

NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Committee Meeting

held on 5 June 2019, at 18 Kings Arms St, North Walsham

PRESENT: Cllr B Wright (Chair), Cllr M Gray, Cllr P Heinrich, Cllr J Melville, Cllr R Murphy,
Cllr P Oakes

Town Clerk: Ms J Shields

Members of public: 1 - Cllr R Sims

The meeting opened at 17.30 by Cllr Melville as the longest serving member

1. TO ELECT CHAIR OF MEDIA & INFORMATION

Cllr Wright was proposed by Cllr Oakes and seconded by Cllr Gray, No other proposals received
it was **RESOLVED** that **Cllr B Wright was elected as Chair**

2. TO ELECT VICE CHAIR OF MEDIA & INFORMATION –

- Cllr Heinrich proposed by Cllr Murphy, no seconder
 - Cllr Gray proposed by Cllr Oakes and seconded by Cllr Wright
- it was **RESOLVED** that **Cllr Gray was elected as Vice Chair**

3. APOLOGIES FOR ABSENCE

Cllr N Clancy - Work

4. DECLARATIONS OF INTEREST

Pecuniary interest - None

Personal interest - None

5. APPROVE MINUTES OF PREVIOUS MEETING

No minutes to approve as Committee has just been reformed

6. REVIEW TERMS OF REFERENCE

- Contents of notice boards and keeping them updated – delete comply with health & safety
- Members changed to 7
- CCTV use of – delete maintenance & upkeep
- Event Management Plan updating of

As proposed by Cllr Oakes and seconded by Cllr Gray, it was **RESOLVED** to **accept the ToR's and recommend the amendments to Full Council**

7. **NOTICE BOARDS** – A notice board in each ward - As proposed by Cllr Wright and seconded by Cllr Oakes, it was **RESOLVED** to **ask D&A to find locations with high footfall for 1 notice board in each ward before recommending back to Full Council**. An M&I Councillor would then keep the information up to date in their wards notice board

8. REGROUP FACEBOOK ADMINISTRATORS

- Comments to be turned off (prepare a statement to state why this has been done)
- For Council posts and public notices only

NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Committee Meeting

held on 5 June 2019, at 18 Kings Arms St, North Walsham

- Administrators to be Office staff and Chair of M&I only
- Chair of M&I to have overall control
- Guidance notes to be written up of what can and can't be posted

As proposed by Cllr Wright and seconded by Cllr Oakes, it was **RESOLVED to recommend to Full Council that admin be run by the Office and Chair of M&I (editorial role) and the site is purely for Council Corporate Business. Guidance notes to follow**

9. CONSIDER IDEAS/CHANGING QUARTERLY PAGE IN JUST NORTH WALSHAM

- What the council are responsible for
- A feature on what problems we have
- Positive stories
- Cover staff and committees with pictures
- Leaflets to be left in public places for people to take
- Repetition
- Find out closing date for next Just North Walsham page

10. CONSIDER CHANGING EMAIL SERVERS – We don't require a change of email server, we need to look at changing the web site hosting and use g-mail

11. ANY OTHER BUSINESS ALLOWED BY THE CHAIR

- A dedicated host doing continual backups
- redirect email servers through g-mail
- using g-suite
- enabling google share calendar
- Develop new website further by having rotating pictures, and click buttons which forward users to specific websites, with more staff training on updating the website - As proposed by Cllr Murphy and seconded by Cllr Oakes it was **RESOLVED to spend up to £500 on the new website to add new specification prior to go live**

18.15:Cllr Clancy entered the meeting

- Our website needs to be suspended due to technical reasons. Lynx browser is a free download to check compliance, the **DECISION was to suspend the website immediately**
- Backing up computers – needs addressing immediately - As proposed by Cllr Gray and seconded by Cllr Oakes it was **RESOLVED to buy two 4TB hard drives**
- Cllr Gray to come into the office to see what other issues need addressing

12. ITEMS FOR THE NEXT AGENDA

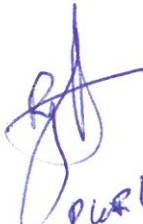
CCTV

Story ideas for the next Just North Walsham page

13. DATE OF NEXT MEETING

2nd July 2019

The meeting closed at 18.25


RIGHT 2/7/19