



NORTH WALSHAM TOWN COUNCIL

Minutes of the Extraordinary Council Meeting

held on Thursday 15 April 2021, Virtually by Zoom Conference

Present:

Town Councillors: Cllr Bull (Chair); Cllr Felstead; Cllr Fryer; Cllr Gray; Cllr Heinrich Cllr Hester;
Cllr Melville; Cllr Sims; Cllr Wright;

Town Clerk: Ms Shields

Members of Public: 1

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Cllr Murphy (work); Cllr Gotts (ill)

2. DECLARATIONS OF INTEREST

Personal interests: None

Pecuniary interests: None

3. PUBLIC FORUM

(Standing Order 3e - Items on this agenda only, Standing Orders 3f - Total duration 15mins max, Standing Orders 3g - Max 3mins per person, - Standing Orders 3h - Questions do not require a response at this meeting)

No members of the public wished to speak

4. TO AGREE DATES FOR FUNFAIR IN THE PARK & APPROVE EVENT MANAGEMENT PLAN

4.1 Grants Policy - Proposed amendments:-

To match required documents on Grant policy and Grant application to:-

- A copy of the organisation's constitution and details of its officers;
- A copy of the most recent audited accounts; and
- Details of insurance cover
- Equality policy

As proposed by Cllr Heinrich and seconded by Cllr Sims, **it was RESOLVED to accept the amendments to the Grants Policy and Application Form**

4.2 Press & Social Media Policy - Proposed amendments:-

To remove reference to European elections

As proposed by Cllr Heinrich and seconded by Cllr Fryer, **it was RESOLVED to remove European elections from Press & Social Media Policy**

4.3 Health & Safety Policy - Proposed amendments:-

- Add - risk assessments are reviewed annually, and reference kept in a folder

As proposed by Cllr Wright and seconded by Cllr Heinrich, **it was RESOLVED to add written risk assessment to the Health & Safety Policy**

18.35 Councillor Melville joined the meeting

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4.4 Terms of Reference - Proposed amendments:-

- D&A – add ‘new’ to Budget Restrictions AGREED
- Personnel –
 - *Remove* - review Polices NOT AGREED
 - *Remove* - review ‘Standing Orders’ AGREED
 - *Remove* – Complaints NOT AGREED
- M&I –
 - *Remove* - ‘design, printing’ & add ‘assist in production’ NOT AGREED
 - *Remove* from Budget - ‘adverts’, change ‘press releases’ to ‘press articles’, remove ‘content of’ NOT AGREED
 - *Remove* - Press – ensuring comments are not slanderous or libellous NOT AGREED

As proposed by Cllr Sims and seconded by Cllr Heinrich, **it was RESOLVED to change the AGREED amendments to the Terms of References**

4.5 Communication protocol - Proposed amendments:-

- **6.1** Council staff are answerable to the Council as a whole, ~~through the Town Clerk~~, and not to individual Councillors.
- **6.4** add - the recipient should provide one as a matter of common courtesy
Councillors reviewed and didn’t see any need for amendments
As proposed by Cllr Heinrich and seconded by Cllr Fryer, **it was RESOLVED to accept the Communication prococol with no amendments**

18.45 Councillor Hester was removed from the meeting by the Chair for foul language

4.6 Complaints’ procedure - Proposed amendments:-

- **1.**If the complaint is about the Clerk, it should be made directly to the Chair of the **Council Personnel**
- **3.**If the complaint is about the Clerk, it should be made directly to the Chair of the **Council Personnel**

Councillors reviewed the policy and were happy with the policy without any amendments

As proposed by Cllr Fryer and seconded by Cllr Sims, **it was RESOLVED to accept the Complaints procedure with no amendments.** It was noted to remove ‘& Governance’ from items 5 & 6

Cllr Melville abstained

4.7 Co-option Policy - Proposed amendments

- Flow chart sent by NALC

Councillors were happy that everything from the Flow chart was cover in our Policy

As proposed by Cllr Heinrich and seconded by Cllr Wright, **it was RESOLVED to accept the Co-option policy with no amendments** – subject to confirming anyone from the EU is eligible if they have residency – CONFIRMED it needs to stay in

