



NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Meeting

held on Monday 7th November 2022, Council Offices, Kings Arms Street

Present:

Town Councillors: Cllr Gray, Cllr Wright, 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 Golder (Work)

Cllr Felstead (No Apologies)

2. DECLARATIONS OF INTEREST

Personal interests: None

Pecuniary interests: Cllr Gray (Item 10)

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 Heinrich and seconded by Cllr Spall, it was **RESOLVED** that the minutes of the Committee Meeting held on 10 October 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 or events should take place to inform of the role of the Town Council, realistic timescales for works and 'who does what' (NWTC, NNDC, NCC).

Ideas to be considered at the next M&I meeting include:

Individual items to be highlight on Facebook & Website (ie Streetlights – who looks after which ones, who to complain to etc)

Raise awareness of items that ARE NOT the responsibility of the Councils (ie Sea Gulls, Wet Grass, Leaves etc)

Initials.....

Date: 10/11/23.....



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Small event around the launch of the Electronic Notice Board.

Stall on Thursday/Sunday Markets to act as an awareness raising event as well as drumming up interest in becoming a Councillor (Fi to check with Democratic Services)

Open evening when/if Town Council to move to Cedars.

8. VISIT NORTH NORFOLK WEBSITE

As proposed by Cllr Wright and seconded by Cllr Spall it was **RESOLVED** that Cllr Wright would continue to ensure that the North Norfolk Website was kept up to date with the town's events.

9. CHRISTMAS

Fi Collett suggested an advent calendar, highlighting various points & activities within the town, Cllr Gray also suggested a 12 days of Christmas post.

As proposed by Cllr Wright and seconded by Cllr Spall, it was **RESOLVED** to compile a list of points and events with a view to starting the Calendar on the 1st December. If not enough points and events were found, then 12 days of Christmas would take its place.

10. BUSINESS FORUM

As proposed by Cllr Heinrich and seconded by Cllr Wright it was **RESOLVED** that a 'Business Directory' page be added to the NWTC website listing all businesses within the parish (making use of a submission form for residents to add additional businesses)

11. EVENTS CALENDAR

It was suggested that the NWTC Events page needs to be more of a destination for ANYONE holding an event in the town and as such should become accessible to all.

As proposed by Cllr Spall and seconded by Cllr Wright it was **RESOLVED** to investigate a submission form that would allow residents to upload details of events to the NWTC calendar once verified.

Fi to explore idea of wooden 'Events Board

12. ADVERTISING LEAFLETS

Changes to last year's leaflet were put forward (Canal, Map, Number of Cafés, Restaurants, Pubs).

A digital copy of the leaflet to be circulated to the Committee members for comments and changes.

13. ITEMS FOR NEXT AGENDA

Pop Up Stall


Review Information from Markets

Total amount spent by M&I 21/22

14. DATE OF NEXT MEETING

The next meeting will be held on 10th January – 18.30pm

The meeting closed at 19:15

Initials.....

Date: 10/11/23.....