



# NORTH WALSHAM TOWN COUNCIL

## Council Meeting – Tuesday 28<sup>th</sup> January 2025

Published: 23.01.2025

Time: 18.30

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

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.

**Wendy Murphy**  
Town Clerk

*The Council have signed the 'Civility in Public Life Pledge' agreeing no intimidation, abuse, or harassment*  
*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. **APOLOGIES FOR ABSENCE** - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)
2. **DECLARATIONS OF INTERESTS & REQUESTS FOR DISPENSATIONS** - (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)
3. **MINUTES** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)  
To receive and approve the minutes of the Council meeting 17<sup>th</sup> December 2024.
4. **CO-OPTION**  
To receive and agree 5 applications for co-option and to sign the Declaration of acceptance form
5. **TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**  
Clerks Report/Action Log  
Projects.
6. **TO RECEIVE MAYOR'S ANNOUNCEMENTS**

**7. OPEN FORUM FOR PUBLIC PARTICIPATION**

**7.1.** District Councillors

**7.2.** County Councillors

**7.3.** Police

**7.4.** Public - (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. FINANCE**

**8.1** To approve expenditure since December meeting.

**8.2** To receive Bank Reconciliation up to 31/12/2024

**9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY**

**9.1.** Correspondence

**9.2.** Clerk's decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair / Deputy Chair or Committee Chair within budget under £1,500; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)

**10. EVENTS WORKING GROUP**

To receive the minutes and agree the recommendations made

**11. REVIEW HEALTH AND SAFETY AUDIT AND AGREE ACTIONS, INCLUDING CRONER'S REVIEW AND UPDATING OUR HEALTH, SAFETY AND COSHH RISK ASSESSMENTS**

To receive H&S audit and agree actions

**12. REVIEW OF PROGRESS ON FINANCE AUDIT PLAN**

12.1 To receive an updated action plan

12.2 To agree externalising payroll to Norfolk ALC

12.3 To agree external pensions analysis to Norfolk ALC

12.4 To agree pension reserve allowance of £100K

**13. TO RECEIVE AND AGREE THE MEMORANDUM OF UNDERSTANDING FOR THE WAR MEMORIAL PARK**

To receive and agree the document

**14. TO AMEND THE TERMS OF REFERENCE FOR FINANCE AND D & A COMMITTEES AND APPOINT MEMBERS TO THE D&A COMMITTEE VACANCIES**

To amend the quorate to half of the current members plus one (with a minimum of 3).

**15. TO AGREE ADDITIONAL WORKNEST COSTS REGARDING INVESTIGATIONS**

To receive invoice and quote for additional costs

**16. TO RECEIVE AND REVIEW DAA AUDITS**

To receive and review DAA audits

**17. TO AGREE IOSH QUOTES**

To receive and agree IOSH Working & Managing Safely Training quotes

**18. TO REVIEW AND RESPOND TO PLANNING APPLICATIONS**

PO/24/2717 (Mundesley Road) will be discussed at the meeting 5<sup>th</sup> February

PF/24/2591 2 Burton Avenue

PF/24/2659 23 Nelson Road

RV/24/1794 Sainsburys

**19. 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)

**20. DATES OF FORTHCOMING MEETINGS**

D & Meeting 28<sup>th</sup> January at 9.00pm

Public Open Day, Cedar House 3<sup>rd</sup> February 10am – 2pm to look at plans etc for Mundesley Road

EO Full Council – Planning re Mundesley Road - Wednesday 3<sup>rd</sup> February 7pm

Finance – Thursday 4<sup>th</sup> February

Events & Tourism Working Group – Thursday 13<sup>th</sup> February 6.30pm

Full Council – Tuesday 25<sup>th</sup> February 6.30pm

**21. TO CONSIDER PASSING A RESOLUTION, IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS TO BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEMS BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED**

Staffing updates