



NORTH WALSHAM TOWN COUNCIL

Council Meeting – Tuesday 26 September 2023

Published: 20 September 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.

Assistant 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

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)
Cllr Heinrich
Cllr Dibben
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 25 July 2023
 - 3.2. To approve minutes of the Extra Ordinary Council meeting 29 August 2023
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES** - Decision/Action Log
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**
 - 6.1. District Councillors
 - 6.2. County Councillors

7. MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL

- 7.1. To consider use of park application for Beer Festival
- 7.2. To consider use of park application for music event
- 7.3. To agree job descriptions for Clerk and RFO and advertising of these
- 7.4. To agree advertising of councillor vacancies
- 7.5. To discuss precept timeline and committee's inputs
- 7.6. To discuss Western Development Exhibition and response to be submitted by Town Council
- 7.7. To agree to take on ownership and rates of 4 noticeboards previously managed by RNW (BW)
- 7.8. To consider short term employment of Temp to help with reducing work backlog and preparation for paperless move back to Cedars (filing, scanning paperwork etc)

8. FINANCE

- 8.1. To approve income since July meeting
- 8.2. To approve expenditure since July meeting
- 8.3. To approve amended Financial Regulations & TOR's

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 9.1. Correspondence
- 9.2. 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)

10. TO RECEIVE UPDATES

- 10.1 Fireworks
- 10.2 Christmas
- 10.3 Move to Cedars

11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

- 11.1 Personnel
- 11.2 D&A
- 11.3 Finance

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. Markets 10th October
- 13.2. M&I 10th October
- 13.3. Finance 17th October
- 13.4. Full Council 31st October

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