



NORTH WALSHAM TOWN COUNCIL

Annual Council Meeting – Tuesday, 21 May 2024

Published: 16 May 2024

Time: 18.30

Place: Office 4, Cedar House, 3 New Road, North Walsham, NR28 9DE

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.

Wendy Murphy
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)

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 30 April 2024 - 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 MAKE A DECISION ON DISBANDING THE MARKETS COMMITTEE

9. APPOINT MEMBERS TO COUNCIL COMMITTEE'S FOR 2024/25 - (Standing Orders: 4h-Councillors can be on a maximum of 3 Committees)

- 9.1. Development and Amenities x7
- 9.2. Media & Information x7
- 9.3. Personnel x6
- 9.4. Finance and Grants x5
- 9.5. Markets x7 (If not disbanded)

10. REVIEW COUNCIL MEETING DATES for 24/25

11. REVIEW COMMITTEE'S Terms of Reference

- 11.1. Personnel ToR's
- 11.2. Finance & Grants ToR's
- 11.3. Development & Amenities ToR's
- 11.4. Markets ToR's – (if not disbanded)
- 11.5. Media & Information ToR's
- 11.6. Mayor & Deputy Mayors ToR's

12. REVIEW POLICIES

- 12.1. Standing Orders – reviewed April 23
- 12.2. Financial Regulations – there is a new model out from NALC this will be taken to the Finance & Grants committee
- 12.3. Delegation Scheme
- 12.4. Code of Conduct – LGA model adopted 29.3.22
- 12.5. Co-option Policy
- 12.6. Communication Protocol
- 12.7. Complaints Procedure
- 12.8. FoI publication scheme
- 12.9. Planning procedure

GDPR Policies

- 12.10. CCTV Policy
- 12.11. Information Audit – as per Freedom of Information Act 2000
- 12.12. Retention & Disposal – as per Freedom of Information Act 2000
- 12.13. General Privacy Statement
- 12.14. GDPR Policy

Employment Policies – to be reviewed by Personnel Committee

- 12.15. Disciplinary & Grievance – Acas model adopted 26.11.19
- 12.16. Equal, Diversity & Inclusion – Acas model
- 12.17. Absence and Sickness
- 12.18. Health & Safety
- 12.19. Starters & Leavers
- 12.20. Training & Development
- 12.21. Pension Policy – Norfolk Pension Fund model

Financial Policies – - to be reviewed by Finance & Grants Committee

- 12.22. Financial Risk Management
- 12.23. Grant Award Policy

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

- 12.24. Tree Management Policy
- 12.25. Grass Verge Policy

- 12.26. Outdoor Advertising Policy
- 12.27. Event Management Plan & Guidance
- 12.28. Event Annual Contract
- 12.29. Grass Cutting Risk Assessment
- 12.30. Grave Digging Risk Assessment
- 12.31. Handheld Machinery Risk Assessment
- 12.32. Market Operations Risk Assessment
- 12.33. SAM2 Risk Assessment
- 12.34. Workshop/Workspace Risk Assessment

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

- 12.35. Community Engagement policy
- 12.36. Press & Social Media Policy
- 12.37. Website copyright notice
- 12.38. Website Accessibility Statement
- 12.39. Mobile Device Policy
- 12.40. Personal Mobile Device Policy
- 12.41. Photograph Copyright Release
- 12.42. Photograph Release Form
- 12.43. Use of Mobile Storage Devices
- 12.44. Information Security Incident Management Policy
- 12.45. Information Security Incidents Guide

13. FINANCE

- 13.1. To approve income since April 24 meeting
- 13.2. To approve expenditure since April 24 meeting
- 13.3. To approve regular payments for 24/25
- 13.4. To agree 'approved supplier' list for 24/25
- 13.5. To approve Asset Register and Insurance Cover for 24/25
- 13.6. To agree NWTC Fee's for 24/25
- 13.7. To approve Financial Statement of Accounts for 24/25
- 13.8. To approve AGAR for 24/25
 - 13.8.1. Read out and approve Annual Governance Statement (Section 1)
 - 13.8.2. Approve Accounting Statements (Section 2)
 - 13.8.3. Accept AGAR Papers
- 13.9. To receive annual Internal audit report for 23/24 by Roger Canwell –
- 13.10. To appoint internal scrutineer for 24/25
- 13.11. To approve the quote for the uplighting of the Market Cross as recommended by the Development & Amenities Committee
- 13.12. To approve a 5-year contract for a new photocopier that needs to be wifi enabled
- 13.13. To receive RFO report
- 13.14. To agree a donation to North Walsham in Bloom
- 13.15. To Agree 24/25 Budget

14. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 14.1. Councillor training courses available – Code of Conduct, Councillor training for those that did not attend.
- 14.2. 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)

15. TO RECEIVE UPDATES

16. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

17. TO RECEIVE CLERKS REPORT

18. 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)

19. DATES OF FORTHCOMING MEETINGS

20. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 FOR CONFIDENTIAL MATTERS

To discuss staff matters