

**NORTH WALSHAM TOWN COUNCIL  
MEDIA & INFORMATION COMMITTEE MEETING  
26 September 2017**

**Minutes of the Media & Information Committee Meeting held on 26 September 2017**

**Present :**

Cllr B Hester  
Cllr J Melville  
Cllr S Stuckey  
Cllr J Witte

Meeting opened at 17.30

**1. ELECTION OF CHAIR**

Cllr J Witte was prepared to continue as Chair. All present agreed and Cllr J Witte was appointed as Chair.

**2. APOLOGIES FOR ABSENCE**

Received from Cllr E Wheeler. Cllr R Murphy was absent.

**3. DECLARATIONS OF INTEREST**

A declaration of interest was given by Cllr J Melville regarding the Information Office.

**4. MINUTES OF PREVIOUS MEETING**

The Minutes of the meetings of 13 June 2017 and 6 July 2017 were agreed as a true record of the meetings. All present agreed.

**5. TERMS OF REFERENCE (Cllr J Witte)**

It was agreed that the Terms of Reference would be sent to the Town Clerk by email so that the amendments could be typed in. Cllr J Melville had given her copy with amendments to the Town Clerk which could also be incorporated. This document is a Policy requiring vital input from the Town Clerk.

**6. INFORMATION OFFICE**

Cllr J Melville said that she had stepped down from the Information Office but raised a few outstanding issues which would be resolved.

**7. STATUS OF PLANNING LAPTOP AND PROJECTOR**

Both the laptop and projector had been loaded with the necessary data which would be available for the 10 October 2017 planning meeting.

## **8. ANY OTHER BUSINESS**

The telephone (VOIP) in the office was working very well for both incoming and outgoing calls. Cllr J Witte will be bringing a further telephone (VOIP) into the office.

An enquiry was made as to who was responsible for the finger posts in the town which would be investigated.

### **Date of Next Meeting**

The next meeting was agreed to be fixed for Tuesday 7 November 2017 at 18.30 in the Function Room at King's Arms Street.

Meeting ended 18.20