

NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Committee Meeting

held on 2 July 2019, at 18 Kings Arms St, North Walsham

PRESENT: Cllr B Wright (Chair), Cllr Clancy, Cllr J Melville, Cllr R Murphy

Town Clerk: Ms J Shields

Observers: 2 - Cllr G Bull & Cllr R Sims

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Cllr P Heinrich – ill, Cllr Oakes – No apologies, Cllr Gray – No apologies, Cllr Melville - late

2. DECLARATIONS OF INTEREST

Pecuniary interest - None

Personal interest - None

3. APPROVE MINUTES OF PREVIOUS MEETING

As proposed by Cllr Murphy and seconded by Cllr Wright, it was **RESOLVED** that the minutes of the meeting held on 5 June 2019 be agreed as a true record

4. CONSIDER PROPOSED COMMUNICATIONS PLAN

- Suggested content
- Methods of publishing – Quarterly newsletters, noticeboards, social media & local magazines
- To elect a sub editorial committee

As proposed by Cllr Wright and seconded by Cllr Clancy, it was **RESOLVED** to accept the proposed Communication Plan and elect a sub editorial team of Cllr Wright, Cllr Melville, Cllr Oakes and the Town Clerk

18.40 Cllr Melville arrived

5. AGREE FACEBOOK ADMINISTRATION

- All comments turned off
- To accept all members (no rejections as not accepting any other posts)
- North Walsham Town Council Business Only (agenda links, road closures and Council news)
- A link to website for Council Agendas (so Town Council still has control of any changes)
- Council News – post interesting stories once a week
- Any Road closures or emergency work around North Walsham
- To condense item 3 of 'above communication plan' and add as pinned post to fb page
- Add standard line at the bottom of each post 'if you have any comments on this message please email our office at reception@northwalsham-town.co.uk or call 01692 404114

As proposed by Cllr Murphy and seconded by Cllr Clancy, it was **RESOLVED** to agree to the written facebook administration

6. REVIEW POLICIES AND REFER ANY SUGGESTED AMENDMENTS TO PERSONNEL & GOVERNANCE

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i. CCTV policy –

- 1st paragraph – change ‘uses an unmonitored CCTV system to support Crime reduction’
- 2nd paragraph – remove ‘owned and operation by the Town Council’ add ‘access is only to the Police and other law enforcement bodies and request to TC & DTC’
- Covert Monitoring – Remove totally
- Access to CCTV images – add ‘other law enforcement bodies’, Remove ‘and by application to
- Subject Access Requests – suggest ‘access through the Police only’ and request specific detail advice from ICO

As proposed by Cllr Clancy and seconded by Cllr Wright, it was **RESOLVED to take suggested amendments to Personnel & Governance Committee**

Contact police to get an update on taking over control of CCTV, and can the police have direct access through mobile devices/police computer – take update to Full Council

ii. Communication Protocol –

- 4.5 Remove
- 4.6 Remove
- 4.7 add – ‘own social media’ remove ‘particularly to the NWTC facebook group’
- 4.4 change - Administration rights will be operated by the Town Clerk
- 2.3 add – information ‘that relates to the Council as a whole, it must go to relevant Chair, elected representative, Town Clerk or direct to the Full Council’

As proposed by Cllr Clancy and seconded by Cllr Wright, it was **RESOLVED to take suggested amendments to Personnel & Governance Committee**

7. REVIEW EVENT MANAGEMENT PACK

Defer until next meeting

8. CONSIDER INFORMATION SECURITY

Defer until next meeting

9. CONSIDER PURCHASING G-SUITE

Defer until next meeting

10. CONSIDER ACQUIRING DESKTOP PUBLISHING SOFTWARE

Defer until next meeting

11. CONSIDER CHANGING EMAIL/WEBSITE HOSTING

Defer until next meeting

12. REPORT ON WEBSITE DEVELOPMENT

Update on status of the new website was given, photos for new website still need to be chosen

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13. ANY OTHER BUSINESS ALLOWED BY THE CHAIR

- Leaflets, suggestion of adding a map
- Market signs don't align to road closure notice 00.01-15.00 – contact Jon Winnett
- Our NNDC strategy plan response should stay in the notice board

14. ITEMS FOR THE NEXT AGENDA

- Event Management Pack
- Information Security
- G-Suite
- Desktop Publishing
- Email/Website Hosting

15. DATE OF NEXT MEETING

Tuesday 16 July at 20.00

The meeting closed at 19.30


R. Wright
16/7/19