

**NORTH WALSHAM TOWN COUNCIL
MEDIA & INFORMATION COMMITTEE MEETING
6 July 2017**

Minutes of the Media & Information Committee Meeting held on 6 July 2017

Present:

Chair : Cllr J Witte

Cllr B Hester
Cllr J Melville
Cllr S Stuckey

Meeting opened at 18:00

The Chair said that with only a few members present it would be advisable to cancel the meeting and move the Agenda items to a different date and time. All present agreed with this course and all confirmed that Wednesday 12 July 2017 at 1.30 was agreed. This would coincide with a presentation by VSM and the Chair would chase this. The Town Clerk may have more information.

The Agenda produced for this meeting would be used for the meeting on 12 July 2017. It was agreed however that item 6 “Information Office update” would proceed at this meeting as Cllr J Melville had issues to raise. Item 6 would, however, remain on the Agenda for the next meeting as well.

Cllr J Melville raised the following :

- Kettle. The kettle had blown and she had bought a replacement.
- Curtain. A curtain had been purchased to be placed at the front of the desk.
- The placement of the laptop and float needed to be decided.
- Feather Flags. Purchasing feather flags for each end of the Loke would cost in the region of £155 plus VAT for a flag at 1.6 m and the base would be in the region of £55.00 plus VAT. It was agreed feathered flags would be a trip hazard as they would be free standing at each end, and could easily cause problems to the public and all present these would not be purchased.
- The purchase of two scotch mats with a town logo were considered too expensive but those without a logo could be purchased. All present agreed.
- A magazine rack to place the North Walsham Times, Just North Walsham, Town & Country etc in would be useful and she was looking out for one.

- Updating on a visit to see Mr K Grieve at Paston College to discuss a historical trail of the town as she wanted to include the Nelson memorabilia connected with the College. He seemed interested. She was also working on other areas of interest in the Town to be included in the Trail and for this reason was looking into the purchase of audio equipment.
- A business directory could be prepared which would contain plastic wallets in which business cards and post cards could be inserted. This directory would not be to promote businesses but only for visitors to view and select.
- For the Information Office to become financially independent she suggested some ideas eg cake stalls, exhibitions etc that could take place. These events to be held in the semi circle of land outside the college gate. The college said that they did not own the land. Ms T Foster was asked to carry out a SIM search to ascertain ownership so permission could be sought to use the land. An application for a grant from the Town Council was being completed for consideration.
- Investigations into brown signs to publicise activities within the Town would be very expensive and need sponsorship. Further enquiries were being undertaken.
- The Volunteer Agreement and Policy which had been used previously was still to be looked through. It was agreed that these needed checking and signing as soon as possible for insurance purposes. She would also need to see the Town Clerk with them.
- She had contacted the estate agents for various empty properties in the Town and was now waiting for responses, the present Lease is for one year.
- Running a Rickshaw service to various areas of interest eg Ebridge Mill etc was being investigated although this would be a major project.

Date of the Next Meeting

The next meeting was agreed to be fixed on Wednesday 12 July 2017 at 1.30 pm. (tbc)

This would coincide with the possible visit by VSM which needed to be confirmed.

Meeting ended 18.50