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MINUTES OF MARKETING AND COMMUNICATIONS COMMITTEE MEETING
held on Monday 26th February 2024 at 7.00pm

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

Present: Angela Piggott (Chair), Frances Alden, Linda Ball, Margaret Bebbington, Philippa Biddlecombe, Judi Morison, Pek Peppin and Tom Trouton
In attendance: Lisa Davis, Catrin Loxton and four members of the public

19:00 – Open session

One Ansford resident spoke about the newsletter and raised concerns about it not being delivered to households in Ansford, particularly as there are a large number of new properties in Ansford and it is important for residents to be able to find information. He hoped that CCTC were successful with their negotiations with APC.

The meeting started at 19:00

2023

MCC59 Apologies for absence
Dave Gill had sent his apologies.

MCC60 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 declarations of interest.

MCC61 Minutes of Marketing & Communications Committee meeting of 29th January 2024
RESOLVED: It was proposed and agreed (6 – for, 2 – abstained, 0 – against) that the minutes of the meeting of 29th January 2024 be approved, to be signed by the Chair at a later time.

MCC62 To review actions points from the last meeting:
There were no updates.

MCC63 Marketing and Communications

a) **Marketing and Communications update report** The Marketing and Communications Administrator reported that a new Yoga group was using the Assembly Room on Monday nights and that a Social history exhibition was being held in the Shambles in March.

MCC64 Events

a) **Fun on the Field event** There was no update. It was agreed that the Marketing and Communications Administrator would contact the Toybox to find out more details.
Action 242602/1: Marketing and Communications Administrator

b) **Apple Day** There was no update.
c) **Cary's Christmas Cracker** Judi Morison reported that a meeting was planned for Tuesday 5 March.
d) **Race night** The Race night is being held on 1st March 2024 to raise funds towards the Market House project, 40 tickets had been sold to date.

MCC65 Markets

a) **Report from Market Manager** There was no update.
b) **Update on Tuesday market 10 year anniversary celebrations** The anniversary would be celebrated at the market on Tuesday 26 March.

MCC66 Market House / volunteers update

a) **Volunteer update** There was no update.
b) **Castle Cary and Ansford walks leaflet** Judi Morison suggested that the details of local walk groups were added to the leaflet. Jill Halford asked that any further comments were sent to her by the end of the week.

MCC67 Newsletter

a) **To discuss options for newsletter production, printing and delivery from 1st April 2024** APC are concerned about the costs, CCTC are also aware that there is a need to reduce costs where possible and have been looking at this. Judi Morison reported that she had written to APC to invite them to meet to discuss the newsletter as there appears to be a misunderstanding of the expectations of CCTC. It was noted that the contract for the printing of the newsletter is due to go out to tender. Tom Trouton felt that we had a moral obligation to produce and deliver the newsletter and thanked the Marketing and Communications Administrator for the work she had done to improve and reduce the cost of the recent edition of the newsletter.
RESOLVED: it was proposed and unanimously agreed to recommend to Full Council that CCTC use Mandy Bloom Memoirs to typeset the newsletter for 2024/25.
RESOLVED: it was proposed and unanimously agreed to look at sponsorship for the newsletter

MCC68 Document sharing

a) **To discuss access to folders / documents in Sharepoint by external group members and agree a protocol** it was agreed to amend the wording of 6b) and that the protocol would be considered for adoption at the next Full Council meeting. Judi Morison offered to hold sessions for those Councillors who were unable to attend the Sharepoint training sessions run by Zen Computers, details would be circulated.
Action 242602/2: Judi Morison

MCC69 Policies

a) **Banner Policy – to review the Banner Policy**
RESOLVED: it was proposed and unanimously agreed to re-adopt the Banner Policy.

MCC70 Noticeboard

a) **Update on repairs to noticeboard near Library** Phillipa Biddlecombe reported that repairs would be completed to protect the noticeboard better from the weather.

MCC71 2024 meetings schedule

a) **To note amended 2024 meetings schedule** Noted

The meeting ended at 20:38

The next meeting of the Marketing & Communications Committee will be held on Monday 20th May 2024 at 7.00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 9th May 2024.