



Castle Cary Town Council

The Market House
Market Place
Castle Cary
Somerset
BA7 7AH

Tel: 01963 359631

Email: town.clerk@castle-cary.co.uk

www.castle-cary.co.uk

Castle Cary Town Council Promotion and Communication Committee Monday 9 May 2016 at 6.30pm in the Shambles, Market House, Market Place, Castle Cary

Present: Judi Morison, Pek Peppin, Terry Philpott (left at 8pm), Liz Stokes, Penny Steiner (chair).

Minutes

2016		Action
PC/22	Apologies for absence Sally Snook, Barry Moorhouse	
PC/23	Confirmation of minutes of the meeting held on 17 March 2016 <ul style="list-style-type: none"> Resolved to approve the above minutes with the following amendments: Add the date to the minutes Amend item 14.1 to read 'ask Aurora to revisit their given quotes'. 	
PC/24	Declarations of personal or pecuniary interest (<i>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</i>).	
PC/25	Public Session (if any member of the public wishes to speak) 3minutes Action: to add information on the website and in the newsletter alerting the public that they are able to attend and speak at committee meetings.	SS & PS
PC/26	Matters arising not dealt with elsewhere on the agenda 26.1 SSDC Publicity Boards to be revisited and discussed at the next meeting. Action: to discuss the state of the notice boards and organise someone to manage displaying posters. 26.2 Market signs No further action on replacing signs but situation to be monitored	JM & PS
PC/27	Council Communications 27.1 Newsletter – Aurora revised their quote and to be appointed as printer 27.2 Publicity Group Report – Received by group. 27.3 Local Business Group – meeting on 24 th May in the Market House. Pam Williams will be attending the meeting to share information from SSDC. 27.4 Gateway Signs – Project almost complete Action: To organise the 'Free Parking' additional signs to be added to the Gateway signs.	AB

	<p>27.5 Billboards – May/June is now completed. More information from local people to be encouraged – a notice has been included in the next newsletter requesting this.</p> <p>27.6 Town Events –update Photograph Exhibition Action: to source photographs and frames for photographs. The chair of the committee will liaise with the clerk to release up to £250 to invest in promotional material (such as picture frames). A possible preview evening will be investigated. To be reported to Full Council.</p> <p>27.7 Cary Crier – update given. Information regarding the Cary Crier and how to subscribe should be put in the new residents welcome pack. Action: to put information on Facebook advertising the Cary Crier and to ask volunteers to include details in the welcome pack</p> <p>27.8 Annual Town Meeting – email sent by LS giving information. Requests for anyone available to help with setting up and putting away from 5pm. Reminder to be sent on the crier and Facebook. Action: Advertisement for the town meeting to be placed on Facebook and sent out on the Cary Crier.</p>	<p>AB</p> <p>AB</p> <p>AB & PP</p>
PC/28	<p>Website 28.1 Website SS circulated a draft Advertising Policy. Amendments suggested: -incorporate discretionary powers to reject any advertising deemed inappropriate -the word ‘area’ should be replaced by Castle Cary and Ansford Parishes not ‘area’</p> <p>28.2 E-Mail addresses – nothing to update</p> <p>26.3 Facebook update – See policy discussion above</p>	
PC/29	<p>Local and Tourist Issues 29.1 Footpaths officer – Action: to move the above item to the Properties Committee agenda.</p> <p>29.2 LIC matters – Ticket sales draft policy circulated prior to meeting. Amendments: -remove option for denominations of 50p -Add option of payment by cheque clearly labelled. Action: to consult with the volunteers via email on the policy and discuss at the next meeting.</p>	<p>AB</p> <p>AB</p>
PC/30	<p>Finance 30.1 Year-end figures – 2015/16 budget underspent but year-end figures to be investigated further and discussed with the clerk.</p>	
PC/31	<p>Youth Matters- Looking for a venue for Sept 2016 for the Youth Club.</p>	
PC/32	<p>Weddings 30.1 Wedding event- Event to be held on 30/31 July. Well supported by</p>	

	local businesses.	
PC/33	Castle Cary Museum 31.1 –Working together on the Vintage Photograph exhibition	
PC/34	Any Other Business 32.1 Any Questions at Caryford Hall relating to EU Vote - well advertised and should be well attended.	
PC/35	Confirm date of Next Meeting – Monday 11th July 2016	