



NORTH WALSHAM TOWN COUNCIL

Minutes of the Annual Town Council Meeting

held on Tuesday 21st May 2024

Cedar House, 3 New Road, North Walsham NR28 9DE

Present:

Town Councillors:	Cllr Wright (Chair)	Cllr Spall
	Cllr Beach	Cllr Brand
	Cllr Gray	Cllr Heinrich
	Cllr Covell	Cllr Eastwick
	Cllr Shires	Cllr Seward
	Cllr Hester	Cllr Ginbey

District Councillors: Cllr Heinrich Cllr Shires

County Councillors: Cllr Shires

Town Clerk: Wendy Murphy

RFO: Cherrie Woods

Members of Public: 1

The meeting opened at 18.30.

1. ELECTION OF TOWN MAYOR

Cllr Wright was nominated for Mayor, proposed by Cllr Gray and seconded by Cllr Hester. Cllr Hester was also nominated, proposed by Cllr Beach and seconded by Cllr Ginbey. A paper ballot was counted, Cllr Wright had 7 votes and Cllr Hester had 5 votes. It was **RESOLVED** that Cllr Wright be elected as Mayor for the year 24/25.

2. ELECTION OF DEUTY MAYOR

Cllr Gray was nominated for Deputy Mayor, proposed by Cllr Eastwick and seconded by Cllr Shires. Cllr Hester was also nominated, proposed Cllr Beach and seconded by Cllr Ginbey. A paper ballot was Counted, Cllr Hester had 7 votes and Cllr Gray had 5 votes. It was **RESOLVED** that Cllr Hester be elected As Deputy Mayor for the year 24/25.

3. APOLOGIES FOR ABSENCE

Cllr S Dibben
Cllr S Richardson
Cllr Saul Penfold - NCC

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: 13.1 Cllr Seward (NWIB) 12.5 Cllr Shires
Dispensation:
Pecuniary interests: Cllr Eastwick (Poppies)

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

As proposed by Cllr Shires and seconded by Cllr Ginbey and all in agreement it was **RESOLVED that the minutes of the Council Meeting held on 30th April 2024 be agreed as an accurate record.**

Signed:

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6. UPDATE ON MATTERS FROM PREVIOUS MINUTES –/Action Log

Cllr Eastwick asked about the lights on the Memorial Park that are wired into Poppies – The Clerk will investigate this matter

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)

Robert Murphy gave an update on Childrens Day. £4.5K was raised, £2k has been given to St Nicholas Church and £2k to the Scouts. £500 will be held for next year’s event which can cost up to £11k to run. NNDC - Cllr Heinrich confirmed that there will be a covered bicycle cover at the Travel Hub. NCC - Cllr Shires confirmed that pothole repairs was going well.

8. TO MAKE A DECISION ON DISBANDING THE MARKETS COMMITTEE

As proposed by Cllr Heinrich and seconded by Cllr Shires and with a majority vote it was **AGREED** to accept an amended motion and look at forming an Events/Markets/Tourism committee/working group. The committee will make decisions and the staff will carry out operational duties. – This will be discussed in more detail at the next meeting.

9. APPOINT MEMBERS TO COUNCIL COMMITTEE’S FOR 2024/25 - (Standing Orders: 4h-Councillors can be on a maximum of 3 Committees)

- 9.1 Development and Amenities x7 - Cllr Gray, Cllr Brand, Cllr Ginbey, Cllr Shires, Cllr Wright, Cllr Seward
- 9.2 Media & Information x7 - Cllr Gray, Cllr Heinrich, Cllr Wright, Cllr Shires
- 9.3 Personnel x6 – Cllr Hester, Cllr Heinrich, Cllr Beach, Cllr Ginbey, Cllr Eastwick, Cllr Wright
- 9.4 Finance and Grants x5 – Cllr Hester, Cllr Seward, Cllr Heinrich, Cllr Ginbey, Cllr Eastwick
- 9.5 Events/Markets/Tourism x5 – ToR’s will need to be looked at – This was to be deferred to Junes Meeting

10. REVIEW COUNCIL MEETING DATES for 24/25

These were accepted. However committee dates can change.

