



**Castle Cary Town Council Promotion and Communication**

Minutes of the meeting held on *Monday 16th July 2015 at 5.30 pm*

**Present:** Sue Hake (SH); Judi Morison (JM); Terry Philpott (TP); Angela Piggott (AP); Sally Snook (SS); Penny Steiner (PS Chair); Liz Stokes (LS) and Laura Tilling (LT).

Also Attending: Anna Branson (AB)

1	<b>Apologies for absence:</b> None	
2	<b>To approve the minutes</b> of Prom and Comm meeting held on 13 <sup>th</sup> April 2015	
3	<p><b>Matters arising</b> from the minutes not appearing elsewhere on the agenda</p> <p>3.1 Together Magazine: Deputy clerk has written a report</p> <p>3.2 Cemetery Chapel: To be moved to properties</p> <p>3.3 Signage at Station: To be moved under Publicity Group remit.</p> <p>3.4 Town Crier: To be put on hold until further notice.</p>	
4	<p><b>Council Communications</b></p> <p><b>4.1. Newsletter:</b> Copy date is today. LS is writing an editorial to be passed to Deputy Clerk.</p> <p><b>4.2. Publicity Report:</b> Billboard policy to be decided by Promotion Group and then brought back to Prom and Comm. Relationships are being developed with the press. Wedding project is continuing. The viability of markets at The Market House has been investigated and the outcome is positive. Film Club needs to find an organiser. Shop local campaign to be taken on. Traders meeting to be organised to create ideas on how to help the high street with the possibility of recreating the Chambers of Commerce.</p> <p><b>4.3. Annual Town Meeting</b> was a success supported by local groups well. LS: Less public turned up, possibly because we have fewer complaints.</p> <p><b>4.4. Networking coffee morning</b> – Cancelled as far as the Town Council are concerned, however, the coffee morning is now being held as a fair trade coffee morning and organisations are being invite to hold stalls. We need to review whether this is necessary next year, especially with the ATM only two months ago.</p> <p><b>4.5. Chair Surgery-</b> Generally positive feedback</p> <p><b>4.6. Gateway Signs-</b> Highways are being consulted and we are waiting for the sign sites to be agreed. Other breakages to signs have been reported and nothing has been done as yet.</p> <p>LS: We could approach David Fothergill (The portfolio holder) to get some movement on this.</p> <p>PS: We would like to get this done by Christmas.</p> <p><b>4.7. Telephones:</b> New telephones are now on the LIC and Anna’s desk. It is possible to transfer calls between the two desks. Systems are now in place to manage answer machine messages. Training on transferring calls is being given.</p> <p><b>4.8. Coffee Morning Events:</b> The option of booking a different event for the coffee morning slot should now be available.</p> <p><b>4.9. Committee Review, legal requirements etc.</b></p> <p>TP: If our groups are to remain as committees then they can spend money but only Councillors can vote. Alternatively, if they are changed to working groups, they cannot spend money but members other than councillors can vote. Potentially the decision to</p>	

delineate powers for spending money to individual committees could be revoked and all spending could go back through Full Council.

LS raises concerns about reaching quorum in some meetings if this is adhere to.

LT raises concerns regarding non-committee members being unable to vote within committees – this has particular consequences for MHMG. LT would like to continue involving the general public involved in the Town Council's work and would like to construct a committee system to allow this. LT states that the power to vote for non-councillors in the MHMG is important.

TP: Proposes Planning, Properties and Prom and Comm as committees and the rest should be working parties (HR, MHMG and Finance).

Group **resolved** to accept TP's proposal.

SS: Full council needs to vote on co-opting all councillors onto the Planning committee to ensure quorum when necessary.

TP: The committee structure needs reviewing and to be considered by Full Council.

LT: Proposes maximum of 7 council members for committee members.

TP: Only committees need to be minuted properly. If we want to be a quality council then our minutes need to be on the website within 10 days, otherwise they can just be in the minute book. Draft minutes can be put on the website.

TP: Proposal: We should have terms of reference for each committee and the full council put into one document.

Resolution passed by entire group.

**ACTION: PS and SH to complete this in time for the Full Council Meeting in August.**

#### **5.0. Presentation and style of agendas and minutes:**

TP: Clarifies the legal requirements of agendas. Notice and Agendas need to be on a notice board; for a Monday meeting, this will need to go out on the Wednesday before hand. Clerk needs to send the summons to councillors, which can be sent via email.

-The current meetings have a standing order of 'Electors Question Time', which is unusual to remove but it can be removed. Apologies should be properly recorded with reasons and the absence should be approved by councillors.

