

NORTH WALSHAM TOWN COUNCIL

Minutes of the Media & Information Committee Meeting

held on 17 September 2019, at 18 Kings Arms St, North Walsham

PRESENT: Cllr B Wright (Chair), Cllr M Gray, Cllr P Heinrich, Cllr R Murphy, Cllr P Oakes

Assistant to Clerk: Ms F Collett

The meeting opened at 19.30

1. APOLOGIES FOR ABSENCE

Cllr J Melville – ill, Cllr N Clancy – Work Commitment

2. DECLARATIONS OF INTEREST

Pecuniary interest - None

Personal interest - None

3. APPROVE MINUTES OF PREVIOUS MEETING

As proposed by Cllr Oakes and seconded by Cllr P Heinrich, it was **RESOLVED** that the minutes of the meeting held on 16 July 2019 be agreed as a true record.

4. REVIEW EVENT MANAGEMENT PACK

Version 2 of the Event Management pack was **ACCEPTED** unanimously by the whole committee, with the exception of Cllr Murphy who requested to see Version 1 before he could make an informed decision. **RECOMENDATION** was made for the document to be passed to the Full Council for consideration with a further suggestion that it be back applied to this years' Fireworks.

5. CONSIDER INFORMATION SECURITY MEASURES

Cllr M Gray & Cllr P Heinrich to meet on 24th of September at 1pm to discuss Security Measures and report back to the Committee.

6. CONSIDER PUBLICITY OF MARKETS AROUND TOWN (from Market Committee)

As proposed by Cllr M Gray and seconded by Cllr R Murphy it was **RESOLVED** to place advertising signs in 'out of town centre' locations including Trackside and town maps and investigate tourist information and media opportunities.

7. CONSIDER PUBLICITY OF DEFIBRILATOR LOCATIONS (from D&A Committee)

It was agreed to investigate all known locations of Defibrillators and include them on the Town Map. To talk to Just North Walsham and North Walsham Times about inclusion of locations list.

8. REVIEW PROMOTION OF TOWN COUNCIL ON FACEBOOK AND IN JUST NORTH WALSHAM

Items for the next publication and future posts include: Precept, results of the survey, individual Councillors statements. Fiona to chase personal statements from Councillors.

9. UPDATE ON WEBSITE DEVELOPMENT AND CONSIDER FUTURE ROUTINE UPDATING

It was felt that the new site was a vast improvement and that we can now circulate the new website address. All efforts will be made to ensure it is kept up to date.

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10. UPDATE ON THURSDAY MARKET ROAD CLOSURE SIGNAGE TEXT

It was unanimously **RESOLVED** to accept the Clerks suggestion for new signage and for Nigel/Julie to write to Cllr Eric Seward with all the relevant details and for Cllr Seward to present this to Jon Winnett (Highways -County Council).

11. UPDATE ON MTI MAPS AND SIGNAGE PROJECTS

Four signs to be positioned at the station which are part financed by Greater Anglia and ready to go pending quotes, signs in town need planning permission and are awaiting consent.

12. CONSIDER PURCHASE OF TABLETS FOR FUTURE SURVEYS AND FOR COUNCILLOR USAGE

As proposed by Cllr M Gray and seconded by Cllr R Murphy it was **RESOLVED** to spend up to £600 to purchase two tablets. Cllr M Gray to get 3 quotes.

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

- Tourism
- Tablets
- Junior Schools recycling poster
- One drive

14. DATE OF NEXT MEETING

Tuesday 22nd October at 6.30pm

The meeting closed at 20:45

Initials.....RW.....

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