



Castle Cary Town Council

The Market House
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Castle Cary Town Council Marketing, Communication & Human Resources Meeting 6:30pm on Monday 25th September 2017 at the Market House, Castle Cary

In Attendance Judi Morison, Chair, Justin Birch, Martin Atkins, Barry Moorhouse, Pek Peppin, Terry Philpott, Barbara Williams, Sally Snook

Officers in attendance Sue Hake, Town Clerk, Anna Branson

2017	MINUTES
MCHR 27	Apologies for absence Debra Henderson, Nick Weeks, Penny Steiner
MCHR 28	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). Nothing declared
MCHR 29	Exclusions of the press and public: to agree any items to be dealt with after the public, including the press, have been excluded.
MCHR 30	Confirmation of the minutes for the MCHR meeting held on Monday 24th July 2017 Resolved: Agreed
MCHR 31	Actions and Reports from last meeting not dealt with elsewhere on the agenda 31.1 Newsletter delivery – Update Delivery complete Items required for 17 October deadline 31.2 Vintage Market – Postponed Action: AP to re-apply

MCHR 32	<p>Council Communications/Events</p> <p>32.1 Marketing & Publicity & Weddings – Update – Anna’s report circulated AB discussed report circulated Cleaning regime Weddings will be after 1pm where possible Additional charges for additional support SS&L have frozen any further bookings due to funding cuts Two Exhibitions Signs are progressing</p> <p>32.2 Big Christmas and Christmas lights – Update Request for contingency finance from SSDC has been submitted Christmas light purchase to be discussed further</p> <p>32.3 Hand rail and Market House external signage inc i sign – Update</p> <p>32.4 Projector – Proposal to accept quote for wifi connection: Resolved: Recommendation to progress the wifi option for the projector for £310 plus VAT subject to checks being made this system works</p>
MCHR 33	<p>33.1 Review of charges re wakes –proposal Proposal that bookings requiring additional support will be charged at £20 per hour for additional staff costs Resolved 5 in favour 2 against</p> <p>33.2 Review of Charges re weddings – proposals No complaints have been received from the people booking weddings about the state of the Undercroft Recommendation to accept the proposed £100 additional charge to be applied to wedding receptions held in the Market House Resolved: Agreed</p> <p>Proposal to change the wording on the hire charges sheet that is supplementary to booking form to permit charges for additional staff hours at £20 per hour Resolved: Agreed</p>
MCHR 34	<p>Website</p> <p>34.1 New Market House Website – Proposal to accept cost of £7 per month to host the website Resolved: Agreed and will come from the current marketing budget</p>
MCHR 35	<p>Budget- Update Bookings have fallen but further promotions will be implemented</p>

<p>MCHR 36</p>	<p>Market Day proposal – Circulated</p> <p>JM requested TP explain the options of having a bye law to enable additional market days to be permitted in addition to the weekly Market Charter Day Proposal to pursue the bye law option and present to full council</p> <p>Resolved: Agreed</p> <p>Action: Site Locations to be decided and to liaise with Ansford Parish Council</p>
<p>MCHR 37</p>	<p>Local and Tourist Issues</p> <p>Safe Places – update</p> <p>Avon and Somerset police have withdrawn the support of the Safe Places project</p>
<p>MCHR 38</p>	<p>Youth Matters</p> <p>Youth Council – Update</p> <p>JB will be overseeing a meeting with the Youth Council the evening after the MCHR meeting who will then aim to have a representative attend the next Full Council meeting</p>
<p>MCHR 39</p>	<p>Human Resources</p> <p>Training Update</p> <p>Planning training 12th October and Finance training 14th November to be circulated by SH</p>
<p>MCHR 40</p>	<p>Dates of next meetings –PLEASE NOTE CHANGE OF DATE: to Mon 13th Nov at 6.30pm in the Market House. The Finance Meeting will now be 27th November at 6.30pm and MCMH 13th November The meeting closed at 8.17pm</p>