-The agenda needs to be clear and precise as to what a proposal is, not just a title.

Information needs to be given as to what will be discussed. Each item on the agenda will be allocated a number, which will then be used within the minutes.

LT: Support needs to be available for people who will find the numbering system tricky.

JM: We need to use the correct language i.e. A resolution was passed to ...

TP: Appendices to the agendas needs to be available to the public

SS raises concerns regarding the capacity of the website for achieving this.

Group **resolved** that working parties should be minuted using the same system as committees.

AP: In relation to the presentation of the minutes and agenda, the boxes on the current agenda should be kept.

Group **resolved** to keep the boxed in the minutes and agenda and the use of the Action Column.

The group felt timings are useful on the Full Council agenda, however, other committees need to be more discursive and therefore timings are too restrictive.

**ACTION: PS and TP are to draft sample minutes to propose in Full Council meeting in August. These will be used alongside the old minute format in the next council meeting in order show the council a comparison.**

#### **5.1 – New Policy Documents**

Public Recording of Meetings: Policy should stipulate that people requesting to record and give their name if they would like to record.

PS: We are proposing that we accept the audio visual proposal to the full council on

	<p>Monday 20<sup>th</sup> July.  JM: We should be aware of members of the public who are hard of hearing and adapt accordingly.  <b>ACTION: JM and LT to investigate the correct microphone in order to allow the hearing loop to pick up speakers at the table.</b></p> <p>Complaints policy: The proposed document is not quite acceptable to the group and should stipulate that complaints should be in writing.  JM: It should be Complaints and Compliments Procedure.  <b>ACTION: PS and LS to adapt current Complaints Policy and propose at the next Prom and Comm meeting.</b></p>	
5	<p><b>Website:</b></p> <p><b>5.1 Website Update:</b> No negative feedback; generally all very positive. Councilors to choose on an individual bases whether they would like to use 'Mr' and 'Mrs'. Generally the group favour separate email addresses for the Councillors. 10 extra email addresses would be £50 per year plus £45 per hour to install them. Proposal to be put to the full council on Monday 20<sup>th</sup> July for vote. Firstname.surname@castle-cary.co.uk</p> <p><b>5.2 Town App Update:</b> PS and AB have tidied up town APP</p> <p><b>5.3 Facebook Update:</b> To be added to the agenda of next meeting</p> <p><b>5.4 Social Media policy:</b> To be added to the agenda of next meeting</p>	
6	<p><b>Local and Tourist Issues</b></p> <p><b>6.1- Footpaths Officer:</b>  SS: We have requested a digital copy of a report from footpath officer – not yet received.  LT: It has been suggested that the footpaths officer recruits dog walkers etc. to help with his task.  <b>ACTION: LT and AP to read the report given regarding the footpaths and then to discuss with the current Footpath Officer a possible change in Officer.</b></p> <p><b>6.2. Circus:</b>  The circus left the field in an excellent condition and should be thanked  The circus is not planning to return until 2017; discussion is needed as to whether the town needs a different town events in Summer 2016</p> <p><b>6.3- Great British Highstreet Awards:</b>  Traders will be invited to take part in applying for this.</p> <p><b>6.4- LIC Review:</b>  LT gave a very positive report on the review of our service level indicators. The LIC's enquiry numbers are one of the highest level in Somerset. We are expecting to get our £500 with the condition that Volunteers record any SSDC enquiries; training will be given on this.</p> <p><b>6.5. Shop Local Campaign</b>  Business owners invited to join with this and being dealt with by promotion group.</p>	
7	<p><b>Finance:</b> September meeting- forward planning for 2016 expenditure to be put</p>	

	on agenda.	
8	<p><b>Youth Matters:</b></p> <p>JM: After reviewing the delivery of SRYP, Ansford Achademy has withdrawn their funding because of budget cuts. They would like to continue our relationship through their pupil premium funding.</p> <p>The contract for youth projects is being split between SRYP and ourselves.</p> <p>Wednesday 26<sup>th</sup> August 7pm: Showing the film produced by the youth groups during one of the projects in the summer.</p> <p>The AGM will be an open discussion with people invited from a variety of organisations to decide the best way to attract young people to these projects.</p> <p>The finance is reasonably secure, however, how we spend this money is up for debate within this AGM.</p>	
9	<b>Any Other Business:</b> None	
11	<b>Date of the next meeting: Monday 14<sup>th</sup> September 6.30pm The Market House</b>	