



NORTH WALSHAM TOWN COUNCIL

Minutes of the Annual Council Meeting

held on Tuesday 31 May 2022, at 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr Bull (Chair); Cllr Beach; Cllr Covell; Cllr Cracknell; Cllr Dibben; Cllr Felstead; Cllr Fryer; Cllr Gray; Cllr Murphy; Cllr Sims; Cllr Spall; Cllr Wright;

District Councillors: Cllr Seward; Cllr Gay;

County Councillors: Cllr Shires;

Town Clerk: Ms J Shields

Members of Public: 1

The meeting opened at 18.30

1. ELECTION OF TOWN MAYOR

Cllr Bull was nominated for Mayor, no other nominations were received. It was voted unanimously and **RESOLVED** that **Cllr Bull be elected as Mayor for the year 22/23**

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

2. ELECTION OF DEPUTY MAYOR

Cllr Wright was nominated for Deputy Mayor, no other nominations were received. It was voted unanimously and **RESOLVED** that **Cllr Wright be elected as Deputy Mayor for the year 22/23**

3. APOLOGIES FOR ABSENCE

Cllr Golder (hols); Cllr Hester (ill)

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: None

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)

5.1. To approve minutes of the Council meeting 26 April 2022

As proposed by Cllr Dibben and seconded by Cllr Spall, it was **RESOLVED** that **the minutes of the Council Meeting held on 26 April 2022 be agreed as an accurate record**

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)

One member of the public wanted to speak - He commented that the Councillors 'meet and greet' stall was a worthwhile venture, and that it was nice to actually be able to talk to Councillors

Signed:

Date: 28/6/22



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

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) **Cllr Dibben was nominated**
(Cllr Wright; Cllr Felstead; Cllr Murphy; Cllr Bull; Cllr Sims; Cllr Golder; Cllr Gray; Cllr Dibben)
- 9.2. Media & Information x6 (2 vacancies) **Cllr Spall was nominated**
(Cllr Gray; Cllr Wright; Cllr Felstead; Cllr Heinrich; Cllr Golder; Cllr Spall)
- 9.3. Personnel x6
(Cllr Sims; Cllr Bull; Cllr Heinrich; Cllr Spall; Cllr Gray; Cllr Cracknell)
- 9.4. Finance and Grants x5 (2 vacancies) **No nominations received**
(Cllr Cracknell; Cllr Sims; Cllr Heinrich)
- 9.5. Markets x7 (2 vacancies) **Cllr Beach & Cllr Felstead were nominated**
(Cllr Spall; Cllr Bull; Cllr Gray; Cllr Dibben; Cllr Wright; Cllr Beach; Cllr Felstead)

After receiving more nominations that available positions on 3 Committees, initialled ballot papers were circulated and it was **RESOLVED** by majority to appoint the following Councillors onto the existing Committees

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 (Cllr Bull)
- 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 (Cllr Sims said they would rather just have a point of contact)
- 10.9. Men's Sheds x1/2 (Cllr Fryer & Cllr Hester) Representative no longer required
- 10.10. High Street Action Zone x2 (Cllr Hester & Cllr Wright)
- 10.11. Western Expansion Group x2 (Cllr Gray & Cllr Beach) No longer required in agreement with NNDC

As proposed by Cllr Cracknell and seconded by Cllr Sims, it was **RESOLVED** to keep existing External Representatives for the year 22/23, to add Cllr Bull as representative to NNTPF and to remove representatives from Groups that were no longer required

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

11.1. MANOR ROAD STREET LIGHTS TO REMOVE OR REPLACE

Residents replied and were unanimously in favour of keeping the streetlights. It was discussed putting a bollard in front of the damaged streetlight, and if possible to move it backwards

As proposed by Cllr Gray and seconded by Cllr Sims, it was **RESOLVED to replace the streetlight**

11.2. TO CONSIDER DEFIBRILLATOR INSTALLATION ON THE OUTSIDE OF PARK PAVILION

It was a discussed that it would be a really good idea to have a defibrillator on the outside of the Pavilion for adults and children. As it is our building, we should purchase the Defibrillator.

