

**Minutes of Town Team meeting Monday 15<sup>th</sup> June 2015**  
**7pm at Waitrose**

**Present:** Gordon MacPherson, Sarah Wilde, Kim Power, Ashton Scott, Fiona Orwin, Franchesca Caton, Paul Chivers, Rob Green & Gavin Grant

**Also present:** Richard Walker

***Gordon Macpherson announced that Margaret Lamb has resigned from the Town Team; thanks were expressed for her exceptional work in initiating the Town Team & her commitment to the group since inception.***

- 1. Apologies Received:** Richard Fillis, Simon Killane, Angela Gilchrist-Roberts.
- 2. Update on meetings with John Gundry and Town Council representatives.**  
Meetings with John Gundry were extremely positive with agreement reached on the car parking initiative.
- 3. Terms of Reference**  
The Terms of Reference will be reviewed along with the legal standing of the Town Team. Kim Power will investigate the legal standing of the Town Team and both will be agreed at a future meeting.
- 4. Proposal of Gavin Grant as Town Council representative.**  
Gordon MacPherson introduced Gavin Grant of Malmesbury Town Council, Gavin gave a brief presentation about himself and relevant retail experience that may be beneficial to the Town Team. It was **agreed** by all that Cllr Grant be co-opted onto the Town Team as representative of Malmesbury Town Council.
- 5. Approve Minutes from last meeting (18<sup>th</sup> May 2015)**  
Minutes of meeting on 18<sup>th</sup> May were approved by all.
- 6. Update on Actions Register.**  
Kim Power is to seek administration support and funding opportunities, it was discussed that the legal status should be in place to enable the Town Team to make grant funding applications.
- 7. To receive Payment report.**  
The payment report was circulated and accepted. Payments over £100 are to be uploaded on the website by the Clerk.
- 8. Car Parking update.**  
Gordon MacPherson & Kim Power have attended meetings with John Thomson of Wiltshire Council to discuss the proposed funding of 2 hours car parking by the Town Team at the Station Yard Car Park. It was **resolved** that a maximum of £9000 will be allocated for the funding of the 2 hours free parking because the actual figure will not be available until the end of the trial period and it is anticipated that the amount may be less. All charges will be lowered and it is hoped that extra signage will be made available. Gavin Grant and Rob Green will work together to promote awareness of the new parking charges.

**9. To receive an update on funding.**

Kim Power has explored the possibilities of grant funding, there is a meeting on the 26<sup>th</sup> June with Alan Truscott of Plain Action. It is hoped that as North Wilts has received very little funding from this source historically, there will be help available.

**10. Market update.**

The Friday Market in Malmesbury is scheduled to begin on the 31<sup>st</sup> July, stallholders will pay £25 each (the same fee charged in Cirencester). Wiltshire Council have been asked to waive their fee and Gordon Macpherson proposed that no money is taken from the Market Operator for the first six months to assist with the development and expansion of the Market, all **agreed**. Discussion ensued and there were many suggestions for the promotion of the Market. Ash suggested that the Market becomes involved in the Food Festival; Gavin Grant will speak to Steve Cox re the proposal. Richard Walker talked through issues and opportunities with previous markets in the town and a communication to retailers is to be prepared and circulated as part of the activity plan.

**11. To receive an update on Malmesbury Brand, USP & Communication (FrontRoom and Brand sub Committee)**

A presentation was made by Front Room, highlighting the progress made on the Malmesbury Brand. Three focus group meetings have provided feedback and there will be a preview meeting on the 24<sup>th</sup> June to present the Malmesbury Brand.

**12. AOB.**

Sarah Wilde has made inquiries into the Great British High Street Competition and it was **agreed** by all that next year would be a more realistic time to enter and would give the Town a better opportunity to really enhance it's application.

**Date of next meeting Monday 20<sup>th</sup> July 7pm (Venue to be confirmed)**

**Meeting closed at 9.05pm**