

**Minutes of Marketing Committee Meeting held on
Tuesday 12th July 2011
Chepstow TIC**

Present

Chepstow Chamber representatives Griff Rogers - GR	Mini Producers/Hoggin The Bridge Representatives Steve Sullivan - SS
MCC representatives Cllr Jacqui Sullivan - JS	
Town Council Representative Cllr Jane Robbins - JR	Secretary Nikki Colley-Priest - NJCP
TIC representatives Katie Burton - KB Liz Amphlett - EA	

Item		Action
1	Apologies. Cllr P Murphy (PM), Alan Browne(AB), David Burton(DB), Ned Heywood(NH), Sandra Bushell(SB), Paul Rutter(PR)	
2	Approval of Minutes of Meeting The minutes of the meeting held on June 8 th 2011 were distributed and approved by SS and EA	
3	Matters arising	
3.1	Banners on lamp posts in Nelson Street car park. NJCP had not received info from AB. JS to remind AB. No suggestion to other lamp posts in town from which to hang banners had been received by NJCP.	
3.2	Marketing Budget. GR reported that there was still some money available for promoting Chepstow and it was agreed that some of this could be used to provide entertainment in Chepstow on the Saturdays in December leading up to Christmas.	
3.3	Chepstow Guide. PR & GR had considered the bids received and had agreed to accept Mark Elson's tender. GR to inform Mark Elson.	GR
3.4	Website. NJCP reported that she had no response to her queries for Creating Media. GR to discuss with Michelle Dally and arrange meeting to sort out issues	GR
4	Mini Market. SS reported that Artists Corner was relocating it's premises to Thomas Street Arcade on 1 st August and would no longer have storage space for the pop up shelters. NH had agreed for these to be stored at the Drill Hall, however this was too far to be available to the mini producers market stall holders. The stall holders had agreed to supply their own shelters with a reduced rent of £12 to compensate for this. SS will still continue to invoice the stall holders and to organise electrical outlet. SS to check that traders were covered by their own insurance.	SS
5	2011 Events	
5.1	Hoggin The Bridge JS & SS reported that Welsh Cycling have agreed to marshal the event on the main routes, with volunteers covering other areas. The Marketing Group agreed to cover the cost of the marshalling of the event which will be approximately £560. The Town Council had agreed to loan stage for this event and were waiting for a risk assessment to be completed.	
5.2	Christmas Light Switch On The Town Council had declined to organise a Creative Cultivators Market on the day of the switch on, so there will be no market on that day as in the past. Monmouth Walking Festival KB had ben contacted by the organisers of this event who plan to organise guided walks around Chepstow. KB to invite to next meeting	KB
6	Events Planning NJCP reported that Luke Hart had been booked to perform on Saturday 23 rd July and Isabel Stead on 30 th July. A face painting stall had not been booked because there was a possibility that Tutshill Playgroup might be prepared to do this. KB reported that they had not got back to her. Therefore NJCP to book face painting stall and organise trading licence. Other events/entertainments were in the pipeline	NJCP

6.2	JS reminded the group that bands such as the salvation army would need to be booked now if the group wanted them to perform during December.	
7 7.1 7.2 7.3	<p>A.O.B Folk/Morris Dancing Festival. NJCP and JS had received complaints from retailers that notice had not been given to them about the road closure for this event and also that the signage on the main roads did not indicate that the closure was for an event. There were also complaints that the ice cream van was parked across the High Street. It was agreed that GR write to Mike Lewis asking that retailers were informed next year and also that there were signs available for them to borrow that indicated the High Street was closed for an Event. NJCP to let GR have contact details</p> <p>Wales In Bloom JR informed the group that Wales in Bloom judges had visited the town on 11th July. Comments were that a wildlife information board be erected by the river Wye. It was agreed that the Marketing group assist with the cost of this. KB suggested that the Town Council also contact The Welsh Coastal Path and AONB for assistance. JR to liaise with SB for costs etc.</p> <p>What's On Guide GR to check with Sue if an increased run for August/September was required for this publication, as in previous year.</p>	<p>NJCP/GR</p> <p>JR/SB</p> <p>GR</p>
	<p>Meeting closed at 18.58 Next Meeting 13th September</p>	