

NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Committee Meeting

held on 16 July 2019, at 18 Kings Arms St, North Walsham

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

Town Clerk: Ms J Shields **Assistant to Clerk:** Ms F Collett

Members of Public: 1 - Cllr R Sims

The meeting opened at 20.00

1. APOLOGIES FOR ABSENCE

Cllr J Melville – ill,

2. DECLARATIONS OF INTEREST

Pecuniary interest - None

Personal interest - None

3. APPROVE MINUTES OF PREVIOUS MEETING

As proposed by Cllr Wright and seconded by Cllr Murphy, it was **RESOLVED** that the minutes of the meeting held on 2 July 2019 be agreed as a true record

4. REVIEW EVENT MANAGEMENT PACK

Cllr Gray is looking at other packs and bringing suggestions back to next M&I

5. CONSIDER INFORMATION SECURITY

As proposed by Cllr Oakes and seconded by Cllr Clancy, it was **RESOLVED** to arrange a meeting between Cllr Heinrich, Cllr Gray and the Town Clerk, to discuss security measures needed

6. CONSIDER PURCHASING G-SUITE

As proposed by Cllr Gray and seconded by Cllr Clancy, it was **RESOLVED** to purchase G Suite at £9.20 per Month

7. CONSIDER ACQUIRING DESKTOP PUBLISHING SOFTWARE

Suggestions were to look at free software like 'page plus' and 'scribus' instead of purchasing software

8. CONSIDER CHANGING EMAIL/WEBSITE HOSTING

As proposed by Cllr Wright and seconded by Cllr Oakes, it was **RESOLVED** to investigate hosting through word press and other cloud hosting sites for website and emails will go through G-Suite

9. LATE ITEMS FOR DISCUSSION ONLY/ITEMS FOR THE NEXT AGENDA

- Update on Market Signs – County are happy that the signs clearly clarify hours people can and can't park in the Market spaces and are not prepared to change the signs
- CCTV- Trying to contact Teresa Futter to update Full Council about taking over CCTV


Handwritten signature and date: 17/9/19

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- CCTV policy – ICO are happy with our current CCTV policy
- Event Management Plan
- Information security
- Website hosting
- Look at buying ipads/android

10. DATE OF NEXT MEETING

Tuesday 17 September at 19.30

The meeting closed at 20.40


17/9/19.