Castle Cary Town Council
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DRAFT MINUTES OF MARKETING AND COMMUNICATIONS COMMITTEE MEETING
held on Monday 28th September 2026 at 7.00pm

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

Present: Margaret Bebbington (Chair), Linda Ball, Gavin Crisp, Judi Morison, Trevor Oats, Pek Peppin and Angela Piggott

In attendance: Catrin Loxton

The meeting started at 19:00

2026

MCC24 Apologies for absence
Philippa Biddlecombe, David Bright and David Gill

MCC25 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).
There were no declarations of interest.

MCC26 Minutes of Marketing & Communications Committee meeting of 27th July 2026
RESOLVED: It was proposed and agreed (6 – for, 1 – abstained, 0 – against) that the minutes of the meeting of 27th July 2026 be approved, to be signed by the Chair at a later time.

MCC27 To review actions points from the last meeting.
Margaret Bebbington noted that Chris Parker would once again be donating batteries for the Christmas tree lights. The Marketing and Communications Administrator's action to publish the weekly committee meetings to be carried forward.

MCC28 Marketing and Communications

a) **Marketing and Communications update report** A report had been circulated in advance of the meeting. Angela Piggott noted it would be helpful to show the progression and increase in activity across the social media channels and website.
Action 262809/01 Marketing and Communications Administrator to provide a more detailed report for the next meeting.

b) **Update on progress to install a replacement noticeboard.** A new board is to be ordered this week and will be fixed to the external wall to the front right of The Market House.

c) **Feedback on the recent monthly meet the councillor sessions.** A discussion was had amongst the councillors that had attended at least one session. Most felt it wasn't successful in recruiting new councillors, but it was agreed to go ahead with the next session that has been publicised on the 10th October and then discuss alternatives methods.

MCC29 Market House/Volunteers update

a) **Volunteer update** Jill Halford was unable to attend the meeting but had no update.

MCC30 Events

a) **Update on Cary's Christmas** Judi Morison reported that plans were underway and progressing well. The road closure has been applied for. Father Christmas will be at The White Hart this year with reindeer. The raffle will be for Toybox. There will be the usual entertainment, Choir, Castle Cary Primary school children performing, Wincanton Town Band. Professional stewards will be responsible for the road closures and traffic management. A request for marshals to help on the evening for an hour would be much appreciated.

MCC31 Markets

a) **Report from the Market Manager** Angela Piggott gave an update following a market steering group meeting last week. A good mix of regular traders and casuals, with a new trader starting this week. Food hygiene certificates to be checked and displayed on all stalls and a 24-hour notice about absence is to be made compulsory and will be amended on the terms & conditions of trader contracts, which will then be re-issued. The initiative to utilise the CAT bus to bring customers to the market is to be discussed further. The next market meeting will be in December, date to be confirmed.

MCC32 Town Council and Information Office Christmas closing

a) **To discuss arrangements for Town Council and Information Office Christmas closing**
A discussion was had and it was agreed the offices would close from Wednesday 23rd December and re-open on Monday 4th January 2027. The caretaker will be requested to check The Market House and council owned areas over this period.

MCC33 Christmas Drinks

a) **To agree date and note arrangements for Christmas drinks event for councillors, staff and volunteers.**
A discussion was had and it was agreed the Christmas drinks will be held on Thursday 17th December in the Shambles 6pm – 8pm. Councillors will be asked to bring a contribution of food and a bottle.

MCC34 Christmas Decorations

a) **To discuss purchasing new Christmas decorations for the Christmas tree in the Shambles.**
Margaret Bebbington has kindly offered to donate an artificial Christmas tree, and it was agreed we could purchase some new decorations for it, which will be sourced from local charity shops where possible.

The meeting ended at 19:36

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