As proposed by Cllr Sims and seconded by Cllr Gray, it was **RESOLVED to purchase a defibrillator for the outside of the Pavilion and register as the Town Councils**

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

A complaint has be received about dogs running around Trackside park and being a potential hazard to skatepark users. As we have been made aware of this, we now have a duty to act on it

As proposed by Cllr Covell and seconded by Cllr Heinrich, it was **RESOLVED to erect a fence with gates to separate the skatepark from the main park area and also erect appropriate signage**

11.4. REVIEW COUNCIL MEETING DATES for 22/23

The Council meeting dates for 22/23 were reviewed and accepted

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

All ToR's had previously been reviewed

As proposed by Cllr Bull and seconded by Cllr Cracknell, it was **RESOLVED to approve the ToR's and add amendments to Finance & Grants**

11.6. REVIEW POLICIES

- Standing Orders – NALC revised April 22
- Financial Regulations – last amended 25.1.22
- 3yr Business Plan – *updated for 2022-25, Add purchase of new Cemetery*
- 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

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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 add ‘FREE of Charge’ 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, add checked and cleaned.*
 - *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 Policies & 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
- **ADD Street Feast and Carboot sale Risk Assessments**

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Information & Security Policies – 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

All Policies have been reviewed

As proposed by Cllr Wright and seconded by Cllr Murphy, it was **RESOLVED** to approve adding amendments to – 3yr Business Plan, Delegation Scheme; Disciplinary & Grievance; Health & Safety; and Grant Awards Policy, adopt new policies – Equality Diversion & Inclusion; Financial Risk Management; and Food Feast / CarBoot Risk Assessment; and approve all other existing policies

12. FINANCE

12.1. To approve income since April 22 meeting

As proposed by Cllr Heinrich and seconded by Cllr Gray, it was **RESOLVED** to approve the income since April 22

12.2. To approve expenditure since April 22 meeting

As proposed by Cllr Gray and seconded by Cllr Sims, it was **RESOLVED** to approve the expenditure since April 22

12.3. To approve regular payments for 22/23

As proposed by Cllr Murphy and seconded by Cllr Gray, it was **RESOLVED** to approve the regular payments for 22/23

12.4. To agree approved supplier for 22/23

As proposed by Cllr Cracknell and seconded by Cllr Bull, it was **RESOLVED** to approved a supplier list for 22/23

12.5. To approve Asset Register and Insurance Cover for 22/23 (F&G)

As proposed by Cllr Gray and seconded by Cllr Sims, it was **RESOLVED** to approve the Asset Register and Insurance Cover for 22/23

12.6. To agree NWTC Fee's for 22/23 (F&G)

As proposed by Cllr Cracknell and seconded by Cllr Gray, it was **RESOLVED** to agree Fees for 22/23. It was decided to pass the Market Fees

12.7. To approve Financial Statement of Accounts for 21/22

As proposed by Cllr Cracknell and seconded by Cllr Heinrich, it was **RESOLVED** to approve the 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)

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As proposed by Cllr Murphy and seconded by Cllr Spall , it was **RESOLVED** to approve the **Annual Governance Statement (section 1)**

12.8.2 Approve Accounting Statements (Section 2)

As proposed by Cllr Heinrich and seconded by Cllr Cracknell, it was **RESOLVED** to approve the **Annual Governance Statement (section2)**

12.8.3 To receive AGAR Papers as requested by PKF Littlejohn

12.9. To receive annual Internal audit report by Roger Canwell for 21/22

12.10.To appoint annual Internal auditor for 22/23

As proposed by Cllr Sims and seconded by Cllr Wright, it was **RESOLVED** to appoint **Roger Canwell as the Annual Internal Auditor for 22/23**

12.11.To appoint internal scrutineer for 22/23

Cllr Sims was nominated, no other nominations were received

As proposed by Cllr Cracknell and seconded by Cllr Gray, it was **RESOLVED** to appoint **Cllr Sims as the 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

Full Council – Tuesday 28 June 2022, 18.30, at 18 Kings Arms Street

The meeting closed at 19:40

Signed:

Date: 28/6/22