



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 26 January 2021, Virtually by Zoom Conference

Present:

Town Councillors: Cllr Bull (Chair); Cllr Felstead; Cllr Gotts; Cllr Gray; Cllr Heinrich; Cllr Melville;
Cllr Murphy; Cllr Sims; Cllr Wright;

District/County Cllr: Cllr E Seward; Cllr N Lloyd; Cllr V Gay

Town Clerk: Ms J Shields

Members of Public: None

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Cllr Fryer (no computer); Cllr Hester (ill)

2. DECLARATIONS OF INTEREST

Personal interests: None

Pecuniary interests: None

3. TO APPROVE MINUTES OF PREVIOUS COUNCIL MEETING - emailed with Agenda

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

As proposed by Cllr Murphy and seconded by Cllr Heinrich, it was **RESOLVED** that the minutes of the Virtual Council Meeting held on 15 December 2020 be agreed as a true record

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Clerks report attached)

5. PUBLIC FORUM

(As per Standing Order 3e Items on this agenda only; Standing Order 3f Total duration 15mins max; Standing Order 3g Max 3mins per person; and Standing Order 3h Questions don't require a response at this meeting)

To receive verbal report from a member of the public:

No members of the public where present

6. TO RECEIVE MONTHLY REPORTS

6.1. District & County Councillors - Report on website

7. MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL

7.1. To confirm all the required documents for the Local Award Scheme (Quality level) are on the website and NWTC has met all the specified criteria

As proposed by Cllr Wright and seconded by Cllr Sims, it was **RESOLVED** that the following criteria is published on the NWTC website

- Draft minutes of all Council and Committee meetings within 4 weeks of meeting

Initials.....*AS*.....

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- Health and Safety Policy
- Equality Policy
- Councillor Profiles
- Community Engagement Policy involving two-way communication
- Grant Award Policy
- Evidence showing how electors contribute to the Annual Town meeting
- An Action plan and related budget responding to community engagement
- Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins
- Evidence of helping the community plan for its future

As proposed by Cllr Wright and seconded by Cllr Felstead, it was **RESOLVED** that the Council has the following criteria

- A Scheme of Delegation
- Addressed complaints received in the last year
- At least two-thirds of its councillors, stood for election
- A printed annual report that is distributed at locations across the community
- A qualified Clerk
- A Clerk and Deputy employed according to nationally agreed terms and conditions
- A formal appraisal process for all staff
- A training policy and record for all staff and councillors

7.2. To consider Grant for Guerrilla Gardener - up to £400

It was discussed that he did good work around the town and the Council were happy with this

As proposed by Cllr Heinrich and seconded by Cllr Felstead, it was **RESOLVED** to reimburse invoices up to £400

7.3. To consider Grant for Funday - £1000

It was discussed as to whether it would actually go ahead or not

As proposed by Cllr Sims and seconded by Cllr Felstead, it was **RESOLVED** to approve invoices up to £1000, subject to the event actually going ahead

7.4. To consider Grant for Rugby Club - £700

It was discussed that they hadn't approached the Council for a grant before

As proposed by Cllr Sims and seconded by Cllr Murphy, it was **RESOLVED** to approve a grant of £700 towards the cost of installing flood lights at the ground

7.5. Bittern Line Partnership - £500

- Annual Grant – they previously had an annual grant, but this had stopped in recent years
- New Station signage – Members are happy for the new signage at the station to say 'North Walsham Historic Market Town'

As proposed by Cllr Wright and seconded by Cllr Sims, it was **RESOLVED** to approve a grant of £500 for 20/21 and to continue to award an annual grant of £500

Initials..... *ln*

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8. FINANCE

8.1. To approve income and expenditure for December 2020

As proposed by Cllr Murphy and seconded by Cllr Heinrich, it was **RESOLVED to approve Inc & Exp for December 2020**

8.2. To approve expenditure up to 19 January 2021

As proposed by Cllr Gotts and seconded by Cllr Heinrich, it was **RESOLVED to approve expenditure up to 19 January 2021**

8.3. To receive comparison of estimated budget against actual – Qtr 3 (Oct-Dec)

8.4. To receive Scrutineer report – Qtr 3 (Oct-Dec)

8.5. To appoint Roger Canwell as Internal Auditor for 20/21 year end accounts

As proposed by Cllr Murphy and seconded by Cllr Sims it was **RESOLVED to appoint Roger Canwell as the Internal Auditor for 20/21 year end accounts**

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

9.1. Attendance sheet (attached)

9.2. Community update - Covid19

9.3. Community update – Crime figures

9.4. Snap meeting 18.1.21 – priorities are Sadlers Wood and anti social behaviour in the Park

10. UPDATES

10.1. HSHAZ – a tender has been issued for consultants and the history of buildings in the Town Centre is being researched

10.2. Local Award Scheme – Foundation level achieved, comments received (I've had a quick look at NW's SO's and I'm impressed – *G Joyce*; actually liked your website once I moved around it more – *R Reeve*)

11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

11.1. Media and Information – 12 January 2021

12. DATES OF FORTHCOMING MEETINGS AND EVENTS

12.1. Development & Amenities Committee – Tues 9 Feb 2021, 18.30 by virtual conferencing on Zoom

12.2. Full Council – Tuesday 23 February 2021, 18.30 by virtual conferencing on Zoom

13. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

- Byelaws
- List of s106 development monies going back 10 years
- Funday Annual Grant

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14. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for confidential matters

14.1. Western Development/Link Rd Study

Link Rd - Traffic study has been done and it has discover that there is a need for the road which can be built into the NNDC strategic plan

Western Development – NNDC realise its important to engage with the Town Council to help with development of housing and links in the strategic plan – a document is being drafted by NNDC

14.2. Pavilion

A survey has been organised for Thursday 28th January

As proposed by Cllr Bull and seconded by Cllr Sims is was agreed to draw up a new lease with a quarterly break (get out) clause

The meeting closed at 19.20

Initials.....*lp*.....

Date:.....*23/2/21*.....