

**Minutes of Town Team meeting Monday 19<sup>th</sup> October 2015**  
**7pm at Malmesbury Town Hall**

**Present:** Gordon MacPherson, Sarah Wilde, Ashton Scott, Richard Fillis, Gavin Grant & Angela Gilchrist-Roberts.

**Also present:** Lisa Gore

**Apologies:** Franchesca Caton, Fiona Orwin, Paul Chivers, Simon Killane & Kim Power

**1. Apologies.**

As above.

**2. Approve Minutes of meetings 21<sup>st</sup> September.**

Kim Power had forwarded apologies.

Minutes were approved.

**3. Communications Protocol & Code of Conduct.**

Sarah Wilde circulated a draft Code of Conduct & Communications Protocol, it was discussed that the Terms of Reference are now out of date and the Code of Conduct would make up part of the review of the document. A Communications Protocol is necessary given the current trend of Social Media. Sarah requested that members review both documents and get back to her with comments/recommendations by the 2<sup>nd</sup> November to enable approval of the drafts at the next meeting (16<sup>th</sup> November). Sanctions to uphold the Code of Conduct were also discussed and suggestions were invited by the Chair.

**4. Launch of logo/Discover Malmesbury Website & Town Guide.**

An invitation has been issued by Front room to major groups in Malmesbury to the launch of the website & town guide. Gordon showed the meeting the website and it was agreed by all that it is stunning and very 'user friendly'. The Town Guide is hoped to be in circulation by the end of the week. The adverts that will go onto Visit Wiltshire publications have been finalised. The ongoing support from Front Room Marketing will be necessary to include the maintenance and constant updating of the Discover Malmesbury Life Website; it is anticipated that the next three months will involve more work than usual therefore Gordon proposed that £900 per month is paid for October, November & December and that it reduces to £650 per month after that on a three month rolling basis. **All agreed.**

**5. Late Night Shopping event update.**

Gavin Grant stated that meetings of the working party were progressing well and that Malmesbury Town Council will provide administration support, the road closure, a budget maximum of £600 towards an illustrated guide to the event and will make enquiries into Public Liability requirements. It is anticipated that income generated from stalls will cover necessary costs. Sarah proposed that the Town Team allocate £200 for the artwork to produce the illustrated guide. **All agreed.**

**6. Update on Market.**

Ash stated that the Market is really beginning to establish itself. Parking for the traders is still a minor issue and a meeting is being arranged with Simon Killane & John Thomson of Wiltshire Council to discuss the matter and possible options.

**7. Update on Actions Register.**

Sarah brought attention to outstanding items on the Action Register, these will go onto the Agenda at a future meeting.

**8. Review Payment Record**

Richard will amend the payments record to account for projected costs and to look at anticipated expenses for the year ahead.

**Action: Richard**

**9. AOB**

- It was discussed that the History Weekend is a huge draw for Malmesbury.
- Review of the Action Plan is to be an agenda item for the next meeting; it is necessary to refer back to the Action Plan to decide on the next priorities for action.

**Meeting closed at 9.05pm**

Next meeting at the Town Hall, Monday 16<sup>th</sup> November.