



NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Meeting

held on Tuesday 11 July 2023, Council Offices, Kings Arms Street

Present:

Town Councillors: Cllr Gray (Outgoing Chair), Cllr Wright, Cllr Shires, Cllr Heinrich

Assistant Town Clerk: Ms F Collett

Members of Public: 1

The meeting opened at 18:33

1. ELECTION OF CHAIR

As proposed by Cllr Gray, seconded by Cllr Shires and voted unanimously it was **RESOLVED** that **Cllr Heinrich takes the role of Chair of M&I**

2. ELECTION OF VICE CHAIR

Cllr Wright and Cllr Gray stood and As proposed by Cllr Heinrich and seconded by Cllr Shires, with 2 votes to 0 it was **RESOLVED** that **Cllr Gray take the role of Vice Chair of M&I**

3. APOLOGIES FOR ABSENCE

None

4. DECLARATIONS OF INTEREST

Personal interests: Cllr Gray & Cllr Wright declared item 9.

Pecuniary interests: None

5. 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 Gray, it was **RESOLVED** that **the minutes of the Committee Meeting held on 22 February 2023 be agreed as a true record**

6. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Report attached)

7. 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) None Present

8. UPDATES

Cllr Wright updated the committee on the Town leaflet distribution: Currently 5934 have been delivered around North Norfolk

9. NOTICEBOARD

Cllr Gray agreed to have the Digital Notice Board (for Phoenix Building) delivered to his premises and to investigate working procedure to be fed back to Staff and Councillors.



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It was agreed to put the purchase of the second digital board (for use at TC Offices) on hold until such time as the move to Cedars is completed

10. PROMOTION OF MARKETS, BOOT SALE AND STREET FEAST

Ideas put forward to support the promotion of the various markets were:

- To investigate distribution companies
- To design 1 x flyer that covers all 3 markets
- Enquire about advertising on Sanders Coaches
- Invite NNDC to get involved in promotion of town events

11. JUST NORTH WALSHAM

Ideas put forward for the next Town Council Page were:

- Designs for Black Swan Loke
- Lighting at Bank Loke
- The New Tennis Courts
- The Commemorative Stone in the Memorial Garden

12. REVIEW OF POLICIES AND ToR'S

12.1 As proposed by Cllr Gray and seconded by Cllr Wright, it was **RESOLVED** that no changes be made to the ToR's

12.2 As proposed by Cllr Gray and seconded by Cllr Shires, it was **RESOLVED** that no changes be made to the Communication Protocol

12.3 As proposed by Cllr Wright and seconded by Cllr Gray, it was **RESOLVED** that no changes be made to the Community Engagement Policy

12.4 As proposed by Cllr Gray and seconded by Cllr Shires, it was **RESOLVED** to accept the changes made to the Information Security Incident Management Policy

12.5 As proposed by Cllr Wright and seconded by Cllr Shires, it was **RESOLVED** to accept the Government required change of the wording (Purdah) in the Press and Social Media Policy

12.6 As proposed by Cllr Shires and seconded by Cllr Gray, it was **RESOLVED** that no changes be made to the Website Access Statement

13. WEBSITE IMPROVEMENTS

It was requested that all members take a look at the Website and bring any ideas of how it may be improved and/or adjusted to the next D&A meeting

14. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION

Wooden 'Events' board (Everyone Active)

Results of the consultation on initial draft of Western Development

15. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 10th September

The meeting closed at 19:26