



NORTH WALSHAM TOWN COUNCIL

Media & Information Committee Meeting

11 July 2019

To: **All Members of the Media and Information Committee**

You are hereby **SUMMONED** to attend a **Committee Meeting** to be held at **18 Kings Arms Street, North Walsham NR28 9JX** on **Tuesday 16 July 2019, at 20:00**

Should you be unable to attend please phone/email with your apologies and reasons.

Yours sincerely

J. Shields

Town Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE**
To accept apologise of absence
2. **DECLARATIONS OF INTEREST**
To receive declarations of personal or pecuniary interests and consider requests for dispensations
3. **APPROVE MINUTES OF PREVIOUS MEETING**
To approve minutes of meeting 2 July 2019
4. **REVIEW EVENT MANAGEMENT PACK**
To review event management plan and refer any changes back to Full Council. See existing pack issued at Full Council 25 June 2019
5. **CONSIDER INFORMATION SECURITY**
6. **CONSIDER PURCHASING G-SUITE**
£9.20 per month, for business email, secure team messaging, shared calendar, unlimited storage
7. **CONSIDER ACQUIRING DESKTOP PUBLISHING SOFTWARE**
Consider purchasing or freeware to create our own advertising pages - software £80 for 1 machine
8. **CONSIDER CHANGING EMAIL/WEBSITE HOSTING**
Cllr Heinrich has suggested <https://www.heartinternet.uk>
9. **REPORT ON WEBSITE DEVELOPMENT**
10. **LATE ITEMS FOR DISCUSSION ONLY / ITEMS FOR THE NEXT AGENDA**
11. **DATE OF NEXT MEETING**