

Aylsham Town Council Financial Risk Assessment FRA3	
Risk Description	Service Interruption due to long term absence of Town Clerk, RFO, Administrative & Facilities Staff
Location	Council Office
Staff Involved	All Staff
Control Measures:	
<u>Internal</u> <ul style="list-style-type: none"> • The RFO was appointed Assistant Town Clerk in 2008 following the award of the Certificate in Local Council Administration (CiLCA), and in the Town Clerk's absence, assumes the role of Town Clerk • In the Clerks absence to enable the work to be completed extra hours will be available to the RFO. These will be monitored by the chairman and vice-chairman on a weekly basis and reported to the monthly Town Council Meeting • In the RFO's long term absence, the Town Clerk assumes the position of RFO in accordance with S16 of the Standing Orders. • The regular input of financial information will be undertaken by offering extra hours to the administrator, events officer or trained locum. • The Town Clerk will hold the official role of RFO and will have responsibility for budget preparation and annual accounts. • The Town Council are aware the clerk is already employed full time so will make allowances for postponement of some routine work and the chairman and vice-chairman will monitor the additional hours on a weekly basis, reporting monthly to the Town Council. • If deemed appropriate due to extensive absence, then additional hours will be commissioned through engaging a trained locum. • During prolonged absences, the Town Council will ensure hours worked fall within the remit of the Working Times Directive or any other legislation that pertains. • In the event of other staff members' absence, responsibilities will be distributed amongst remaining staff, co-ordinated by the Town Clerk/RFO as appropriate. • There is no provision within the Council's budget for long term sickness cover for any member of staff. In the event of a long-term absence the Council may consider the use of the Earmarked Reserves. 	
Reviewed By	Town Clerk/RFO (first written June 2003)
Date Revised	February 2017
Revision adopted by Town Council ??????	
Next Review date:	November 2017

16-1-17

16 JAN 2017

MR JOHN HALL
55 HOLMAN ROAD
AYLSHAM
NR11 6BZ

TOWN CLERK
AYLSHAM TOWN COUNCIL
MARKET PLACE
AYLSHAM
NR11 6EL

Dear Sir's

I write to you in my capacity as Captain and coach of the Aylsham Table Tennis club.

Firstly I am enquiring whether you still have funds available to be allocated to local clubs and groups.

We are a thriving club, but unfortunately need to replace our broken computer. We depend on the computer to maintain records, assist in coaching video's and for contacting our evergrowing membership. The approx cost for such a replacement is in the

region of £400-500 pounds. ①

I should be most grateful if you would give consideration to my request for such a sum so that our club can continue to run efficiently with the benefit of modern technology

Yours sincerely

CLERK'S REPORT FOR COUNCIL MEETING 9.2.17

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		AGENDA ITEM
23 Market Place	Structural Survey	Survey received – very few issues Properties Meeting scheduled for 21.2.17
Cemetery Cottage		Survey received – very few issues Properties Meeting scheduled for 21.2.17
Cemetery	Cemetery Management	The Town Clerk and RFO are gradually completing a full audit of the graves and spaces When agreeing the burial fees it was incorrectly reported the free burial of under 10's were in the cemetery regulations. These are not detailed specifically but there is a general clause relating to items missing are at the discretion of the burial authority. It has always been the practice that children receive free plots and it is suggested that this is directly added to the regulations
Allotments	All sites	No further information from developers
Churchyard	Churchyard Walls Churchyard Paths	AGENDA ITEM
Markets		No response to date regarding new fruit and veg stall
Farmers' Markets		Fifteenth anniversary of the Farmers Market in March 2017. Original stallholders will be invited to attend
Market Place	Traffic Regulation Order – signage is misleading and some are missing	Highways still investigating – reminder issued on a regular basis SEE CAR PARKS REPORT
Jannys Close Community Garden.		Facilities staff are undertaking regular maintenance
Sapwell Close play area		
Staithe		Work started on cutting back brambles to ensure no issue next year with nesting birds
"Little Staithe"		
Hopkins Homes areas general		The boundary fence has been installed No further progress yet re transfer of land
Norfolk Homes Play Areas (equipped)		
Norfolk Homes large area off Mileham Drive		No issues reported
Car Parks		AGENDA ITEM
Street Lighting		AGENDA ITEM
Public Toilets		Refurbishment plan awaiting quotes from plumber

