Castle Cary Town Council
The Market House
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NOTICE OF CASTLE CARY TOWN COUNCIL ANNUAL MEETING

All Town Councillors are hereby summoned to the following meeting, to be held at 7.00pm on Monday 18th May 2026 at the Market House, Castle Cary, BA7 7AH

Signed on behalf of the Council **Lisa Davis, Town Clerk**
Date: 13th May 2026

Before the meeting there will be a public session to enable people to ask questions of the Council 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.

2026

TC01 To nominate and elect a Chair of the Town Council for the 2026/27 municipal year and receive a completed declaration of acceptance of office.

TC02 To agree that declarations of acceptance of office for absent councillors can be received at a future meeting.

TC03 Apologies for absence

TC04 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)

TC05 To nominate and elect a vice-Chair, agree committee membership and sub-group Chairs

- Finance and Management
- Human Resources
- Properties & Infrastructure
- Planning
- Marketing & Communications
- Donald Pither Memorial Ground
- Market Steering Group
- Neighbourhood Plan Group
- Market House Group
- Fairfield Working Group

TC06 To agree representatives to external groups

- Caryford Hall
- Museum

TC07 To review Registers of Interest and note that new members and members needing to make changes, must submit completed forms to the Clerk within 28 days.

TC08 To re-adopt the Standing Orders, Financial Regulations and Code of Conduct.

TC09 To approve the minutes of the Town Council Meeting held on Monday 20th April 2026 to be signed by the Chair

TC10 Community Safety and Security update

TC11 To receive any reports/updates:

a) Henry Hobhouse and Kevin Messenger (Somerset Councillors)
b) To receive a report from the Town Council representative for Caryford Hall (DB)
c) To receive a report from the Town Council representative for Castle Cary Museum (PP)
d) To receive an update on Local Community Network (LCN) (JM)
e) To receive an update on youth provision (JM)
f) To review action points from previous meetings

TC12 Chairs' Report:

a) General update and observations
b) To note the arrangements for the Annual Town and Parish meeting on Wednesday 20th May
c) Correspondence
    i. To note email from resident and discuss possible support for local shops
    ii. To note road closure at Market Place from 17th – 19th June
    iii. Letter from resident regarding traffic safety concerns at Torbay Road – to note and agree any actions
    iiii. Letter from Quicksilver Community Group regarding closure of the Hyper Acute Stroke Unit (HASU) at Yeovil District Hospital (YDH) – to note and agree any actions
    iv. Email from Caryford Hall regarding Application to SSEN for grant – to discuss request for letter of support

Committees Reports, Recommendations & Progress on Major Projects

TC13 Planning Committee & Neighbourhood Plan

a) Report from Planning Committee

TC14 Properties and Infrastructure Committee

a) Properties and Infrastructure Committee update report
b) Update on Market House project (JM)
c) Pavilion Project update (PB)

TC15 Marketing and Communications

a) Marketing and Communications Committee update report.
b) To agree Town Councill signature for email

TC16 Finance and Management

a) Budget year to date summary – to note
b) Insurance - to consider the renewal quote for 2026-27
c) To agree recommendation from Finance and Management Committee to approve earmarked reserves

d) To agree recommendation from Finance and Management Committee to approve a grant to South Somerset Community Accessible Transport (CAT Bus)
e) To agree recommendation from Finance and Management Committee to sign the agreement between CCTC and Castle Cary Museum regarding funding of work undertaken by Culture Force (Step One)
f) To agree recommendation from Finance and Management Committee to re-adopt the Privacy Policy
g) Payments - to approve the May 2026 payment schedule for the Town Council and the Donald Pither Trust and to nominate Councillors to verify and authorise payments.

TC17 Fixed Asset Register

a) To approve the Fixed Asset Register

The next meeting of the Town Council will be held on Monday 15th June 2025 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 4th June 2025.