group that Simon's proposal led to a protracted process that would result in payment not being made within suppliers' payment terms. Sarah invited comments to be made to her before Friday 25<sup>th</sup> March from all members of the group with views on both proposals. A meeting with Simon, Sarah, Richard & John Thomson of Wiltshire Council is anticipated to resolve this issue.

**8. To approve match funding the Area Board to purchase Market Stalls**

Sarah had met with the Area Board to discuss a grant for the purchase of Market Stalls by the Town Team, for use at the Market and also as a resource for the Towns' various street activities. Simon didn't vote but stated that he supported the application, Ash didn't vote due to a conflict of interests. It was **agreed** by all to the expenditure of up to £4000 (to be match funded by the Area Board) to purchase 10 Market Stalls. It was further **agreed** that if it didn't compromise the application to the Area Board, 5 stalls could be purchased prior to the grant application being decided.

**9. Updates on Action Plan 2016/17**

The Action Plan was circulated to all and updates and actions noted.

**Meeting closed at 9.10pm**