11. REVIEW COMMITTEE’S Terms of Reference each committee will review their own ToR’s

- 11.1 . Personnel ToR’s
- 11.2. Finance & Grants ToR’s
- 11.3. Development & Amenities ToR’s
- 11.4. Markets ToR’s – Defered to June Full Council Meeting
- 11.5. Media & Information ToR’s
- 11.6. Mayor & Deputy Mayors ToR’s

12. REVIEW POLICIES

- 12.1 Standing Orders – As proposed by Cllr Shires and seconded by Cllr Wright and all in favour it was **RESOLVED** to amend the following:
 - 3. i. A A person shall raise his hand when requesting to speak



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3.y Councillors not attending meetings of Full Council or Committee for a 6 month period, will cease to be a member of the Council, unless dispensation has been agreed by Full Council.

4. i. Order of business format for a Committee, the first 5 items will be:-

5. Update on Committee budget

20.d. The Council operates from a shared premise and therefore access by Councillors to the Council offices and Staff is strictly by appointment only. If the issue is of an urgent or emergency nature, access will be the sole responsibility of the Town Clerk. Councillors are reminded that they must sign in and out of the office. (Council minutes 30.4.19, item 6d)

12.2. Financial Regulations – there is a new model out from NALC this will be taken to the Finance & Grants committee

12.3. Delegation Scheme

As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was RESOLVED to accept to delete the following as the Council has a RFO already appointed • In case of long-term absence of the Town Clerk appoint a Responsible Finance Officer

As proposed by Cllr Wright and seconded by Cllr Ginbey and all in favour to accept the following policies with no amendments: -

12.4. Code of Conduct – LGA model adopted 29.3.22

12.5. Co-option Policy

12.6. Communication Protocol

12.7. Complaints Procedure

12.8. FoI publication scheme

12.9. Planning procedure

GDPR Policies

12.10.CCTV Policy – As proposed by Cllr Wright and seconded by Cllr Shires it was agreed to review this policy when the CCTV is in place at Cedar House

12.11.Information Audit – as per Freedom of Information Act 2000 – As proposed by Cllr Wright and seconded by Cllr Ginbey it was RESOLVED to accept the Clerks amendment.

12.12.Retention & Disposal – as per Freedom of Information Act 2000 – As proposed by Cllr Wright and seconded by Cllr Shires it was RESOLVED to accept the Clerks amendment.

As proposed by Cllr Wright and seconded by Cllr Hester it was RESOLVED to accept the following policies:

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12.13.General Privacy Statement

12.14.GDPR Policy

Employment Policies – to be reviewed by Personnel Committee

12.15.Disciplinary & Grievance – Acas model adopted 26.11.19

12.16.Equal, Diversity & Inclusion – Acas model

12.17.Absence and Sickness

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- 12.18. Health & Safety
- 12.19. Starters & Leavers
- 12.20. Training & Development
- 12.21. Pension Policy – Norfolk Pension Fund model
- Financial Policies – - to be reviewed by Finance & Grants Committee
- 12.22. Financial Risk Management
- 12.23. Grant Award Policy
- Amenity Polices & Risk Assessments – to be reviewed by Development & Amenities
- 12.24. Tree Management Policy
- 12.25. Grass Verge Policy
- 12.26. Outdoor Advertising Policy
- 12.27. Event Management Plan & Guidance
- 12.28. Event Annual Contract
- 12.29. Grass Cutting Risk Assessment
- 12.30. Grave Digging Risk Assessment
- 12.31. Handheld Machinery Risk Assessment
- 12.32. Market Operations Risk Assessment
- 12.33. SAM2 Risk Assessment
- 12.34. Workshop/Workspace Risk Assessment
- Information & Security Polices – to be reviewed by Media & Information Committee
- 12.35. Community Engagement policy
- 12.36. Press & Social Media Policy
- 12.37. Website copyright notice
- 12.38. Website Accessibility Statement
- 12.39. Mobile Device Policy
- 12.40. Personal Mobile Device Policy
- 12.41. Photograph Copyright Release
- 12.42. Photograph Release Form
- 12.43. Use of Mobile Storage Devices
- 12.44. Information Security Incident Management Policy
- 12.45. Information Security Incidents Guide