Offices above Public Toilets	Currently vacant	These offices are leased to Reynolds Jury who have put the lease up for sale
COMMA/Archives		
Litter & Dog Waste Bins		
Bus Shelters	Market Place Bus Shelter	Shelter installed 1.2.17
Pump		
Pillboxes		
Recreation Ground		
Sir Williams Lane Development	Footway to Dunkirk	Ongoing item.
The Willows Development	Footway Improvements	Dr Andrew Hutcheson MCIFA, Acting Environment Manager (Strategy & Advice) from Norfolk County Council will be attending the April Town Council meeting to discuss options and advise of improvements to the Marriott's Way
30 Market Place (Clarks)	Structural Flooding	BDC met the structural engineer at the end of last year but have not received his report on his findings/recommendations and this will be chased. We contacted BDC who tried to contact the builder last week, who has previously accompanied officers during site inspections of the building about the flooding issue but he has not returned calls.
War memorial		Grant request in progress
Highway Rangers		Please let the office know of any issues to be addressed
Neighbourhood Plan		AGENDA ITEM
Street Lighting Replacement	Business Plan proposal to replace street lights	AGENDA ITEM
Drill Hall		AGENDA ITEM
Community Speedwatch	Need to re-establish	Advertised in Just Aylsham but no response received Norfolk police are looking to do an advertising campaign on this
Local Council Award Scheme	Quality Council Replacement	AGENDA ITEM
External Auditor	New appointment	A new external auditor has been appointed commencing with the year 2017/18 i.e. from April 2018. The firm appointed is PKF LITTLEJOHN LLP

Town Council Actions Required in relation to Report

- To note appointment of new external auditors
- To note attendance at April Meeting of Dr Andrew Hutcheson
- To agree changes to cemetery regulations/fees regarding under 10's

REPORT TO COUNCIL

Subject: Parking In Aylsham

Author: Sue Lake

Date: 1st February 2017

At the January meeting the matter of car parks was raised and it was agreed that the Town Clerk would do some investigation work and report back to the council. Please find below the report on findings to date.

Parking in Aylsham is provided by two off street car parks, Burgh Road and The Buttlands and on street parking which includes the Market Place.

Car Parks

There are three free car parks in Aylsham at Burgh Road, The Buttlands and Bure Valley Railway. Spaces at the Bure Valley Railway are minimal and the majority are under the control of the railway so this car park is not really considered in this report.

Both of the main car parks are operated by Broadland District Council (BDC) with Aylsham Town Council (ATC) having a delegated function to monitor them. This involves regular inspection including a half yearly written report to BDC. Should any repairs be needed then ATC oversees this claiming the money and an admin fee from BDC. Action on reports is not always forthcoming due to budget restraints. On the last report for The Buttlands we advised regarding the oak barriers at either end of the car park with a possible solution and this has not yet been agreed. Large scale repairs or resurfacing would be commissioned by BDC.

Burgh Road is owned by BDC and The Buttlands is leased by BDC from the National Trust. This lease is holding over. The lease costs £3000 pa plus £1500 charge for business rates plus grass cutting and maintenance making an estimated annual cost of £6000. It is the policy of BDC not to charge for car parks and therefore both car parks are free. Any charge would need to be introduced throughout the district and would be a policy change for BDC. There are no time restrictions at The Buttlands and a four-hour restriction at Burgh Road. As there is no charge there is no income to fund enforcement and therefore enforcement is lax.

There have been reports of abandoned cars at car parks especially The Buttlands. These were reported to Environmental Health at BDC who advised that due to the numbers these were unlikely to be 'abandoned' but looked to be part of a business. The officer at Broadland is still investigating this matter. However, the number of cars has slightly reduced.

Any decisions on the car park will need to be agreed at BDC and the officer we met with has assured us that ATC will be given advance notice of any changes to be made. There is no indication that either car park would be lost to the town but this could be an opportune moment to try and register them as community assets.

On Street Parking

There is anecdotal evidence of increased on-street parking which has been observed throughout the town. There is no evidence as to why this should be the case, whether it is increased shopping traffic, employees or people parking to access buses. Norfolk County Council have made it clear that there will not be any increase in parking restrictions via yellow lines as this is considered new work and they are only undertaking maintenance. The parking is legal and any incidents of parking which is blocking access or the road itself would need to be reported to the police.

The Market Place does have a two-hour parking limit (excluding the restrictions) but it is known that this is breached regularly. The parking enforcement officer has advised us of a problem with issuing tickets due to a lack of signage. This signage has recently been replaced so hopefully the situation can now be improved.

Summary

With the continued building getting further from the centre of town there is likely to be more pressure on parking in the town.

There have been requests for the need for an additional car park. The cost to establish a car park is high not least of which would be acquiring the land. There is no obvious site in or near the town centre. It has also been mentioned about an edge of town parking area but again there are issues with costs and what would the actual use be?

Speaking to BDC they would welcome evidence of how the car parks are used. Details of where the car has travelled from, arrival time, duration and reason for using the car park. They do not have the resources to do this so it would need to be undertaken locally either by Town Council staff, councillors or volunteers. It would need to be executed more than once and on different days and over a period of time.

