



APPROVED MINUTES

**Castle Cary Town Council Marketing & Communication Committee
held at 6:30pm on Monday 29th April 2019 at the Market House Castle Cary:**

**Present: Judi Morison Penny Steiner Margaret Bebbington Bob Gilbey Sally Snook
Pek Peppin**

Officer Present: Claire Craner-Buckley Deputy Town Clerk

2019

MCC 49 Apologies for absence

Nick Weeks Hedge Burley Martin Atkins Terry Philpott

MCC 50 Declarations of interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct, and to note the grant of dispensations made by the town clerk in relation to the business of this meeting.

No declarations made

MCC 51 Exclusions of the press and public: to agree any items to be dealt with after the public, including the press, have been excluded

No items

MCC 52 Confirmation of the minutes for the MCC meeting held on Monday 25th February 2019

Minutes confirmed

MCC 53 Actions and reports from last meeting not dealt with elsewhere on the agenda

- a) PS is still trying to make contact with Ian Davis Footpaths Officer.**
- b) Drugs issues - HB to advise.**

MCC 54 Council Communications/Events

- a) Marketing & Publicity– Update – HC's report circulated**
It was noted that for commercial bookings – one toilet is a problem. The NCS have made a commercial booking for 3 weeks in September so this issue needs to be addressed.

Action: HC/PS to look at toilet situation. Meetings to be held with Museum & Dance Studio. Refreshments service to be looked at.

Vintage Market- Tea/coffee arrangements not safe, not using the tea bar.

Action: PS to address with AP Vintage Market Manager

Kymer Kitchen – PS suggests write off outstanding £96 as bad debt. All agreed.

Action: HC

b) Notice boards –update

Town Council board ordered & should be here in the next few weeks.

Board outside Post Office- cork board stapled on & glued & looks messy

Action: All to look and feedback to CCB.

c) Website / e-mail review update /office software update

Under Review with ZG. Milbourne Port Computers now involved. SS has given info to ZG. SS has reduced all emails.

Action: All Councillors to manage email accounts ie: delete unneeded emails & particularly to delete Road Closure emails as are very large.

Action: ZG

d) Eat Festival 2019 – update

4 days to go. Organisers here on Friday evening. Cryer message to go out.

Action: PS/PP

Castle Cary Regatta

Taking place on Bank Holiday Monday 6th May 2019. Rotary & RNLI attending. PP says a Regatta is a race so the name should be reconsidered.

Action: PS

e) The Chamber of Commerce – update

PS advised that there are now 37 members & the group is slowly expanding with new members. Debate over whether new applicants should return application forms to Town Office. MCC agreed it would be more appropriate for new applicants to download a form, fill it in & post it with cheque or make a BACS payment. Invited to Emily Estate opening.

Action: Councillors to support the CoC

f) Welcome Pack

PS advised that a local Estate Agent will sponsor the folder & local photographer will take pics of Mkt Hse & Mkt for free.

Action: HC & PS

g) Emily Estate update

A number of Councillors & staff have attended opening events & given feedback as requested.

Action: SS to make an informal approach re Emily Estate's use of Bruton rather than Castle Cary as their postal address.

MCC 55 Weddings

a) Wedding bookings– update

2 Weddings in April went well. 2 booked for August and 2 more for 2020 so far.

MCC 56 MCC Finance/Budget

Nothing to report

MCC 57 a) Tuesday Market – AP's report circulated. A Market meeting to be held between with JM PS LT MB & AP. Discussion re possible rent increase & the timing of this in light of Martins closure & potential that local villagers will therefore feel discouraged to come into C. Cary.

Daisy Valentine will not trading for the next few months. It is important to keep momentum going.

- MCC 58** a) **Grant Policy** – The TC have recently given out large grants to: the Youth project 4K, 3K to the Library & 2K to the CAT bus.
This is separate to small community group grants. There is £800 in the budget for small grants of £50 to £150 max this year. Discussion as to whether these grants would be given to Ansford based organisations as Ansford PC can also give grants.
A proposal was made by PP that Castle Cary & Ansford based orgs will both be eligible for CCTC grants. JM 2nd. Unanimous vote in favour.
- b) **Freedom of Information Policy**- updates to the CCTC F o I Policy made by ZG.
All agreed these do not need to be uploaded to website as the additions are a working document addendum.
- c) **Vexatious Behaviour Policy**- New policy presented by ZG. Comment made that it could be more succinct. PS proposed PP 2nd. **Unanimous vote in favour. All agreed to keep as a Policy office document & does not need to be uploaded to website.**
- MCC 59** **LAMP**–update. Going well. JM advised that Emma C is not running a course this Summer as she is working at Strode College.
- MCC 60** **Library** – update. Opened successfully. SS advised that the printer is complex to work & that the auto return system is good.
- MCC 61** **MTIG** – No update.
- MCC 62** **Youth**
- a) Youth Matters – update. JM advised that she has not heard from FC as to whether he wants to use Scout Hut.
- b) Youth Club– update. JM disappointed that there will be no temporary building on DP field due to as neighbour’s complaining.
- MCC 63** **State Funeral – Review Council Policy.**
Action: Taken forward to next meeting.
Action: CCTC to buy a Book of Condolence : ZG.
- MCC 64** **Meeting closed at 8.00pm.**

Date of next meeting Monday 24th June 2019 6.30pm at the Market House