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# MINUTES FROM ARTS, CULTURE & TOURISM COMMITTEE MEETING

**Held on:** Tuesday 3<sup>rd</sup> August at 7.00pm. At the **Shepton Mallet Library at 2 Market Place, Shepton Mallet, BA4 5AZ**

**Attendance:** Councillors D Crisfield, C Inchley, G Kennedy, M Lovell, T O'Connor (Chair), M Stadtruckerova and M Harrison (as Ex Officio)

**Present:** Liz Evans, Responsible Financial Officer, B Kingston-Wood, Democratic Support Assistant, Tara Jessop, Project Officer and Conor Ogilvie-Davidson, Marketing, Communications and Community Engagement Officer.

**Public:** Three representatives from Smart CIC, one representative from Hearthstone CIC, one representative from Make the Sunshine, one representative from Shepton Mallet Bowls and Tennis Club, one representative from Mendip School and one representative from Inch by Inch (Incubation Chamber)

**PUBLIC QUESTION TIME:** There were no public questions

## ACT1.1 To elect a Vice Chair for this committee

Nominations for the role of Vice Chair were sought. Cllr Kennedy proposed Cllr Mayall and seconded by Cllr Lovell. All present councillors in favour of Cllr Mayall being the Vice Chair of the Arts, Culture and Environment Committee.

### Resolved that:

Councillor G Mayall be the Vice Chair of the Arts, Culture and Tourism Committee

## ACT1.2 Apologies for Absence

Apologies were received from Cllrs S Hale, B Stokes-Stephens and G Mayall (received after the start of the meeting).

SIGNED: ..... (CHAIR) DATE:.....

**ACT1.3 Declarations of Interest**

Cllr T O'Connor declared he is the director of Smart and a member of the Baptist church steering group.

Cllr Stadtruckerova declared to be an allotment holder at the Shepton Mallet Bowls and Tennis club.

**ACT1.4 Chair's Announcement**

Cllr O'Connor introduced the newly appointed Marketing, Communications and Community Engagement Officer, Conor Ogilvie-Davidson to the committee.

A discussion whether future meetings of this committee would be held in the Library or in the Council Chamber at Mendip District Council Offices.

Resolved that:

Meetings of this Committee will be decided prior to each committee meeting whether it will be held in Shepton Mallet Library or The Council Chamber at Mendip District Council Offices. The Library is also to be used as a backup for all other council meetings, should the Mendip District Council be unavailable.

**ACT1.5 To consider and approve the minutes from the Arts, Culture and Tourism Committee meeting held on Tuesday 2<sup>nd</sup> March 2021**

The minutes from this meeting were accepted by the committee as a true record and signed by the chair.

Resolved that:

The minutes of the meeting held on 2<sup>nd</sup> March 2021 were agreed and signed.

**ACT1.6 To Consider Community Donation applications**

Councillors received a written report from the Responsible Financial Officer (RFO) containing community Donation applications for support and funding.

Councillors heard from all applicants in support of their applications and asked questions regarding the projects.

Cllr Crisfield asked the committee to consider reviewing the policy.

Councillor O'Connor handed the meeting over to Councillor Harrison for the discussion regarding the SMar application due to his declaration of interest in this matter. Councillor O'Connor then resumed chairing the meeting.

Resolved that:

The below applicants be awarded the following donations from the General Community

Donations budget:

- £1,500 to Make the Sunshine and Primary Schools
- £500 to Shepton Mallet Revival CIC. Councillors wish to review the application at the next ACT committee meeting in October to grant further support if appropriate and to consider support from a different budget in the next financial year.
- £837.50 to Shepton Mallet Bowls and Tennis Club
- £600 to Mendip School Small holding project.

The below applicants were awarded the following donations from the Arts Project budget:

- £1,260 to HEARTHSTONE Ways CIC
- £2,000 to SMart CIC

**ATC1.7 Arts Working Party final recommendations**

Councillors received a written report from the Project Officer that included recommendations for future plans for Summer and Winter activities series budget for 2022/23, twice yearly arts forum and promotion of the towns events and activities.

