

Castle Cary Town Council

Policy for advertising on the Castle Cary Town Website and on the Castle Cary Community Facebook page

Purpose: To define the Policy for advertising on the Castle Cary Town Website and on the Castle Cary Community Facebook page for Castle Cary Town Council, its committees and working groups

Document Properties

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|-----------------------|---------------------------------------------------------|
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Revision History

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| V1.0 Original | S. Snook | 2016 |
| V2.0 | S. Snook | 2018 |
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Castle Cary Town Council



[Castle Cary Town website www.castle-cary.co.uk](http://www.castle-cary.co.uk)

Directory on the website

Businesses in Castle Cary and within a 5 or 10 mile radius of the town can be listed on the Town Website.

Business owners should click on DIRECTORY in the top menu of the Town website, where they can complete the form with their business details. The listing will then be 'pending' until it is approved by the Webmaster.

Events list in the 'What's On' page of the website

Organisers can submit events via the link on the website: click on EVENTS in the top menu, select SUBMIT YOUR EVENT and complete the form. No more than one photo (less than 64Mb) can be uploaded. The listing will be sent to the Webmaster who will approve and publish it if it is eligible.

The following events will be listed:

Events organised by the Town Council.

Events in Town Council properties.

Events in Caryford Hall.

Events organised by local voluntary or charitable groups in the Castle Cary and Ansford parishes.

Events in other local towns that are supported by local voluntary or charitable groups or businesses in the Castle Cary area. eg: Castle Cary choir singing in Wells Cathedral or Sherborne Abbey or other venue.

Most events advertised in the Newsletter.

Events at Carymoor Environmental Centre.

The first of any recurring courses run by LAMP, local groups, Local authority departments and/or educational establishments.

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Promotion of events listed above. If such events are posted a long time in advance of the event, another posting will usually be made, or scheduled to be made, about 10 days before the event.

Administrators will 'pin' a post to the top of the page when it's the next event or a very important one.

This is a Community page, not a page for local businesses to advertise their events. The best places to do this on Facebook are on the Castle Cary Real News or Businesses can apply to join the Facebook Group for Community Events & Business listings, which is not run by the Town Council.