



NORTH WALSHAM TOWN COUNCIL

Minutes of the Annual Council Meeting

held on Tuesday 23 May 2023, at 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr Bull (Chair); Cllr Beach; Cllr Dibben; Cllr Spall; Cllr Wright; Cllr Eastwick; Cllr Gray; Cllr Tatam (joined at 18:32); Cllr Shires; Cllr Richardson

Assistant Town Clerk: Ms F Collett

Members of Public: None

The meeting opened at 18.30

1. ELECTION OF TOWN MAYOR

Cllr Wright was nominated for Mayor, no other nominations were received. It was voted unanimously and **RESOLVED that Cllr Wright be elected as Mayor for the year 23/24**

The Mayor's 'Declaration of Acceptance of Office' form was signed by Cllr Wright

2. ELECTION OF DEPUTY MAYOR

Cllr Spall was nominated for Deputy Mayor, no other nominations were received. It was voted unanimously and **RESOLVED that Cllr Spall be elected as Deputy Mayor for the year 23/24**

3. APOLOGIES FOR ABSENCE

Cllr Hester, Cllr Heinrich

Cllr Covell (No Apologies)

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)

Personal interests: Cllr Richardson (Bluebell Pond)

Pecuniary interests: None

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)

As proposed by Cllr Wright and seconded by Cllr Gray, it was **RESOLVED that the minutes of the Council Meeting held on 25 April 2023 be agreed as an accurate record and signed following the removal of the Town Clerks name and addition of Assistant Clerks name as relevant Lead Officer**

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)

No members of the public were present

8. TO CONSIDER CO-OPTIONS

This matter was deferred. Steve Blatch to be asked if we may co-opt the remaining vacant council seats or if we are required to issue a Notice Offering an Election.



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9. TO ADOPT THE GENERAL POWER OF COMPETENCE (GPoC)

The Criteria of CiLCA trained Clerk and 11 elected Councillors has been met, this gives Council the power to undertake activities and incur expenditure without having to identify specific powers.

10. APPOINT MEMBERS TO COUNCIL COMMITTEE'S FOR 2023/24 - (Standing Orders: 4h-Councillors can be on a maximum of 3 Committees)

Cllr Wright notified the Council that in their absence, Cllr Heinrich wished to stand for Media & Information, Finance & Grants and Personnel and that Cllr Hester wishes to stand for Personnel, Finance & Grants and Development & Amenities as well as being one of the Council representatives for the Pools Charity (item 11.2).

10.1 **Development and Amenities (x8):** Cllr Shires, Cllr Gray, Cllr Tatam, Cllr Dibben, Cllr Wright, Cllr Hester

10.2 **Media & Information (x7):** Cllr Shires, Cllr Gray, Cllr Heinrich, Cllr Wright

10.3 **Personnel (x5):** Cllr Tatam, Cllr Shires, Cllr Gray, Cllr Eastwick, Cllr Beach

10.4 **Finance & Grants (x5):** Cllr Hester, Cllr Heinrich, Cllr Wright

10.5 **Markets (x7):** Cllr Richardson, Cllr Dibben, Cllr Spall, Cllr Beach

11. APPOINT REPRESENTATIVES TO EXTERNAL BODIES FOR 2023-2027

11.1. Regenerate North Walsham x1: Group No Longer Active

11.2. **Pools Allotment Charity x2:** Cllr Hester, Cllr Gray, Cllr Eastwick

11.3. **Friends of Friesenried Association x2:** Cllr Heinrich, Cllr Tatam

11.4. **Bittern Line Partnership x1:** Cllr Wright

11.5. **Safer Neighbourhood Action Panel (SNAP) x1:** Cllr Shires

11.6. **North Walsham in Bloom x1:**

11.7. Men's Sheds x1 – Group currently not active

11.8. **Bluebell Pond Working Group:** Daniel Gilbert, Cllr Dibben (NWTC) Cllr Richardson + 1 other (Bluebell Pond Committee)

11.9. Western Expansion Group x2 – Group no longer active

11.10. **Christmas Working Group:** Cllr Shires, Cllr Eastwick,

12. REVIEW COUNCIL MEETING DATES FOR 23/24

All councillors acknowledged the last Tuesday of the month, with the exception of August and December (if relevant), as the regular meeting date for the forthcoming year.

13. REVIEW COMMITTEE'S Terms of Reference

All ToR's to be reviewed by the relevant committee, before returning to Full Council.

14. REVIEW POLICIES

All policies were reviewed.

