

# Wellington Town Council



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## PROMOTIONS & LIAISON COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on **Wednesday 23<sup>rd</sup> May 2018** commencing at 11.00am.

### **Present:**

Cllr Lee Carter	Rev Nick Brook
Cllr Mason-Morris	Nathan Muench
Cllr McClements	Ross Vickers
Cllr Joan Gorse	Hilary – member of the public
Cllr Pat Fairclough	
Cllr Sylvia Hall	

**In attendance: Caroline Mulvihill** – Communications & Events Manager

### **1/18 Welcome and Introductory Remarks**

Cllr Carter welcomed the Committee and apologised for members not being consulted on the recent children's fun day that took place in Wellington Market Square. Members agreed that on this occasion it was acceptable and that the day was a great success. Cllr Carter thanked all those involved for their hard work pulling off the event in 7 days and for the funding that was given to enable us to do so.

### **2/18 Election of Chair**

Cllr Carter was proposed by Cllr McClements and seconded by Cllr Gorse and **RESOLVED UNANIMOUSLY** that Cllr Carter be nominated as Chair

### **Election of Deputy Chair**

Cllr Fairclough was proposed by Cllr Gorse and seconded by Cllr McClements and **RESOLVED UNANIMOUSLY** that Cllr Fairclough be nominated as Deputy Chair

**3/18 Apologies for Absence**

Cllr John Alvey – chairing meeting in Shrewsbury  
Apology accepted.

**4/18 Declarations of Interest**

None received.

**5/18 To confirm the minutes from the last meeting – Wednesday 25<sup>th</sup> April 2018.**

Proposed by Cllr McClements, seconded by Cllr Mason-Morris and RESOLVED UNANIMOUSLY that the minutes were a true and accurate record.

**6/18 Matters arising from those minutes:**

**Minute 117/17 (i): Alleyway Mural:**

Caroline had been in contact with T & W conservation team and had a list of pointers that needed to be finalised before proceeding. Caroline was just now waiting for the artist to provide his impression (when he returns from holiday in Scotland) then all outstanding paperwork could be authorised.

**Minute 117/17 (iii) Lychgate Commemoration Plaque – noticeboard option**

The sub group had met up at the Lychgate and the location for the Silent Soldier had been agreed. Mick Talbot (WTC) would now source the correct fittings and would install w/c 21.5.18

The commemorative noticeboard location was also agreed at the same time and Caroline had received a quote for a bespoke board for £731.00 plus VAT. It was agreed that Caroline should order and progress with the project.

Cllr Brittain arrived at this point.

**Minute 119/17 (i) Hanging Baskets – Watering of baskets / plants at the station**

Caroline had liaised with Andrew Roberts and was informed that Limetree could water the plants / baskets at the station but it would cost an additional £50.00 per time. Members felt that this wasn't acceptable. It was stated that any projects of this nature should have had watering factored into the bid before it commenced.

Could the WTC WEST team or the Friends of the Station water them?

Caroline to speak with Andrew again regarding Limetree's contract.

**Minute 121/17 (i) Confirmation of the Bowring Café opening time's**

A meeting was held with the current tenants and the Town Clerk. It was decided that as the café wasn't making any profit that the tenants would open as and when they could and that the café lease would go back out to tender.

Cllr Mason-Morris suggested a much tighter contract was needed for the new tenants and that comments made from various Councillors, of a negative view, were not supportive and should not be made on social media for all to see.

**Minute 123/17 (i) Absent WTC Newsletter in Telford Journal – update**

Caroline had emailed all Councillors to ask who had, and who had not, received a Newsletter along with the Telford Journal. When a list had been compiled the TJ would be asked to deliver to the missing postcodes.

24.5.18

### **Minute 123/17 (ii) Cllr Denis Allen memorial bench**

Caroline updated members that the bench had been ordered and location agreed at DHLNR. A concrete base needs to be laid and then the bench could be installed. Cllr Brittain suggested that Liz Allen was arranging a bench also at DHLNR so Caroline asked her to confirm that there is only one bench, not two.

