



**APPROVED MINUTES**

**Castle Cary Town Council Marketing, Communication Committee  
held at 6:30pm on Monday 25 February 2019 at the Market House, Castle Cary:**

**Present:** Penny Steiner, Chair, Judi Morison, Terry Philpott, Sally Snook, Nick Weeks

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

**2019**

**MCC 33 Apologies for absence**

Bob Gilbey, Margaret Bebbington, Martin Atkins, Pek Peppin

**MCC 34 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 declarations made

**MCC 35 Exclusions of the press and public:** to agree any items to be dealt with after the public, including the press, have been excluded

**Item 41-Finance-** Debt

**Resolved:** Agreed

**MCC 36 Confirmation of the minutes for the MCC meeting held on Monday 14<sup>th</sup> January 2019**

**Resolved:** Agreed

**MCC 37 Actions and reports from last meeting not dealt with elsewhere on the agenda**

MD is trying to visit Emily Estate but has advised they are unlikely to look at the pathways until 2020

NW suggested if the TC knew where the proposed links to paths may be so that any works required may be commenced.

**Action:** PS to speak with Ian Davies

SH to report back on LC debt when further information obtained

HB to report on drugs bus

Banner has been provided to ensure banners are the correct size

It was stated there are no spare dates for coffee mornings to change from wedding bookings. Dates would be reserved when 2020 bookings opened.

**MCC 38 Council Communications/Events**

a) Marketing & Publicity– Update – Holly's report circulated

No questions were asked

It was noted there is one wedding booked for 2020.

Notice boards – update.

To consider three quotes No 1 - £909, No 2 -£800, No 3 - £752,

To agree the purchase of a new Town Council notice board.

PS also reported MS will commence works on the notice board outside of the Post office

The three quotes obtained for the Town Council notice board were discussed.

**Resolved:** To agree HC to purchase Option 3 for £752 subject to checking the back is appropriate

**b) Council Elections - preparation and marketing**

**Action** JM to work with HC to prepare

Chair of APC to be contacted to enquire if they wish to be included in publicity campaign

**c) Banner for Somerset Art Weeks – Request to dress two pillars with publicity**

**Resolved:** Agreed for the pillars to be decorated

**d) Website / e-mail review update /office software update**

SS reported about incident on the B3153

Accident at the end of Dimmer Lane. What has this got to do with e-mails software etc.?

Becky is progressing with a new server for the website although queries with emails being reviewed.

**Action:** SH to chase Harry to check on progress liaising with Becky.

**e) Eat Festival 2019 – update**

The organisers have been away but have informed PS there are spaces for 15 stalls although they are selecting operatives who will not compete with the local shops.

Caryford Hall may be used as car parking for the event, teas and coffees can be sold at the time

**Action:** PS to clarify

Stallholders will need to apply for stalls and there are options for a bursary.

The Fairfield may also be an option.

**f) Castle Cary Regatta**

NW is not certain at present if this event will take place.

There is a lot of weed in the pond at present and so this may not take place if the pond is not cleared.

**Action:** PS to contact the volunteers to remove the weed from the pond and NW will make enquiries for this to take place on 6<sup>th</sup> May.

**g) The Chamber of Commerce – update**

Emily estate gave a presentation to the Chamber of Commerce and are increasing staff numbers. delete

The Chamber now have in the region of 30 members.

Microphones need to be used at the Methodist Church to assist people to hear what is being said as the acoustics at the meeting were not very good.

Welcome Pack

PS explained a welcome pack

SS has tried to progress a digital version delete

APC have offered to provide funds to

**Action:** PS to work with the volunteers, churches together APC clerk and HC and bring back to the meeting in April

**MCC 39 Weddings**

**a) Wedding bookings – update**

HC report has update on this

**MCC 40 MCC 2019/20 Budget**

Nothing to report on the budget

PS to meet with SH to discuss Earmarked funds and NW to meet with SH

- MCC 41 Finance-In Camera**  
Debt.  
**To agree the next steps**  
There was a discussion to agree the actions relating to the debt  
PS proposed the debts are decided agreed within the delegated authority for the Clerk and will be reviewed at Finance and Management.
- Recommendation:** To introduce a policy to request an advance payment of 3 months' rent on all street food booking  
TP suggested invoicing for the booking at the time weekly and giving 7 days period to pay.  
**Resolved:** Agreed to introduce a policy to raise weekly invoices for street food bookings on a 7day payment period.
- MCC 42 Tuesday Market – Report**  
The market will be celebrating 5year anniversary in March this year and bags have been ordered.
- MCC 43 LAMP – update**  
Continuing to be successful
- MCC 44 Library – update**  
Moving forward
- MCC 45 MTIG – update**  
JM has requested feedback for the plan and has received some from PP  
The museum would like to have a touch screen  
**Action:** JM has offered to assist PP and the Museum with the application
- MCC 46 Youth**
- a. Youth Matters – update  
Action JM NW to suggest The Pavilion could be free on Wednesday evenings for the Youth Club to use  
The tables could be
  - b. Youth Club – update  
JM reported an average of 12 attendees
- MCC 47 Discuss Action Plan for a death of Senior Person of State**  
SH circulated sample document circulated  
**Action:** Action Plan for a death of a Senior Person of State to be discussed further at the next meeting
- MCC 48 Date of next meeting Monday 29 April 2019 6.30pm at the Market House**