

NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Meeting

held on Tuesday 10th January 2023, Council Offices, Kings Arms Street

Present:

Town Councillors: Cllr Gray (Chair), Cllr Wright, Cllr Spall, Cllr Felstead

Assistant Town Clerk: Ms F Collett

Members of Public: None

The meeting opened at 18:00

1. APOLOGIES FOR ABSENCE

Cllr Heinrich (No Apologies)

2. <u>DECLARATIONS OF INTEREST</u>

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 Wright and seconded by Cllr Spall, it was **RESOLVED** that the minutes of the Committee Meeting held on 7 November 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 where present

18:31 Clir Felstead joined the meeting

6. UPDATES

Public Information Event. To be held on 16th March and combine with launch of TC noticeboard. Packs to be put together to give to residents who may be interested in becoming a councillor. Councillors on hand to give information to residents on what the council does and doesn't to, who is responsible for what etc and to talk through using the noticeboard.

Feedback on Advent Calendar: FC looking for a more interactive programme to use for next years advent calendar

Leaflet (BW): Changes have been made details updated (Canal taken off and number of pubs and restaurants reworded) and it was agreed to go to print.

Pop Up Market Stall: Trial set up of stall has been completed successfully.



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Business Directory & Events Calendar: Awaiting Wayne Beauchamp's return to discuss set up further. FC to research groups currently running databases in North Walsham

7. NOTICEBOARD

As discussed in Public Information Update, it was agreed that the Noticeboard launch would be on 16th of March, running for 4 hours; 10am – 2pm, with Councillors filling 1 hour slots. Stall to be set up adjacent to the noticeboard (entrance to Bank Loke) providing leaflets on the Town Council and information packs for those wishing to run as a Councillor. Details of the launch to be advertised on Facebook and through press, Cllr Gray and Cllr Wright to prepare press release. FC to investigate best height and orientation of Noticeboard.

8. M&I NEXT STEP

This item was **DEFFERED** to the next meeting due to time constraints

9. CORONATION

This item was **DEFFERED** to the next meeting due to time constraints

10. ITEMS FOR NEXT AGENDA

M&I Next Step Coronation

11. DATE OF NEXT MEETING

The next meeting will be held on 21st February 18:30 The meeting closed at 18:55

Initials	Date: 22/2/23	
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