Castle Cary Town Council
The Market House
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NOTICE OF MARKETING AND COMMUNICATIONS COMMITTEE MEETING
All Town Councilors are hereby summoned to the following meeting, to be held at 7.00pm on Monday 27th January 2025 at The Market House, Castle Cary, BA7 7AH

Signed on behalf of the Council
Catrin Loxton, Marketing & Communications Administrator
Date: 27th January 2025

Before the meeting, there will be a public session to enable people to ask questions of the Committee and make comments. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda Item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

2025

MCC49 **Apologies for Absence**

MCC50 **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.

MCC51 **To approve the minutes of the Marketing and Communications Committee meeting held on Monday 28th October 2024 to be signed by the Chair at a later time.**

MCC52 **To review the action points from the last meeting**

MCC53 **Marketing and Communications**

a) Marketing and Communications Administrator update report
b) Update on umbrellas on the cobbles
c) Update on proposal to change the Town Council logo

MCC54 **Events**

a) Fun on the Field update
b) Circus – to discuss booking for 2025
c) To discuss a Somerset Day event on Sunday 11th May 2025 on the Donald Pither Field, in collaboration with the Church fete committee.

MCC55 EAT Festival 2025

a) Update on plans for EAT Festival on 13th April 2025

b) To discuss letting the Undercroft free of charge for community use only at the EAT Festival

MCC56 Markets

a) Report from Market Manager

b) To agree charges for Vintage Market for 2025/26

MCC57 Market House / Volunteers update

a) Volunteer update

b) To discuss the offer to community groups and charities and arrangements for coffee mornings when Vintage markets are taking place on the 1st Saturday of the month from March to September.

c) To agree the booking charges for 2025/26

d) To discuss amendments to Terms and Conditions for Market House bookings

MCC58 Newsletter

a) Update on arrangements and sponsorship for March edition

MCC59 Fairfield Group

a) To agree the updated Terms of Reference

MCC60 Policies

a) To review the General Policy

b) To review Market House Licensing Policy

The next meeting of the Marketing & Communications Committee will be held on Monday 24th March 2025 at 7.00pm. Any items for inclusion on the agenda should be forwarded to the Marketing and Communications Administrator by Thursday 13th March 2025.