



## Castle Cary Town Council

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### Castle Cary Town Council Marketing, Communication & Human Resources Meeting 6:30pm on Monday 13<sup>th</sup> November 2017 at the Market House, Castle Cary

### Castle Cary Town Council Marketing, Communication & Human Resources

**Present:** Judi Morison (Chair), Pek Peppin, Penny Steiner, Barry Moorhouse, Bob Gilby, Deborah Henderson, Barbara Williams, Sally Snook.

**Apologies:** Martin Atkins, Justin Birch

2017	Minutes
MCHR 41	<b>Apologies for absence:</b> Martin Atkins, Justin Birch
MCHR 42	<b>Declarations of personal or pecuniary interest (these must be declared BEFORE the agenda items concerned are discussed. Persons with a declared pecuniary interest must leave the meeting room when these are discussed).</b> None Given
MCHR 43	<b>Exclusions of the press and public:</b> to agree any items to be dealt with after the public, including the press, have been excluded.
MCHR 44	<b>Confirmation of the minutes for the MCHR meeting held on Monday 25th September 2017:</b> PS – to be added under ‘apologies’
MCHR 45	<b>Actions and Reports from last meeting not dealt with elsewhere on the agenda</b> Cleaning regime – A more detailed cleaning regime is being devised to support the cleaners

<p><b>MCHR 46</b></p>	<p><b>Council Communications/Events</b></p> <p><b>46.1. Marketing &amp; Publicity &amp; Weddings – Update – Anna’s report circulated:</b> Report shared with group and the following comments were noted.</p> <p><b>Bad Debt:</b>  ACTION: AB through SH to send further letters to both debtors. The ‘Lance Clark Exhibition’ debtor was determined to be the agent at the time of arranging the exhibition and all further attempts to retrieve the outstanding balance will be through her.  ACTION: AB to write to Lance Clark to confirm ownership of paintings and state method of storage/disposal.</p> <p>46.2 Big Christmas – Saturday 7<sup>th</sup> December, Switch on Saturday 2<sup>nd</sup> December at 4pm. Help requested on Saturday 25<sup>th</sup> November from 2pm to put up lights in the Market House. Donations of evergreen and ivy requested. Julian Shave to put three trees up on the Market House.  Angel festival on at the church after the switching on the lights.</p> <p>46.3 Hand rail and Market House external signage inc i sign – Update  I sign is now installed on the Market House  Other two projects are ongoing.</p> <p>46.4 Projector –user instructions distributed upon request</p> <p><b>Issues raised not on the agenda:</b>  <b>Negative press in local magazine regarding car parking:</b>  ACTION: AB to contact editor to discuss and manage  <b>Building additional relationships:</b>  ACTION: AB to contact Hadspen House and start building relationship.  ACTION: AB to discuss MCHR budget with JM and PS in relation to increasing publicity relationships over the next 12 months.</p>
<p><b>MCHR 47</b></p>	<p>47.1 Market Day update - JM has been in touch with Nigel Marsten who is seeking legal advice on the process setting up a bylaw.</p> <p>47.2 Market signage – Market signs are out all the time, which elicited negative feedback from highways. More permanent market signs will be investigated and reported back for the next meeting.</p>
<p><b>MCHR 48</b></p>	<p><b>LAMP update-</b></p> <ul style="list-style-type: none"> <li>-Creative writing group is thriving</li> <li>-Film Buffs- monthly sessions (IT classes stopped due to reduced demand)</li> <li>-Walks and Talks is very popular (talks run by the surgery)</li> <li>-Christmas Breadmaking is running through LAMP with one space left</li> <li>-After Xmas LAMP will take over the art course that SS&amp;L had to cancel.</li> <li>-Learning and Growing Together – bid successful.</li> </ul>
<p><b>MCHR 49</b></p>	<p><b>Budget Update.</b> Final figures to be given to Barry on Thursday.</p>

<p><b>MCHR 50</b></p>	<p><b>Policy reviews</b>  51.1 General Policy, community involvement and delegation scheme.  General policy to be sent around before next meeting.  Delegation scheme has been done.  Community involvement to be looked at again once found.</p>
<p><b>MCHR 51</b></p>	<p><b>CCTC Christmas drinks</b>  <b>51.1 Catering</b> To be held on Sunday 17<sup>th</sup> December 6.30pm. Everyone is invited.  Group agreed £100 to be used from admin budget to cater the party.  ACTION: Claire (deputy clerk) to email town councilors to ask them to bring a plate of food – for a approx. 50 guests- and coordinate responses.</p>
<p><b>MCHR 52</b></p>	<p><b>Youth Matters</b>  52.1 Youth Council –Dog mess spray now in use. Safe guarding training to be carried out.  52.2. Youth Club update –Youth Club continuing to run on a Thursday evening. Lots of young people don't feel that Youth Club is right for them, however, it is very busy. SRYP has offered funding for specific projects. Stake holders meeting to be held in view of precept planning.</p> <p>Pavilion Issues:</p> <p>ACTION: Issues surround the town's young people and drugs to be reported to the police by SH</p> <p>ACTION: SH with BM to write a letter to:  -Police Inspector (with community responsibility),  -The Heads of Ansford Academy and Castle Cary Primary along with their respective Chair of Governors  -Liz Mortimer as a Church Leader  Inviting them to attend a meeting held to discuss how we can address the current issues with the young people in the town.</p>
<p><b>MCHR 53</b></p>	<p><b>Human Resources</b>  53.1 Training Needs for 17/18 –  ACTION: all councillors to inform JM of any training needs.  ACTION: SH to circulate upcoming training from SALC  53.2. Staffing update:</p> <p>53.3 Training Update:  Claire and Anna SAGE training – ongoing  Anna Social Media Training – 26<sup>th</sup> Oct</p> <p>Town meeting – Ansford Parish Council invited to speak at the town meeting.  To be reminded nearer the time.</p>
<p><b>MCHR 54</b></p>	<p><b>Meeting calendar</b>  ACTION: JM to circulate 2018 meeting schedule ASAP</p>
<p><b>MCHR 55</b></p>	<p><b>Local Council Award Scheme</b> JM and SS sending the award scheme off ASAP</p>

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