



NORTH WALSHAM TOWN COUNCIL

Annual Council Meeting – Tuesday, 23 May 2023

Published: 16 May 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 7) but are not permitted to take part in any of the debates.

J. Shields

Julie Shields
Town Clerk

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

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. ELECTION OF TOWN MAYOR

To Elect Town Mayor and sign 'The Declaration of Acceptance of Office' form

2. ELECTION OF DEPUTY MAYOR

To Elect Deputy Mayor

3. APOLOGIES FOR ABSENCE - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)

Cllr Heinrich

4. 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)

5. 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)

To approve minutes of the Council meeting 25 April 2023 - emailed with Agenda

6. UPDATE ON MATTERS FROM PREVIOUS MINUTES - Decision/Action Log (Clerks report attached)

7. 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)

8. TO CONSIDER CO-OPTIONS - 1 application received

9. TO ADOPT THE GENERAL POWER OF COMPETENCE (GPoC)

Criteria of CiLCA trained Clerk and 11 elected Councillors has been met, this gives Council the power to undertake activities and incur expenditure without having to identify specific powers

10. APPOINT MEMBERS TO COUNCIL COMMITTEE'S FOR 2023/24 - (Standing Orders: 4h-Councillors can be on a maximum of 3 Committees)

10.1. Development and Amenities x8

10.2. Media & Information x7 (Cllr Heinrich would like his willingness to join this committee noted)

10.3. Personnel x5 (Cllr Heinrich would like his willingness to join this committee noted)

10.4. Finance and Grants x5 (Cllr Heinrich would like his willingness to join this committee noted)

10.5. Markets x7

11. APPOINT REPRESENTATIVES TO EXTERNAL BODIES FOR 2023-2027

To appoint external representatives for the 4 year Council term

11.1. Regenerate North Walsham x1

11.2. Poors Allotment Charity x2

11.3. Friends of Friesenried Association x2

11.4. Bittern Line Partnership x1

11.5. Safer Neighbourhood Action Panel (SNAP) x1

11.6. North Walsham in Bloom x1

11.7. Men's Sheds x1

11.8. Bluebell Pond Society

11.9. Western Expansion Group x2

11.10. Christmas Working Group

12. REVIEW COUNCIL MEETING DATES for 23/24

13. REVIEW COMMITTEE'S Terms of Reference

13.1. Personnel ToR's

13.2. Finance & Grants ToR's – *Up to £750 & 3 times a year (F&G)*

13.3. Development & Amenities ToR's

13.4. Markets ToR's – approved 22.2.22

13.5. Media & Information ToR's

13.6. Mayor & Deputy Mayors ToR's

14. REVIEW POLICIES

14.1. Standing Orders – reviewed April 23

14.2. Financial Regulations – reviewed April 23

14.3. 3yr Business Plan – *updated for 2023-26*

14.4. Delegation Scheme

14.5. Code of Conduct – LGA model adopted 29.3.22

14.6. Co-option Policy

14.7. Communication Protocol

14.8. Complaints Procedure

14.9. FoI publication scheme

14.10. Planning procedure

GDPR Policies

14.11. CCTV Policy

14.12. Information Audit – as per Freedom of Information Act 2000

14.13. Retention & Disposal – as per Freedom of Information Act 2000

14.14. General Privacy Statement

14.15. GDPR Policy

Employment Policies – to be reviewed by Personnel Committee

- 14.16. Disciplinary & Grievance – Acas model adopted 26.11.19
- 14.17. Equal, Diversity & Inclusion – Acas model
- 14.18. Absence and Sickness
- 14.19. Health & Safety
- 14.20. Starters & Leavers
- 14.21. Training & Development
- 14.22. Pension Policy – Norfolk Pension Fund model

Financial Policies – reviewed December 22

- 14.23. Financial Risk Management
- 14.24. Grant Award Policy

Amenity Polices & Risk Assessments – to be reviewed by Development & Amenities

- 14.25. Tree Management Policy
- 14.26. Grass Verge Policy
- 14.27. Outdoor Advertising Policy
- 14.28. Event Management Plan & Guidance
- 14.29. Event Annual Contract
- 14.30. Grass Cutting Risk Assessment
- 14.31. Grave Digging Risk Assessment
- 14.32. Handheld Machinery Risk Assessment
- 14.33. Market Operations Risk Assessment
- 14.34. SAM2 Risk Assessment
- 14.35. Workshop/Workspace Risk Assessment

Information & Security Polices – to be reviewed by Media & Information Committee

- 14.36. Community Engagement policy
- 14.37. Press & Social Media Policy
- 14.38. Website copyright notice
- 14.39. Website Accessibility Statement
- 14.40. Mobile Device Policy
- 14.41. Personal Mobile Device Policy
- 14.42. Photograph Copyright Release
- 14.43. Photograph Release Form
- 14.44. Use of Mobile Storage Devices
- 14.45. Information Security Incident Management Policy
- 14.46. Information Security Incidents Guide

15. FINANCE

- 15.1. To approve income since April 23 meeting
- 15.2. To approve expenditure since April 23 meeting
- 15.3. To approve regular payments for 23/24
- 15.4. To agree 'approved supplier' list for 23/24
- 15.5. To approve Asset Register and Insurance Cover for 23/24
- 15.6. To agree NWTC Fee's for 23/24
- 15.7. To approve Financial Statement of Accounts for 22/23
- 15.8. To approve AGAR for 22/23
 - 15.8.1. Read out and approve Annual Governance Statement (Section 1)
 - 15.8.2. Approve Accounting Statements (Section 2)
 - 15.8.3. Accept AGAR Papers

15.9. To receive annual Internal audit report for 22/23 by Roger Canwell – Auditor has made initial visit and will return findings next month

15.10. To appoint Roger Canwell as annual Internal auditor for 23/24

15.11. To appoint internal scrutineer for 23/24

16. TENNIS COURTS

To agree cost of coating and cleaning of Tennis Courts by Soft Surfaces. (November '22 price re confirmed May '23)

17. BENCHES

17.1. To agree site for placement of Coronation Bench as gifted by NNDC

17.2. Consider placement of a bench on verge in front of Travel Hub, to include a plaque commemorating 100 years of NW fire brigade to be supplied by Patrick Pipe. This would replace a damaged bench and missing plaque removed during construction and make use of a bench recovered from Market Place during HAZ works.

17.3. Agree to NNDC proposal to place two of former Market Place heritage benches outside new toilet block at Vicarage Street

18. REFRESHMENTS IN MEMORIAL PARK

To consider allowing refreshment traders on the Memorial Park for the Summer

19. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

19.1. Attendance % sheet (attached)

19.2. Councillor training courses available

19.3. 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)

19.3.1. None

20. TO RECEIVE UPDATES

20.1. Street Feast on 6.5.23

21. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

21.1. Markets – 20 April 2022

22. 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)

23. DATES OF FORTHCOMING MEETINGS

23.1. Full Council – Tuesday 28 June 2022, 18.30, at 18 Kings Arms Street