

**NORTH WALSHAM TOWN COUNCIL
MEDIA & INFORMATION COMMITTEE
13 June 2017**

Minutes of the Media & Information Committee Meeting held on 13 June 2017

Present :

Cllr B Hester
Cllr J Melville
Cllr J Witte

Observers :

Mr J Dyall (Information Office Volunteer)

Meeting opened at 19:00

1.ELECTION OF CHAIR

This item was deferred until the next Media & Information Committee Meeting when more members may be present.

2.APOLOGIES FOR ABSENCE

Received from Cllr R Murphy, Cllr S Stuckey and Cllr E Wheeler

3.DECLARATIONS OF INTEREST

No declarations of interest were received.

4.TERMS OF REFERENCE (Cllr J Witte)

This item was deferred until the next meeting giving members more time to consider this document. The Town Clerk would also need to have sight and legal input on the Terms of Reference.

5.INFORMATION OFFICE OPENING

Cllr J Melville said that five volunteers turned up at the initial meeting on Monday 12 June 2017 with two others unable to attend. The volunteers preferred two of them in the office at any one time because of vulnerability as well as for Health & Safety reasons.

All present agreed that there should be two people in the office at any one time.

The following items were discussed and in some cases, as specified, agreed between all present :

- Volunteers. Due to the current number of volunteers the office should be open on Monday, Thursday and Friday between 10 and 2 pm. Once volunteer numbers had increased the office could be open for longer hours, additional days and also on Saturdays.
- Notices asking for Volunteers. When the office was open it would attract more volunteers. Notices had been prepared which were placed in the Town, on the website and Facebook.
- Leaflets. Take One Media had delivered their leaflets, but there was not a lot of space for storage. Any further timetables and leaflets would be delivered to the Town Council offices.
- Advertising the Information Office. There was a Notice on Facebook, website, Notices had been placed around the Town, the swing board had arrived and a banner had been organised to be placed on the railings in the Town Centre. Mr M Miles (King's Arms) to be asked to place an advert on power point on his TV system.
- Communications. It was confirmed that a mobile phone was in the Town Council Office which could be used. Wifi would run "piggyback" off of the King's Arms system.
- TV. Cllr J Melville said she had obtained a TV which could be used for advertising purposes eg events, functions etc to be fixed to the wall.
- Electric supply. The Town Clerk would be asked to speak to Mr M Miles about having an electric meter put in to replace the payment voucher meter which was being used.
- Information Office Furnishings. Shelving had been put up, and desk, chairs, kettle etc had been generously donated.
- Information Office Opening. Cllr J Melville confirmed that everything would be ready for the opening of the Information Office on Saturday 17 June 2017 at 1.30. She confirmed there were a few things which she needed to address but would speak to the Town Clerk about them.

6. TELEPHONE (VOIP) AND BROADLAND SERVICE PROVISION

Cllr J Witte said he would look at the internet telephony.

7. PLANNING INFORMATION REQUIREMENTS

All present were advised that the laptop and high resolution projector for Planning Committees and the laptop for the Information Office should be ready for delivery shortly. The Town Clerk would be asked to chase them. Cllr J Wittee would generate an IT Asset Register to capture items such as these.

DATE AND TIME OF NEXT MEETING

Date of next Meeting : Tuesday 20 June 2017 at 19.00 (tbc)

Meeting closed at : 19.50

DRAFT