

**Minutes of Town Team Meeting
Town Hall
Monday 25th June at 7pm**

Present: Sarah Wilde, John Sunderland, Gavin Grant, Campbell Ritchie & Gordon MacPherson

1. Apologies:

Rob Green & Mark Gardener

2. To consider & approve Minutes from meeting 21st May and amended minutes 16th April 2018

Minutes were approved by all.

It was also mentioned that Sarah would contact Katherine noting that we assume she has resigned from the Town Team leadership group as she no longer lives locally.

3. Consider and Approve transition of provision of branding and marketing services from Square Duck to Foundation (Sarah/ Gordon – 20 mins) notes previously circulated.

Sarah had circulated notes from a meeting with Gordon, Lesley (formerly SquareDuck) & Myke Woollett (Foundation) which outlined the move from SquareDuck to Foundation of the administration of Discover Malmesbury & associated requirements.

It was agreed that the Leadership Group approves the move for the immediate future but that a scoping document will be drawn up to ensure continuity of business, guidance for the way forward and review of agreement.

4. Consider revised scope of services from Foundation (Gordon- 20 minutes) notes to follow

Gordon will circulate when all information is collated.

5. Request from MTC to appoint member to the Beacon Event working group, other than existing representative from the Town Team.

John, Gavin & Campbell explained that the town Council is participating in 'The Battle's Over – A Nation's Tribute' Beacon Event and that the working group is looking to include a member of the Town Team. John stated that he is happy to be contacted but that time constraints will prevent regular involvement, Campbell offered to coordinate information.

6. Market Towns benchmarking exercise (Gavin- 10 minutes)

Gavin stated that the Market Towns Forum is conducting a 'benchmarking' survey. There are two councillors from the Town Council that are representatives on the Forum but Gavin suggested that one of the representatives should be from the Town Team so that we are aware of events taking place. It was agreed by all that we should have input at the Market Towns Forum and that the Town Team should be notified of outcomes, Campbell will report this back to the Town Council.

7. Vale Action updates

Sign off Agreement with TVPP to provide work for Virtual Malmesbury

The agreement was circulated to all and it was noted that the project will proceed on the basis of what has been listed in the agreement.

The Steering Group is made up of Sarah, Campbell & John. Gavin asked if referencing to later paragraphs/pages could be made more distinct for clarity. It was also noted that the digital media project should be aligned with Discover Malmesbury's colourways/look/feel/tone of voice.

Sarah stated that signage will be progressed following further information from Foundation and further meetings will need to take place with MTC's Planning & Environment Committee.

Gordon will forward all information to date about the Gift Card initiative that is part of the vale Action Bid to all.

8. General updates (15 minutes)

Market

Ash was unavailable to update the group on the Market

Wiltshire Councillor (Gavin Grant)

- Gavin requested clarification that Sarah & Campbell will be able to make the presentation to the Area Board, Sarah stated that the presentation would be prepared in time.
- Lidl have re-submitted the application with a revised Traffic Management Plan, Gavin also stated that the application would not come before the Wiltshire Council Northern Area Planning Committee in the short term.

- Gavin has introduced himself to the managers of Coffee#1 and detailed the work done by the Town Team, it is hoped that once they are settled into the new premises, they may join the Town Team.
- The Mayor of Swindon had recently attended a civic event in Malmesbury and conversation identified that he knows the owner of the Rajah and will pass on Gavin's contact details.

Malmesbury Town Council (Campbell Ritchie)

- A group has been set up to end the use of single use plastics in the town and they plan to engage with the Town Team
- An appointment has been made for the retail assessment to be carried out in the TIC, work is ongoing and ambassadors will need to be identified for Virtual Malmesbury.
- The Mayor of Malmesbury wishes to promote Malmesbury as a Coach Friendly Town.
- A group is looking into the possibility of setting up a Community Orchard.

9. AOB

- Gordon requested that a presentation from Rob Sneddon is made monthly with financial information.
- A discussion would take place with TVPP, the Virtual Malmesbury supplier, to ensure co-ordination, where appropriate, on their involvement on similar schemes in other towns and that that they would not immediately look to introduce similar schemes in close proximity to Malmesbury without the agreement of the Town Team.

Meeting closed at 9pm

Next meeting 7pm, 16th July 2018.