

Minutes of Town Team meeting Monday 21st December 2015
7pm at Malmesbury Town Hall

Present: Gordon MacPherson, Sarah Wilde, Ashton Scott, Gavin Grant, Angela Gilchrist-Roberts & Mark Gardener

Apologies: Richard Fillis, Katherine Gore, Simon Killane & Kim Power

1. Apologies.

As above.

2. Approve Minutes of meetings 19th October.

Minutes approved.

3. Approve Code of Conduct & Communications Protocol.

It was **resolved** that the draft Code of Conduct & Communications Protocol that had been circulated to members on the 19th October 2015 be approved by a unanimous vote.

4. Front Room report for November.

The summary was circulated. All **agreed** that the report demonstrates the immense hard work & support provided by Front Room. Sarah & Gordon will attend the Area Board Meeting in January and this report will form an important part of the presentation.

5. Town Guide distribution – proposal for mailing to all SN169 & 0 areas and re-print.

The Town Guide has proven to be more popular than anticipated and to ensure delivery to all households in the Malmesbury area an additional print run of 10,000 copies will be necessary. It was **resolved** that expenditure of up to £500 will be agreed for the distribution of the Town Guide, a quote has been acquired from Royal Mail, 2 others will be sought. Quotes for printing of the additional 10,000 copies will also be obtained. Gavin Grant will ask in his report to the MTC Community & Town Promotion Committee if financial assistance of up to £650 is available from the Committee.

6. Proposal to generate advertising income from Discover Malmesbury website & Town Guide.

It was **resolved** that advertising space would be sold on the website to initially assist with payment of maintenance of the website and in future to begin to generate an income. Payment to Front Room will remain at £900 per month for three months only to cover the extra work involved in selling the space. Ultimately this could result in an income for the Town Team. It was **agreed by all** that more information is required before agreement to sell advertising space on the Town Guide, concerns were raised about content that might be lost and a request will be made to Front Room to produce a 'mock up' in time for the January meeting.

7. Review of Payment Record

The payment record was noted by members. Concerns were then expressed that a proposal from the Wiltshire Council representative could involve a more lengthy process for payments to be made.

8. AOB.

- Gordon stated that Basecamp is being upgraded and that he will invite all members to use the upgraded version, this will be more 'user friendly' than the current version.
- Sarah stated that increased membership of the Town Team Leadership Group is of paramount importance. Sarah proposed the co-option of Rob Green to the leadership group, Angela seconded the proposal and it was unanimously **agreed** that Rob would become a member. The leadership Group will work to increase membership further.
- Gavin expressed thanks to Sarah for her hard work that went into the organisation of the Late Night Shopping event, there will be a de-brief session of the working party in the very near future to give consideration to improvements that can be made.

Sarah expressed thanks to everyone for attending the meeting so close to Christmas

Meeting closed at 8.10pm

Next meeting at the Town Hall, Monday 18th January 2016 at 7pm.