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 29th June 2026 at The Market House, Castle Cary, BA7 7AH

Signed on behalf of the Council
Catrin Loxton, Marketing & Communications Administrator
Date: 24th June 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.

2026

MCC01 **Apologies for Absence**

MCC02 **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.

MCC03 **To approve the minutes of the Marketing and Communications Committee meeting held on Monday 23rd March 2026 to be signed by the Chair at a later time.**

MCC04 **To nominate and elect a Vice Chair of the Marketing and Communications Committee and agree Committee Membership.**

MCC05 **To review the action points from the last meeting**
A further update regarding the noticeboard - an email was received from the owner of the old post office to confirm they do not give permission for a replacement noticeboard on their property.

MCC06 Marketing and Communications

a) Marketing and Communications Administrator update report
b) To agree if a replacement noticeboard is needed, following the removal of the board on the old post office wall. If agreed, to discuss a suitable location and if any permissions would be required.
c) To discuss new Market House logo examples created by the Marketing and Communications Administrator.
d) To discuss arrangements for Christmas trees or alternative festive decorations in the town centre in 2026.
e) To discuss marketing campaign for recruitment of new Town Councillors and Town Council election in 2027

MCC07 Events

a) Feedback on the Skate coaching event in April and to agree if we hold another session in August.

MCC08 Cary in Bloom

a) To agree booking charges for Cary in Bloom Art exhibition (29th June – 10th July)
b) To discuss hire charges for use of gazebos for Cary in Bloom event on 11th July.

MCC09 Empty Shops

a) To discuss improving the appearance of empty shops on the High Street.

MCC10 Newsletter

a) To discuss providing copies of the newsletter and distributing them to all businesses on the High Street.

MCC11 Music Licence

a) To discuss the number and type of events that should be included when the licence renews and to also agree if any of these costs should be added to the booking charges.

MCC12 Markets

a) Report from Market Manager
b) To agree the Tuesday Market adverse weather conditions policy

MCC13 Market House / Volunteers update

a) Volunteer update

MCC14 Policies

a) To review the Advertising policy

The next meeting of the Marketing & Communications Committee will be held on Monday 27th July at 7.00pm. Any items for inclusion on the agenda should be forwarded to the Marketing and Communications Administrator by Thursday 16th July 2026.