Castle Cary Town Council
The Market House
Market Place
Castle Cary BA7 7AH
Telephone: 01963 359631
Email: town.clerk@castle-cary.co.uk

Website: www.castle-cary.co.uk

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 24th November 2025 at The Market House, Castle Cary, BA7 7AH

Signed on behalf of the Council
Catrin Loxton, Marketing & Communications Administrator
Date: 19th November 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

MCC32 **Apologies for Absence**

MCC33 **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.

MCC34 **To approve the minutes of the Marketing and Communications Committee meeting held on Monday 22nd September to be signed by the Chair at a later time.**

MCC35 **To review the action points from the last meeting**

MCC36 **Marketing and Communications**

a) Marketing and Communications Administrator update report
b) Update on Christmas trees in the town centre for 2025
c) To agree booking charges for 2026/27 and consider a reduced rate for the Museum
d) To agree charges for Vintage Market for 2026/27

e) To review Coffee morning donations for 2026/27 to agree what they will be allocated for

MCC37 Events

a) Update on Cary's Christmas

MCC38 Markets

a) Report from Market Manager
b) To agree market pitch fees for 2026/27

MCC39 Market House / Volunteers update

a) Volunteer update

MCC40 Policies

a) To agree the Safeguarding Policy
b) To review the Social Media Policy

MCC41 Newsletter

a) To agree the proposed SLA agreement between Castle Cary Town Council and Ansford Parish Council to supply copies of the newsletter for 2026 and beyond.

The next meeting of the Marketing & Communications Committee will be held on Monday 26th January 2026 at 7.00pm. Any items for inclusion on the agenda should be forwarded to the Marketing and Communications Administrator by Thursday 15th January 2026.