



Castle Cary Town Council
The Market House
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NOTICE OF EXTRAORDINARY MARKETING AND COMMUNICATIONS COMMITTEE MEETING

All Town Councilors are hereby summoned to the following meeting, to be held at 6.30pm on Monday 2nd August 2021 at The Market House, Castle Cary, BA7 7AH

Signed on behalf of the Council
Date: 28th July 2021

Lisa Davis, Town Clerk

Before the meeting, there will be a public session to enable people to ask questions of the Committee 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

MCC30 **Apologies for Absence**

MCC31 **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.

MCC32 **New website**

- a) To consider the specification for the new website
- b) To agree the branding
- c) To agree companies to invite to tender to build the new website

MCC33 **Market Manager / Market Porter vacancy**

- a) To agree the job description and person specification
- b) To agree the recruitment process

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 Marketing and Communications Committee will be held on Monday 23rd August 2021 at 7.00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 12th August 2021.