



# **NORTH WALSHAM TOWN COUNCIL**

## **Media & Information Committee Meeting Minutes of Virtual Conference on Zoom Meeting 13 October 2020**

**Minutes of the Media & Information Committee Meeting held on 13 October 2020 on  
Virtual Conference on Zoom**

**Present :**

**Chair** : Cllr B Wright  
Cllr G Bull  
Cllr M Gray  
Cllr P Heinrich  
Cllr R Murphy

**Lead Officer**

**Deputy Town Clerk** : Ms T Foster

**Meeting opened at 18.30**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr B Hester (personal) and Cllr J Melville (ill)

**2. DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS**

There were no declarations of interest.

**3. MINUTES OF THE LAST MEETING**

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

**That the Minutes of the Media & Information Committee Meeting of  
14 July 2020 were agreed as a true record**

All present agreed save for Cllr G Bull who abstained as he was not present at this meeting.

**4. UPDATE ON MATTERS FROM PREVIOUS MINUTES –  
DECISION/ACTION LOG**

The Chair wished the inclusion of the Town Guide on which work commences in the New Year and would be on the Agenda for each subsequent M & I Meeting.

**5. OPEN FORUM/PUBLIC PARTICIPATION**

There were no public present.

**6. TO DISCUSS THE NEXT TOWN GUIDE**

The Chair stated that he met with the publisher who advised that work should start on the Town Guide in January. The Mayor was to provide an introduction as was previously done. The staff had previously checked specific phone numbers, emails and addresses which could be repeated and assist with any distribution scheme. Should anyone wish to suggest any input it would be considered.

It was stated as production of the last edition went well it was a matter of proceeding as before. This would be an Agenda item for all subsequent meetings so any actions can be taken up until publication and at which a distribution scheme can be discussed. Publicity would be on the website and Facebook.

**7. TO AGREE LOGISTICS FOR DELIVERY OF BYELAWS/PRECEPT SURVEYS TO EACH ADDRESS IN TOWN AND LOCATION OF RETURN SURVEYS COLLECTION BOXES/MARKET STALL/WEB BASED SURVEYS**

The Chair stated that collection points could be located in businesses, corner shops, restaurants, schools and pubs, and as such must ensure that all those locations had been approached. It was important to have all venues covered.

Cllr G Bull offered to make contact with Lidl's and Sainsbury's to have survey collection boxes in their stores.

**8. TO DISCUSS NEXT EDITION OF JUST NORTH WALSHAM**

The Chair advised the print date was 22 October and some suggested inclusions were needed. Suggestions made were the Byelaw and Precept Surveys being mentioned in general terms, defibrillator installed at the Bluebell Public House, and an update on COVID-19 insofar as it affects the town. The chair will prepare a draft page and circulate.

**9. PREVIOUS ACTIONS – QUOTES FOR FEATHERED FLAGS**

As Cllr J Melville was not present this was deferred until the next meeting.

**10. LATE ITEMS FOR DISCUSSION**

**Notice Boards** – The purchase of Notice Boards was being dealt with by the D & A Committee. Discussion on who would be responsible for placements in the Notice Boards as Ward Councillors had been previously suggested. It was explained that prior to the COVID-19 lockdown a volunteer member of the public used to fill the Notice Boards but it should be done in house. It was suggested that ground staff could be considered to be responsible for the placements once the COVID-19 restrictions had been lifted.

**11. DATE OF NEXT MEETING**

The date of next meeting TBC.

**Meeting closed at 18.30**