



NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Meeting

held on 21 January 2020, at the 18 Kings Arms Street, North Walsham

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

Assistant Clerk: Ms F Collett

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

Pecuniary interest - None

Personal interest - None

3. APPROVE MINUTES OF PREVIOUS MEETING – emailed with Agenda

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

As proposed by Cllr Gray and seconded by Cllr P Heinrich, it was **RESOLVED** that the minutes of the meeting held on 19th November 2019 be agreed as a true record

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

4.1 Market parking Sign: on hold

4.2 Market Advertising: Searching for locations to host advertising

4.3 Promoting Tourism: Need to approach Scarborough Inn for involvement

4.4 Notice Boards: New Boards awaiting D&A for delivery

4.5 Defibs: Item 8.2

4.6 Promotional leaflets: Item 6.2

4.7 Promotion of town: Item 6.2

4.8 Double sided poster stand: Ongoing. Fi to gather prices.

4.9 Surveys: Awaiting decision of full council

4.10 Public Information: Awaiting contract decision

5. TO CONSIDER WAYS TO PUBLICISE THE TOWN

5.1 March 'Just North Walsham' (deadline 20th Feb) to include April Town Meeting, By-Laws engagement (subject to Full Council approval), update on HAZ project, new East Ward Councillors

5.2 New boards discussed in 4.4, old boards: ask John Dial to continue to populate. John Dial to be recognised when task falls to councillors

Cllr Melville to get prices for Feather Banners to advertise the Town Council, Cllr Wright to supply image

Initials.....RW.....

Date.....11/2/20.....



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6. TO CONSIDER WAYS TO PROMOTE TOURISM

6.1 It was **Agreed** to encourage all events within the town to promote through the 'Visit North Norfolk' website

6.2 As proposed by Cllr Wright and seconded by Cllr Oakes it was **RESOLVED** to investigate design and get quotes for the printing of a trifold leaflet, A5 'short guide' and 'peel off pad' containing town map, to be distributed across surrounding tourist offices as well as in M&I Centre.

6.3 As proposed by Cllr Wright and seconded by Cllr Melville it was **RESOLVED** to create 'Visit North Walsham' Instagram page to be populated by pictures of the town. It was noted that Cllr Murphy abstained

7. TO DISCUSS PUBLIC ENGAGEMENT

7.1 HAZ Statement will be held until April at which point further information on funds available to the town will be available

8. TO DISCUSS OTHER COMMUNICATION AND PUBLICATIONS

8.1 As proposed by Cllr Oakes and seconded by Cllr Murphy it was **RESOLVED** to produce 'Town Council Aware' Tape. Cllr Murphy to investigate costs

8.2 The design for the Defibrillator leaflet was **APPROVED** and as proposed by Cllr Wright and seconded by Cllr Heinrich it was **RESOLVED** to print 30 posters.

8.3 The design for the Fiske's Wood sign was **APPROVED** and as proposed by Paul Oakes and Seconded by Robert Murphy it was **RESOLVED** to add 'Managed by' to the North Walsham Town Council. Cllr Wright to investigate additional cost and options for design.

9. TO DISCUSS BROADCASTING COUNCIL MEETINGS

As proposed by Cllr Wright and seconded by Cllr Gray it was **RESOLVED** to recommend the broadcasting of council meetings to Full Council for further discussion. It was felt it would help with public engagement and transparency. Mal Gray to put costs together

10. ITEMS FOR NEXT AGENDA

11. DATE OF NEXT MEETING

18.2.20 18:30

Meeting Closed at 19:39

Initials.....RW.....

Date.....11/2/20.....