



**Castle Cary Town Council Marketing, Communication Committee held at 6:30pm on  
Monday 26 February 2018 at the Market House, Castle Cary**

**APPROVED MINUTES**

**Present:** Penny Steiner (Chair), Judi Morison, Martin Atkins, Sally Snook

**Also Present:** Anna Branson (Booking and Promotion Manager)

**2018**

**MCHR 16 Apologies for absence:**

Terry Philpott, Barbara Williams, Deborah Henderson, Nick Weeks, Justin Birch,  
Pek Peppin

**MCHR 17 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 18 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 19 Confirmation of the minutes for the MCHR meeting held on Monday 29th  
January 2017**

**PS- Disputed item MCHR 07 c)**

Corrected below

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

Minutes agreed as correct with the above amendment.

**MCHR 20 Actions and Reports from last meeting not dealt with elsewhere on the  
agenda**

None

**MCHR 21 a) Nomination:** New Vice chair of MCC

Cllrs agree to work as a team not appoint a vice chair at this point.

**MCHR 22 Council Communications/Events**

**a) Marketing, Publicity & Weddings**

- AB reported that Italian Classes have been cancelled, Future Wealth may  
take the vacant Tuesday slot

**b) Market House external signage report (AB)**

-An application has been made for Listed Building consent for the Market  
House Sign and hand rail. Awaiting response from SSDC

**c) Banner Policy**

MA offers to create a banner frame for the front of the Market House, which the  
councillors enthusiastically accepted.

**Resolved** to implement proposed Banner Policy dated February 2018 (front page to be added and doc sent to website)

d) **Notice boards**

-Public Notice board to be replaced 'like for like' – MA to work with AB to create the design. Town colours (green and cream) and a metal header to be used to prevent people from putting posters over the heading. Cost from MA to be put forward.

-AB to approach Caryford Hall regarding their notice board.

e) **Website**

**Resolved:** SS to check the cost with website developer and if it is a reasonable price the council will buy the update for the website to allow individuals to submit their own information regarding community events in the town using a simple form on the website. This will cost no more than £230.

Information regarding this new process to be put in next newsletter and on website etc.

**MCHR 23 Hiring charges**

a) **Review hire charges for Shambles, Undercroft and Cobbles (including projector costs)**

**Resolved:** To propose to Full Council that hire charges should be exclusive of VAT. VAT should be added onto the current rate.

The Town Council have been absorbing VAT for a long time but now need to pass them on to the consumer.

**Resolved:** To include the price of the projector within the charges for hiring the hall.

b) **Review charges for the annual fair**

**Resolved:** To propose to Full Council that the charge stays at £400 but the Town Council no longer absorb the VAT. This will be done in stages; rising to £440 inc. VAT in 2018 and £480 inc VAT in 2019.

**MCHR 24 a) Market Day update**

-Nothing to update

c) **Market signage**

**Resolved** to agree the Market sign design and location as proposed by AB. To be funded by the 'Signage' budget for 2017/18 and subject to listed building consent if required. Funds to be earmarked into 2018/19.

**MCHR 25 LAMP**

-JM updated on potential new classes

**MCHR 26 Policy reviews**

a) **Complaints policy**

**Resolved:** To accept policy updates

**MCHR 27 Youth Matters**

a) Youth Council – Update

-Nothing to Update

b) Youth Club update

-Nothing to Update

**MCHR 28** Date of next meeting Monday 23 April 2018 6.30pm at the Market House