



Castle Cary Town Council

The Market House

Market Place

Castle Cary

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NOTICE OF CASTLE CARY TOWN COUNCIL MEETING

All Town Councillors are hereby summoned to the following meeting, to be held at 7.00pm on Monday 19th July 2021 at the Market House, Castle Cary, BA7 7AH

Signed on behalf of the Council

Lisa Davis, Town Clerk

Date: 14th July 2021

Before the meeting there will be a public session to enable people to ask questions of the Council and make comments. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

2021

TC45 Apologies for absence

TC46 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)

TC47 To approve the minutes of the Town Council Meeting held on Monday 21st June 2021 and the Extraordinary Town Council Meeting held on Monday 5th July.

TC48 **Assembly Room** - to receive a presentation about the improvement works to the Assembly Room at the Market House.

TC49 **Community Safety and Security update**

TC50 **To receive any reports/updates:**

- a) Mike Lewis (County Councillor)
- b) Henry Hobhouse and Kevin Messenger (District Councillors)
- c) To receive a report from the Dimmer Liaison Group (SS)
- d) Update on Key Objectives/Projects
- e) To review action points from previous meetings

TC51 **Chairs' Report:**

- a) To receive an update about the Town Councillor vacancy
- b) Post Office - update

Committees Reports, Recommendations & Progress on Major Projects

TC52 **Planning Committee & Neighbourhood Plan** - report of Planning Committee meeting of 5th July.

TC53 Properties and Infrastructure Committee – Properties and Infrastructure Committee update report.

TC54 Marketing and Communications –

- a) Marketing and Communications Committee update report.
- b) Advertising Policy – to consider recommendation from the Marketing and Communications Committee that the Town Council approves the re-adoption of the Marketing and Communications Policy.
- c) Social Media Policy – to consider recommendation from the Marketing and Communications Committee that the Town Council approves the adoption of the Social Media Policy.

TC55 Finance and Management

- a) Budget year to date summary – to note
- b) To consider retaining Rosie Darkin-Miller as the Town Council's internal auditor for the next three years.
- c) Grant application from Cary Amateur Theatrical Society (CATS) – to receive an update on funding and consider grant application from CATS.
- d) General Terms of Reference for all Committees Policy – to consider recommendation from the Finance and Management Committee that the Town Council approves re-adoption of the General Terms of Reference for all Committees Policy without amendment.
- e) Equal Opportunities Policy – to consider recommendation from the Finance and Management Committee that the Town Council approves re-adoption of the Equal Opportunities Policy without amendment.
- f) Lone Working Policy – to consider recommendation from the Finance and Management Committee that the Town Council approves the re-adoption of the Lone Working Policy.
- g) Payments - to approve the July 2021 payment schedule for the Town Council and the Donald Pither Trust and to nominate Councillors to verify and authorise payments.

TC56 Exclusion of Press and Public

To consider exclusion of press and public for remainder of the meeting under *Public Bodies Admissions To Meetings Act 1960*, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.

TC57 Tuesday Market

Update on management arrangements for the weekly market.

Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of its functions, that “No member of the public, job applicant, elected member or employee shall receive less favourable treatment on the grounds of gender, race, sexual orientation, marital status or disability”.

The next meeting of the Town Council will be held on Monday 16th August 2021 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 5th August 2021.