### **7/18 Correspondence:**

#### **1) Feedback from Kevin Tanner on Wellingtons Videos in Circulation for use on the WTC website.**

In Kevin Tanners absence this would be discussed at next month's meeting.

#### **2) Friends of the Wellington Station – representative needed for friends group**

Fay Easton and Rob Hubbleday had asked if a member from P & L would like to sit on the friends group. Cllr Pat Fairclough said that she would be happy to. Caroline to pass on contact details to both parties.

#### **3) Remembrance Day – idea for refreshments after the service for dignitaries**

Cllr Fairclough suggested that refreshments' should be provided for dignitaries attending the Remembrance Parade and Service. Caroline thought that Eddie Lowe at the Plough Pub already put on refreshments' but she would check and feed back to the next meeting.

#### **4) P & R – Tourism office – Wrekin News Depot**

At last month's P & R meeting it was mentioned that Wellington needed a Tourist Information point. Caroline had accompanied the Mayor, who opened the Wrekin News new depot on Platform 2 at Wellington Train Station, and as part of their depot they had created a small visitor point. All of Wellingtons flyers and leaflets are here along with Wellington Walkers are Welcome information. James Bayliss (Wrekin News) is happy for any tourist literature to be displayed here.

It was at this point Wellington's websites were mentioned. Caroline updated the Committee with news that T & W were funding work to brand the WTC, Discover Telford, Made in Wellington and the Wellington Festival websites with Andy Smith at Runtime so that they were all connected and shared information to each other. The domain name was just being agreed along with a 'Shropshire' strap line then work would commence. Caroline was asked to check if the domain name fee would be covered by T & W annually.

### **8/18 Forthcoming events calendar and additional events for 2018 / 2019 – Strategy / package and brand**

Caroline showed members the flyer for the new children's school holiday activities in the Bowring Park.

Cllr Mason-Morris asked what was trying to be achieved by running these events, what the expected numbers were, the costs and success factors. Cllr Carter and Caroline were to look into this and feedback.

Ross Vickers mentioned at this point that JP fruits and the clothing lady up New Street were again putting their stalls out to the middle of the street. Cllr Carter said that the enforcement office had already contacted them both and asked that Caroline report this to the ICM team and he would also email the enforcement team again with this update.

Ross also congratulated Caroline and the team who pulled out all the stops to produce the recent children's fun day in the Market Square. Ross said he felt that Cllr McCarthys presence on this day was neither the appropriate time nor the place. Cllr Carter explained that Cllr McCarthy had not breached any legality so was within his right to be there and Cllr Mason-Morris congratulated him for giving up his spare time.

**9/18 Wellington Festival: Update report:**

Cllr Mason-Morris stated that the Spring Festival ran from the 2-7 May and went well.

The October Festival was all pretty much finalised and venues were now being sourced.

**10/18 Walkers are Welcome:**

In Bob's absence this would be discussed at the next meeting.

**11/18 To receive information on other future events and activities.**

**None**

**12/18 Matters for information only:**

Ross Vickers highlighted that the area by the Wreath Matrix at All Saints Church was over grown with weeds and nettles, Caroline was asked to report this to the ICM team and Cllr Carter would also see if he could get this cleared via T & W. The area by 'Northwood' agency also needs attention.

Rev Nick Brook reminded the Committee that the annual Wellington Midsummer Fayre was scheduled for June 9<sup>th</sup>.

Cllr Mason-Morris asked for an update on the option of a WTC calendar. Caroline had no update and would look into this.

Cllr Carter told members that the chewing gum in Wellington was going to be removed, starting at Market Square, from 4<sup>th</sup> June.

**13/18 To agree date and time of next meeting – Wednesday 27<sup>th</sup> June 2018 at 11.00am.**

Signed .....27<sup>th</sup> June 2018