

Malmesbury Town Council

Minutes of the **Community & Town Promotion Extraordinary Committee Meeting**

Held in Malmesbury Town Hall on **Thursday 11TH May 2023** at 7.00pm.

Present: Cllrs L Wood (Chair), Doody, Exton & Ritchie

Also present: Lisa Dent (Deputy Town Clerk)

C&TP/23/53 To receive declarations of interest

None received

C&TP/23/54 To receive apologies

Apologies received from Cllrs F Smith, P Smith, E Whatton and K Power

C&TP/23/55 Public Question time in respect of items included in this agenda

None received

C&TP/23/56 To approve minutes of the meeting held on the 13th April 2023

The minutes of the meeting held on the 16th March 2023 were approved and signed as a correct record.

C&TP/23/57 To receive Income & Expenditure report

The report was not available as the account software is awaiting year-end closedown. A summary of expenditure for recent events (Coronation, Community Day and Freedom of the Town) was circulated and noted..

C&TP/23/58 To note visitor numbers to Tourist Information Office in the last month

The report was noted, which includes an increase in visitors' numbers to the Tourist Information Office, cinema sales have increased, gallery transition to new price and exhibition timings is in progress and admin for Malmesbury in Bloom 2023 has commenced.

C&TP/23/59 To receive an update on:

i. TIC Review

The working party have a date to meet in May and will be reviewing the operation of this retail centre to include layout, products sold and profit margins. TIC staff will be asked to provide input and the review may involve external retail advisors.

ii. Coronation

The event was a great success and the layout of the craft tent and band worked well. In future, a dedicated space may be found for the Morris Dancers and it was noted the microphone worked intermittently. Thanks to all staff who worked on this event.

Cllr Ritchie joined the meeting at 7.26 p.m.

iii. Freedom of the Town

Arrangements are being refined with 9th Regiment. Publicity has started with press release in this weeks Wilts & Glos Standard and another to follow in the subsequent edition to inform on timings, road closures, parking and parking suspensions. Social media and local advertising of the event is about to commence with posters and flyers and BBC Radio Wiltshire and other media outlets will be informed.

- iv. Malmesbury in Bloom**
Arrangements are well under way; Cllr Doody has distributed posters and letters have been sent. TIC staff have a schedule of tasks and information will be posted on social media. Piers will be judging the entries and the grounds team will shortly be planting the flower displays around Malmesbury.
- v. High Street Gallery**
Dates are in place and TIC staff have a schedule of tasks. Artists will be contacted shortly. The advertising banner will be used again with new vinyl stickers to amend the dates.
- vi. WOMAD**
Progression with WOMAD event will continue as usual in previous years' format. There are currently two councillors in the working group and a further request for additional members will be sent. It was noted there may be an opportunity to request assistance from Town Team representatives.
- vii. Athelstan 1100th Anniversary**
Next meeting is 6th June. Branding is currently underway. It is proposed there will be 3 themed weekends to include archaeology, theatre and performance and Anglo-Saxon. Various events will be arranged to include keynote speakers, food fayre, Anglo Saxon re-enactment and themed feast in the Town Hall. A MTC working group will be convened to meet as soon as practicable with members previously agreed as Cllrs Power, Wood, Ritchie, Whatton and F Smith.
- viii. Devereaux Event**
Meeting will be held 22nd May. Discussions continue with the school and more will be known about the feasibility of camping after the meeting. The group are hoping to become involved with Malmesbury Carnival.

Meeting closed at 7.50 p.m.