13. FINANCE

- 13.1. As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was RESOLVED to approve income since April 24 meeting.
- 13.2. As proposed by Cllr Wright and seconded by Cllr Beach and all in favour it was RESOVED to approve the expenditure since March meeting. Cllr Shires asked for the tablecloths to be taken out of office budget
- 13.3. As proposed by Cllr Wright and seconded by Cllr Hester and all in favour it was RESOLVED to approve regular payments for 24/25

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- 13.4. As proposed by Cllr Shires and seconded by Cllr Beach it was RESOVED to defer the approved supplier' list for 24/25 – This is to be reviewed by the Finance
- 13.5. As proposed by Cllr Wright and seconded by Cllr Hester and with Cllr Eastwick abstaining it was RESOLVED to accept Asset Register and Insurance Cover for 24/25 – The clerk will investigate the Risk assessment for Poppies.
- 13.6. To agree NWTC Fee's for 24/25 – This will be reviewed and brought back to Full Council
- 13.7. As proposed by Cllr Wright and seconded by Cllr Heston and all in favour it was RESOLVED to approve Financial Statement of Accounts for 23/24
- 13.8. As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was RESOLVED to approve items 13.8.1, 13.8.2 and 13.8.3
 - 13.8.1. The Council approved the Annual Governance Statement (Section 1)
 - 13.8.2. The Council approved the Accounting Statements (Section 2)
 - 13.8.3. The Council accepted the AGAR Papers
- 13.9. The Council received the annual Internal audit report for 23/24 by Roger Canwell –
- 13.10. As proposed by Cllr Eastwick and seconded by Cllr Wright and all in favour it was RESOLVED to appoint Cllr Heinrich as internal scrutineer for 24/25
- 13.11. As proposed by Cllr Shires and seconded by Cllr Wright and all in favour it was RESOLVED to approve the quote for £13,935.00 including VAT for the uplighting of the Market Cross as recommended by the Development & Amenities Committee
- 13.12. As proposed by Cllr Wright and seconded by Cllr Hester and all in favour it was RESOLVED to approve a 5-year contract for a new photocopier that needs to be wifi enabled
- 13.13. The Council received the RFO report
- 13.14. As proposed by Cllr Wright and seconded by Cllr Eastwick, with Cllr Seward abstaining and a majority vote it was RESOLVED to agree a donation to North Walsham in Bloom for £3,000.00 Cllr Seward thanked the Council on behalf of North Walsham in Bloom.
- 13.15. As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was RESOLVED to accept the 2024/2025 Budget.

14. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 14.1. Councillor training courses available – Code of Conduct – The Clerk will arrange some dates for this
- 14.2. 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)
None

15. TO RECEIVE UPDATES

Cllr Shires confirmed that she had attended the latest SNAP meeting and the police priorities are Antisocial Behaviour including vehicles.

16. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

No reports received

17. TO RECEIVE CLERKS REPORT

The Council received the clerks report

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18. 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)

19. DATES OF FORTHCOMING MEETINGS

11.06.24 Finance & Grants

25.06.24 Full Council

02.07.24 Personnel

16.07.24 Development & Amenities

20. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 FOR CONFIDENTIAL MATTERS

Staff matters were discussed, and no decisions were needed.

The meeting closed at 20.24

Signed:

Date: