

Minutes of Town Team meeting Monday 21st September 2015
7pm at Front Room Marketing

Present: Gordon MacPherson, Sarah Wilde, Ashton Scott, Paul Chivers, Fiona Orwin.

Also present: Lesley & David Wood, Jemima Trussell & Lisa Gore

Apologies: Franchesca Caton, Richard Fillis, Gavin Grant, Katherine Gore & Kim Power

1. Apologies.

As above.

2. Approve Minutes of meetings 17th August.

Minutes were approved.

3. Update on 'Discover Malmesbury' website

David & Lesley Wood circulated the Projects Timeline; work on the website, town guide and engagement with Visit Wiltshire are moving swiftly forward. It was highlighted by all that the website and content of the Town Guide would be reviewed in conjunction with the Community & Town Promotion Committee of Malmesbury Town Council. The website sub-group consisting of Sarah, Angela & Gordon will be researching options regarding future maintenance of the site.

4. Town Guide including Launch

'Show & Tell' will be arranged by Front Room for major stakeholders in the town to launch the Town Guide (and also 'Discover Malmesbury' website). Great consideration has gone into the distribution of the guide and venues at which it will be available to maximise exposure. Fiona suggested the possibility of holding a 'roadshow' at Dyson in view of the amount of employees who could be made aware of all that Malmesbury offers, she will make contact with someone at Dyson to discuss the opportunity.

5. Update from meeting with Visit Wiltshire

Communication between Visit Wiltshire & Front Room Marketing is ongoing and a networking event is arranged at the Kings Arms on the 13th October, this will be attended by members of the Town Team.

6. 'Coach friendly' status

Sarah has been in touch with the Confederation of Passenger Transport, the organisation which promotes 'Coach Friendly' Towns, the Chairman has planned a visit to Malmesbury on the 23rd October to scope out the town.

7. To review Action Register

Outstanding tasks were reviewed. Sarah expressed recognition of the hard work by Lisa & Jack in the organisation of the Artisan & Farmers Market.

8. Review Payment Record

Gordon highlighted the necessity to make an allowance for committed funds and to make this clear on the payment record. Richard, as Treasurer, will set up a forecast for the next 3-6 months.

Action: Richard

9. AOB

Salisbury BID- Gordon passed on information on the work being carried out in Salisbury through their BID vehicle which is in its second year. There are a number of comparisons to be made with Malmesbury and they are carrying out some good work and are interested in the work being carried out in Malmesbury through the Town Team.

Parking issue at the Friday Market- Lisa has been approached by Market Traders expressing concerns about parking at the Station Yard on a Friday and hoping for an alternative. It was agreed by all that this is something that needs to be taken up with the Market Operator.

Meeting closed at 9.15pm

Next meeting at the Town Hall, Monday 19th October.