Castle Cary Town Council
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MINUTES OF MARKETING AND COMMUNICATIONS COMMITTEE MEETING
held on Monday 27th June 2022 at 7.00pm

The meeting was held at The Market House, Market Place, Castle Cary, BA7 7AH

Present: Judi Morison (Chair), Linda Ball, Philippa Biddlecombe, Steve Evans, Carly Franklin, Pek Peppin and Angela Piggott
In attendance: Lisa Davis

The meeting started at 19:22

2022

MCC01 Apologies for absence
Margaret Bebbington, Nick Crowley and Trevor Oats had sent their apologies

MCC02 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).
There were no interests declared

MCC03 Minutes of Marketing & Communications Committee meeting of 19th April 2022
RESOLVED: It was proposed and agreed (2 – for, 5 – abstained, 0 - against) that the minutes of the meeting of 19th April 2022 be approved, to be signed by the Chair at a later time.

MCC04 To review actions points from the last meeting:
There were no updates to report.

MCC05 To nominate and elect a Vice Chair
RESOLVED: It was proposed and unanimously agreed that Carly Franklin would be Vice Chair of the Marketing and Communications Committee

MCC06 Marketing and Communications

a) Marketing and Communications update report the Committee received a written update report from the Marketing and Communications Administrator. Judi Morison thanked Catrin Loxton for all the work she had done and for settling into the role so quickly.

b) Update on new public notice board Philippa Biddlecombe advised that there were concerns about the suitability of the noticeboard for outdoor use. Pek Peppin had received an offer of some small display cabinets so she agreed to explore whether these would be suitable for outdoor use.

Action 220627/:1 Pek Peppin

MCC07 Newsletter

a) **Confirm editorial checks for next edition** Philippa Biddlecombe advised that she had a contact who may be able to proof read the newsletters. It was agreed that Philippa would contact them and Judi Morison would check the August edition if this person was unavailable. Judi Morison agreed to circulate the newsletter editorial policy to be reviewed at the next meeting.

Action 220627/2: Philippa Biddlecombe

Action 220627/3: Judi Morison

MCC08 Events

a) Fun on the Field event

i. Update on arrangements Philippa Biddlecombe reported that the plans are taking shape for the Fun on the Field event on 29th August. Various groups are now involved and the next planning meeting is on 5th July

ii. Discuss budget for entertainment and toilets It was agreed that CCTC would contribute £700 towards the cost of entertainment and toilets for the Fun on the Field event on 29th August.

b) Playday – to note the date of Castle Cary Playday 2022 It was noted that the Castle Cary Playday is on Thursday 4th August at the Donald Pither Memorial Field.

MCC09 Markets

a) Report from Market Manager the Committee received an update from the Market Manager.

b) Update on Barrow market Judi Morison advised that dates had been publicised for the Barrow markets but the response to date had been poor.

MCC10 Website

a) Update on new design and possible launch date The Town Clerk reported that the new website would be live within the next two weeks.

MCC11 Grant requests

a) To consider grant request from Castle Cary Carnival Society for funding to support the 2022 carnival
RESOLVED: It was proposed and unanimously agreed to approve a grant of £150 towards the public liability insurance for Castle Cary Carnival Society

b) To consider grant request from Playfest for funding to support the Playfest 2022 event.
RESOLVED: it was proposed and unanimously agreed to approve a grant of £100 towards the Playfest 2022 event.

MCC12 QR Codes

a) Discuss possible locations and use of QR codes
The list of possible locations was circulated and agreed. It was agreed to contact APC and make them aware of the project and find out if there are any locations in Ansford that they would like to include.

Action 220627/4: Katie Armstrong

The meeting ended at 20.52

The next meeting of the Marketing & Communications Committee will be held on Monday 22nd August 2022 at 7.00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 11th August 2022.