

NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Committee Meeting

held on 21 October 2019, at 18 Kings Arms St, North Walsham

PRESENT: Cllr B Wright (Chair), Cllr P Heinrich, Cllr P Oakes, Cllr M Gray

Town Clerk: Ms J Shields

Assistant to the Clerks: Ms F Collett

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Accepted: Cllr J Melville – Illness

Accepted: Cllr R Murphy – Previous Work Commitment

Not Accepted: Cllr N Clancy – No Apologies

2. DECLARATIONS OF INTEREST

Pecuniary interest - None

Personal interest - None

3. APPROVE MINUTES OF PREVIOUS MEETING

As proposed by Cllr Paul Oakes and seconded by Cllr Paul Heinrich, it was **RESOLVED** that the minutes of the meeting held on 17th September 2019 be agreed as a true record

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

- Decision Log is now implemented across all committees ready for reviewing at full council 29.10.19.
- Signs for the station have been ordered and planning consent has been granted for MTI.
- CCTV at Police Station – PC Paul Gwynn waiting for Superiors to get back to him prior to meeting with Secure Defence
- Market Advertising – posters have not yet been distributed.
- Defibrillator list - now complete, list given to Cllr B Wright

5. REVIEW PROMOTION OF TOWN COUNCIL ON FACEBOOK / JUST NORTH WALSHAM

5.1 Just North Walsham & North Walsham Times have both agreed to publish the list of Defibrillator locations for free, when they have adequate space.

5.2 Cllr B Wright to further investigate potential locations to place Market publicity.

5.3 Next North Walsham issue to contain the Precept, survey results (Story of why we have chosen what will be included, with a view to encouraging people to come forward with ideas next year), feature Councillor statements.

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6. PRECEPT IDEAS

Following analysis of the Survey Results it was **AGREED** to recommend to Full Council: £15K for Youth Projects, £10K for North Walsham Play, £5K for Tourism, £500 each for 2 Defibrillators (Chestnut Nursery & Bluebell Pub), a Kiosk in the Memorial Park to be proven by a trial of a mobile van (ice cream and/or teas etc.).

7. DISCUSSION ON PROMOTING TOURISM

- It was agreed that an Information leaflet needs to be put together with a view to distributing throughout towns in the region.
- As proposed by Cllr B Wright and seconded by Cllr M Gray, it was **RESOLVED to form a Tourism sub-group to include non-council members**. Cllr B Wright to speak to Beachwood and Scarborough Hill hotels for their input.
- Cllr B Wright to investigate the town's current advertising and discuss inclusion in NNDCs promotion with Cllr Virginia Gay.

8. CONSIDER INFORMATION SECURITY

- 8.1 Information security report from Cllr Heinrich: - GDPR compliant, back up procedures are good. Copyright and licensing needs to be looked at.
- 8.2 Information Security Incident Management Policy
- 8.3 A Guide to information security incidents: - to be taken to Personnel and Governance
- 8.4 Mobile Device Policy: - a policy needs to be drawn up to track use and location of devices.
- 8.5 Copyright for Website: - to be checked with Wayne Beauchamp.
- 8.6 Confidentiality Clause for Employee Contracts: - to be taken to Personnel (to include temporary contractors).
- 8.7 Use of Mobile Storage Devices: - procedure of Virus checking to be implemented (Office).
- 8.8 Photo Copyright Release: - a model release form to be drawn up, notice in parks saying that photography and filming may take place.
- 8.9 Photo Release Form for Minors: - a model release form to be drawn up.

Additional procedures to be implemented:

Audit Trail of Council assets to be designed.

Policy for use of personal items for Council business.

Policy for paperwork

As proposed by Cllr P Heinrich and Seconded by Cllr M Gray it was

RESOLVED to present the Information Security pack to Personnel and Governance for review.

RESOLVED to design a schedule of reporting security incidents and a draft Security Policy to be presented to Personnel & Governance.

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9. CONSIDER /DISCUSS CONTENTS OF NOTICEBOARDS

It was **AGREED** to include Agendas, Meetings Times and Dates, Council News and Councillor Contact details.

Cllr's Gray, Heinrich, Wright and Oakes would each be responsible for content of 1 notice board each (when in place).

10. UPDATE ON EVENT MANAGEMENT PLAN

The recommended changes have been made and the new Event Management Plan will be returned to Full Council 29.10.19

11. REVIEW QUOTATIONS FOR PURCHASE OF TABLETS

The Recommendation is to purchase reconditioned iPads for use on surveys with public. Quotes were received from Amazon (high price, no cellular option), Game (high price, no cellular option), Ebay (12 month Warrantee - 5th Gen, wifi only, £245, 6th Gen £255) and Consumer Electronic Exchange (24 month Warrantee - Mobile and Cellular versions 5th Gen @ £215 & 6th Gen @ £260) per unit on a variety of specs. As proposed by Cllr P Oakes and seconded by Cllr P Heinrich it was **PROPOSED to purchase the A1954 6 Gen at £260 from CEE x2.**

12. UPDATE ON JUNIOR SCHOOL RECYCLING POSTERS

There is no update yet but a reminder date has been set for Mid November.

13. DISCUSS HOW TO INTRODUCE ONE DRIVE

One Drive to be reviewed at forthcoming committee meetings.

It was noted that the office are now using One Drive following external technical advice, even though the Resolution by the M&I committee had been to install G Suite. The committee felt that it should have been returned to M&I for consideration before One Drive was purchased.

Cllr Gray wanted it noted that if help was needed with regards to IT issues, he was not to be asked.

14. ITEMS FOR THE NEXT AGENDA/LATE ITEMS FOR DISCUSSION

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

15. DATE OF NEXT MEETING

Tuesday 19th November at 18:30, 18 Kings Arms Street, North Walsham

The meeting closed at: 20:10

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