



Castle Cary Town Council

The Market House
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APPROVED MINUTES

**Castle Cary Town Council Marketing, Communication & Human Resources
meeting held at 6:30pm on Monday 29th January 2018 at the Market House, Castle Cary**

Present: Judi Morison, Penny Steiner, Justin Birch, Terry Philpott, Sally Snook, Nick Weeks, Martin Atkins

Officers Present: Sue Hake, Town Clerk, Anna Branson, Bookings & Prom Mgr

Members of public: 3 members of the public attended

2018

MCHR 01 Apologies for absence
Barbara Williams,

MCHR 02 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)
None declared

MCHR 03 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 requested

MCHR 04 Confirmation of the minutes for the MCHR meeting held on Monday 13th November 2017
Resolved: Agreed

MCHR 05 Actions and Reports from last meeting not dealt with elsewhere on the agenda
No items discussed

MCHR 06 a) Nomination: New chair of MCHR
Resolved: PS accepted the nomination
b) Proposal: To separate Human Resources from Marketing and Communications and return it to Finance and Management
Resolved: HR will be separated from Marketing and Communication and incorporated with Finance & Management

Martin Atkins arrived at this point
MCHR 07 Council Communications/Events

a) Marketing, Publicity & Weddings – Update – Anna’s report circulated
AB informed the group Batters aim to leave 13th Feb and explained other bookings have been made with availability on Wednesdays and Fridays
AB sought guidance on accepting food stall bookings requested for the Summer on Tuesdays and Fridays

Proposal to create a new flat rate minimum of £12 per hour inclusive of VAT with a two hour minimum **regular booking**

Resolved: Agreed

AB explained the weddings and publicity report and explained the outstanding bad debt that is currently being chased

Action: AB to obtain legal advice to progress to small claims court

Resolved: Agreed AB to implement charges to be made up front for exhibitions and weddings

AB asked how many bookings can be permitted to support the local business group.

Resolved: Up to 6 free bookings in 2018 at suitable times that do not impact on bookings

b) Market House external signage

AB explained the signage proposal

Resolved: Agreed AB progress the revised Market House sign

c) Banner Policy –Circulated for discussion

LT as a member of the Information Point group was invited to explain the proposal for the Banner policy for the Town Council to have one banner at any time at their discretion with the suggestion the Tuesday Market could be displayed on the SSDC board

A triptych type board could be mounted on the main entrance side gate to the Undercroft but stated this does not however include the Moveola banner

Representation was given to request the support to continue having a banner or sharing the display time or have use of the wall by the Holly bush with a glazed front

Other options were discussed

Resolved: Agreed to review the existing banner policy and put forward an amended banner policy for the February meeting.

d) Library Development - for discussion

LT explained variations for a Community Library and that it has been advised ten volunteers will be required to cover this

There will be a meeting with Ollie Woodham on March 14th

Resolved: NW, JB to work with LT & JM the friends of the library and bring back to Full Council

e) Vintage Market - Update

JM informed the group AP has accepted booking the venue

f) Notice boards – quote circulated -To be deferred to February

g) Website -SS to update

Resolved: E-mail read receipts requests agreed to no longer be required

MCHR 08 Hiring charges at the Market House

a) Amendment to hire charges for traders in the Undercroft and Cobbles

To be discussed at the February meeting

MCHR 09 a) Market Day update -Deferred to February
b) Market signage

MCHR 10 **LAMP** update
Deferred to February

MCHR 11 **Budget** Update
Deferred to February

MCHR 12 **Policy reviews-** Deferred to February
a) Complaints policy – circulated by JM

MCHR 13 **Youth Matters** – Deferred to February
a) Youth Council – Update
b) Youth Club update

MCHR 14 **Local Council Award Scheme** -Deferred to February
Update

MCHR 15 Date of next meeting Monday 26th February 2018 6.30pm at the Market House

The meeting closed at 8.30pm and items not covered deferred to the February meeting