



Castle Cary Town Council

The Market House

Market Place

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MINUTES

**Castle Cary Town Council Marketing, Communication Committee 6:30pm on
Monday 23rd April 2018 at the Market House, Castle Cary**

Present: Penny Steiner, Chair, Martin Atkins, Debra Henderson, Judi Morison, Pek Peppin, Terry Philpott, Barbara Williams

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

2018

MCHR 29 Apologies for absence

Nick Weeks, Sally Snook, Justin Birch, Bob Gilbey

MCHR 30 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)

No Declarations were made

MCHR 31 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 were requested to be excluded

MCHR 32 Confirmation of the minutes for the MCHR meeting held on Monday 26 February 2017

Resolved: 2 agreed & 1 abstained from the three who had attended

MCHR 33 Actions and Reports from last meeting not dealt with elsewhere on the agenda

No items raised

MCHR 34 Council Communications/Events

- a) Marketing, Publicity & Weddings – Update – AB report circulated
AB talked through the report explaining weekend bookings have increased but
commercial booking interest is low
Khymer kitchen will be returning with the food stall
There will be a Cheese and Cider festival event taking place on 12th May
2 monthly Vintage Markets have been held and they have been successful

AB discussed late payments and suggested a policy be implemented. This will be discussed later on the agenda

The Chamber of commerce are believed to be progressing and JM has invited them to have a representative to attend the MTIG meetings

Action: DH to make contact with the Bruton Chamber to ascertain how they communicate with the Town Council

b) Market House external signage

Listed building consent application has been submitted but there have been delays in a response as SSDC has a new person dealing with this.

Action: AB to continue to chase

Still waiting for a response about the Market Sign to go in front of the Holly bush

Action: AB to continue to chase

Action: AB to progress working with the new notice board outside the post office with MA

c) Banner Policy – Is it working?

PS confirmed the policy is working although concern was raised about two banners being displayed when the Market banner is hung. DH has offered to display the Market banner outside of her house as a temporary measure

Action: SH to ask MS to liaise with DH to arrange a method to erect the Market Banner

Action: PRS to be brought back to the next meeting in June

d) Notice boards – agree date for refurbishment

MA reported making the two frames for the banner and the notice board

e) Website – Adding events to the website (discussion)

This item was discussed and volunteers now managing to input what is required

f) Discuss the event to launch Fairfield

PS reported the launch date is likely to be 1st or 8th September

Action: A small working party required to plan this event. A personality is needed to open the facility formally. It was suggested that 1610 could be asked to be involved with opening. Drinks and refreshments should be served on the day. The Fairfield group will work on planning the official opening along with JM, BW and AB

JM suggested original parents of initial fund raising for a skate park in previous years

g) License for alcohol – discuss charges

AB reported on the use of the alcohol license incorporated with the Premises license currently costs £180 per year
Existing alcohol license charges are £10 per use
AB recommended a block booking charge
Two proposals were considered
2 voted for P1 and 5 voted for P2
Resolved: Proposal 2 to be implemented
Supplementary Proposal £75 for a season ticket for 12 months in advance commencing from 1st April and calculate charges in 12ths
5 voted for and 2 voted against
Resolved: £75 season ticket for use of alcohol license for 12 month period to commence from 1st April each year A pro rata charge will be made.

MCHR 35 Hiring charges

- a) Confirm charges for the annual fair after discussion at CCTC
AB advised the fair contractor that he had to pay VAT . The contractor is not happy and may not bring the fair to town. **Action:** AB to verify fair booking
- b) Review bad debts and agree on policy for managing such debts
Natwest and Battens are the two larger debts outstanding
AB explained the proposed fees for late payments
Numerous proposals were discussed including raising a late payment invoice at 30 days for 5% interest, or raising an invoice at 30 days and a set fee at 60days with the additional invoice
AB was asked which would be her preferred method
Councillors were finally asked to vote on agreement of raising a late payment charge
Resolved: 5 in favour 2 against
The final proposal made by PS to advise hirers on the initial invoice we reserve the right to charge 5% on the outstanding balance per month and the office to be able to make the decision on amounts up to £20 before being taken to full council
Resolved 5 for, 1 against, 1 abstained
- c) **Proposal:** To decide whether the outstanding debt of £230 for the Lance Clark exhibition should be written off.
As this person has now passed away legal advise has been sought and it has been proposed to write the debt off
Resolved: 6 in favour and 1 against

MCHR 36 a) Market Day update

Continuing to run whilst the market manager recoups after an operation

- b) Market signage – update
AB reported under item 34b

MCHR 37 LAMP update

JM reported two classes are running well at present

MCHR 38 Policy reviews

a) Review MCC Terms of Reference

PS suggested going through the Terms of ref with JM and circulating to all and request feedback from everyone

MCHR 39 Youth Matters

a) Youth Council – Update

JM reported Casey Hobson has resigned at the weekend

The remainder of the group are working towards the community clear up

b) Youth Club update

JM reported Fray has confirmed there will be cover while he has to take time off

The Youth bus will be on the DP field from Tues 1st May 6-8pm for an initial 6 weeks

MCHR 40 Date of next meeting Monday 25 June 2018 6.30pm at the Market House

The Meeting closed at 8.28pm