



NORTH WALSHAM TOWN COUNCIL

Annual Council Meeting – Tuesday, 31 May 2022

Published: 26 May 2022

Time: 18.30

Place: 18 Kings Arms Street, North Walsham NR28 9JX

Councillors are hereby summoned to attend the above meeting of the Council.

All members of the public and press are welcome to attend and are allowed to address the Council during our Public Participation Forum (item 7) but are not permitted to take part in any of the debates.

J. Shields

Julie Shields
Town Clerk

Councillors must fulfil the duties of the following Nolan Principles

Selflessness - decisions solely in public interest

Objectivity - decide without discrimination or bias

Accountability - submit to scrutiny for all decisions

Openness - give reasons for decisions made

Integrity - not make decisions for financial gain

Honesty - be truthful & declare private interests

Leadership - promote these principles & challenge poor behaviour

AGENDA

Standing Orders: 1a-Motions shall be considered in the order they appear unless changed at the discretion of the Chair; 1p-A point of order shall identify the standing order that has been breached; 3v-'Quorate' is at least one third of the Whole Council (6); 3x-The meeting should not exceed 2hrs; 7a-A resolution cannot be reversed within six months except by a special motion; 7b-No item shall be moved at a meeting unless it is on the agenda;

1. ELECTION OF TOWN MAYOR

To Elect Town Mayor and sign 'The Declaration of Acceptance of Office' form

2. ELECTION OF DEPUTY MAYOR

To Elect Deputy Mayor

3. APOLOGIES FOR ABSENCE - any apologies received by the Proper Officer for absence

4. DECLARATIONS OF INTEREST - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)

5. TO APPROVE MINUTES OF PREVIOUS MEETING - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

To approve minutes of the Council meeting 26 April 2022 - emailed with Agenda

6. UPDATE ON MATTERS FROM PREVIOUS MINUTES - Decision/Action Log (Clerks report attached)

7. PUBLIC FORUM - (Standing Orders: 3e-Items on this agenda; 3f-Total duration max 15mins; 3g-Max 3mins per person; 3h-Questions do not require a response at this meeting)

8. TO RECEIVE MONTHLY REPORTS - available on NWTC website

8.1. Police – now available online at: www.police.uk/pu/your-area/norfolk-constabulary/north-walsham/

8.2. District Councillors

8.3. County Councillors

9. APPOINT MEMBERS TO COUNCIL COMMITTEE'S FOR 2022/23

To review existing Committee members and consider continuing for another year. (SO 4h Councillors can be on a maximum of 3 committees)

Current vacancies – 2x Finance, 1x Media & Information, 1x Development & Amenities and 2x Markets

- 9.1. Development and Amenities x8 (1 vacancy)
- 9.2. Media & Information x7 Cllr Murphy has missed 3 consecutive meetings SO 4e (making 2 vacancies)
- 9.3. Personnel x6
- 9.4. Finance and Grants x5 (2 vacancies)
- 9.5. Markets x7 (2 vacancies)

10. APPOINT REPRESENTATIVES TO EXTERNAL BODIES FOR 2022/23

To review existing external representatives and consider continuing for another year? vacancies for North Norfolk Town & Parish Forum & North Walsham in Bloom

- 10.1. North Norfolk Town & Parish Forum x1 ()
- 10.2. Regenerate North Walsham x1 (Cllr Wright)
- 10.3. Neech Loan Fund x2 (Cllr Bull & Cllr Hester)
- 10.4. Poors Allotment Charity x2 (Cllr Hester, Cllr Bull & Cllr Cracknell)
- 10.5. Friends of Friesenried Association x2 (Cllr Murphy & Cllr Fryer)
- 10.6. Bittern Line Partnership x1 (Cllr Wright)
- 10.7. Safer Neighbourhood Action Panel (SNAP) x1 (Cllr Murphy)
- 10.8. North Walsham in Bloom x1 ()
- 10.9. Men's Sheds x1/2 (Cllr Fryer & Cllr Hester)
- 10.10. High Street Action Zone x2 (Cllr Hester & Cllr Wright)
- 10.11. Western Expansion Group x2 (Cllr Gray & Cllr Beach)

11. MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL

11.1. MANOR ROAD STREET LIGHTS TO REMOVE OR REPLACE

To read residents replies and decide to remove or replace

11.2. TO CONSIDER DEFIBRILLATOR INSTALLATION ON THE OUTSIDE OF PARK PAVILION (D&A)

Defibrillator to be supplied by Poppies day nursery to be also suitable for children

11.3. TO CONSIDER FENCING OFF SKATEPARK AT TRACKSIDE (D&A)

11.4. REVIEW COUNCIL MEETING DATES for 22/23

11.5. REVIEW COMMITTEE'S Terms of Reference

- Personnel ToR's
- Finance & Grants ToR's – Up to £750 & 3 times a year (F&G)
- Development & Amenities ToR's
- Markets ToR's – approved 22.2.22
- Media & Information ToR's
- Mayor & Deputy Mayors ToR's

