



# NORTH WALSHAM TOWN COUNCIL

## Media & Information Committee Meeting Minutes of Virtual Conference on Zoom Meeting 9 February 2021

Minutes of the Media & Information Committee Meeting held on 9 February 2021 on Virtual Conference on Zoom

**Present :**

**Chair** : Cllr B Wright  
Cllr G Bull  
Cllr M Gray  
Cllr P Heinrich  
Cllr B Hester  
Cllr R Murphy

**Lead Officer**

**Deputy Town Clerk** : Ms T Foster

Meeting opened at 18.32

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J Melville (ill).

**2. DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS**

There were no declarations of interest.

**3. MINUTES OF THE LAST MEETING**

The Minutes had previously been circulated to members of the Media & Information Committee. As proposed by Cllr P Heinrich and seconded by Cllr B Hester it was **RESOLVED**

**That the Minutes of the Media & Information Committee Meeting of  
12 January 2021 were agreed as a true record,**

Cllr G Bull abstained as he did not attend this meeting.

Signed.....  ..... 1 Date..... 20/4/21 .....

**4. UPDATE ON MATTERS FROM PREVIOUS MINUTES –  
DECISION/ACTION LOG**

The Chair gave details of the actions listed in the Action Log and it was noted that the ground staff had not been notified of the placement of Notices in Notice Boards.

**5. OPEN FORUM/PUBLIC PARTICIPATION**

There were no public present.

**6. TO APPROVE LEAFLET DESIGN AND QUOTES**

The Chair had circulated to the committee the following :

Three quotes for the printing of the leaflets. After consideration it was agreed that the quote received from Barnwell Print Ltd should be accepted.

As proposed by Cllr B Wright and seconded by Cllr G Bull it was **RESOLVED**

**“The quote received from Barnwell Print Ltd was to be accepted”**

A quote received from Take One Media for distribution of the leaflets was agreed by all the committee. As proposed by Cllr B Wright and seconded by Cllr P Heinrich it was **RESOLVED**

**“The quote received from Take One Media was to be accepted”**

The new panel to be inserted within the leaflet to replace the panel indicating Events in the Town. It was **AGREED** by all present that the new panel should be placed within the leaflet.

**7. UPDATE ON THE NEXT TOWN GUIDE**

The Chair explained that Wayne Beauchamp had received enough advertising to pay for the Town Guide and was progressing with the publication.

A conversation ensued regarding the email addresses of Councillors.

(Note : Following the meeting the Chair explained the email addresses were in an email from the town clerk for insertion in the Town Guide. Confirmation that addresses and email addresses may be used must be given by each Councillor before publication which process was used in the last Guide. The Chair would deal with this).

**8. TO DISCUSS THE CONTENT OF THE NEXT JUST NORTH WALSHAM  
ARTICLE (MARCH)**

Various articles were discussed which could be included in the next Edition. The Chair would prepare the page and then circulate it to the Committee.

**9. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION**

No items arose


Signed.......... 2 Date.....20/4/21.....

**10. DATE OF NEXT MEETING**

It was stated M&I Meetings were to take place on alternate months as in the Calendar of Meetings and the next meeting would be scheduled in April 2021.

The date of next meeting to be fixed.

**Meeting closed at 18.55**

Signed.......... 3 Date.....20/4/21.....