



# NORTH WALSHAM TOWN COUNCIL

## Council Meeting - 26 November 2019

Published: 19 November 2019

Time: 7:00 pm

Place: 18 Kings Arms Street, North Walsham NR28 9JX

You are hereby summoned to attend the above meeting of the Council

*J. Shields*

Town Clerk

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## 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 AGREE MINUTES OF PREVIOUS TOWN COUNCIL MEETINGS**

To receive and approve minutes of the Council Meeting – 29 October 2019

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

Decision/Action Log (Clerks report, attached)

5. **OPEN FORUM FOR PUBLIC PARTICIPATION**

(Max 3mins per person as per Standing Orders 3g, max 15 mins total duration as per Standing Orders 3f)

6. **TO RECEIVE MONTHLY REPORTS**

- 6.1 Police Report (written report, attached)
- 6.2 District & County Councillors (verbal report)
- 6.3 Town Mayor (verbal report)

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

- 7.1 Application for Medieval Event (BW)
- 7.2 To agree amended Burial/Ashes Interment Form
- 7.3 To consider 80's Sunday Market for August Bank Holiday
- 7.4 To discuss non-quorate Committees due to non-attendance and consider action for revising affected Committees
- 7.5 To adopt revised Policies (as recommended by P&G)
  - 7.5.1 Code of Conduct
  - 7.5.2 Complaints Procedure
  - 7.5.3 Disciplinary & Grievance procedure
- 7.6 To accept amendments to Policies (as recommended by P&G)
  - 7.6.1 Communication Protocol – added item 6.7

- 7.6.2 FOI Policy – added introduction
- 7.6.3 CCTV – amended
- 7.6.4 Standing Orders amended/added 3z, 4e, 19h
- 7.7 To adopt New Policies/documents (as recommended by P&G)
  - 7.7.1 Delegation Scheme
  - 7.7.2 Council Structure
- 7.8 To adopt New Information Security Pack (as recommended by P&G and M&I) (PH)
  - 7.8.1 Information Security Report from Cllr Heinrich
  - 7.8.2 Information Security Incident Management Policy
  - 7.8.3 Information Security Incidents – A Guide
  - 7.8.4 Mobile Device Policy
  - 7.8.5 Use of Mobile Storage Devices
  - 7.8.6 Copyright Notice for Website
  - 7.8.7 Confidentiality Clause for Employee Contracts
  - 7.8.8 Photo Release Form
  - 7.8.9 Photo Copyright Release
- 7.9 Discuss West Norwich Credit Union setting up collection & advice points in North Walsham (PO)
- 7.10 To discuss noise level of Fireworks (PH)
- 7.11 To agree Christmas hospitality for Thursday & Sunday Market stall holders

## 8. **FINANCE**

- 8.1 To approve income and expenditure for October 2019
- 8.2 To approve expenditure up to 15 November 2019
- 8.3 To approve Budget & Precept for 2020/21 (as recommended by F&G) and agree precept page for Just North Walsham

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

- 9.1 Attendance % sheet

## 10. **UPDATES**

- 10.1 HSHAZ update (BH, PO)
- 10.2 Bus Shelters (RM)

## 11. **TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS**

- 11.1 Media & Information Committee – 21 October 2019
- 11.2 Planning Committee – 29 October 2019
- 11.3 Planning Committee under delegated powers – 12 November 2019
- 11.4 Development & Amenities Committee – 12 November 2019
- 11.5 Finance & Grants Committee – 18 November 2019
- 11.6 Media & Information Committee – 19 November 2019
- 11.7 Personnel & Governance Committee – 21 November 2019

## 12. **DATES OF FORTHCOMING MEETINGS AND EVENTS**

- 12.1 Planning Committee – Tuesday 10 December 2019, 18.30 at 18 Kings Arms Street
- 12.2 Full Council – Tuesday 10 December 2019, 18.30 at 18 Kings Arms Street

- 12.3 Media & Information Committee – TBC
- 12.4 Finance & Grant Committee – TBC
- 12.5 Personnel & Governance Committee – TBC

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

**14. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters**

**15. STAFFING MATTERS**

To discuss Staffing Matters as recommended by P&G