Items to be considered by Aylsham Town Council

1. To register Burgh Road and The Buttlands car parks as community assets
2. To consider undertaking a car park survey

Sue Lake

1st February 2017

REPORT TO COUNCIL

Subject: Town Hall Flooding

Author: Sue Lake

Date: 1st February 2017

As reported in the press and local TV news the Town Hall cellars at the east end were flooded at the end of January. Councillors should be aware of the following timeline of events.

24th January

A member of the public advised of a water leak on Red Lion Street, this was reported to Anglian Water.

Anglian Water visited the site and placed a sign to advise they were aware

26th January

At 8am a member of staff accessed the cellar to find it flooded by approx. 3 inches of water. The lights in the cellar were constantly tripping and the boiler was off. Water surrounded the boiler and staff isolated the gas and switched off electricity. The flooding was reported to Anglian Water who escalated the job. The staff advised all businesses on Red Lion Street so they could check their cellars. BDC were advised so they could liaise with their contact for Clarkes.

As there was no heating in the hall and we had several bookings heaters were hired and temporary lights were borrowed.

We informed our insurers of the situation

Anglian Water arrived on site and started work at 3pm

27th January

Water level checked on arrival and had not risen. Anglian Water stopped the leak overnight. Issues in various parts of town regarding lack of water was resolved by 2pm. Quadra Claims contacted us advising they had been appointed by our insurers to deal with the claim

28th January

Restoration company appointed by Quadra pump out the cellar and place two dehumidifiers to run for 2 weeks

30th January

Plumber and electrician contacted to inspect boiler and electrics

31st January

Plumber visits and believes the boiler can be cleaned and restarted. Arranged for him to attend either Thursday 2nd or Friday 3rd to undertake work. (Will update councillors at meeting)

1st February

Electrician visited site. Advised that two lights need to be replaced and he needs to speak to the plumber regarding electrics to the boiler

Loss adjuster visited and agreed that we could undertake (as part of the claim) a further survey of the basement to assess any damage. He will make the claim to Anglian Water and work to get as much as possible from them. Any balance (bar the excess of £100) will be paid by our insurers.



AYLSHAM TOWN COUNCIL

**MINUTES OF THE MEETING OF THE AYLSHAM TOWN COUNCIL
CHURCHYARD COMMITTEE
HELD IN AYLSHAM TOWN HALL
ON WEDNESDAY 1 FEBRUARY 2017 at 10.00am**

PRESENT: Lloyd Mills Chairman
Ros Calvert
Mrs A Overton
Mrs V Shaw

OFFICER: Mrs S Lake, Aylsham Town Clerk

- 1. APOLOGIES FOR ABSENCE**
None received
- 2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS**
None
- 3. MINUTES**
The minutes of the meeting held on the 17th November 2016 were **confirmed and AGREED** and signed by the chairman
- 4. ADJOURNMENT OF THE MEETING**
In the absence of any member of the public, the meeting continued without adjournment.
- 5. RE-CONVENE THE MEETING**
This item was not required.
- 6. INFORMATION ON MATTERS ARISING**
None Raised
- 7. PATHWAYS/ROADS**
 - a) To receive an update on drain survey
The Town Council agreed a quote for this work and it is scheduled to take place later in February.

- b) The outcome of the application to the Parish Partnership will be known in March. The clerk had spoken with Rev Beane regarding a contribution from the PCC and he advised that this could be in the region of £5000.

8. WALLS

- a) To receive an update on ownership and maintenance of perimeter walls
Not all residents had responded to the letter regarding maintenance of the walls. A follow up letter will be sent.
- b) To receive an update on repairs to internal walls
The Town Council had agreed the proposal for £10,000 to be spent on the internal walls. The clerk had checked the legal requirements and no faculty is required but permission will need to be obtained from the archdeacon. Rev Beane had agreed to obtain this. Confirmation will also be sought from the Historic Building Officer at Broadland. In the meantime Richard Hendry will be contacted to agree dates for the work.

9 WAR MEMORIAL

The clerk had attended a training session on war memorial conservation and maintenance and is now in a position to apply for a grant.

10 LYCH GATE

The pothole noted at the last two meetings has been reported to the Highway Rangers but no action has been taken. This will be escalated to the Highways engineer.

11 GROUNDS MAINTENANCE

Box Hedge – a nearby resident had planted the hedge. It was agreed the clerk would contact him regarding the limitations on work that can be done in the churchyard and make him fully aware that the responsibility and any liability lies with the Town Council. This will be followed up by a letter.

Green Waste – the amount of green waste in the churchyard is fairly extensive. Both Rev Beane and Aylsham In Bloom had asked about installing compost bins. Members were opposed to this idea feeling it would encourage further incidents of fly tipping garden waste, would encourage rats and would create additional work.