14.1. Standing Orders – reviewed April 23

14.2. Financial Regulations – reviewed April 23

14.3. 3yr Business Plan – updated for 2023-26

14.4. Delegation Scheme: the Markets Advisory 'Group' to be amended to 'Committee'

14.5. Code of Conduct – LGA model adopted 29.3.22.

Signed:

Date:



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- 14.6. Co-option Policy – to be reviewed by the Personnel Committee, reporting back with any proposed changes.
- 14.7. Communication Protocol
- 14.8. Complaints Procedure
- 14.9. FoI publication scheme
- 14.10. Planning procedure – this policy is no longer relevant.

GDPR Policies

- 14.11. CCTV Policy
- 14.12. Information Audit – as per Freedom of Information Act 2000
- 14.13. Retention & Disposal – as per Freedom of Information Act 2000
- 14.14. General Privacy Statement
- 14.15. GDPR Policy

EMPLOYMENT POLICIES

14.16 – 14.22 – All policies to be reviewed by Personnel Committee, reporting back with any proposed changes.

FINANCIAL POLICIES

- 14.23. Financial Risk Management – reviewed December 22
- 14.24. Grant Award Policy – reviewed December 22

AMENITY POLICIES & RISK ASSESMENTS

14.25 – 14.35 – All policies to be reviewed by Development & Amenities Committee, reporting back with any proposed changes.

INFORMATION & SECURITY POLICIES

14.36 – 14.46 – All policies to be reviewed by Media & Information Committee, reporting back with any proposed changes.

15. FINANCE

- 15.1. As proposed by Cllr Wright and seconded by Cllr Gray, it was **RESOLVED To approve income since April 23 meeting**
- 15.2. As proposed by Cllr Wright and seconded by Cllr Spall, it was **RESOLVED to approve expenditure since April 23 meeting**
- 15.3. As proposed by Cllr Wright and seconded by Cllr Gray, it was **RESOLVED to approve regular payments for 23/24**
- 15.4. As proposed by Cllr Wright and seconded by Cllr Gray, it was **RESOLVED to agree ‘approved supplier’ list for 23/24**
- 15.5. As proposed by Cllr Shires and seconded by Cllr Spall , it was **RESOLVED to approve Asset Register and Insurance Cover for 23/24. It was noted that the Benches in the Market Place need to be removed from the Asset Register.**
- 15.6. NWTC Fee’s for 23/24 were agreed on the understanding that they would be revisited once the fee’s for ‘Concessions on the Park’ had been added



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15.7. As proposed by Cllr Wright and seconded by Cllr Gray , it was **RESOLVED to approve**

Financial Statement of Accounts for 22/23

15.8. As proposed by Cllr Wright and seconded by Cllr Gray , it was **RESOLVED to approve AGAR for 22/23**

15.8.1. Read out and approved Annual Governance Statement (Section 1)

15.8.2. Approved Accounting Statements (Section 2)

15.8.3. Accepted AGAR Paper

15.9. To receive annual Internal audit report for 22/23 by Roger Canwell

Auditor has made initial visit and will return findings in June

15.10. As proposed by Cllr Wright and seconded by Cllr Spall , it was **RESOLVED to appoint Roger Canwell as annual Internal auditor for 23/24**

15.11. To appoint internal scrutineer for 23/24. This matter was deferred to the Finance Committee

16. TENNIS COURTS

As proposed by Cllr Wright and seconded by Cllr Gray , it was **RESOLVED To agree cost of coating and cleaning of Tennis Courts by Soft Surfaces.** (November '22 price re confirmed May '23) Dates and working timetable to be referred to M&I (Press releases & Signage)

17. BENCHES

17.1 As proposed by Cllr Wright and seconded by Cllr Shires , it was **RESOLVED to site the Coronation Bench gifted by NNDC on the Memorial Park adjacent to the playpark and the Coronation Silver Birch tree to be planted alongside.**

17.2. As proposed by Cllr Wright and seconded by Cllr Gray , it was **RESOLVED to place a fire brigade memorial bench in The Cedars garden (subject to NNDC agreement). Mr Patrick Pipe to be advised.**

17.3. NNDC will now not use old NWTC benches and will be choosing their own for placement

18. REFRESHMENTS IN MEMORIAL PARK

It was agreed to permit drinks and ice cream vendors, subject to hygiene and insurance certification. NNDC to be contacted to determine appropriate fees for traders. Further action on this matter was deferred to D&A

19. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

19.1. Attendance % sheet (attached)

19.2. Councillor training courses available

19.3. Clerk's decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair / Deputy Chair or Committee Chair within budget under £1,000; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)

19.3.1. None

20. TO RECEIVE UPDATES

20.1. Street Feast on 6.5.23

21. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

21.1. Markets – 20 April 2022

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22. 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)

None

23. DATES OF FORTHCOMING MEETINGS

23.1. Full Council – Tuesday 27 June 2022, 18.30, at 18 Kings Arms Street

Meeting Closed at 19:39

DRAFT