



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 11 July 2016 at 6.30pm in the Shambles, Market House, Market Place, Castle Cary

MINUTES

Cllrs present Morison (Chair), Atkins, Davies, Philpott, Snook, Stokes

2016		
PC/36	Apologies for absence <ul style="list-style-type: none"> • Cllr Gilbey, Peppin, Moorhouse, Steiner. 	
PC/37	Confirmation of minutes of the meeting held on 9 May 2016 <ul style="list-style-type: none"> • Resolved to accept the minutes 	
PC/38	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). <ul style="list-style-type: none"> • None declared 	
PC/39	Public Session (if any of the member of public wish to speak) <ul style="list-style-type: none"> • No members of the public present 	
PC/40	Matters arising not dealt with elsewhere on the agenda 40.1 SSDC Publicity Boards – update on repairs, perspex panels being replaced, general painting / varnishing. 40.2 Gateway Signs – update on installation of additional parking signs, meeting with Highways arranged for 20th July 2016.	
PC/41	Council Communications 41.1 Newsletter – copy date for next newsletter 14 July <ul style="list-style-type: none"> • Resolved to accept the 2017 schedule (circulated) 41.2 Publicity Group – Anna’s Report (circulated prior to meeting) <ul style="list-style-type: none"> • Noted 41.3 Local Business Group – update and way forward <ul style="list-style-type: none"> • Meeting in the process of being arranged. 41.4 Billboards – July/August <ul style="list-style-type: none"> • Lots of activity, will be updated when some events have happened 41.5 Town Event – update on photographic exhibition 6th August. <ul style="list-style-type: none"> • Features shops in CC in times gone by, frames to be purchased. 41.6 Cary Crier - update <ul style="list-style-type: none"> • More good news required ! • Information re neighbourhood plan to be published soon. 	
PC/42	Website 42.1 Website – update <ul style="list-style-type: none"> • Resolved: Becky Sumpster paid £45 for one hour’s work to investigate and set up a B&B and self-catering list link populated from the visitors guide information. 	SS

	<p>Discussion re: process for storing Finance and HR agendas and minutes in the back office of the website.</p> <p>42.2 E-Mail addresses – Discussion re: storage limitations (SS)</p> <ul style="list-style-type: none"> To be followed up by SS <p>42.3 Face book - update</p> <ul style="list-style-type: none"> Nothing to report 	
PC/43	<p>Local and Tourist Issues</p> <p>43.1 Ticket sales policy – to adopt the proposed policy.</p> <ul style="list-style-type: none"> Resolved to adopt the ticket sales policy. <p>43.2 Tourist leaflet –updating the tourism leaflet, funded by Heart of Wessex.</p> <ul style="list-style-type: none"> Being updated for April 2017, with possible new format in 2019. <p>43.3 Information regarding replacement of cupboard behind volunteers' desk.</p> <ul style="list-style-type: none"> Ongoing project 	
PC/44	<p>Finance</p> <p>44.1 2016/17 budget phasing -</p> <ul style="list-style-type: none"> nothing to report 	
PC/45	<p>Youth Matters</p> <p>Update: working with Inspire to achieve, based in the Swainson Building</p>	
PC/46	<p>Weddings</p> <p>46.1 Additional bookings for 2017</p> <ul style="list-style-type: none"> First Round House in July, plus two future bookings. Vote of thanks to Anna Branson for the work to set up the Wedding function. Press release to be created for Round House wedding. 	AB
PC/47	<p>Castle Cary Museum</p> <p>47.1 Nothing to report</p>	
PC/48	<p>Market Towns Investment Group -</p> <ul style="list-style-type: none"> Form to be updated and returned <p>Somerset Towns' Forum – Feedback on 'Bridging the Gap' conference</p>	JM
PC/49	<p>Confirm date of Next Meeting – Monday 12 September 2016</p>	

With no further business the meeting closed at 8.14pm