



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Annual Council Meeting

held on Tuesday 11 May 2021, at the Sacred Heart Church, North Walsham

### Present:

**Town Councillors:** Cllr Bull (Chair); Cllr Covell; Cllr Cracknell; Cllr Felstead; Cllr Fryer;  
Cllr Golder; Cllr Gray; Cllr Heinrich; Cllr Hester; Cllr Melville; Cllr Murphy;  
Cllr Read; Cllr Shaw; Cllr Sims; Cllr Wright

**Town Clerk:** Ms J Shields

**District Councillors** Cllr Seward

**County Councillors** Cllr Shires; Cllr Penfold

**Members of Public:** 0

The meeting opened at 18.30

### 1. ELECTION OF TOWN MAYOR

Cllr Bull, Cllr Hester and Cllr Murphy were all nominated for Mayor, initialled ballot papers were handed out and a majority vote was verified by Cllr Gray, it was **RESOLVED that Cllr Bull be elected as Town Mayor for year 21/22 by majority vote**

Cllr Hester asked for the results to be read out, Cllr Bull 11, Cllr Hester 2, and Cllr Murphy 2

The 'Declaration of Acceptance of Office' for MAYOR form was signed by Cllr Bull

### 2. ELECTION OF DEPUTY MAYOR

Cllr Wright, Cllr Hester and Cllr Sims were all nominated for Deputy Mayor, initialled ballot papers were handed out and a majority vote was verified by Cllr Bull, it was **RESOLVED that Cllr Wright be elected as Deputy Mayor for year 21/22**

### 3. APOLOGIES FOR ABSENCE

Cllr Gotts (ill)

### 4. DECLARATIONS OF INTEREST

Personal interests: None

Pecuniary interests: None

### 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)

As proposed by Cllr Sims and seconded by Cllr Heinrich, it was **RESOLVED that the minutes of the Council Meeting held on 27 April 2021 be agreed as an accurate record of the decisions made at the meeting**

### 6. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Clerks report attached)



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### 7. **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 reports from members of the public:- *No members of the public were present*

### 8. **TO RECEIVE MONTHLY REPORTS**

8.1. District & County Councillors - No reports were given as there was nothing substantive to report, just mainly process matter on future reporting.

Our newly elected County Councillors, Lucy Shires and Saul Penfold introduced themselves and were congratulated and welcomed to the meeting

### 9. **MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL**

After receiving more nominations than available positions on 3 Committees, initial ballot papers were circulated and it was **RESOLVED by majority to appoint the following Councillors onto the following existing Committees**

9.1. Development and Amenities x8 - Cllr Covell; Cllr Felstead; Cllr Golder; Cllr Gray; Cllr Murphy; Cllr Shaw; Cllr Sims & Cllr Wright

9.2. Media & Information x7 - Cllr Felstead; Cllr Golder; Cllr Gray; Cllr Heinrich; Cllr Murphy; Cllr Shaw & Cllr Wright

9.3. Personnel x6 - Cllr Bull, Cllr Cracknell, Cllr Gotts, Cllr Gray, Cllr Heinrich, Cllr Sims

9.4. Finance and Grants x5 - Cllr Cracknell; Cllr Heinrich; Cllr Hester; Cllr Shaw; Cllr Sims

9.5. Planning x7 - Cllr Bull; Cllr Covell; Cllr Cracknell; Cllr Gotts; Cllr Hester; Cllr Melville; & Cllr Wright

### 10. **APPOINT REPRESENTATIVES TO EXTERNAL BODIES FOR 2021/22**

External representatives were reviewed and a couple of amendments were made, it was **RESOLVED to appoint the following Councillors as external representatives to the relevant external bodies**

10.1. Regenerate North Walsham x1 (Cllr Wright)

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

10.3. Poores Allotment Charity x3 (Cllr Hester, Cllr Bull & Cllr Cracknell)

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 Shaw)

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

10.9. High Street Action Zone x2 (Cllr Hester & Cllr Murphy)

### 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

Initials.....

Date:.....



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

As proposed by Cllr Wright and seconded by Cllr Felstead, it was **RESOLVED** that the ToR's had **been reviewed and approved**

### **11.2. REVIEW POLICIES**

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

#### **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 Polices & Risk Assessments** recommended by D&A Committee

- Tree Management Policy
- Grass Verge Policy
- Outdoor Advertising Policy
- Event Management Plan & Guidance



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- 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 Polices**

- 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

As proposed by Cllr Murphy and seconded by Cllr Heinrich, it was **RESOLVED** that all the Policies had been reviewed and approved

### **11.3. REVIEW MEETING DATES for 21/22**

It was discussed that M&I & D&A are now being held bi-monthly, and extraordinary meetings can be called if necessary

As proposed by Cllr Bull and seconded by Cllr Murphy, it was **RESOLVED** to approve the meeting dates for May 21 to May 22

