

Minutes of Town Team meeting Monday 18th April 2016
7pm at Malmesbury Town Hall

Present: Richard Fillis, Sarah Wilde, Ashton Scott, Gavin Grant, Mark Gardner, Rob Green

Apologies: Katherine Gore, Simon Killane & Kim Power

1. Apologies.

As above.

2. Approve Draft Minutes of meeting held on 21st March 2016.

Minutes approved.

3. Consider & approve move to a legal status (paper circulated to all)

Sarah outlined the report to the leadership group, Richard stated that he had been involved in a similar situation previously and that the process is very simple. It was discussed that the relationship with Wiltshire Council would need to be explored should legal status be acquired and that there could be an impact for a BID application.

It was **resolved** that further discussion should take place with Duncan Joyce to pursue forming a Community Interest Company.

4. Update on Financial Protocol.

Sarah notified the Leadership Group of email exchanges between herself, Cllr. Thomson's secretary, Simon Day, Debbie Evans & Kim Power to try and move the payment process forwards. It was **agreed** by all that Sarah would send an email expressing the Town Team's incredulity that despite two S106 Officers agreeing to transfer the money to MTC, this still hasn't happened. Cllr Grant also pointed out that the Town Team via Wiltshire Council is in breach of Government Guidelines for supplier payments under the current process.

5. Update from Market Group

- a) Approve design for Market Stalls Sarah had previously circulated the report from Front Room, 3 quotes had been obtained for the provision of the stalls. These were considered and it was **agreed** by all to purchase 5 stalls with printed skirts from City B Group.
- b) Update on advertising on Discover Malmesbury & Town Guide All advertising space on the re-print of the Town Guide and Discover Malmesbury website have now been sold. The Clerk has been in contact with Royal Mail for the distribution of the re-print of the Town Guide.
- c) Approve extending Front Room's contract to a rolling annual contract It was **agreed** by all to extend Front Room's contract to a rolling annual contract. This will start from April 201~~5~~**6**.
- d) Update on Front Room's re-branding Sarah notified the leadership group that Front Room is re-branding and has become Wood McKeever but that nothing will be altered in terms of the service and arrangements with the Town Team.
- e) Consider and approve transferring Town Team's website to Discover Malmesbury Life It was **agreed** by all that the Town Team website should be closed down and that it should be transferred to a separate page/pages of the Discover Malmesbury website.

6. Updates on Action Plan 2016/17

Updates and actions noted. Request to circulate to all.

7. Any other business

Rob Green stated that an out of date banner for the Beer Festival is still on display on the Priory Roundabout and that it didn't give the approach to Malmesbury the desired impression.

Meeting closed at 8.50pm