Resolved that:

- A £10k budget for Summer events and activities and a £10k budget for Winter events and activities to be budgeted for 2022/23
- A £300 budget to hold two forums a year for arts groups and event organisers in the town.
- To invite a member of SMart to give a regular update to this committee.

**ACT1.8 Creative Mendip Project**

Councillors received a written report from the Project Officer on the successful application to Mendip District Council Creative Mendip fund for the arts

Resolved that:

Councillors noted the report.

**ACT1.9 Events and Occasions 2021 to 2022**

Councillors received a written report from the Marketing, Communications and Community Engagement Officer (MCCEO) listing events and occasions the Town Council will celebrate or mark in 2021 to 2022.

Councillors discussed combining the events.

SIGNED: ..... (CHAIR) DATE:.....

Resolved that:

- a. The Queen's Platinum Jubilee and Collett Festival will be held separately. Collett Festival will be held during the second weekend of June as in previous years and the Queen's Jubilee held during the period of 2<sup>nd</sup> -5<sup>th</sup> June 2022.
- b. Recommendation b, (to utilise the Collett Park Festival budget of £20k for a combined event), was dependent on the acceptance of recommendation a, however this was not agreed. Therefore, recommendation b was not considered.
- c. Authority would be delegated to the Marketing, Communications and Community Engagement Officer (MCCEO) to return to the next meeting of this committee with an event proposal.
- d. A recommendation is made to the budget setting meeting to invest £10k in a summer 2022 and a further £10k in a Winter 2020 series of events and to delegate authority to the Project Officer to return to the next meeting of this committee with a proposal.
- e. A celebration would take place for Somerset Day 2022 and the MCCEO to return to the next meeting of this committee with a proposal.
- f. The MCCEO with the Town Clerk make arrangements for the Remembrance event.
- g. The MCCEO would create an occasions and events plan for marketing purposes.

**ACT1.10 Proposal for Winter 2021 Series funding**

Councillors received a written report from the Project Officer proposing for Winter series of activities and events

Resolved that:

- An £8k budget be agreed for a Winter Series 2021 to be split £6k from Community Projects and £2k from Tourism.
- A working party be formed to agree the programme of events and activities for the Winter Series 2021 in collaboration with the Project Officer and Marketing, Communications and Community Engagement Officer. For this working party to report back to the committee with its proposal at the next committee meeting, currently scheduled for 12 October 2021.

**ACT1.11 Proposal for Community website**

Councillors received a written report from Councillor Harrison proposing a new community website for the Town Council and delegate authority to the Council's Marketing Communications and Community Engagement Officer.

Resolved that:

Delegated authority be given to the Marketing Communications and Community Engagement Officer to:

- a. Create a proposal for a minimum viable product and to include costings, technical arrangement for hosting, security and a project timeline to present at a future committee meeting

- b. To engage with the brand designer to propose the brand for the new website
- c. To develop Policies for the council adoption, to establish parameters for editorial and curatorial reasons
- d. To use the Mendip Tourism Limited funds as described in section 4.1 to fund the website.

#### ACT1.12 Innovator Awards 2021

Councillors received a written report from the Project Officer to run a second edition of the innovator awards in Autumn 2021.

##### Resolved that:

- To run a second edition of the Innovator Awards in Autumn 2021.
- Delegated Authority be given to the Project Officer to progress the scheme with a £600 overall budget from Community Projects.
- Cllr G Mayall named as the lead councillor on this project to support the Project Officer where required.

#### ACT1.13 Project Officer update

Councillors received a written report from the Project Officer with the following updates:

##### Resolved that:

Councillors noted the updates in this report.

#### ACT1.14 Financial report

Councillors received a written report from the RFO on the financial position of the Arts, Culture and Tourism Committee at month 3.

##### Resolved that:

Councillors noted and agreed the report.

#### ACT1.15 Date and Time of Next Meeting

The next meeting of the council will be an extraordinary meeting on Tuesday 12<sup>th</sup> October 2021.

The meeting closed at 21:30 hrs.