



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Media & Information Meeting

held on Monday 10<sup>th</sup> October 2022, Council Offices, Kings Arms Street

**Present:**

**Town Councillors:** Cllr Gray, Cllr Felstead, Cllr Golder, Cllr Spall, Cllr Heinrich

**Assistant Town Clerk:** Ms F Collett

**Members of Public:** None

The meeting opened at 18:30

**1. APOLOGIES FOR ABSENCE**

Cllr Wright (Holiday)

**2. DECLARATIONS OF INTEREST**

Personal interests: None

Pecuniary interests: None

**3. TO APPROVE MINUTES OF PREVIOUS COMMITTEE MEETING - emailed with Agenda**

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

As proposed by Cllr Spall and seconded by Cllr Golder, it was **RESOLVED** that the minutes of the Committee Meeting held on 12 July 2022 be agreed as a true record

**4. UPDATE ON MATTERS FROM PREVIOUS MINUTES**

Decision/Action Log (Report attached)

**5. PUBLIC FORUM**

(As per Standing Order 3e Items on this agenda only; Standing Order 3f Total duration 15mins max; Standing Order 3g Max 3mins per person; and Standing Order 3h Questions don't require a response at this meeting)

To receive verbal report from a member of the public:

No members of the public were present

**6. UPDATES**

No updates were received

**7. PUBLIC INFORMATION EVENT**

It was agreed that an awareness raising event would be planned to coincide with the opening of the new office at Cedars. Details to be confirmed once date of moving has been confirmed

**8. VISIT NORTH NORFOLK WEBSITE**

This item was deferred to the next meeting

Initials.....      .....

Date:.....7/11/22.....



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### 9. NWTC WEBSITE

9.1 As proposed by Cllr Gray and seconded by Cllr Heinrich it was **RESOLVED** to analyse the Town Council Website

9.2 As proposed by Cllr Gray and seconded by Cllr Spall it was **RESOLVED** to run an accessibility check on the Town Council Website

9.3 As proposed by Cllr Spall and seconded by Cllr Felstead it was **RESOLVED** to create a policy for the annual review of the Town Council website

**NB: Cllr Gray has agreed to undertake the analysis, review and run the accessibility checks**

### 10. POP UP MARKET STALLS.

As proposed by Cllr Spall and seconded by Cllr Heinrich is was **RESOLVED** to, in conjunction with the Markets Committee, put together an information sheet for forthcoming 'Pop Up Market Stalls'. An item has been added to the next Markets Meeting Agenda.

### 11. ITEMS FOR NEXT AGENDA

Visit North Norfolk website


Christmas

Information Sheet for Cedars

### 12. DATE OF NEXT MEETING

The next meeting will be held on 7<sup>th</sup> November – 18.30pm

The meeting closed at 18:57

Initials.....

Date: 7/11/22.....