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 22nd September 2025 at The Market House, Castle Cary, BA7 7AH

Signed on behalf of the Council
Catrin Loxton, Marketing & Communications Administrator
Date: 17th September 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

MCC21 **Apologies for Absence**

MCC22 **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.

MCC23 **To approve the minutes of the Marketing and Communications Committee meeting held on Monday 28th July to be signed by the Chair at a later time.**

MCC24 **To review the action points from the last meeting**

MCC25 **Marketing and Communications**

a) Marketing and Communications Administrator update report
b) Update on Christmas trees in the town centre for 2025
c) To agree a hire charge/donation for use of the Donald Pither Memorial Field
d) To note the Music Licence for The Market House has been renewed.

e) To discuss moving the board that is fixed to the railings promoting space at The Market House.
f) To discuss arrangements for hanging baskets in 2026

MCC26 Events

a) Feedback on the Pavilion Project Party
b) Update on Cary's Christmas

MCC27 Markets

a) Report from Market Manager

MCC28 Market House / Volunteers update

a) Volunteer update

MCC29 Policies

a) To review the Safeguarding Policy
b) To agree the updated Advertising Policy
c) To agree the updated Equal Opportunities Policy

MCC30 Town Council and Information Office Christmas closing

a) To discuss arrangements for Town Council and Information Office Christmas closing.

MCC31 Christmas drinks

a) To agree date and note arrangements for Christmas drinks event for councillors, staff and volunteers.

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