



NORTH WALSHAM TOWN COUNCIL

Annual Council Meeting – Tuesday 27th May 2025

Published: 21.05.25

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 6) 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. 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 - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)

4. 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)

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 receive and approve the minutes of the Council meeting 29 April 2025 and 13 May 2025

6. TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA Clerks Report

7. TO RECEIVE MAYOR'S ANNOUNCEMENTS

8. TO AGREE FOUR CO-OPTIONS

As per Standing Orders, the vote for new members will be via a show of hands.

Co-Options will continue each month until all positions are filled.

9. OPEN FORUM FOR PUBLIC PARTICIPATION

9.1. District Councillors

9.2. County Councillors

9.3. Police

9.4. 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)

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

10.1. Development and Amenities x7

10.2. Finance and Grants x5

10.3. Personnel x6

11. REVIEW COUNCIL MEETING DATES for 24/25

12. REVIEW COMMITTEE'S Terms of Reference – each committee will review their own ToR's

12.1. Mayor & Deputy Mayors ToR's

13. REVIEW POLICIES

13.1. Standing Orders – last reviewed May 24

13.2. Financial Regulations – last reviewed July 24

13.3. Delegation Scheme

13.4. Code of Conduct – LGA model adopted 29.3.22

13.5. Co-option Policy

13.6. Communication Protocol

13.7. Complaints Procedure

13.8. FoI publication scheme

13.9. Planning procedure

GDPR Policies

13.10. CCTV Policy

13.11. Information Audit – as per Freedom of Information Act 2000

13.12. Retention & Disposal – as per Freedom of Information Act 2000

13.13. General Privacy Statement

13.14. GDPR Policy

Employment Policies – to be reviewed by Personnel Committee

13.15. Disciplinary & Grievance – Acas model adopted 26.11.19

13.16. Equal, Diversity & Inclusion – Acas model

13.17. Absence and Sickness

13.18. Health & Safety

13.19. Starters & Leavers

THESE ARE NOW ALL INCLUDED IN THE EMPLOYEE HANDBOOK SO WOULD NEED TO BE REMOVED

13.20. Training & Development

13.21. Pension Policy – Norfolk Pension Fund model

Financial Policies – to be reviewed by Finance & Grants Committee

- 13.22. Financial Risk Management
- 13.23. Grant Award Policy
- 13.24. Investment Policy
- 13.25. Reserves Policy
- 13.26. Internal Control Policy

Amenity Policies & Risk Assessments – to be reviewed by Development & Amenities

- 13.27. Tree Management Policy
- 13.28. Grass Verge Policy
- 13.29. Outdoor Advertising Policy
- 13.30. Event Management Plan & Guidance
- 13.31. Event Annual Contract
- 13.32. Grass Cutting Risk Assessment
- 13.33. Grave Digging Risk Assessment
- 13.34. Handheld Machinery Risk Assessment
- 13.35. Market Operations Risk Assessment
- 13.36. SAM2 Risk Assessment
- 13.37. Workshop/Workspace Risk Assessment

Information & Security Policies – to be reviewed at the Full Council Meeting in June.

- 13.38. Community Engagement policy
- 13.39. Press & Social Media Policy
- 13.40. Website copyright notice
- 13.41. Website Accessibility Statement
- 13.42. Mobile Device Policy
- 13.43. Personal Mobile Device Policy
- 13.44. Photograph Copyright Release
- 13.45. Photograph Release Form
- 13.46. Use of Mobile Storage Devices
- 13.47. Information Security Incident Management Policy
- 13.48. Information Security Incidents Guide

14. FINANCE

- 14.1. To approve expenditure since April 24 meeting
- 14.2. To receive Bank Reconciliation up to 31/03/2025
- 14.3. To receive a summary of Receipts and Payments
- 14.4. To approve regular payments for 24/25
- 14.5. To agree 'approved supplier' list for 24/25
- 14.6. To agree NWTC Fee's for 24/25

15. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 15.1. Correspondence:
- 15.2. 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)

16. TO DISCUSS AND AGREE RECOMMENDATIONS FROM E&T WORKING GROUP

To receive the summary report and agree the following recommendations:
 10.1 To approve plans for VJ Day.

17. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 27th MAY 2025

- 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)
Neighbourhood Plan Working Party.

19. DATES OF FORTHCOMING MEETINGS

Finance Committee – Tuesday 10th June 6.30pm

Full Council Meeting – Tuesday 24th June 6.30pm