



# Castle Cary Town Council

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All Town Councillors are hereby summoned to the following meeting, to be held at 6:30pm on Monday 27 March 2017 at the Market House, Castle Cary:

Signed on behalf of the Council \_\_\_\_\_ Susan Hake, Town Clerk

## Castle Cary Town Council Promotion and Communication Committee Meeting

Before the meeting there will be a public session to enable people to ask questions of the Council, and make comments. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an Agenda Item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

2017	AGENDA
PC/13	Apologies for absence
PC/14	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).
PC/15	Exclusions of the press and public: to agree any items to be dealt with after the public, including the press, have been excluded.
PC 16	Confirmation of the minutes the Promotion and Communication meeting held on Monday 23 January 2017
PC/17	Actions and Reports from last meeting not dealt with elsewhere on the agenda
PC/18	<b>Council Communications/Events</b> 18.1 Newsletter – Change of copy date Discuss a policy for inserts 18.2 Publicity Group – update-Lara Market Publicity – update. Discuss postcard publicity 18.3 Local Business Group – Discuss involvement with Bruton Chamber of Commerce 18.4 Billboards – March/April 18.5 Town Event – update 18.6 Cary Crier – update 18.7 Big Christmas and Christmas lights –working party to be agreed 18.9 Discuss banner designs and Market House external signage and agree plan of action to be proposed to full Council 18.10 Annual Town meeting – Agree format, publicity etc 18.11 NW to run regatta on Horsepond bank holiday weekend has requested support to run the event
PC 19	<b>Social Media</b> 19.1 Website – update. Discuss stand alone website for Market House and agree proposal to go to next full Council meeting 19.2 E-Mail addresses – update 19.3 Face book – update

<b>PC 20</b>	<b>Policy Documents</b> 20.1 Discuss and decide on a policy for letting space to have tables on the cobbles to ensure equality for all town centre traders in ref to the most recent enquiry from Camilla at Somerset Wine and Deli 20.2 Discuss the documents required to be reviewed and adopted annually at Full Council
<b>PC/21</b>	<b>Local and Tourist Issues</b> 21.1 New Tourist leaflet – 22.2 Welcome Pack – review folder design
<b>PC/22</b>	<b>Youth Matters</b> 22.1 Update 22.2 Discuss Stakeholders and support group
<b>PC/23</b>	<b>Weddings</b> 12.1 Booking update 12.2 Publicity
<b>PC/24</b>	<b>Confirm date of Next Meeting –</b>