11.6. REVIEW POLICIES

- Standing Orders – NALC revised April 22
- Financial Regulations – last amended 25.1.22
- 3yr Business Plan – updated for 2022-25
- Delegation Scheme – take out Planning ToR's and add Market ToR's
- Code of Conduct – LGA model adopted 29.3.22

- Co-option Policy
- Communication Protocol
- Complaints Procedure
- Foi publication scheme
- Planning procedure

GDPR Policies

- CCTV Policy
- Information Audit
- Retention & Disposal
- General Privacy Statement
- GDPR Policy

Employment Policies – reviewed by Personnel Committee

- Absence and Sickness
- Disciplinary & Grievance – add: *Examples of Misconduct & Gross Misconduct (page 4)*
- Equal Opportunities – To be adopted as ‘*Equality, Diversity & Inclusion Policy*’ from Acas website
- Health & Safety – add:-
 - *PPE is supplied to protect employees/councillors/volunteers and must be used correctly*
 - *PPE will be supplied to employees when and where necessary. This must suitably fit and be kept in good repair.*
 - *PPE will only be supplied to councillors/volunteers undertaking Council business. Under no circumstances must any PPE equipment be kept by individuals. PPE must be stored correctly & will be signed in and out.*
 - *PPE must comply with UK legislation and any defects or loss must be reported to the Town Clerk*
- Starters & Leavers
- Training & Development
- Pension Policy

Financial Policies – reviewed Finance & Grants

- Financial Risk Management
 - *To adopt rewritten Financial Risk Management policy (previously adopted on 30.6.15)*
- Grant Award Policy – to add:-
 - *Grants up to £750 ONLY*
 - *Decided 3 times a year*
 - *Enclose latest business plan (if applicable)*

Amenity Polices & Risk Assessments – reviewed by Development & Amenities

- Tree Management Policy
- Grass Verge Policy
- Outdoor Advertising Policy
- Event Management Plan & Guidance
- Event Annual Contract
- Grass Cutting Risk Assessment
- Grave Digging Risk Assessment
- Handheld Machinery Risk Assessment
- Market Operations Risk Assessment
- SAM2 Risk Assessment
- Workshop/Workspace Risk Assessment

Information & Security Polices – reviewed by Media & Information Committee

- Community Engagement policy
- Press & Social Media Policy
- Website copyright notice
- Website Accessibility Statement

- Mobile Device Policy
- Personal Mobile Device Policy
- Photograph Copyright Release
- Photograph Release Form
- Use of Mobile Storage Devices
- Information Security Incident Management Policy
- Information Security Incidents Guide

12. FINANCE

- 12.1.** To approve income since April 22 meeting
- 12.2.** To approve expenditure since April 22 meeting
- 12.3.** To approve regular payments for 22/23
- 12.4.** To agree approved supplier for 22/23
- 12.5.** To approve Asset Register and Insurance Cover for 22/23 (F&G)
- 12.6.** To agree NWTC Fee's for 22/23 (F&G)
- 12.7.** To approve Financial Statement of Accounts for 21/22
- 12.8.** To approve AGAR for 21/22
 - 12.8.1** Read out and approve Annual Governance Statement (Section 1)
 - 12.8.2** Approve Accounting Statements (Section 2)
 - 12.8.3** Accept AGAR Papers
- 12.9.** To receive annual Internal audit report by Roger Canwell for 21/22
- 12.10.** To appoint annual Internal auditor for 22/23
- 12.11.** To appoint internal scrutineer for 22/23

13. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 13.1.** Attendance % sheet (attached)
- 13.2.** Clerk's decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair or Vice Chair, or Committee Chair within budget under £1,000; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)
 - Purchase of electrical cabinets for UKPN connection & Meter connection in Memorial Park
 - Approve trench digging for electrical cable laying in Memorial Park
 - Electrician for all electrical connections in Memorial Park
 - Purchase union jack bunting and hire of games for platinum jubilee

14. TO RECEIVE UPDATES

- 14.1.** Meet & Greet stand at Childrens day & Farmers market
- 14.2.** Street Feast on 30.4.22
- 14.3.** No applications for Co-option have been received

15. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

- 15.1.** Markets – 10 May 2022
- 15.2.** Media & Information – 10 May 2022
- 15.3.** Personnel – 12.May 2022
- 15.4.** Markets – 20 April 2022

16. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY - (Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final. The deadline to accept items for the next agenda is 17.6.22)

17. DATES OF FORTHCOMING MEETINGS

- 17.1.** Full Council – Tuesday 28 June 2022, 18.30, at 18 Kings Arms Street