



Castle Cary is a 'Fair Trade' Town

APPROVED MINUTES

**Castle Cary Town Council Marketing, Communication Committee
held at 6:30pm on Tuesday 28 August 2018 at the Market House, Castle Cary**

Present: Penny Steiner, Nick Weeks, Hedge Hornbeam, Judi Morison, Sally Snook

Officers Present: Sue Hake-Town Clerk, Anna Branson-Booking & Promotion Manager & Holly Callow

Members of the public: Two representatives from the Friends of the Library

2018

MCC 55 Apologies for absence

Terry Philpott, Martin Atkins, Barbara Williams, Bob Gilbey

MCC 56 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 made

MCC 57 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 to be excluded

MCC 58 Confirmation of the minutes for the MCC meeting held on Monday 25 June 2018

Resolved: Agreed

MCC 59 Actions and Reports from last meeting not dealt with elsewhere on the agenda

Visiting Emily Estate has been reported to CCTC full Council

Subsequent request to liaise with Emily Estate about the footpath between it and Castle Cary.

Action: To be added to the next Properties & Infrastructure meeting
Mendip times interviewed Justin Birch.

Coffee mornings at the alternative venue of the White Hart when Market House not available-AB confirmed speaking to a member of staff who believes this will be fine.

Update on bad debt from Lance Clark-

SH confirmed payment would be made on completion of Probate.

Action- Raise a letter to request update.

- MCC 60 Library – update and discussion**
Laura Tilling and Chris Fowler
CF & LT gave an update of the progress to form the Castle Cary Community Library.
Tim Cook has supplied start up grant information to the group for up to £1k.
LT circulated the finance details and explained other Parishes who use the library will be asked for support, including Ansford PC.
LT went through three of the five options discussed with Oliver Woodham & stated.
If the Community Library becomes a Charitable Incorporated Organisation (CIO) it is believed the business rates will be removed and therefore the optimistic figure is then expected to be £9458.
Option 1 includes staffing, option 5 no staffing or option 4 includes 2 staffed sessions, however, after looking at income it is thought the preferred option 4 will have a shortfall of £7895.
The group are looking at setting this up to run the library from April 2019.
The state of the building would need to be surveyed and type of lease verified
NW asked if the group would still continue if funding from SCC was not available and also suggested applying to Area East for grant funding and CF also suggested contacting patrons.
CF requested if option 4 can be taken to CCTC with the expectation of the need for less paid support in future years.
NW proposed option 4 be taken to CCTC Full Council.
Resolved: Agreed to recommend option 4 to be taken to CCTC Full Council meeting on 17th September.
Action: To take to Finance on 10th September for further discussion.
- MCC 61 Photocopying at the Market House – discussion and a proposal to introduce a policy**
PS explained there is an increased pressure in the office for the use of photocopying to local organisations and/or members of the public.
LT explained volunteers also use the copier for printing of information.
Action: SH/LT to look into the Information point having a colour printer/copier
Advise community groups may have to wait and personal individuals.
Copy charges to match A4 black and white Post Office from 1st October
Laminating is not a service offered.
- MCC 62 Council Communications/Events**
- a) Marketing & Publicity– Update – Anna’s report
AB went through the report:-
Explained the issues with the alcohol licence and non payment,
gave feedback on the Market Hamper raffle and postcards.
AB explained the finance report, noting income is hoped will increase with additional bookings from the current amount in the region of £5k.
JM thanked Anna for all of her hard work on establishing the systems in place.
 - b) Market House external signage – update
PS confirmed this is now complete.
Action: Planning application to be removed from the front of the building.
 - c) Banner Policy – update
PS noted the banner currently in the front of the building has been made to fit into the frame at the front of the Market House.

Action: AB to look into purchasing white vinyl to cover the existing banner so that it may be used by other organisations.

d) Notice boards – update

Action: SH to forward specification for the public notice board and enquire if the offer of the donation will be able to progress.

e) Fairfield launch party – update

PS confirmed plans are progressing for the launch

f) Eat Festival 2019 – update

No update from Bev and Sarah. They are hoping to attend Greener Cary event.

g) Big Christmas 2018 – update

PS reported next meeting is on October 2nd, ATM have booked a number of stalls, AP is looking into other stalls

h) Market House Mission Statement – update

An article explaining Commercial bookings versus Community has been included in the news-letter that has been distributed.

i) The Chamber of Commerce – update

PS reported back to CCTC full council and explained the group are looking at a mission and vision statement but the Chamber of Commerce have offered to organise the Christmas trees.

j) New Booking & Promotion Manager – update

Holly will be doing a further handover session with Anna on Friday.

k) Exhibition charges – discuss whether we should review the current charges

An art exhibition enquiry have decided not to use the Market House as the cost was thought to be too high.

Resolved: Costs have already been reviewed so will not be changed

l) Green Paper NALC response: <https://www.futureofadultsocialcare.co.uk/wp-content/uploads/2018/07/The-lives-we-want-to-lead-LGA-Green-Paper-July-2018.pdf> (questions circulated)

Resolved: JM delegated to provide a response if time allows.

MCC 63 Weddings

a) Wedding bookings – update

It was confirmed two have cancelled and two others are being held before the end of the year.

b) **Discussion on booking policy**-Not required

MCC 64 Bad Debts

Update

There are outstanding invoices that have been further complicated by the alcohol license charge.

Action: Future bookings will not be accepted if there are outstanding amounts and review when invoices are raised for payments to be received.

MCC 65 Update on Market House Costs

a) Review the running costs of the Market House and discuss the way forward
PS deferred to the Finance meeting to be discussed in greater detail.

MCC 66

a) **Market Day** - update

b) Market signage – update

AP has forwarded a report to PS

The Cheese stall has missed a few trading days and have not been charged.

Action: Charging policy to be discussed at the next steering meeting.

It was also confirmed the Market will not be asked to open for the full day.

- c) Vintage Market – update
AP has reported the market is going well and retaining followers.

MCC 67 LAMP - update & autumn programmed
JM has given updates at CCTC full council

MCC 68 Youth Matters

- a) Youth Council and Youth Club– Update
HH reported Fray Hedge seen the Drug bus.
The cost of the Drug bus is believed to be in the region of £2.5k.
Lions Club and Free Masons have been contacted to support.
HH to also contact Rotary and Ansford Parish Council and meet the Principle of Ansford.
Guidance is available to anyone from the age of 8 and includes parents.
NW proposed £500 could be used from the Youth budget.
Action: to discuss funding the Drug Bus at the next Finance meeting.

MCC 69 Date of next meeting Monday 29 October 2018 6.30pm at the Market House
To include Review M&C budget requirements

The meeting closed at 20.07pm

Approved as a correct record..... P Steiner 29 October 2018