

**Minutes of the Projects Committee Meeting held on 31 October 2023 at 5pm**

Present: Cllr A Hagger (Chair), Cllr M Devendran (Mayor), Cllr D Kuczera, Cllr S Hedge, Cllr A Buchanan, Cllr M Strange, Cllr J Swindlehurst

In attendance: Interim Clerk

Public: 1 member present.

		ACTION
	<p><b>Public Questions</b> None</p>	
1.	<p><b>Apologies for absence</b> Apologies received from Cllr Edwards (funeral).</p>	
2.	<p><b>To agree the minutes of the last meeting held on 19 June 2023</b> The minutes were agreed as a true record.</p>	
3.	<p><b>To receive Declarations of Interest from members</b> There were no declarations of interest.</p>	
4.	<p><b>Wiltshire Towns Programme 2022/23</b> The Chairman apologies for the slow progress with the project but having had a conversation with the relevant officers at Wiltshire Council, wanted the council to consider a longer-term plan that will create projects aimed at increasing footfall in the town, though enhancements to the town centre. The project offered the council an overall budget of £30,000 to be spent by April 2025. A summary of the current budget is at Appendix A.</p> <p>There were other projects that the council was pursuing, and these would be considered at the next meeting of this committee.</p>	
	<p><b>Progress on Spending</b> <b>Bunting:</b> £212 has been spent on acquiring new bunting, but there was a requirement for the purchase of additional bunting. The Clerk was delegated authority to purchase additional bunting (red, white, blue).</p>	Town Clerk
	<p><b>Flag Brackets:</b> it had proved difficult to get consent from landlords for the brackets to be installed, so instead the council will consider the installation of tension wires across the street as an alternative, and if there is surplus in the budget, for it to be repurposed. To delegate authority to the Clerk to progress permissions for tension wires, and cost of installation,</p>	Town Clerk
	<p><b>Replacement advertising banners:</b> There was a need to replace some of the banners, but also to consider the purchase of new ribbon banners that promote town facilities for the purpose of encouraging tourism. It was proposed that an approach be made to the history centre to see if they would be able to design banners that promote venues with a historical theme. For Councillor Kuczera to take this proposal to the history centre and report back at a future meeting.</p>	Cllr Kuczera

	<p><b>Promotion of a Summer Solstice event:</b> It was suggested that the Winter Solstice is also an opportunity for a celebration and thus for this project to include both solstices. It was suggested that a programme of events be considered, in consultation with the Chamber of Trade. It was also suggested that the budget be increased from the likely underspend in the flag brackets budget, and therefore it was agreed that any underspend in that £3,000 budget be moved to the events budget.</p> <p><b>Finger posts signage:</b> It was suggested that an audit of the existing signs be undertaken to identify which ones need to be removed/replaced. For the signs to be as useful as possible. Councillor Hedge offered to take photos of the current finger posts. Authority was delegated to the Town Clerk for the office staff to seek costs for any replacement/new finger posts and provide those costings to a future meeting for consideration.</p> <p>Enhanced signage at the toilet block in the town centre car park This budget was £1000 and there was an urgent need to update the sign. A proposal was made that a new branded sign to be designed and a quote sought from local signage companies. For Councillor Kuczera to liaise with the officers and report to a future meeting.</p>	<p>Town Clerk</p> <p>Councillor Hedge</p> <p>Town Clerk</p> <p>Cllr Kuczera Town Clerk</p>
5.0	<p><b>2023/25 Fund</b></p>	
5.1	<p>The Chairman advised that it would be necessary for the council to have a strategic overview for the future in order to consider a package of projects. The interim clerk suggested that the council could engage a tourism consultant to advise them, to undertake a survey/consultation with locals and businesses in order to determine the focus of attention in the future (be that history, the arts as an example). A consultant would then be able to evaluate the current tourism offering, undertake a gap analysis and make a proposal of how the funds could be spent to enhance the town centre. It would be necessary to create a brief and to tender and seek authority from Wiltshire Council that the budget could be used in this way. The Chairman would ask Wiltshire Council, at a meeting on 17<sup>th</sup> November, if the towns fund could be used to engage a consultant. If this was agreed, then full council would be informed of the decision of this committee, to use some of the budget on a consultant.</p>	<p>Interim Clerk</p> <p>Cllr Hagger</p>
6.0	<p><b>Men's Shed Update</b></p>	
6.1	<p>The Chairman and Mayor had met with the Treasurer of the Men's Shed to discuss next steps. The Men's Shed was being set up as a Community Interest Group and would become the tenants of the building and be responsible for complying with the lease and for their own health and safety and insurance. The interim clerk suggested that the council might need to seek VAT advice prior to build, to ensure that it applies the rules correctly and that a solicitor would need to advise and support the council in the writing of a lease. It was agreed that the council were in a position to start to create the tender documents and seek quotes for the build, to seek VAT advice, and to contact a solicitor to start preparing the lease. It was also suggested that a meeting be</p>	<p>Town Clerk</p>

	held with the Men's Shed to give them an update on the project.	
7.0	<b>Items for next agenda</b>	
7.1	Councillor Kuczera asked for an update on the town map dispensers, and for the officers to provide some costing for the net meeting.	
7.2	Councillor Hedge asked for an update on the town gates. It was confirmed that the first gate project was awaiting a decision from the full council to release the 25% funds.	
7.3	It had been previously agreed that the following item would be added to the agenda of the next meeting, to receive updates: <ul style="list-style-type: none"> <li>• <b>Bonnymead refurbishment</b></li> <li>• <b>New Play areas</b></li> <li>• <b>Compostable Toilets</b></li> <li>• <b>Council Yard</b></li> <li>• <b>Parkour</b></li> <li>• <b>Pavilion Storage Unit</b></li> <li>• <b>Vehicular restrictions at Stockport Road</b></li> <li>• <b>Town Gates</b></li> <li>• <b>Roundabout Signs and Sponsorship</b></li> <li>• <b>Accessible Play Area – Centenary Play Park</b></li> </ul>	
8.0	<b>Date and Time of next meeting</b>	
8.1	The next meeting would be held on <b>Monday 27<sup>th</sup> November 2023 at 7pm</b> in the Bowman Centre, to last up to two hours.	
	The meeting closed at 6.10pm	

Appendix A

**Wiltshire Towns Programme 2023/4 – progress on spending**

<b>Proposal</b>	<b>Total Budget</b>	<b>Spend</b>	<b>Budget remaining</b>	<b>Actions/Notes</b>	<b>Responsible Cllr</b>
Bunting/infrastructure	£1,500	£212	£1,288		
Town flag brackets	£3,000	0	£3,000	To move to the events budget line below	
Replacement advertising banners on brackets	£1,500	0	£1,500		
Promotion of a summer solstice event  And to include a Winter solstice event	£1,500	0	£1,500	To receive £3,000 from the above	
Updating of metal/brass fingerpost signage	£1,500	0	£1,500		
Enhanced signage on leased toilet block	£1,000	0	£1,000		