

# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Media & Information Committee Meeting

held on 19 November 2019, at 18 Kings Arms St, North Walsham

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

**Assistant to the Clerks:** Ms F Collett

The meeting opened at 18.30

### 1. APOLOGIES FOR ABSENCE

Accepted: Cllr J Melville – Illness  
Accepted: Cllr R Murphy – Holiday  
Accepted: Cllr N Clancy – Holiday

### 2. DECLARATIONS OF INTEREST

Pecuniary interest - None  
Personal interest - None

### 3. APPROVE MINUTES OF PREVIOUS MEETING

As proposed by Cllr P Oakes and seconded by Cllr P Heinrich, it was **RESOLVED** that the minutes of the meeting held on 21<sup>st</sup> October 2019 be agreed as a true record

### 4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

**CCTV:** now moved to D&A

**Advertising of the Town:** research needed into who owns land in 'out of town sites' and contact made to discuss possibility of taking advertising boards.

**Defibrillator list:** on new town map, NWT & Just North Walsham (inc details of new Community Centre Defib)

**IT Security:** Taking to Personnel & Governance on the 21.11.19

**Notice Boards:** Awaiting Mundesley Road & Happisburgh Road shops planning permission.

**Tablets:** Cllr M Gray to provide printed information on different options to the Town Clerk

**Poster for recycling bins:** Manor Road not interested in taking part. Nothing heard from Millfield School.

**One Drive:** Microsoft 'Teams' to be implemented with each councillor being given access.

### 5. REVIEW PRECEPT PAGE FOR JUST NORTH WALSHAM (For recommendation to Full Council)

The page was reviewed and **ACCEPTED** and it was **PROPOSED** by Cllr P Oakes and seconded by Cllr M Gray to take to full council on 26.11.19

Subjects to covered by the next page (D.O.P. TBC): Town Council involvement in HAZ & By-Laws

### 6. DISCUSSING TOURISM PROMOTION

Beachwood, Scarborough Hill, Visit North Norfolk, Virginia Gay & Colin Jeary approached to join the Tourism Sub Committee. **AGREED to try and arrange a meeting before Christmas.**

**AGREED to produce leaflet advertising the town, before the start of the tourist season & distribute in all Information Centres.** Ensure inclusion in all 'worthwhile' hard copy & online tourist media.

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### **7. TO CONSIDER PUBLIC ENGAGEMENT**

7.1 It was **PROPOSED** by Cllr Mal Gray and Cllr Paul Oakes to accept the 'Listening to You' tag line and design of header for promotional boards & purchase.

7.2 It was **PROPOSED** by Cllr B Wright and seconded by Cllr Paul Heinrich to purchase an A1 poster stand

7.3 Surveys: HAZ survey closes on 20.12.19. A repost is due on Facebook prior to this date. A survey for the Cemetery Compound was discussed but discounted

It was **AGREED** that the next Survey will cover By-Laws

It was **PROPOSED** by Cllr Bob Wright and seconded by Cllr P Oakes that there should be public information about the plans for the compound specifically and all Council plans moving forward (to be bought to Full Council).

### **8. ITEMS FOR NEXT AGENDA**

8.1 iPads – Cellular usage

8.2 Standard survey forms

### **9. DATE OF NEXT MEETING**

10.12.19 18:30 (unless full council are sitting)

Meeting Closed at 21:23