

## **Minutes of Town Team Meeting**

### **Town Hall**

### **Monday 19<sup>th</sup> November at 7.30pm**

**Present:** Sarah Wilde, Gavin Grant, John Sunderland, Campbell Ritchie, Emily Small, Rob Green & Mark Gardener

**Also present:** Lesley Wood

#### **1. Apologies:**

Gordon MacPherson, Rob Snedden & Ash Scott

#### **2. To consider & approve Minutes from meeting 15<sup>th</sup> October 2018**

Minutes were approved by all & following approval will be published online.

#### **3. Update on financial matters.**

An account of the money held by MTC was circulated to all which included most recent expenditure. The balance at MTC is £16,490.54. The first claim to Vale Action has been paid into the Town Team Lloyds Bank account. Income and expenditure is as expected.

#### **4. Update on charity commission application**

The application has been acknowledged. Sarah expects correspondence from the Charity Commission in the next few days as this had been the deadline given by them. Sarah will notify the group as soon as she receives an update.

#### **5. To discuss marketing and sponsorship activity**

Lesley, Sarah & Gordon have been working together on the marketing of events. Lesley detailed several of the events that had taken place recently, including;

- Lighting up the Abbey in aid of pancreatic cancer
- Promotion of the opening of the Moravian Church
- Progression of the Great West Way

Lesley stated that the reach for events promoted on Facebook has increased. The Great West Way launch will take place soon and is keen to promote 'hidden gems' rather than larger destinations. It was agreed that the delegated relationship between the Town Council and Town Team on the management of the Town Council's Great West Way membership should be jointly documented to avoid potential ambiguity. The Town Team should regularly report to the C&TP committee to provide an update on activity.

**6. To receive an update on Late Night Shopping**

The weekly planning meetings will continue until the event takes place. There are currently no major concerns.

**7. To receive an update on the Great West Way initiative.**

Lesley had covered this under marketing & sponsorship activity (item 5)

**8. To receive an update on the Vibrant Malmesbury Projects**

- a) Virtual Malmesbury: 'Virtual Malmesbury' has now become known as Discover Malmesbury'. The project remain on track and the next working group review meeting with the supplier will take place in January. Campbell showed the group examples of a virtual reconstruction of the Abbey so far and explained the level of detail that will go into the finished article.
- b) Gift Card: Designs of the gift card & sleeve are being looked at by the sub-committee, it has been agreed that the Discover Malmesbury branding will be incorporated into the design.
- c) Signposting: Sarah has encountered difficulties with getting necessary information from Wiltshire Planning on posting permissions but will progress the issue. It was agreed that the Conservation Group would be consulted when the time comes to design and site the lamppost banners.

**9. To receive an update from Wiltshire Councillor Gavin Grant**

- Gavin notified the group that Sunday Parking charges that were due to come in on the 19<sup>th</sup> November have now been suspended although Bank Holiday charging will still apply.
- A meeting will take place tomorrow to discuss the steps at Waitrose.
- The Lidl & Aldi planning applications will go on into the New Year. Revised plans by both supermarkets have been submitted to Wiltshire Council.
- There is unlikely to be any progress on the situation at the Rajah as the owner has lost his alcohol licence.
- The Twinning Association has agreed in principle to hold a cultural event next year. All parties of the association have expressed an interest.
- Sarah will write to the Portfolio Holder for Highways at Wiltshire Council to express the gratitude of the Town Team for the suspension of parking charges on Sundays.

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

- Campbell reported that the Market Cross had sustained damage by the recycling lorry last week. Effecting repairs will require joint working between MTC, Wiltshire Council, heritage organisations and insurers and all parties will be working to arrange for repairs to be made as quickly as reasonably possible.
- Work on the project that will lead to the refurbishment of the TIC is progressing and Campbell will provide an update when available.

### **11. Any other business**

- Campbell noted that comments have been made on Facebook about the Town Team, that he commended Gavin's response into the discussion.
- John asked about future events in town and if a mechanism might be created to allow groups to cross reference plans in advance.
- Gavin informed the group that the 100<sup>th</sup> year celebration of the formation of the Forestry Commission at Westonbirt Arboretum is coming up next year.
- Sarah highlighted to the group that she had heard a talk about Deborah Moody and felt that Malmesbury could do more to raise awareness of her connection to Malmesbury and the work that she did in New York.

Meeting closed at 8.40pm

Next meeting 7pm, 17<sup>th</sup> December 2018.