



APPROVED MINUTES

**Castle Cary Town Council Marketing, Communication Committee
held at 6:30pm on Monday 14 January 2019 at the Market House, Castle Cary:**

Present: Penny Steiner, Chair, Judi Morison, Bob Gilbey, Terry Philpott, Margaret Bebbington, Pek Peppin, Sally Snook, Nick Weeks

Officer Present: Sue Hake, Town Clerk, Holly Callow, Bookings & Promotions Mgr

2019

MCC 01 Apologies for absence

Barbara Williams, Hedge Burley

MCC 02 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.

No items declared

MCC 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 to be excluded

MCC 04 Confirmation of the minutes for the MCHR meeting held on Monday 29 October 2018

Resolved : Agreed subject to Martin Dycer name correction

MCC 05 Actions and Reports from last meeting not dealt with elsewhere on the agenda

- a) Martin Dycer is trying to reschedule meeting to discuss pathway to Emily Estate
- b) Debt from Lance Clark-SH confirmed payment still not received and email sent to chase
- c) No update on drugs bus

MCC 06 Council Communications/Events

- a) Marketing & Publicity– Update – Holly’s report and 2019 plan circulated
HC talked through the reports
Bad debts Simon Allen from Khmer kitchen is disputing the outstanding invoices
HC has circulated a marketing plan for 2019-20
HC is meeting with Angela Piggott to discuss market stall marketing
- b) Banner Policy – update
PS explained HC is sending e-mails to users, blank banners are being provided to Annette Bedford
- c) Notice boards – update
PS explained Mike Stokes is going to refurbish the board outside of the Post Office

- d) Website / e-mail review update /office software update
 SS will be deleting e-mails older than 3 months
 The links with agenda and minutes are working
 SS requested any local jobs links to be sent to her to be uploaded on the website.
 TP enquired if the website is DD compliant
 SS to look into
 SH reported H Mills is to come into office to look at HC computer and discuss IT requirements
- e) Eat Festival 2019 – update
 PS explained the problems the event is being held on the 4th May
 SS is attending the Chamber meeting
- f) Big Christmas 2018 – review
 PS reported good feedback – Anonymous Traveling Market let CCABC down as they were going to have 20 stalls, reduced to 15 then 10, only 7 turned up
 This will be looked into for next year
- g) The Chamber of Commerce – update
 PS reported they have 15 paid up members
 Eat Festival are attending this month and Emily Estate will attend next month
 The group are working on a business publication
- h) Coffee Morning policy
 PS reported there has been discussion with LT. and the volunteers
 There is a niggle with the coffee morning and commercial bookings
 The information point will only take provisional bookings & HC will manage the completion of the bookings
 SS asked HC to check on the website if any coffee mornings need to be removed
 PP suggested some dates are held for any cancelled bookings
Action: HC to check if coffee mornings need to be removed from website and hold some reserve dates to reschedule bookings

MCC 07 Weddings

- a) Wedding bookings – update
 4 weddings have been booked for 2019
 One article will be submitted to Whats on Somerset
Action: HC to submit

MCC 08 MCC 2019/20 Budget

PS confirmed this has been agreed

MCC 09 Finance

Update
 SH has confirmed finances

HC is chasing Khmer Kitchen payment

MCC 10 a) Tuesday Market – Report

AP has produced a report which has been circulated

There is a £500 shortfall on income to date compared to the previous year.

PP stated the report is good and knows someone who is prepared to do a talk on the Market.

MCC 11 LAMP – update

JM is looking into a grant from Health & Wellbeing and explained there is interest in having a ukulele class

MCC 12 Library – update

JM reported on progress The County Council are providing training which will be attended by 30 people,

Volunteers are also looking at helping with reading at the Primary School.

The friends of the Library have been approved as a social enterprise and people have volunteered to do maintenance and cleaning roles etc.

MCC 13 MTIG – update

JM has asked the new chair of the Chamber of Commerce attend the next MTIG meeting

MTIG have requested the Capital Grant is promoted

PP suggested Caryford have a digital display

PP to liaise with the Museum to look into the grant application further

MCC 14 Youth Matters

a) Youth Council – Update JM stated nothing to report as the meeting has not been held

b) Youth Club – Update JM stated nothing to report

Action: PS to request a report is forwarded from the Chair of Youth Matters

MCC 15 Christmas Social – Review

Feedback has been good

MCC 16 Date of next meeting Monday 25th February 2019 6.30pm at the Market House

The meeting finished at 20.12