



# NORTH WALSHAM TOWN COUNCIL

## Media & Information Committee

### Minutes of Meeting – 11 January 2022

at the Council Office, 18 King's Arms Street, North Walsham

**Present :**

**Chair** : Cllr M Gray

Cllr N Felstead

Cllr S Golder

Cllr P Heinrich

Cllr R Shaw

**Lead Officer**

**Deputy Clerk** : Ms T Foster

**Observer** : Cllr S Dibben

**Meeting opened at 18.30**

**1. Apologies for Absence**

Apologies for absence were received from Cllr R Murphy (work) and Cllr B Wright (absent)

**2. Declaration of interest**

There were no declarations of interest.

**3. Minutes of the Previous Meeting – 9 November 2021**

The Minutes had previously been circulated to members of the Media & Information Committee. As proposed by Cllr M Gray and seconded by Cllr P Heinrich it was **RESOLVED**

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

**4. Update on matters from previous Minutes 9 November 2021 – Action Log**

The Chair stated the only item outstanding was placement of posters at the Train Station for which Cllr P Heinrich advised that Greater Anglia should be contacted and for which he would provide a contact email address.

**5. Public Forum**

Cllr S Dibben was present and as a new Councillor wanted to attend meetings to see how each committee operated.

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DATED...15/3/22.....

#### **6. Security of Council Devices**

The Chair produced a quote obtained from Custom Labels for 100 Tamper Proof Ultra Destruct Asset Labels for £100 plus VAT with a 10% discount. It was agreed the label should read "The property of North Walsham Town Council, 18 King's Arms Street, North Walsham NR28 9JX – Tel : 01692 404114" and sent to Custom Labels to prepare a draft for consideration.

As proposed by Cllr S Golder and seconded by Cllr P Heinrich it was **RESOLVED**

**That Custom Labels should be provided with information to prepare a draft label for consideration.**

#### **7. Business Cards for NWTC**

The Chair showed three business cards prepared by members from which a choice was to be made. Upon agreement of the card Vista Print should be contacted to see if 100 cards could be provided and whether any free cards would also be supplied.

As proposed by Cllr R Shaw and seconded by Cllr N Felstead it was **RESOLVED**

**To enquire whether Vista Print can supply free business cards and costs for 100 business cards**

#### **8. Broadband Monthly – Red5 Networks Ltd**

The Chair outlined the costs of the Red5 Network Contract and those provided by Anglian Telephones. By comparison consideration was given to each service plan and the costs, with Red5 Networks providing the service which would benefit the Office and it was agreed to continue with that company.

As proposed by Cllr M Gray and seconded by Cllr P Heinrich it was **RESOLVED**

**To continue with the Red5 Networks Ltd Contract for a further year at the quote given of £40.90 per month**

#### **9. Advertising**

The Chair had already gone through this item when discussing No 4 Action Log when Cllr P Heinrich had confirmed that he will send the details of the contact at Greater Anglian.

#### **10. Leaflets for 2022**

The Chair showed two quotes one for printing from Barnwell Print Ltd and the other for distribution from Take One Media for the 2022 leaflets being the same companies as used for last year. It was raised whether three quotes were needed to be provided for the purchase of items/orders and agreed unanimously this should be checked. Due to the printing deadline it was agreed by all to accept both quotes subject to the quote proviso being checked.

As proposed by Cllr P Heinrich and seconded by Cllr S Golder it was **RESOLVED**

**That the quotes from Barnwell Printing Ltd and Take One Media should be accepted subject to checking whether three quotes should be obtained for the purchase/orders of items**

### **11. Town Council Leaflet**

The Chair produced a copy of the leaflet to members and it was noted that several amendments need to be made to Councillors, meeting times etc. Discussion on whether the leaflet was viable and whether the information could be incorporated in a section in the free magazines and at what cost, the Town Council have a bi monthly page in "Just North Walsham". Consideration should be given to those who do not have access to the website and would prefer a paper copy. It was agreed that further discussions on this item would be deferred until the next meeting.

As proposed by Cllr P Heinrich and seconded by Cllr N Felstead it was **RESOLVED**

**To obtain publishing costs for council information in the local free magazines**

### **12 Policies**

The Chair asked members to confirm they had read the following policies, agree they were correct and did not need amendments. It was, therefore, a unanimous vote by all present that the following policies were agreed:

- 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

As proposed by Cllr P Heinrich and seconded by Cllr N Felstead it was **RESOLVED**

**That the above policies were agreed as correct by a unanimous vote of all members present**

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

Town Council Leaflet  
Market stall to engage with the public  
Tamper Proof Ultra Destruct Asset Label format  
Business cards quote

### **14. Date of next meeting : 8 March 2022**

**Meeting closed : 19.30**

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DATED..15/3/22.....