



NORTH WALSHAM TOWN COUNCIL

Media & Information Committee Meeting

16 October 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 **Monday 21 October 2019**, at **18.30**

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**
2. **DECLARATIONS OF INTEREST**
3. **APPROVE MINUTES OF PREVIOUS MEETING**
To approve minutes of the meeting 17.9.19
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**
Decision/Action log
5. **REVIEW PROMOTION OF TOWN COUNCIL ON FACEBOOK/JUST NORTH WALSHAM**
 - 5.1 Defibrillator publicity
 - 5.2 Markets publicity
 - 5.3 Next Just North Walsham article
6. **PRECEPT IDEA'S**
Discuss precept survey (emailed) and any new suggestions for Chairs meeting 1.11.19
7. **DISCUSSION ON PROMOTING TOURISM**
8. **REVIEW IT AND INFORMATION SECURITY**
 - 8.1 Information security report from Cllr Heinrich
 - 8.2 Information Security Incident Management Policy
 - 8.3 A Guide to information security incidents
 - 8.4 Mobile Device Policy
 - 8.5 Copyright for Website
 - 8.6 Confidentiality Clause for Employee Contracts
 - 8.7 Use of Mobile Storage Devices

- 8.8 Photo Copyright Release
- 8.9 Photo Release Form for Minors

9. CONSIDER/DISCUSS CONTENTS OF NOTICEBOARDS

10. UPDATE ON EVENT MANAGEMENT PLAN (emailed) to recommend to Full Council 29.10.19

11. REVIEW QUOTATIONS FOR PURCHASE OF TABLETS

12. UPDATE ON JUNIOR SCHOOL RECYCLING POSTERS

13. DISCUSS HOW TO INTRODUCE ONE DRIVE

14. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION

Discuss current minutes format - see examples from Bacton and Fakenham. Recommend any best practice points to Personnel Committee

15. DATE OF NEXT MEETING