BENTHAM TOWN COUNCIL

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Wednesday 21st October 2026

Minutes of the Marketing and Development Committee meeting:

On Tuesday 20th October 2026 at 7:30pm, Wenningdale Room, Bentham Town Hall

Present: Cllrs Stannard, Adams and MacEley-Young
Town Clerk and RFO: C Burrow
MOP: 0

MD1. To elect a Chair.
RESOLVED to accept Councillor Stannard as the Chair for the 2026-2027 council year.

MD2. Apologies from members unable to attend:
MD2.1 To note apologies for absence given in advance of meeting.
NONE
MD2.2 To consider acceptance of reasons for absence-if consideration of reasons requested.
NONE

MD3. Declaration of interest: -
MD3.1 To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interest.
NONE
MD3.2 To approve dispensation request-if dispensation request received.
NONE

MD4. **To receive Comment & Concerns**:
Public participation – to hear matters raised by members of the public or Councillors with an interest (that are allowed to speak) either on agenda items or for future consultation.
(NB: for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purposes of clarification; The period of time designated for public participation at a meeting shall not exceed 20 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 3 minutes).
NONE

MD5. To agree the minutes of the previous meeting of Thursday 18th December 2025 as a true and accurate record.
RESOLVED to approve and sign the minutes of Thursday 18th December 2025 as a true and accurate record.

MD6. To consider the hosting of the main council .gov.uk including emails.
RESOLVED to migrate the Bentham Town Council website to the hosting provider Mythic Beasts.
RESOLVED to use Mythic Beasts to establish .gov.uk email accounts for the Town Clerk and Town Councillors.
RESOLVED to maintain separate databases for the .gov.uk website and the AboutBentham website.
RESOLVED that the Clerk commence the migration process and coordinate the necessary arrangements.

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NOTED that the migration project could take up to six months to complete. Appropriate communication will be required throughout the process to ensure that residents and other relevant contacts are kept informed, particularly regarding changes to email addresses and contact details.

MD7. To consider the AboutBentham website.
RESOLVED to keep the AboutBentham website, opening it up to potential community groups to contribute and have this hosted with Mythic Beasts.

MD8. To receive an update on the Tourist Information Point.
NOTED the TIP has been unlocked when unmanned and is working well, with the public engaging positively with the facility. The caretaker and Clerk continue to keep the area tidy and ensure that stock levels are maintained appropriately. One volunteer remains in place to assist members of the public. There has, however, been an incident involving the honesty box being taken.
RESOLVED to purchase a locked cash box to be screwed to the table in the TIP.
RESOLVED to purchase Ordnance Survey maps for resale in the TIP.

MD9. To receive an update on the Town Hall.
NOTED bookings have increased slightly compared with last year, with the Ballroom being the most frequently used space. Social media is being used to promote public events and support bookings, with the introduction of new booking reductions proving particularly popular.
RESOLVED to add Chair of the Council to the social media account.

MD10. To consider opportunities for marketing, tourism, events, regeneration and economic development projects that may benefit the town and wider Parish.
RESOLVED to produce a short newsletter-style report highlighting Bentham Town Council's achievements, outlining the work undertaken over the past 6–12 months and setting out planned projects and priorities for the coming 12 months. Potentially be produced twice a year to keep residents informed and up to date with the Council's activities and achievements.

MD11. To consider the budget allocation for the Marketing and Development Committee to refer to Full Council for Precept demand.
RESOLVED to request an annual budget of £1,000 for Marketing and Development Committee projects; this funding will support the continued operation of the Tourist Information Point (TIP), as well as enable the Committee to develop and deliver future marketing initiatives and projects.

MD12. Items for **next meeting and minor items for information** only.

To arrange a review and tidy-up of the Tourist Information Point before the end of 2026, removing outdated leaflets and promotional materials. The TIP will be checked to ensure it is tidy, appropriately stocked and ready for the 2027 season, with arrangements made to replenish supplies as required.

MD13. Date of **next meeting.**

RESOLVED to hold the meeting on Monday 15th February 2027 at 7:30pm in the Wenningdale Room, Bentham Town Hall.

Meeting closed at 8:35pm

C Burrow

C Burrow
Town Clerk and RFO

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