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 28th September 2026 at The Market House, Castle Cary, BA7 7AH

Signed on behalf of the Council
Catrin Loxton, Marketing & Communications Administrator
Date: 23rd September 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

MCC24 **Apologies for Absence**

MCC25 **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.

MCC26 **To approve the minutes of the Marketing and Communications Committee meeting held on Monday 27th July 2026 to be signed by the Chair at a later time.**

MCC27 **To review the action points from the last meeting**

MCC28 **Marketing and Communications**
a) Marketing and Communications Administrator update report
b) Update on progress to install a replacement noticeboard.
c) Feedback on the recent monthly meet the councillor sessions.

MCC29 **Market House / Volunteers update**
a) Volunteer update

MCC30 Events

a) Update on Cary's Christmas

MCC31 Markets

a) Report from Market Manager

MCC32 Town Council and Information Office Christmas closing

a) To discuss arrangements for Town Council and Information Office Christmas closing.

MCC33 Christmas drinks

a) To agree date and note arrangements for Christmas drinks event for councillors, staff and volunteers.

MCC34 Christmas decorations

a) To discuss purchasing new Christmas decorations for the Christmas tree in the Shambles.

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