



# **NORTH WALSHAM TOWN COUNCIL**

## **Media & Information Committee Meeting Minutes of Virtual Conference on Zoom Meeting 12 January 2021**

**Minutes of the Media & Information Committee Meeting held on 12 January 2021 on  
Virtual Conference on Zoom**

**Present :**

**Chair** : Cllr B Wright  
Cllr P Heinrich  
Cllr B Hester  
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 M Gray (family), Cllr J Melville (ill) and Cllr G Bull (absent)

**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 R Murphy it was **RESOLVED**

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

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

The Chair gave details of the actions which had been completed and confirmed the Tourism Sub Committee would be considered after all COVID-19 restrictions were lifted.

## **5. OPEN FORUM/PUBLIC PARTICIPATION**

There were no public present.

## **6. TO DISCUSS FORMAT AND DISTRIBUTION OF THE 2021 TOURIST LEAFLET**

The Chair produced a copy of the Tourist Leaflet of 2020 detailing the history of the Town with a plan on reserve showing particular places of interest. A panel in the leaflet “What is happening in (year)” details events taking place in the Town. Due to the continuing pandemic it was impossible to hold any events. The Chair suggested a picture should be placed in this panel which would be circulated to members for consideration with the rest of the leaflet remaining the same. For 2022 an insert page of events could be included as the leaflet would have a standard format.

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

**The Chair would circulate a picture for consideration to be placed in the panel and that the leaflets order would then be placed**

## **7. TO DISCUSS AND AGREE A TOURISM AND EVENTS PAGE FOR THE WEBSITE**

It was agreed that the website page for Town Events should be accessed from the Home Page by using “one click” to obtain information. The use of a calendar page format was discussed with possible links to further information on the specific Event.

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

**The Chair would prepare the Website Page for Town Events and would contact the Town Clerk concerning this.**

## **8. TO DISCUSS THE CONTENT OF THE NEXT JUST NORTH WALSHAM ARTICLE (MARCH)**

Various topics were discussed for inclusion in the next “Just North Walsham” but these would wait until a future issue. Inclusion of the support provided by the Good Neighbours Scheme with vaccine information seemed appropriate. During the last lockdown publication of “Just North Walsham” was suspended for the duration, and as we are now in another lockdown the March issue should be checked it was going to be published.

Note : The Chair said that he would arrange to have the details of the vaccine process put on the Town Council’s Facebook Page.

## **9. TO DISCUSS THE NEXT TOWN GUIDE**

The Chair had spoken to Wayne Beauchamp who was pressing ahead with the preparation of the Town Guide the bulk of which will remain the same. It had been noted that he had already contacted potential advertisers. He will contact the Town Council as and when he was ready for their input.

## **10. ITEMS FOR NEXT AGENDA**

Update on the Town Guide

**LATE ITEMS FOR DISCUSSION**

**Memorial Garden** – Members were advised that the next submission to NNDC was complete and Cllr R Murphy and Ms T Foster would be meeting up to discuss the same.

**11. DATE OF NEXT MEETING**

The date of next meeting 9 February 2021 at 18.30

**Meeting closed at 18.55**

DRAFT