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

MINUTES OF MARKETING AND COMMUNICATIONS COMMITTEE MEETING
held on Monday 26th January 2026 at 7.00pm

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

Present: Margaret Bebbington (Chair), Frances Alden, Linda Ball, Philippa Biddlecombe, Judi Morison, Trevor Oats and Pek Peppin

In attendance: Catrin Loxton, Jill Halford, 1 member of the public and Cllr. Henry Hobhouse

Open session

A member of the public reported their concerns on the recent approval of the Foxes Run development, including access for construction traffic and the certainty of a site visit reported on the 13th of January. Cllr. Hobhouse gave an update on Foxes Run and raised concerns on access to the site and explained the next steps to challenge the decision. He also provided an update from Somerset Highways on the works to be completed in Castle Cary and Ansford in 2026.

The meeting started at 19:12

2025

MCC42 Apologies for absence
David Bright, Gavin Crisp and Angela Piggott

MCC43 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).

MCC44 Minutes of Marketing & Communications Committee meeting of 24th November 2025
RESOLVED: It was proposed and agreed (4 – for, 3 – abstained, 0 – against) that the minutes of the meeting of 24th November 2025 be approved, to be signed by the Chair at a later time.

MCC45 To review actions points from the last meeting.
It was noted that a working group has been set up to investigate requirements for the new kitchen and plans were progressing well.

MCC46 Marketing and Communications

a) **Marketing and Communications update report** A report had been circulated in advance of the meeting. There were no further updates.
b) **To discuss arrangements for Christmas trees/lights for 2026.** A discussion was had and it was agreed to defer this to the next P&I meeting as it was on the agenda for the Commerce Association meeting this week.
c) **To discuss purchase of a replacement noticeboard next to the library.** A discussion was had and the Marketing and Communications Administrator shared prices and photos

of the potential new noticeboard.
Action 262601/01 Philippa Biddlecome/Angela Piggott to speak with the owner of the building to discuss the potential new board.

d) **To discuss standardising all councillor email signatures.** A discussion was had, there were mixed feelings on the necessity to do this.
Action 262601/02 Marketing and Communications Administrator to check with the Town Clerk if there is standard information required to include in an email signature.

MCC47 Market House/Volunteer Update

a) **To consider the purchase of 40 additional chairs for the Assembly Room/Billiard Room.** A discussion was had.
RESOLVED: It was proposed and unanimously agreed to purchase 40 additional chairs.
Action 262601/03 Town Clerk to order the chairs as soon as possible.

b) **To agree expenditure of up to £750 for purchase of equipment and crockery for the new kitchen upstairs.**
RESOLVED: It was proposed and unanimously agreed to approve the expenditure and Purchase 60 sets of crockery.
Action 262601/04 The kitchen working group to liaise with the Town Clerk on the purchases required.

c) **Volunteer Update** Jill Halford gave an update. The coffee mornings for this year are all full and they are looking to recruit more volunteers to potentially open in the afternoons when the museum is open.
Action 262601/05 Jill Halford to provide an advertisement in the next newsletter to the Marketing and Communications Administrator and to Pek Peppin for the Cary Crier.

MCC48 Policies

a) **To review the Banner Policy** – A discussion was had.
RESOLVED: It was proposed and agreed (6 – for, 1 – abstained, 0 – against) to accept the policy.

b) **To review the Environmental Policy** – A discussion was had.
RESOLVED: It was agreed that Linda Ball and Judi Morison will review the policy and amend as appropriate.
Action 262601/06 Linda Ball and Judi Morison to review and update the policy.

c) **To review the Debt Policy** – A discussion was had, with some issues raised.
RESOLVED: It was agreed to refer this to the next Finance committee.
Action 262601/07 Marketing and Communications Administrator to request the Town Clerk adds this to the next Finance committee meeting.

MCC49 Website Hosting

a) **To agree a new hosting and support agreement with Okapi & Co**
RESOLVED: A discussion was had and it was unanimously agreed to accept the agreement.
Action 262601/08 Marketing and Communications Administrator to contact Jim at Okapi & Co to accept the agreement.

The meeting ended at 20:15

The next meeting of the Marketing & Communications Committee will be held on Monday 23rd March 2026 at 7.00pm. Any items for inclusion on the agenda should be forwarded to the Marketing and Communications Administrator by Thursday 12th March 2026.