

Wellington Town Council

Town Mayor
Cllr Reg Snell



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EVENTS AND COMMUNICATIONS COMMITTEE MEETING MINUTES FOR TUESDAY 29th **JULY 2026** **HELD IN LESLEYS ROOM AT THE CIVIC OFFICES COMMENCING AT 6.00PM.**

Cllr Holding	Cllr Davis	Cllr Lowe	Cllr Gorse
Cllr Snell (ex-officio)			

Also in attendance: Alison Hinks Town Clerk / CEO, Caroline Mulvihill Events Manager / Deputy CEO and Local democracy reporter David Tooley.

28/26 Welcome and Introductory Comments

Cllr Holding welcomed members to the meeting.

29/26 Apologies for absence

Apologies were received, and accepted, from Cllr Day

30/26 Declaration of interest

None were received

31/26 To approve the minutes of the meeting held on the 23rd June 2026.

Proposed by Cllr Davis, seconded by Cllr Gorse and **RESOLVED UNANIMOUSLY** by Cllrs Holding, Cllr Davis, Cllr Lowe and Cllr Gorse that the minutes from 23rd June 2026 were a true and accurate record.

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Signed Cllr Holding
Chair

32/26 Matters arising from these minutes

- **ACTION:** Cllr Davis to speak with Lee Carter about a key to open the old Stead and Simpson shop gates. No longer required.
- **ACTION:** Sally Themans was requested to share the notes of the police / nighttime economy meeting. Done

- **ACTION:** Caroline to create a questionnaire for use at events and begin creating the community contacts database. An informal list of questions and prompts has been drawn up to help gauge feedback. The database has merged older versions and is ongoing.
- **ACTION:** It was agreed that Caroline would visit each pub and sell the concept of the pub trail to them. 18/20 complete
- **ACTION:** Caroline to investigate map trail holders for each pub – various options, 1 tier / 2 tier and readily available
- **ACTION:** Members to consider options for an 'incentive' to completing the trail (but not to encourage binge drinking) to be discussed an agenda item 8.
- **ACTION:** ST to forward PD and EH the footfall figures for Wellington. Done
- **ACTION:** Caroline to bring the latest copy of TIOW to the next meeting. Done
- **ACTION:** Caroline to request the noticeboard report from Adrienne and circulate to members. Attached to meeting request with agenda. **ACTION: AH to check if train station noticeboard lock had been fixed.**
- **ACTION:** Adrienne to implement TikTok account. Done but was banned, appealed. **ACTION: New account to be created by AT.**
- **ACTION:** Caroline to speak with Anna Hill ref the Tesco grant. Done
- **ACTION:** Caroline to speak with Adrienne about a new Bayley Mile route within the town centre. Done
- **ACTION:** Caroline to ask Adrienne if additional help was needed by Cllrs for Armed Forces Day. Done. Cllr Holding, Lowe, Gorse, Snell and Davis in attendance. Cllr Holding thanked Cllrs for their help.
- **ACTION:** If giving away gift to children at Bowring Park events could the T & W holiday programme be included. Done
- **ACTION:** Caroline to ensure that events given money from WTC state 'working in partnership with WTC'. Done and ongoing.

33/26 Events and Communications Budgets

- Appendix 1
 - Appendix 2
- Caroline tabled both documents. Members were happy and found the information most useful.

34/26 Events and Budgets breakdowns

- Appendix 3
 - Appendix 4
- Caroline tabled both documents. Members appreciated seeing both the working documents and how they fed into the finance documents giving a clear picture of the budget position.

Feedback from the Library teddy bear picnic event that took place earlier that day had been overwhelmingly positive.

Cllr Holding expressed how she feels Wellington Town Council do great bespoke events and said its good for families how we have the library events on a Tuesday, Bowring on a Wednesday and Orbit Films on a Thursday over the holidays.

ACTION: AH to gain footfall data from the Armed Forces Day.

35/26 Pub Trail update

18/20 pubs had now been visited, and all were in favour of the map and were happy to be included. Unfortunately, there was no take up with the sponsorship packages offered.

Caroline tabled two versions of the map design.

It was agreed that the picture of each venue would only appear on the map, and not on the reverse as this would allow more text for the venue facilities to be promoted. Members also agreed that each venue would have the same size advertising space. A local printer would be used to print the map when the design work is complete.

ACTION: Caroline to ask for a transport link to be added

ACTION: Caroline to speak with ST regarding Press Releases

36/26 Recent Events Reflection and Review:

- Armed Forces Day - 27th June

This was the first time doing this event and it was well received. It will be an annual event in the calendar with the focus to make it bigger and better next year.

- Scooter Fest - 4th July

Well attended with 76 bikes. Shortening the event time was felt a positive move as it concentrated the attendance and the music was a good addition.

37/26 Love Wellington report:

The report was tabled at the meeting for members.

Members agreed that the report contains a lot of useful information and thanked Sally.

ACTION CM to speak with ST to ensure the report is sent out with the agenda going forward.

38/26 Ideas, proposals and event requests for 2026/2027

Cllr Snell had attended the Open Gardens and Wellington in Bloom events and said that they had been well received, and he was particularly impressed with the eco garden and wildlife cam.

Cllr Davis commented that it was good to see the design tweaks made to the 'This is Our Wellington magazine' had been implemented and the WTC and library pages worked well.

ACTION: CM to speak with ST to see if Cllr Lowes article on the Twinning Association silver anniversary could be included in the next edition.

Cllr Davis stated that he felt the WTC social media had come on leaps and bounds and is a massive improvement.

Alison Hinks said work on then 2027 calendar was already under way and would share initial thoughts and ideas at the September meeting.

Cllr Holding encouraged Councillors to attend and assist at as many events as possible.

ACTION: Adrienne to continue sending weekly event updates to all members.

39/26 Correspondence

- Wellington open gardens thank you email

Caroline read to members a thank you email had come into the office thanking WTC and LW for supporting the Open Gardens event.

40/26 To agree the date and time of the next meeting – Tuesday 22nd September 2026 at 6pm

ACTIONS:

- **ACTION: AH to check if train station noticeboard lock had been fixed.**
- **ACTION: New TikTok account to be created by AT.**
- **ACTION: AH to gain footfall data from the Armed Forces Day.**
- **ACTION: Caroline to ask for a transport link to be added to the pub trail map**
- **ACTION: Caroline to speak with ST regarding press releases for the pub trail**
- **ACTION CM to speak with ST to ensure the E & C report is sent out with the agenda going forward.**
- **ACTION: CM to speak with ST to see if Cllr Lowes article on the Twinning Association silver anniversary could be included in the next edition.**
- **ACTION: Adrienne to continue sending weekly event updates to all members on forthcoming events.**