

Castle Cary Town Council Promotion and Communication Committee

Minutes of the meeting of the Promotion and Communication Committee held on Monday 13th April 2015 at 6.30pm at the Market House.

Present: Laura Tilling (LT; Chair); Liz Stokes (LS); Penny Steiner (PS); Judi Morison (JM); Pek Peppin (PP); Sally Snook (SS); Richard Arnold (RA); Angela Piggott (AP)

Also attending: Anna Branson (AB); Bookings and Promotions Manager
Lynn Johnstone (LJ; Bailey Hill Bookshop)
Chris Edwards (CE; Ansford Parish Council) arrived 7pm

NB Items 3.1 and 4.6 were taken first. After these items LJ left.

1	<p>APOLOGIES for absence: Terry Philpott</p>	
2	<p>Confirmation of minutes of the meeting held on 9 February 2015: Agreed as correct.</p>	
3	<p>Matters arising not dealt with elsewhere on the agenda</p> <p>3.1 Progress with App – LT Comments received from members, as requested last minutes – generally negative, not enough information etc etc. Could have negative impact on tourism. AB to investigate with MTIG and give cttee assessment of potential – LT to provide contact needed. Agreed no need to ask for it to be “killed” - not enough people looking at it to bother.</p> <p>3.2 Together magazine – joint submission from APC and CCTC – LS. LS suggested delay until after May election. Agreed.</p>	<p>AB; LT</p> <p>LS</p>
4	<p>COUNCIL COMMUNICATIONS</p> <p>4.1 Newsletter – copy for next edition – deadline 23 April. Reminder from LT</p> <p>4.2 Publicity group – next steps and proposed expenditure and budget. Much discussion; many ideas. AB agreed to produce a draft publicity plan, by mid-May, initially drawing on own ideas then on members for views and help as necessary.</p> <p>4.3 Plans for Annual Town Meeting – details. In preparation; Deputy Clerk to circulate final agenda shortly. Already collecting names for stalls.</p> <p>4.4 Plans for Networking coffee morning – Deputy Clerk collecting names. Date is 1st August. Discuss final arrangements at next meeting.</p> <p>4.5 Chair's Question Time. New times to be trialled. Agreed that LS should be joined by another Councillor, on a rota basis. Start new scheme after 7th May.</p> <p>4.6 Entry signs to town: LT and LJ gave history. Process has stalled due to misunderstandings. After discussion, <i>proposed AP; seconded PS, all agreed</i>, that the matter must be pursued urgently. Task group set up: SS, LJ, PS, AB. AB to convene. Noted that Cooper and Tanner had offered to sponsor some planting – needs follow up.</p> <p>4.7 Telephones. AB to have extension of vols phone, 01963 351763.</p> <p>4.8 Town crier. (<i>additional item not on agenda</i>). PP. RA prepared to take on the role if appropriate costume and bell sourced. <i>PP proposed, AP seconded, all in favour</i> of going ahead if poss.</p>	<p>AB by mid May</p> <p>LT</p> <p>LS</p> <p>SS, LJ, PS, AB</p> <p>RA</p>
5	<p>WEBSITE - SS</p> <p>5.1 Update re new website – SS explained there is now progress although new website not yet in use – training implications when it is – subgroup to meet at end of meeting to look at website so far: LT;JM; AP? With SS</p> <p>5.2 Other social media and our use of them – already discussed under Item 4.2.</p> <p>5.3 APC website. CE reported this now up and running. To be further developed.</p>	

		CE
6	<p>LOCAL AND TOURIST INFORMATION ISSUES</p> <p>6.1 Cemetery Chapel</p> <p>6.1.1 Progress with review of Lettings Policy for Cemetery Chapel. In hand</p> <p>6.1.2 Link with website for Friends of the Cemetery Chapel. Done, but would be more effective with new website.</p> <p>6.2 Footpaths Officer – update. No information.</p> <p>6.3 Circus – update. Happening 12 – 14 June. LT would circulate web link.</p> <p>6.4 Great British High Street Awards and Heart of Wessex Grants – JM reported on info from MTIG meeting. RA suggested task force – agreed. Angela stressed urgency – shops in Cary closing. Agreed Task force be set up to comprise: JM, LS representing Neighbourhood Planning Group; RA; AP. AB in support role. First event to be a drinks and nibbles event for traders, to take place immediately after the election; get preparation work in place beforehand.</p> <p>6.5 Tourism volunteers – issues around taking money for tickets etc. Agreed important and needs resolution. LT to formulate criteria.</p> <p>6.6 LIC Review meeting (to be held on 16th April). LT explained the event</p>	<p>LT, JM, LS, RA, AP with AB</p> <p>LT</p>
7	<p>FINANCE. AP concerned re budgets, especially for Street Market. To voice her concerns to TP and put item on Finance Committee agenda</p>	AP
8	<p>STRATEGIC OBJECTIVES AND COUNCIL POLICIES in relation to Prom and Com committee – going to full Council on 20th April, LS sending out with agenda.</p>	LS
9	<p>YOUTH MATTERS</p> <p>9.1 Strategies for consultation with young people on Town Council issues. LS reported still in the future.</p> <p>9.2 Ansford Academy – School Council. LS reported some interaction</p> <p>9.3 Other Youth matters. JM reported change of youth leader at Youth Matters. LS to visit</p>	
10	<p>ANY OTHER BUSINESS</p> <p>10.1 Railways. LT still to write letter of support re Waterloo line</p> <p>CE reported re signage at the station. Now there is poss of putting up own publicity. Liaise with CE</p>	LT
11	<p>CONFIRM DATE AND VENUE OF NEXT MEETING , 13 July 2015 at 6.30 pm at the Mkt House</p>	