



NORTH WALSHAM TOWN COUNCIL

Media & Information Committee Meeting

Tuesday 11 January 2022

Published: 5 January 2022

Time: 18:30

Place: 18 King's Arms Street, North Walsham NR28 9JX

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 the Public Forum members of the public may speak but are not permitted to take part in any of the debates.

Mrs T Foster
Deputy Clerk
North Walsham Town Council

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence

2. DECLARATIONS OF INTEREST

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

3. TO APPROVE MINUTES OF PREVIOUS MEETING 9 November 2021 - emailed with Agenda

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

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES – Action Log – January 2022– emailed with Agenda

5. 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)

6. SECURITY OF COUNCIL DEVICES – MARKER OPTION

To consider quote obtained from Custom Labels for Tamper Proof Ultra Destruct asset labels

7. BUSINESS CARDS FOR NWTWC

To consider business card designs, layout etc submitted by members.

8. BROADBAND MONTHLY - Red5 NETWORKS LTD

To consider rental renewal with Red5 Networks Ltd and other obtained quotes

9. ADVERTISING

To discuss the information obtained to promote advertising events for the town.

10. LEAFLETS FOR 2022

To consider quote for printing and distribution.

11. TOWN COUNCIL LEAFLET

To discuss updates to the Town Council Leaflet

12. POLICIES

To consider the following policies to be recommended to the Annual Town Council Meeting in May:

- Community Engagement Policy
- Information Security Incident Management Policy
- Information Security Incidents – A Guide
- Mobile Device Policy
- Personal Mobile Device Policy
- Photograph Copyright Release
- Photograph Release Form
- Press and Social Media Policy
- Use of Mobile Storage Devices
- Website Accessibility Statement
- Website Copy Release Notice

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

14. DATE OF NEXT MEETING – 8 March 2022