



# NORTH WALSHAM TOWN COUNCIL

## Media & Information Committee Meeting

**Tuesday 14 September 2021**

Published: 9 September 2021

Time: 18:30 pm

Place: Council Office, 18 King's Arms Street, North Walsham

Councillors are hereby summoned to attend the above Media & Information Committee Meeting of the Council.

All members of the public and press are welcome to attend the meeting. During Public Forum members of the public may speak but are not permitted to take part in any of the debates.

*T. Foster*

**Ms T Foster**  
**Deputy Town Clerk**  
**North Walsham Town Council**

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### AGENDA

**1. Apologies for Absence**

**2. Declarations of Interest**

(To receive declarations of pecuniary or personal interests and consider request for dispensations).

**3. To approve Minutes of previous meeting (1 June 2021) – emailed with Agenda**

(As per Standing Order 12b to approve accuracy of actions and decisions as a true record)

**4. Update on matters from previous minutes (1 June 2021) – Action Log - emailed with Agenda**

**5. Public Forum**

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

**6. Security of Council Devices**

Explore options to security mark NWTC property

**7. Action Plans**

To discuss an additional column to the Action Plans – Completion Dates

**8. Business Cards for NWTC**

To discuss suggestions for new business cards.

**9. Ipads for all Town Councillors**

**10. Overhanging Foliage**

To consider an online form for Website

**11. Tourism Working Party**

Update on the Tourism Working Party Meeting on 26.07.21

**12. Use of Park Form**

To discuss the Use of Park and/or Market Cross Application Form.

**13. Items for discussion/Items for next Agenda**

**14. Date of next meeting : 9 November 2021 (unless otherwise advised)**