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4.8 Standing Orders

- 3y Remove – Councillors not attending any meetings of Full Council or Committee for a 6 months period, will cease to be a member of the Council, unless their emailed apologies have been accepted. (Council minutes 26.11.19, 7.6.4.1) NOT AGREED
- 4d(i) Remove – shall determine their terms of reference NOT AGREED
- 4d(v) Replace – ‘proper office’ with ‘proper officer or lead officer’ NOT AGREED
- 4d(vi) Remove – shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee **AGREED add OR**
- 4d(x) Remove – shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee NOT AGREED
- 4f Remove – The Proper Officer appoints Lead Officers and oversee’s all Committees and appointed Lead Officers where necessary (Council minutes 28.7.20, 7.8.1) NOT AGREED
- 4g Remove – Councillors who have a relative/partner employed by the Town Council can not be a member of the Personnel Committee, or Chair any Committee when the relative/partner is Lead Officer. (Council minutes 29.9.20, 7.3) NOT AGREED
- 5j(vi) Remove – Review of the Terms of Reference for Committees; NOT AGREED
- 5j(xiii) Remove – Review of inventory of land and other assets including buildings and office equipment; NOT AGREED
- 5j(xiv) Remove – Confirmation of arrangements for insurance cover in respect of all insurable risks NOT AGREED
- 5j(xxi) changes to go to Council – Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council NOT AGREED
- 5k Remove – During the August Recess the Clerk shall be given delegated powers to deal with any urgent business in consultation with either the Mayor, Deputy Mayor or Chairs of Committees. (Council minutes 31.7.18, 6k) **AGREED to add a sentence saying ‘all decisions will be reported to next Full council meeting’**
- 5l Move to section 18 – The Clerk may authorise within budget, revenue items in conjunction with either the Chair, Vice Chair or Chair of relevant committee. (Fin Reg 4.1) (Council minutes 23.9.19, 6ci) **AGREED**
- 5m Move to section 18 – The Clerk may authorise expenditure if they judge necessary up to £1,000. (Fin Reg 4.5) **AGREED**
- 5n Move to section 18 – The Clerk may authorise any essential/urgent work where specific grounds exist e.g. health & safety emergencies. (Council minutes 28.7.15, para 7d) (Council minutes 23.9.19, 6c,i) **AGREED**
- 7a Change – ‘which requires written notice by at least (8) Councillor’s **AGREED change to ‘at least (50% of serving) Councillors’**

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- 8 *Change* – ‘A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting’ to ‘drawing lots’ NOT AGREED
- 9b *Change* – ‘7 clear days’ No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least [7] clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting. NOT AGREED
- 9h *Implement* – Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection ALREADY DONE
- 10a(i) *Change* – ‘to correct an inaccuracy in the draft minutes of a meeting’ to ‘referred back to next meeting’ NOT AGREED
- 14a *Move* – the Council shall consider what if any action can be taken against that member. Where the Code of Conduct breach is against a member of staff, such actions can include limiting access and contact with all Town Council employees NOT AGREED
- 15(ix) *Change* – ‘may appoint a Data Protection Officer (NALC amendment July 18)’ to ‘liaise as appropriate with the Councils Data Protection Officer (if there is one)’ AGREED
- 15(xiv) *Implement* – record every planning application notified to the Council and the Council’s response to the local planning authority in a book for such purpose ALREADY DONE
- 19c *Add* – ‘shall upon a resolution’ AGREED
- 19e *Change* – ‘Proper Officer’ to ‘Any member of staff’ NOT AGREED
- 19h *Move* - to section 14 AGREED
- 20d *Move* – to section 25 NOT AGREED
- 21a *Change* – ‘The Council may appoint a Data Protection Officer’ not in Bold AGREED
- 26b *Change* – ‘which requires written notice by at least (8) Councillor’s’ AGREED change to ‘at least (50% of serving) Councillors’

As proposed by Cllr Bull and seconded by Cllr Felstead, it was **RESOLVED** to change the AGREED amendments to the Standing Orders

The meeting closed at 19:30

Initials..... *bs*

Date:..... *21/4/21*