



NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Meeting

held on Tuesday 17th October 2023, Council Offices, Kings Arms Street

Present:

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

Members of Public: 1

The meeting opened at 18:30

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

Personal interests: Cllr Shire's & Cllr Heinrich declared item 8

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 Heinrich and seconded by Cllr Wright, it was **RESOLVED** that the minutes of the Committee Meeting held on 11 July 2023 be agreed as a true record however to remove Cllr Grey to talk to Felix Item 10.4.

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) None Present

6. UPDATES

6.1 Take One Media Campaign – Good feedback was provided and it's clear there is a positive impact.

6.2 Wooden Events Board – Reports received which include visions of the market. This is **deferred** to the next meeting while information is collated.

6.3 Invitation extended to NNDC (Felix Brueggemann) re involvement in TC Events (MG). This is **deferred** to the next meeting.

7. PUBLICITY BROCHURES


Content and distribution of the 2024 Publicity Brochures were discussed. Photographs and details of the public walks to be updated. Quotations will be sought for distribution which will provide more accuracy when discussing the annual budget.

This item was **deferred** to January meeting by which time information will be gathered.

8. CEDARS OFFICE

Information from BT is still outstanding. Potential notice boards as well as signage were discussed with there being current metal posts outside the office. A press release would be circulated in due course.

This has been **deferred** to the next meeting for further updates.

Initials.....

Date:.....12/12/24.....



NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Meeting

held on Tuesday 17th October 2023, Council Offices, Kings Arms Street

9. NOTICEBOARDS

The use of noticeboards was discussed and whether the wooden notice boards were being used. It was highlighted that the new electronic notice boards would hold information in place of the wooden boards however these are yet to be set up. Deferred to the next meeting once further information has obtained.

It was proposed by Cllr Heinrich and seconded by Cllr Wright; it was **RESOLVED** that a licencing agreement is to be put in place for the electronic notice board at the Phoenix building.

10. REMEMBRANCE PARADE

As proposed by Cllr Wright and seconded by Cllr Shires, it was **RESOLVED** that the wording for press would be amended and would be publicised in the relevant outlets.

11. VANDALISM

As proposed by Cllr Shires and seconded by Cllr Heinrich it was **RESOLVED** to speak to North Walsham Play to work with NWTC to put together a press release (and distribute)

12. WEBSITE IMPROVEMENTS

As proposed by Cllr Shires and seconded by Cllr Heinrich it was **RESOLVED** that website improvements to be made to improve accessibility to the public.

13. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION

- Updates to be provided regarding website improvements.
- Western Development – It was agreed to invite leading bodies to the public section of the full council meeting on 31st October to discuss the proposed development giving the public opportunity to ask questions.

14. DATE OF NEXT MEETING

12th December 2023

The meeting closed at 7.25pm

Initials.....*GH*.....

Date:.....*12/12/26*.....

2