



NORTH WALSHAM TOWN COUNCIL

Council Meeting – Tuesday, 28 July 2020

Published: 17 July 2020

Time: 18.30

Place: Virtual Conferencing on Zoom

Councillors are hereby summoned to attend the above Committee meeting of the Council.

All members of the public and press are welcome to attend the virtual meeting (please contact the Deputy Clerk for a link) and are allowed to address the Council during our Public Participation Forum (item 5) but are not permitted to take part in any of the debates.

J. Shields

Town Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence

2. **DECLARATIONS OF INTEREST**

To receive declarations of pecuniary or personal interests and consider requests for dispensations

3. **TO APPROVE MINUTES OF PREVIOUS COUNCIL MEETING - emailed with Agenda**

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

To approve minutes of the Council meeting 29 June 2020

4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**

Decision/Action Log (Clerks report attached)

5. **PUBLIC FORUM**

(As per Standing Order 3e-Items on this agenda; Standing Order 3f-Total duration max 15mins; Standing Order 3g-Max 3mins per person; and Standing Order 3h-Questions do not require a response at this meeting)

6. **TO RECEIVE MONTHLY REPORTS**

6.1 District & County Councillors (verbal)

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

7.1 To Consider CCTV at New Rd near the Fire Station (D&A)

7.2 To Consider request for a mirror to be placed on a streetlight for property at Anchor Rd

7.3 To Approve 'Use of Park' form and approving applications

7.4 To review & adopt Risk Assessments and delegating to D&A to be reviewed at least annually

7.4.1 Grass Cutting Risk Assessment

7.4.2 Grave Digging Risk Assessment

7.4.3 Handheld Machinery Risk Assessment

7.4.4 Workshop/Workspace Risk Assessment

7.4.5 Market Operations Risk Assessment

- 7.4.6 SAM2 Risk Assessment
- 7.4.7 Covid-19 Play Park Risk Assessment
- 7.4.8 Covid-19 External Workplace Risk Assessment
- 7.5 Revoking War Memorial Park Byelaws and applying for new Byelaws or Rules & Regulations
- 7.6 To consider Surveys for:-
 - 7.6.1 Revoking byelaws, for a Regulatory Impact Assessment
 - 7.6.2 Public ideas for Precept 21/22
- 7.7 To Discuss Formal Complaint about a broken back windscreen
- 7.8 To Consider amendments to Standing Orders
 - 7.8.1 4f - The Proper Officer appoints Lead Officers and oversees all Committees and Lead Officers where necessary (P&G)
 - 7.8.2 4g - Councillors who have a relative/partner employed by the Town Council cannot be a member of the Personnel & Governance Committee, or Chair any Committee when the relative/partner is Lead Officer (P&G)
 - 7.8.3 4h - Councillors can only be Chair of 1 Committee and on a maximum of 3 Committees. Starting from the Annual Council meeting May 2021 (BH)
 - 7.8.4 4i - Order of Business Format on Committee Agenda's items 1-4 (P&G)
- 7.9 To Appoint Proper Officer to cover Clerks absences - holidays, sickness etc.

8. FINANCE

- 8.1 To approve income and expenditure for June 2020
- 8.2 To approve expenditure up to 17 July 2020
- 8.3 To accept Park Charity Accounts & Internal Auditor Report for year 19/20
- 8.4 To receive comparison of estimated budget against actual Quarter 1 (Apr-Jun)
- 8.5 To receive Scrutineer Report for Quarter 1 (Apr-Jun)

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 9.1 Attendance % sheet (attached)
- 9.2 Police Newsletter May 2020
- 9.3 Covid-19 Community update June 2020

10. TO RECEIVE UPDATES

- 10.1 Lights at Happisburgh Rd and Manor Rd (RM)
- 10.2 Vehicle Compound

11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

- 11.1 Media & Information – 14 July 2020
- 11.2 Development & Amenities – 14 July 2020

12. DATES OF FORTHCOMING MEETINGS AND EVENTS

- 12.1 Development & Amenities Committee – Tues 8 Sept 2020, 18.30 by virtual conferencing on Zoom
- 12.2 Finance & Grants Committee – Thursday 10 Sept 2020, 18.30 by virtual conferencing on Zoom
- 12.3 Media & Information Committee – Tuesday 15 Sept 2020, 18.30 by virtual conferencing on Zoom
- 12.4 Full Council – Tuesday 29 September 2020, 18.30, by virtual conferencing on Zoom

13. ITEMS FOR NEXT AGENDA/ LATE ITEMS FOR DISCUSSION ONLY

- 13.1 Cooking demonstrations in the Market Place