

Minutes of Town Team Meeting

Telephone Conference

Monday 23rd March 2020

Present: Sarah Wilde, John Sunderland, Campbell Ritchie, Gavin Grant, Gordon MacPherson, , Lesley Wood

The meeting was held by teleconference due to the Covid 19 virus outbreak and guidelines regarding social distancing. 7

1. Apologies:

Ashton Scott, Rob Snedden, Rob Green, Bethan Rees, Tom Hocking, Richard Spencer-Williams

2. To consider & approve minutes from meeting held on the 17th February 2020

The minutes were approved as a correct record.

3. Actions/ update on situation regarding COVID 19 virus

An emergency telecon was held on 18th March 2020 with a sub-group to discuss any immediate actions required by the Town Team in response to this crisis. A summary of actions was discussed with the team including:-

- A statement to be sent to all retailers/ businesses in the Town. This was drafted by Gordon & amended by Lesley. A copy of this statement was circulated to all members of the team and was circulated to appropriate businesses.
- The set up of a Telephone Conference for local businesses on Wednesday 25th March at 6pm, the purpose being to listen to concerns, share information and gauge support for continued interaction and engagement.
- Create a list of possible actions for the future including registering with the Information Commissioner now we are actively using the contacts we have for the Gift Card and other activities. LW to action. Continue to add messages to our Social Media platforms regarding supporting business where possible, link with the Carnival Committee- SW to action, consider communicating with landlords of High Street properties to encourage support for their tenants, look at St Aldhelm's Day activities and assess what can be held 'virtually'. Offer consultancy to other Towns as and when we are confident we have best practice to share.

A wider debate was held including notice that the Town Council and HEALS will be announcing their strategy shortly.

It was agreed that during this unprecedented time where things are changing on a daily basis that the sub group of Lesley, Sarah, Gordon, Campbell & Gavin will liaise regularly and may instigate actions that will then be communicated to the rest of the Team for retrospective approval.

However, it was noted that NO expenditure will be made without the approval of the Directors.

4. Update on financial matters

Further to the note above, a telecon was held between Rob (Treasurer), Campbell and Gordon to go through the Town Team accounts based on the fact that some incomes streams may be at risk during this time. Predictions have been readjusted and it is clear that close scrutiny needs to be exercised over the coming months. However, there was assurance that with careful management, the accounts will remain in credit.

5. Update on the Aldi s106 application

There has still been no response from Cllr Tony Trotman, Chair of Wiltshire Council Northern Area Planning Committee to the letter sent requesting a meeting. SW to email Cllr Trotman say that a telecon would be appropriate rather than a meeting.

Campbell updated on actions taken by Malmesbury Town Council in support of the Town Team on this matter. They include:-

‘Writing to the Ministry of Housing, Communities and Local Government; and to the Leader of Wiltshire Council raising the matter and Malmesbury Town Council’s concern at the inconsistencies in the information proved to the Town Team on this matter.’

6. Update on general marketing activity

- LW is in touch with GWW regarding their approach to current crisis.
- Agreed some marketing activities will need to adapt to what is required, especially as a result of the telecon with retailers/ businesses, further conversations required as the situation unfolds and appropriate work becomes clearer.

7. Update on the Vibrant Malmesbury Projects

a. Explore Malmesbury

Launching on the previously proposed dates is now not possible but testing from home could be an option to get feedback and involvement.

b. Malmesbury Gift card

Proposed campaigns around Mother’s Day and Easter clearly not possible but the Gift Card could be key in encouraging support for local businesses once the crisis is over.

c. Signage

Work on signage can continue

8. Market Update

Ash Scott not present but assumption made that there will be no market or Fruit and Veg stall until further notice.

9. Malmesbury Against Plastics (MAP), Malmesbury Climate Action Network (MCAN)

MAP activities are taking place virtually now, but good news is that the accreditation (Plastic Free) has been applied for. Ash/ Chess to update as and when there is further news.

10. To receive an update from Malmesbury Town Councillor Campbell Ritchie

Covered under other agenda items

11. AOB

None

Next meeting 6pm, 20th April 2020 via telecon- invitations to be sent