



NORTH WALSHAM TOWN COUNCIL

Annual Council Meeting – Tuesday, 11 May 2021

Published: 6 May 2021

Time: 18.30

Place: Sacred Heart Catholic Church, Norwich Rd

Councillors are hereby summoned to attend the above meeting of the Council.

All members of the public and press are welcome to attend and are allowed to address the Council during our Public Participation Forum (item 5) but are not permitted to take part in any of the debates.

J. Shields

Julie Shields
Town Clerk

AGENDA

1. ELECTION OF TOWN MAYOR

To Elect Town Mayor and sign 'The Declaration of Acceptance of Office' form

2. ELECTION OF DEPUTY MAYOR

To Elect Deputy Mayor

3. APOLOGIES FOR ABSENCE

To receive apologies for absence

4. DECLARATIONS OF INTEREST

To receive declarations of pecuniary or personal interests and consider requests for dispensations

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

(As per Standing Order 3t, to approve decisions/resolutions made as an accurate record)

To approve minutes of the Council meeting 27 April 2021

6. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Clerks report attached)

7. PUBLIC FORUM

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

8. TO RECEIVE MONTHLY REPORTS

8.1 District & County Councillors (available on our website)

9. APPOINT MEMBERS TO EXISTING TOWN COUNCIL COMMITTEE'S FOR 2021/22

9.1 Development and Amenities x8

9.2 Media & Information x7

9.3 Personnel x6

9.4 Finance and Grants x5

9.5 Planning x8

10. APPOINT REPRESENTATIVES TO EXTERNAL BODIES FOR 2021/22

To review existing external representatives and consider continuing for another year

10.1 Regenerate North Walsham x1 (Cllr Wright)

10.2 Neech Loan Fund x2 (Cllr Bull & Cllr Hester)

10.3 Poors Allotment Charity x2 (Cllr Hester, Cllr Bull)

10.4 Friends of Friesenried Association x2 (Cllr Murphy & Cllr Fryer)

10.5 Bittern Line Partnership x1 (Cllr Wright)

10.6 Safer Neighbourhood Action Panel (SNAP) x1/2 (Cllr Melville & Cllr Murphy)

10.7 North Walsham in Bloom x1 (Cllr Sims)

10.8 North Norfolk Town & Parish Forum x1 (Cllr Melville)

10.9 Men's Sheds x1/2 (Cllr Fryer & Cllr Hester)

10.10 High Street Action Zone x2 (Cllr Hester & Cllr Wright)

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

11.1 REVIEW COMMITTEE'S Terms of Reference

- Personnel ToR's
- Finance & Grants ToR's
- Development & Amenities ToR's
- Media & Information ToR's
- Planning ToR's
- Mayor & Deputy Mayors ToR's

11.2 REVIEW POLICIES

- Standing Orders
- Financial Regulations
- Delegation Scheme
- Code of Conduct
- Co-option Policy
- Communication Protocol
- Complaints Procedure
- Foi publication scheme
- Planning procedure

GDPR Policies

- CCTV Policy
- Information Audit
- Retention & Disposal
- General Privacy Statement
- GDPR Policy

Employment policies

- Absence and Sickness
- Disciplinary & Grievance
- Equal Opportunities
- Health & Safety

- Starters & Leavers
- Training & Development
- Pension Policy

Financial Policies

- Grant Award Policy
- Financial Risk Management

Amenity Policies & Risk Assessments

- Tree Management Policy
- Grass Verge Policy
- Outdoor Advertising Policy
- Event Management Plan & Guidance
- Event Annual Contract
- Grass Cutting Risk Assessment
- Grave Digging Risk Assessment
- Handheld Machinery Risk Assessment
- Market Operations Risk Assessment
- SAM2 Risk Assessment
- Workshop/Workspace Risk Assessment

Information & Security Policies

- Community Engagement policy
- Press & Social Media Policy
- Website copyright notice
- Website Accessibility Statement
- Mobile Device Policy
- Personal Mobile Device Policy
- Photograph Copyright Release
- Photograph Release Form
- Use of Mobile Storage Devices
- Information Security Incident Management Policy
- Information Security Incidents Guide

11.3 REVIEW MEETING DATES for 21/22

11.4 REVIEW 3 YEAR BUSINESS PLAN 21-24

11.5 CCTV CAMERA, VICARAGE STREET

To choose new Camera to replace broken camera at Vicarage Street

11.6 USE OF PARK APPLICATION

To approve application for bicycle maintenance x1hr Session either – 3, 17 July, 18, 21 August 21

11.7 YOUTH SURVEY (BW)

To approve draft completed survey, received from NALC

11.8 OPERATION LONDON BRIDGE (RS)

To discuss Flagpoles & Memorial

12. FINANCE

- 12.1 To approve income and expenditure for April 2021
- 12.2 To approve regular payments for 21/22
- 12.3 To approve Asset Register and Insurance Cover for 21/22
- 12.4 To review NWTC Fee's for 21/22
- 12.5 To approve Financial Statement of Accounts for 20/21
- 12.6 To approve AGAR as at 31 March 2021
 - 12.6.1 Read out and approve Annual Governance Statement (Section 1)
 - 12.6.2 Approve Accounting Statements (Section 2)
 - 12.6.3 Accept AGAR Papers
- 12.7 To approve annual Internal audit report by Roger Canwell for 20/21
- 12.8 To appoint internal scrutineer for 21/22

13. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 13.1 Attendance % sheet (attached)
- 13.2 Clerk's decisions Apr 21

14. TO RECEIVE UPDATES

- 14.1 Foi request received regarding memorial for HRH Prince Philip

15. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

- 15.1 Media & Information – 20 April 2021

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

17. DATES OF FORTHCOMING MEETINGS

- 17.1 Full Council – Tuesday 29 June 2021, 18.30, at 18 Kings Arms Street

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

- 18.1 Midland Rd Car Park Lease