



Minutes of Meeting held on Wednesday 4th July 2007 at 7pm

The Council Community Rooms, Highworth

Meeting chaired by Keith Smith

1. Present:

Keith Smith	Tom Aherne	Katy Frost	Sandra Rendall
Charles Coffin	Maureen Penny	Nicki Coyne	Shirley Colbeck Smith
Joanne Cook	Paul Newton Smith		

Visitor:

Helen Lloyd, Communications Manager MCTA

Apologies:

Alfie Howe	Ian Young	Helie Franklin	Peter Hinton
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Absentees:

Connar Arthur	Carly Nesbitt	Shaun Vockins	Maxine Bromley
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Martin Miles

2. Minutes of the previous meeting:

Minutes of previous meeting signed and filed. Proposed by **SCS** seconded by **KF**.

3. Matters Arising: none

4. The Vision:

Information was taken from the Launch and a draft vision was presented to the Group to work on for a final version. Copy of the final version is attached for signature. Proposed by **MP** seconded by **PNS**

5. A Communication Strategy, Supported by Helen Lloyd of MCTA:

- Helen wanted to meet the group, explain her role within MCTA and how she would support us.

- MCTI vision is to “create vibrant, healthy and sustainable market and coastal towns in the South West”.
- There are at present 70 towns under MCTI - 60 of which have developed their plans.
- MCTI have their own website which we can access at anytime (www.mcti.org.uk). We can put Highworth’s progress into the quarterly newsletter.
- One task we should undertake is a Communication Strategy Plan – **KS** and **CC** working on at present
- All Communication should be for informing, engaging or contacting
- Connect the two websites - **PNS**
- All information from MCTA to go to **PNS** for website

6. **Socio-economic Profile:**

SCS is helping **KS** work on the Profile. They will meet with Hannah Reynolds (contracted until 31 August 2007) on the 16th July, who will present evidence to use in the final town plan. Cost of this work is £3000 which is to be paid from our original £5000.

7. **Members Business:**

KF - Christmas Decorations. **KS** to book community rooms for children to come and do decorations, helpers also needed.

MP - Podium Events. It is suggested that we make sure we have adequate policing, first aid, insurance, licensing etc when using the podium or central car park especially for any event that involves bands. We need to keep Highworth Town Council involved and informed at all times.

TA - facilities need to be made for a higher amount in the petty cash, suggestion £80. All petty cash items to be backed up with original receipts and amounts signed for. **KS** to do letter to David Lane, HTC to allow **TA** to increase when needed. Proposed by **PNS** seconded by **SCS**.

KS – Wednesday 11th July, he will attend the Stronger Communities Forum about Highworth’s aspirations and barriers we may face achieving them.

Mike Wilson - Highworth Passion, **KS** will be helping.

Mike Wilson along with HCPG would like to do something for New Year celebrations

PNS - has looked into hiring a portable ice skating rink for the central car park.

Highworth 2008 Festival – they need new committee members and volunteers.

PH - would like to get meetings going with local businesses. Looking into Wine and Cheese evening on Thursday 30th August where we can meet the businesses, **PH** to chair.

Police issue – HTC not happy with non attendance of police to incidents. Letters have been written, meetings in hand.

PNS – Met with pupils of Warneford School to help them with the school magazine. A print of 3000 copies, these go to every pupil, also this time going to some businesses and Doctors surgery. HCPG could do write up to be included. Contact being made with the school.

8. Any Other Business:

We are all sorry to be loosing Maureen Penny, Vice Chair as she will be working in Australia for a short time. A presentation was made.

We should look for a new Vice Chair which doesn't have to be a councilor, but this is being looked into.

Date and time of next meeting is Wednesday 1st August in the Community Room at 7pm.

Actions

Book community room for Christmas decorations
Higher petty cash - £80 Letter to David Lane
Wine and Cheese evening 30th August 2007

Contact

KS
KS
KS/PH

Done