



# NORTH WALSHAM TOWN COUNCIL

## Council Meeting – Tuesday 28 March 2023

Published: 21 March 2023

Time: 18.30

Place: 18 Kings Arms Street, North Walsham NR28 9JX

Councillors are hereby summoned to attend the above meeting of the Council.

All members of the public and press are welcome to attend and are allowed to address the Council during our Public Participation Forum (item 5) but are not permitted to take part in any of the debates.

*J. Shields*

**Town Clerk**

The Council have signed the 'Civility in Public Life Pledge' agreeing no intimidation, abuse, or harassment  
Councillors must fulfil the duties of the following Nolan Principles

**Selflessness** - decisions solely in public interest

**Objectivity** - decide without discrimination or bias

**Accountability** - submit to scrutiny for all decisions

**Openness** - give reasons for decisions made

**Integrity** - not make decisions for financial gain

**Honesty** - be truthful & declare private interests

**Leadership** - promote these principles & challenge poor behaviour

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## **AGENDA**

Standing Orders: 1a-Motions shall be considered in the order they appear unless changed at the discretion of the Chair; 1p-A point of order shall identify the standing order that has been breached; 3v-'Quorate' is at least one third of the Whole Council (6); 3x-The meeting should not exceed 2hrs; 7a-A resolution cannot be reversed within six months except by a special motion; 7b-No item shall be moved at a meeting unless it is on the agenda;

1. **APOLOGIES FOR ABSENCE** - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)
2. **DECLARATIONS OF INTEREST** - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)
3. **TO APPROVE MINUTES OF PREVIOUS MEETING** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)
  - 3.1. To approve minutes of the Council meeting 28 February 2023 - emailed with Agenda
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES** - Decision/Action Log (Clerks report attached)
5. **PUBLIC FORUM** - (Standing Orders: 3e-Items on this agenda; 3f-Total duration max 15mins; 3g-Max 3mins per person; 3h-Questions do not require a response at this meeting)
6. **TO RECEIVE MONTHLY REPORTS** – written reports available on NWTC website
  - 6.1. District Councillors
  - 6.2. County Councillors
7. **MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL**
  - 7.1. **To consider putting Town Guide database on our website**
  - 7.2. **To agree New Market Rules & Regulations including weather policy**

- 7.3. To consider need for fingerpost signage for Right of Way Footpath 13 at Anchor Rd 'Spa Common to Muckle Mill Farm'
- 7.4. To consider insurance quotes for 2023/24
- 7.5. To consider New Cemetery Tier2 assessment survey to apply for Planning Permission
- 7.6. To approve a new data collection Sam2 sign - to be funded by County Councillors Budget
- 7.7. To consider leasing Spa Common for Donkey's

**8. FINANCE**

- 8.1. To approve income since February 23 meeting
- 8.2. To approve expenditure since February 23 meeting

**9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY**

- 9.1. Attendance % sheet (attached)
- 9.2. Training courses available
- 9.3. Clerk's decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair / Deputy Chair or Committee Chair within budget under £1,000; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)
  - 9.3.1. None

**10. TO RECEIVE UPDATES**

No updates received

**11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS**

- 11.1. Personnel – Tuesday 7 March 2023
- 11.2. Market Meeting – Tuesday 14 March 2023
- 11.3. Development & Amenities – Tuesday 14 March 2023

**12. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY** - (Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)

**13. DATES OF FORTHCOMING MEETINGS**

- 13.1. Annual Town Meeting – Thursday 6 April 2023, 18.30, at 18 Kings Arms Street
- 13.2. Development & Amenities – Tuesday 11 April 2023, 18.30, at 18 Kings Arms Street
- 13.3. Full Council – Tuesday 25 April 2023, 18.30, at 18 Kings Arms Street

**14. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for confidential matters**

- 14.1. To discuss staffing matters recommended by the Personnel Committee