



NORTH WALSHAM TOWN COUNCIL

Media & Information Committee Meeting Minutes of Virtual Conference on Zoom Meeting 20 April 2021

Present :

Chair : Cllr B Wright
Cllr P Heinrich
Cllr B Hester
Cllr J Melville

Lead Officer

Deputy Town Clerk : Ms T Foster

Meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Murphy (work) Cllr M Gray (work) and Cllr G Bull (work)

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 B Wright and seconded by Cllr B Hester it was **RESOLVED**

**That the Minutes of the Media & Information Committee Meeting of
9 February 2021 were agreed as a true record**

All present agreed the Minutes except Cllr J Melville who did not attend that meeting.

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

The Chair worked through the Action Log stating which items were on the Agenda.

5. OPEN FORUM/PUBLIC PARTICIPATION

There were no public present.

SIGNED

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DATED.....

1/6/21

6. DISCUSS TERMS OF REFERENCE FOR THE TOURISM SUB COMMITTEE

The Tourism Sub Committee will include external members from the hospitality trade, businesses, members of the MI Centre as well as town councillors. The Terms of Reference must have a tourism concept on town promotion “to work proactively with the accommodation and hospitality trade within the Town to promote the Town to visitors”. The Chair will prepare draft Terms of Reference for the next meeting and approach the businesses previously contacted to arrange a meeting as a starting point.

As proposed by Cllr J Melville and seconded by Cllr P Heinrich it was **RESOLVED**

The Chair would arrange an initial meeting with previously contacted businesses and prepare draft Terms of Reference for consideration.

All present agreed.

7.DISCUSS THE SUCCESS OF THE 2021 TOWN GUIDE

All present agreed the Town Guide was outstanding being a mix of the history of the town and current information. The residents of North Walsham are impressed with the Town Guide giving positive comments on the guide as a whole. It was agreed that a letter of thanks should be sent to Wayne Beauchamp for his work in producing the Guide with a suggested appropriate gift. Due to this achievement it was considered his name should be put forward for the Community Award (whenever this takes place).

As proposed by Cllr J Melville and seconded by Cllr B Hester it was **RESOLVED**

A letter of thanks would be sent to Wayne Beauchamp and the Chair would arrange an appropriate gift

All present agreed

8.AGREE COMPILATION AND PROMOTION OF THE EVENTS CALENDAR ON THE WEBSITE

The Chair :

8.1 explained the website Events Calendar should be extended from May to cover the whole year with inclusion of events taking place within the town eg Funday, VE Day, Markets etc.

8.2 suggested to make accessibility to the Events Calendar easier by a “What’s on” button placed on the Home Page.

The Chair advised he would contact the Town Clerk to arrange these two points.

9. FEATHER BANNERS

Cllr J Melville produced three quotes for the purchase of a feather flag which after consideration it was agreed the quote from Expert Print Management should be accepted.

As proposed by Cllr B Wright and seconded by Cllr P Heinrich it was **RESOLVED**

That the quote from Event Print Management should be accepted and the order placed

All present agreed.

SIGNED 

DATED 1/6/21

10. FURTHER DOG PARKS OR FACILITIES

To make further provision for dog facilities within the parks it would be necessary to obtain ideas from dog walkers. Preparing a questionnaire being an ideal way to find out this information in particular fenced areas, exercise/agility areas etc. The questionnaire survey being carried out by M&I members with the focus points being the three parks, market stalls etc for which a time table could be created.

As proposed by Cllr B Wright and seconded by Cllr J Melville it was **RESOLVED**

The Chair would prepare a draft Questionnaire to be prepared for the next meeting

All present agreed

11. ITEMS FOR THE NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

- To promote the HSHAZ project and to gain support and engagement from residents by way of market stalls, social media.
- Inclusion of a representative on the Business Forum (once established)

12. DATE OF NEXT MEETING

The date of the next meeting to be confirmed.

Meeting closed : 19.10

SIGNED



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DATED.....

1/6/21