

**Minutes of Town Team meeting Monday 20<sup>th</sup> April 2015**  
**7pm at Malmesbury Town Hall**

**Present:** Gordon MacPherson, Sarah Wilde, Rob Green, Simon Killane, Ashton Scott, Fiona Orwin, Franchesca Caton, Amanda Kettlely, Richard Fillis & Angela Roberts

**Also present:** Lisa Gore

**1. Apologies Received:** Paul Chivers, Margaret Lamb, Kim Power & Katherine Gore

**2. Approve Minutes from last meeting.**

Minutes approved from previous meeting of 16<sup>th</sup> March 2015.

**3. Updates on Action register.**

Outstanding items are detailed in the Agenda.

**4. To receive Income & Expenditure Report.**

There are two invoices outstanding for the Domain Name of the Website to be paid, all **agreed**. Expenditure over £100 is to be uploaded on to the Website.

**Action:** Clerk to email Website Manager.

**5. Market Update.**

Ash Scott has been in contact with Jack Mcleod re the Artisan Farmers Market. Local Retailers have also given an input and those contacted are unopposed to a Market, Friday is the preferred day by retailers as this is this quietest day. Ash has spoken to a local business owner and there is an opportunity for the provision of electricity for a minimal fee. The cost will be chargeable to the Market operator. An application is to be submitted to Wiltshire Council. Simon Killane will liaise with Wiltshire Council with regard to funding of the Market. A Management Plan is to be put in place to ensure well organised 'set up' & 'clear down' of the event.

**Action:** Simon Killane to liaise with Wiltshire Council.

**Action:** Ash to set up Management Plan of the Market.

**6. Parking Update.**

Kim Power is currently engaging with Wiltshire Council on behalf of the Town Team and some information has been received to date. The figures require clarifying before any offer of funding/sponsorship by the town Team is made. Gordon MacPherson also has had an update from John Gundry from the Town Council who are also awaiting confirmation of numbers from Wiltshire Council.

## **7. Progress report from Rob Green including tender process.**

Rob circulated the Draft Planner, this included signage. Simon Killane suggested submitting an Issue Sheet to Wiltshire Council, there is a bureaucratic process to follow with signage issues.

**Action:** Richard Fillis to forward consumer survey to Gordon MacPherson, conducted by Co-Op to add some weight to submission of Issue Sheet to Wiltshire Council.

Rob has also collated a Malmesbury Events Programme for the purpose of creating a Calendar to upload to the Town Team website. It was **agreed** by all that the objective of the Calendar is to inform local people of events that occur in Malmesbury; to increase footfall to the Town and to maximise retail potential.

**Action:** To add the Programme to Basecamp & Gordon MacPherson to ensure that all members of the leadership group have access to basecamp.

The Creative Brief & Website Specification was also circulated, with quotations from 3 companies that were invited to quote. The sub group updated on the process of investigating the tenders and which involved detailed meetings with potential suppliers. After full and careful consideration of the tenders and facts surrounding the quotes, it was **agreed** by all to accept quote B and that £6,180 net of VAT would be committed to the purpose. Work will start immediately with a progress report on work to date planned for presentation at the next meeting. The sub group will work through matters, with the provider, and the outputs will be presented for sign-off by the Town Team.

## **8. To consider a request for sponsorship.**

Following discussion regarding the request for funding for Malmesbury in Bloom the decision to continue with the principal of not funding projects directly and to focus our funding on activities which enhance the visitor experience to the Town and to increase retail opportunity. Information on the detail of the amount and what the TT would receive in return for sponsorship was not forthcoming therefore the request could not be evaluated properly as an advertising opportunity.

**Action:** Sarah to enquire re prizes for the competition

## **9. To discuss participation of Town Team at WOMAD**

Ash Scott has been in contact with the WOMAD organisers and consideration was given to the involvement of the Town Team at WOMAD.

**Action:** Ash is to write to WOMAD

## **10. Any other business.**

- Franchesca Caton stated concerns over building regulations for shops in Malmesbury and asked who could be approached, Simon Killane offered to speak to Wiltshire Council.
- Margaret Lamb will give an update of the funding opportunities that she has been looking into at the next meeting.

**Date of next meeting Monday 18<sup>th</sup> May 7pm**

**Meeting closed at 8.50pm**