



# NORTH WALSHAM TOWN COUNCIL

## Media & Information Committee

### Minutes of Meeting – 12 July 2022

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

**Present :**

**Chair** : Cllr M Gray

Cllr S Golder

Cllr P Heinrich

Cllr P Spall

Cllr B Wright

Cllr N Felstead

**Lead Officer**

**Deputy Clerk** : Ms T Foster

**Meeting opened at 18.00**

**1.ELECTION OF CHAIR OF MEDIA & INFORMATION COMMITTEE**

A nomination was made by Cllr P Heinrich for Cllr M Gray. No other nominations were made. Cllr M Gray accepted the nomination. It was **RESOLVED**

**That Cllr M Gray is appointed Chair of Media & Information**

**2.ELECTION OF VICE CHAIR OF MEDIA & INFORMATION COMMITTEE**

A nomination was made by Cllr P Spall for Cllr B Wright. No other nominations were made. Cllr B Wright accepted the nomination. It was **RESOLVED**

**That Cllr B Wright is appointed Vice Chair of Media & Information**

**3.APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr N Felstead (holiday)

**4. DECLARATIONS OF INTEREST**

Cllr M Gray – Item 11 – As a member of the North Walsham Business Partnership and having a business in the town.

**5. MINUTES OF THE PREVIOUS MEETING – 10 May 2022**

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

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DATED.....10/10/22.....

**That the Minutes of the Media & Information Committee Meeting of 10 May 2022 were agreed as a true record**

**MINUTES OF AN EXTRAORDINARY MEETING – 31 May 2022**

The Minutes had previously been circulated to members of the Media & Information Committee.

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

**That the Minutes of the Extraordinary Meeting of 31 May 2022 were agreed as a true record**

**6. UPDATE ON MATTERS FROM PREVIOUS MINUTES – Action Log – March 2022**

The Chair confirmed all actions had been completed.

**7. PUBLIC FORUM**

There were no members of the public present.

**8. TOURISM LEAFLETS**

Cllr B Wright gave an update on the printing and distribution of the 2022 Tourism Leaflets. The cost of distributing 2000 leaflets would be £80 with the printing costs yet to be obtained but would not be excessive. All agreed the printing order should proceed and the leaflets distributed.

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

**Printing and distribution to be arranged for 2000 Tourism Leaflets**

Cllr B Wright gave a brief update on the “Visit North Norfolk” website which will be deferred to the next meeting when further information on the website will be provided.

**9. HIRE AGREEMENT FOR EQUIPMENT TO INCLUDE DISCLAIMER**

The Chair provided an “Equipment Loan Agreement Policy” and it was agreed the agreement covered all aspects - delivery/collection points, specifications, full Terms and Conditions etc.

Any charges would make it possible to purchase other items to be made available.

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

**The “Equipment Loan Agreement Policy” was agreed and should be referred to full Council for consideration**

**10. SIGNS FOR DOG PARK**

It was agreed an owner of a dog should have control and be responsible for their dog at all times. However, it was agreed signs should be placed in the Dog Park. A sign was produced of a red circle, white background with a black dog figure which was agreed. The wording “Dogs to be kept under control at all times” was also agreed.

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

**That two signs of a red circle, white background, black dog figure with the words “Dogs to be kept under control at all times” should be ordered.**

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### **11. NORTH WALSHAM BUSINESS PARTNERSHIP**

It was agreed a letter should be prepared to the Business Partnership to describe the success of the “Street Feast Events” and to encourage co-operation with the Town Council as to the way forward to get more people into the Town. Advertising at the event would work well for the businesses in the Town. The text of the letter has yet to be agreed.

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

**That a letter should be prepared and sent to the North Walsham Business Partnership as outlined above.**

### **12. BUSINESS CARDS FOR NWTC**

This item is to be deferred until the October 2022 Meeting.

### **13. OFFICE CLIP BOARDS**

The Chair produced a quote for clip boards with the Town Council Logo on one side. However, it was agreed that quotes for green clip boards (“Town Council Green” if possible) should be obtained on which the Town Council logo could be placed in the form of a sticker or similar.

As proposed by Cllr M Gray and seconded by Cllr B Wright it was **RESOLVED**

**That quotes for green clip boards be obtained on which the Town Council logo should be placed using a sticker or similar**

### **14. ITEMS FOR THE NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**

Visit North Norfolk website

Town Council website - analysis


Accessibility check on the website

Policy for annual review of the whole website

Prepare Information Sheet for loan of “Pop Up Market Stalls” (referred from Market Meeting)

### **15. DATE OF NEXT MEETING**

The next meeting is to take place on 11 October 2022

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