

Wellington Town Council

Town Mayor
Cllr Phil Morris-Jones MBE



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PROMOTIONS & LIAISON COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on **Wednesday 29th June 2016** commencing at 11.00am.

Present:

Cllr Lee Carter
Cllr Dennis Allen
Cllr Angela McClements
Cllr Brittain
Cllr Sylvia Hall
Cllr Phil Morris-Jones

Kevin Tanner
Bob Coalbran
Ross Vickers

In attendance: Caroline Mulvihill, Assistant to the Town Clerk.

14/16 Welcome and Introductory Remarks

Cllr Carter welcomed members to the meeting.

15/16 Apologies for Absence

Jean Wordsworth, Fay Easton, Ian Davies, Cllr Mason Morris, Cllr Fikeis, John Sweetland and Cllr Tomlinson.

Apologies accepted

16/16 Declarations of Interest

Members only need declare any interest they may have in items of business in this Agenda. No declarations were received.

17/16 To confirm the minutes from the last meeting – Wednesday 25th May 2016.

Proposed by Cllr Allen, seconded by Cllr Brittain and **RESOLVED UNANIMOUSLY** that the minutes of the meeting held on 25th May 2016 be approved and signed by the Chairman of the meeting as a true and accurate record.

28.6.16

18/16 Matters arising from the last meeting minutes.

- (i) **Minute 6/16 (i) Place Promotion Team:**

Cllr Carter informed the Committee that he had a meeting scheduled for 30th June to discuss digital signage. The funding would be from a different source than from the PIYHS as the deadline for this was unachievable.
- (ii) **Minute 6/16 (ii) Christmas Light Switch on.**

Caroline explained that the Christmas Sub Committee had met and had put forward the suggestion of two Christmas events.
A condensed Christmas Light switch on combined with a Victorian Market (coordinated by Fay Easton) on 26th November and also a traditional Carols in the Square event on 17th December.
Caroline ran through the potential schedules for both events.
Proposed by Cllr Brittain, seconded by Cllr Hall and RESOLVED UNANIMOUSLY that the requested £1,000 requested by Fay to be granted to assist with the planning and marketing of the Victorian Market and both WTC Christmas Events.
- (iii) **Minute 7/16 (i) Wellington Map re-print**

After a few teething problems surrounding the Ordnance Survey map used on the leaflet Caroline confirmed that the Council now had its own license agreement which meant it could use any OS map on future publications for free as long as the literature was not sold and the OS number was clearly visible.
A meeting was due to take place on the 7th July at 10.00am to agree amendments and then Emerge Design, after reducing its prices in line with another quote, would complete the re-print.
Caroline to ensure no VAT is charged.
- (iv) **Minute 8/16 (i) Indoor Market plan of stalls**

Caroline passed to the committee a proposal from Fay Easton regarding a illustrated map of the market and internal signage.
In principle this was agreed to be a good idea but Caroline was requested to ask the following questions:
“Would it include the outdoor market” and “what would the maintenance agreement be for keeping it updated”?
The Committee also felt that the funding should be a joint venture between the Market Company and WTC.
- (v) **Minute 9/16 (i) Wellington Carnival Committee**

In the absence of Cllr Fikeis and Cllr Mason-Morris no update was received.
Cllr Morris-Jones mentioned that there was £1500.00 in the Carnival bank account.
It was agreed that a plan to move the Carnival forward for 2017 should be in place no later than 1st September 2016.
- (vi) **Minute 9/16 (ii) Bus Station cleansing**

Cllr Carter confirmed that this had now been completed but that the Council should keep an eye on this on the future to ensure it is always done in the time agreed.
Ross Vickers brought to Cllr Carter attention the weed issue on Mill Bank, Cllr Carter would speak to Dave Hanley about this but it was also suggested that all Councillors install and begin using the ‘Everyday Telford’ app so that everyone can report issues direct to T & W as they are seen.

**19/16 Correspondence:
£1,000 Donation.**

Caroline explained that a donation of £1,000 had been made to WTC but a paper trail could not be found. After a brief discussion it appears that the transaction may not have been completed and that Ian Davies from Tranter Lowe should be contacted to see if the funds are still in the Town Partnership account.

20/16 Forthcoming events calendar and additional events for 2016/2017 including Rob Francis's events.

Cllr Carter informed the Committee that this action was 70% complete. A meeting with Caroline to tie up a few remaining items would then allow the work to be completed and then shared with the Committee to plan forward.

21/16 Wellington Festival:

On behalf of Cllr Mason-Morris, Caroline reported that all the festival brochure content had now been passed over to Emerge Printers for them to design and produce a proof. When the proof is received back into the office Caroline asked for as many proof readers to come forward.

22/16 Walkers are Welcome:

Bob Coalbran informed the Committee that WRW were busy promoting the Walking Festival and working jointly with Walking for Health with the recent information day at the PRH being a great success.

This forthcoming Saturday they would be present at the Wrockwardine Fete and the following Sunday at the Lions day on Wheels.

The Path Maintenance team had been working closely with the Ercall Nature Reserve clearing perimeter pathways.

Unfortunately back logged orders due to a restructure at TENS meant the Train Station Notice Board was delayed until the end of September. Whilst inconvenient it was felt in the time scale given it would be advisable to wait instead of sourcing a new supplier.

Bob then showed a picture of the existing public information board at the top of Station Road which had been previously damaged but incorrectly repaired. Cllr Carter agreed to speak with Dave Hanley after receiving the picture from Bob.

23/16 To receive information on other future events and activities.

June 29 th	Opening of Cake shop at 2.00pm in Church Street
July 9 th	Friends of Dothill School stall
July 30 th	50 th anniversary World Cup – Indoor Market vintage 60's day (Cllr Carter to pass Ron Flowers contact details to Fay Easton)
September 25 th	Arleston Memories Day – SHOULD READ 24th
September 25 th	Mayors Civic Service 6.30pm All Saints Church
December 11 th	Mayors Carol Service 6.30pm All Saints Church

Ross Vickers told the Committee that he and Frank Lauriello had met with Stella Jameson, conservation officer of T & W, who had agreed to complete a report on the state of the outside of Wellingtons buildings. With this report now being due it was felt hat progress wasn't being made. Cllr Carter agreed to speak with Stella Jameson to request an update.

Bob Coalbran requested that the length of time allowed for event banners to be re-assessed as two weeks was felt insufficient. Caroline to contact T & W Planning Dept.

24/16 To agree date and time of next meeting;
Wednesday 27th July 2016 at 11.00am.

Signed27th July 2016