### **11.4. REVIEW 3 YEAR BUSINESS PLAN 21-24**

It was discussed that this replaces the Action plan as this is now included within the 3yr Business Plan. It was asked to change the title of Neighbourhood Plan to the Local Plan

As proposed by Cllr Felstead and seconded by Cllr Fryer, it was **RESOLVED** to adopt the 3yr Business Plan

### **11.5. CCTV CAMERA, VICARAGE STREET**

It was discussed that this needs replacing, and also that the camera pole obstructs part of the camera view. However to purchase a new camera to go on top of the pole would be very expensive and the camera we have has worked well for the last 6 years

As proposed by Cllr Murphy and seconded by Cllr Melville , it was **RESOLVED** to choose option 3, a 4 megapixel camera, £750 +VAT and labour



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### **11.6. USE OF PARK APPLICATION**

To approve application for bicycle maintenance x1hr Session either – 3 July, 17 July, 18 August or 21 August 2021

It was discussed that this was a good cause and would encourage residents to use their bikes

As proposed by Cllr Murphy and seconded by Cllr Gray, it was **RESOLVED to approve the ‘Use of Park Application’ for bicycle maintenance**, date is confirmed as 21 August 2021 from 8am – 2pm

### **11.7. YOUTH SURVEY (BW)**

To approve draft completed survey, received from NALC

It was discussed that the wording was acceptable, but to change Phoenix trust to Phoenix group and email to NALC

As proposed by Cllr Wright and seconded by Cllr Murphy , it was **RESOLVED to approve the draft survey and Cllr Wright to email back to NALC**

### **11.8. OPERATION LONDON BRIDGE (RS)**

In preparation for Operation London Bridge it was discussed we should order a partly engraved memorial from Nick Hindle. Planning permission has been submitted for a flagpole in the War Memorial Garden and will be erected as soon as Planning permission is received

As proposed by Cllr Sims and seconded by Cllr Felstead, it was **RESOLVED to approve ordering a Memorial, a Flagpole and a Flag**

## **12. FINANCE**

### **12.1. To approve income and expenditure for April 2021**

As proposed by Cllr Murphy and seconded by Cllr Sims, it was **RESOLVED to approve income & expenditure for April 2021**

### **12.2. To approve regular payments for 21/22**

As proposed by Cllr Murphy and seconded by Cllr Felstead, it was **RESOLVED to approve regular payments for 21/22**

### **12.3. To Approve Asset Register and Insurance Cover 21/22**

It was discussed to amend location of tractor, digger and ISO contents to the new Vehicle Compound, but after checking, these haven't been moved yet, this will happen during the year and the Asset Register will be amended accordingly

As proposed by Cllr Murphy and seconded by Cllr Sims, it was **RESOLVED to approve existing Asset Register and Insurance Cover for 21/22**

### **12.4. To review NWTC Fee's for 21/22**

It was discussed to defer to the next meeting and look back at the Finance meeting minutes to see what was last decided

**19:50 Cllr Melville left the meeting**

### **12.5. To agree Financial Statement of Accounts for 20/21**

As proposed by Cllr Sims and seconded by Cllr Heinrich , it was **RESOLVED to approve the Financial Statement of Accounts for 20/21**



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### 12.6. To approve Annual Governance Accounting Return 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** Approve AGAR Papers

As proposed by Cllr Bull and seconded by Cllr Murphy, it was **RESOLVED to approve the Annual Governance Statement (section 1), Accounting Statements (section 2) and AGAR papers for 20/21**

### 12.7. To accept the Annual Internal Audit Report by Roger Canwell for 20/21

As proposed by Cllr Murphy and seconded by Cllr Heinrich, it was **RESOLVED to accept the Internal Audit report by Roger Canwell for 20/21**

### 12.8. To Appoint internal scrutineer for 21/22

Cllr Cracknell was nominated and accepted the nomination

As proposed by Cllr Bull and seconded by Cllr Hester, it was **RESOLVED to appoint Cllr Cracknell as the Internal Scrutineer for 21/22**

## **13. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY**

**13.1.** Attendance sheet (attached)

**13.2.** Clerk Decisions April 2021

## **14. UPDATES**

**14.1.** Fol request received - regarding memorial for HRH Prince Philip

## **15. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS** – Available on NWTC website

**15.1.** Media & Information – 20 April 2021

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

- Annual grant for Good Neighbours
- NWTC Fees
- Update for Police
- Discuss changing meeting venue to Sacred Heart Catholic Church

## **17. DATES OF FORTHCOMING MEETINGS AND EVENTS**

**17.1.** Development & Amenities – Tuesday 25 May 2021, 18.30, at 18 Kings Arms Street

**17.2.** 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

It was discussed and as proposed by Cllr Bull and seconded by Cllr Murphy it was **RESOLVED to approve the heads of terms of the draft lease**

The meeting closed at 20.10

Initials.....

Date:.....