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 23rd March 2026 at The Market House, Castle Cary, BA7 7AH

Signed on behalf of the Council
Catrin Loxton, Marketing & Communications Administrator
Date: 18th March 2026

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

MCC50 **Apologies for Absence**

MCC51 **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.

MCC52 **To approve the minutes of the Marketing and Communications Committee meeting held on Monday 26th January 2026 to be signed by the Chair at a later time.**

MCC53 **To review the action points from the last meeting**

MCC54 **Marketing and Communications**

a) Marketing and Communications Administrator update report
b) To discuss adding a sign to our town welcome road signs to celebrate our success in Cary in Bloom
c) To discuss arrangements for setting up and putting away the umbrellas on the cobbles when the weather improves

d) To discuss the creation and management of a Castle Cary Town Council Facebook page
e) To discuss creating a new Market House logo using elements of the Commerce Association logo, subject to permission from David Simon.

MCC55 Events

a) Devito's Circus – to agree the charge for the use of Fairfield from 29th June to 6th July 2026 (previously £400 + VAT (£480)
b) To discuss a request from Burnett's Funfair to hold a funfair during half term week in May, arriving on the 26th May.
c) Burnett's Funfair - to agree the charge for the use of Fairfield in October (previously £425 + VAT (£510).
d) To discuss a request from Cary in Bloom to use the Undercroft to display sunflowers for the festival during the first two weeks of July.

MCC56 Markets

a) Report from Market Manager

MCC57 Market House / Volunteers update

a) To discuss ways to improve the look and cleanliness of the Undercroft and make it more user friendly.
b) Volunteer update

MCC58 Policies

a) To review the Lone Working Policy
b) To review the Training and Development Policy

The next meeting of the Marketing & Communications Committee will be held on Tuesday 26th May at 7.00pm. Any items for inclusion on the agenda should be forwarded to the Marketing and Communications Administrator by Thursday 14th May 2026.