It was proposed and AGREED that the Town Clerk quotes for trimming all hedges and removing clippings and existing green waste. Once completed the PCC will be contacted regarding the work that had been undertaken and the need to ensure no further waste is accumulated in this manner. This will be confirmed to residents through the Town Council website, social media and Just Aylsham.

Tablet area – when the clerk met with Rev Beane he advised that in due course the PCC would like to consider better access to the tablet area. Members felt this may be resolved with the other work being undertaken in the churchyard.

Pathway to Red Lion Street - A request had been received regarding the pathway to the gate in the wall to a house on Red Lion Street. The resident had asked to build this up. Members were unhappy with this suggestion and did not agree to the request.

12 PAROCHIAL CHURCH COUNCIL PROJECTS

No information was available.

13 CHURCH CLOCK

Nothing to report.

14 COMMEMORATION OF HUMPHRY REPTON 200th ANNIVERSARY 2018

The PCC are looking to commemorate the 200th anniversary of the death of Humphry Repton in 2018. A lunch is planned for April 5th to start discussions.

15 ITEMS FOR INFORMATION/NEXT AGENDA

None raised.

16 DATE OF NEXT MEETING

The next meeting was set for Tuesday 4 April 2017 at 10.00 am.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 10.45am



**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL
ON THURSDAY 19 JANUARY 2017 at 7.00 p.m.**

PRESENT: Mr R Willis, Slow Food, Chairman
Mrs M Evans, Aylsham Town Council
Mr G Margarson, Aylsham Community Partnership
Mrs L Chaplin, Aylsham WI
Mrs J Marles, Aylsham In Bloom
Mrs K Smith, Cittàslow Events Committee

OFFICER: Mrs S Lake, Aylsham Town Clerk

01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from:

Mrs E Baker, Aylsham Town Council
Ms T Colman, Aylsham High School
Mrs G Tyler, Aylsham Country Market
Mrs V Shaw Aylsham Town Council
Mrs M Anderson-Dungar, ABEF
Ms K Hughes, Broadland District Council

02 MEMBERSHIP

A request had been received from U3A to join the committee. This was **AGREED**.

03 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

There were no Declarations of Interests or any Requests for Dispensations.

04 MINUTES

The Minutes of the Cittàslow Aylsham Meeting held on 17 November 2016 were **confirmed and signed**.

05 MATTERS ARISING

It was questioned how Aylsham Alight progressed. The Town Clerk will contact Andrew Morton for feedback.

06 ITEMS REFERRED FROM LAST MEETING

None.

07 ADJOURNMENT OF THE MEETING

In the absence of any member of the public, the meeting continued without adjournment.

08 RE-CONVENE THE MEETING

This item was not required.

09 FINANCIAL REPORT

The Town Council have requested that the Cittàslow Committee contribute to the annual Cittàslow membership fee. The Town Council will provide £1000 and require the committee to contribute the remainder circa £575. The Burns Night event should raise some of this and also the teas and coffees at the Expo day in March.

It was questioned whether the Events Committee could contribute in any way. Karen Smith will take this to the committee.

10 OTHER ORGANISATIONS IN AYLSHAM

Following on from the previous presentations it was agreed to ask Blickling and U3A to update the committee. Mary Evans will contact Blickling and the Town Clerk will contact U3A.

11 FARMERS MARKET

No Farmers Market was held in January at the request of the majority of traders. Original stallholders have been invited to the March market and so far, one has responded that they will attend. This is a cheese stall which may be interested in a more permanent presence.

12 PROJECTS

i) BEES IN THE COMMUNITY/OLD STATION YARD

A working day is scheduled for Saturday January 21st meeting at 9am.

Work is still in progress but there are issues with Norfolk Trails as there have been some significant redundancies recently.

Heritage funding has been received for work on the Marriott's Way and a presentation will be made to the Town Council in April.

ii) SMALL BUSINESS SATURDAY 2016 (3rd December)

The event took place on December 3rd at the same time as the Neighbourhood Plan session. There were not as many stalls this year and a re-think for next year may be appropriate.

iii) BURNS NIGHT

Plans are all in place for the evening. Grizelda Tyler will undertake the address to the haggis which gives the event an exclusivity! Ticket sales are good but spaces are still available. All help for the night would be gratefully accepted.

iv) AYLSHAM ORGANISATIONS EVENT

Invitations for this event have been sent and various groups have accepted. Advertising to the public will start soon.

v) WALKERS ARE WELCOME

The Town Council have agreed to pay the membership subscription for this year. The group have placed an item in Just Aylsham to reinvigorate the group. It was queried whether Broadland could assist as part of the tourism agenda. The book 'Walks around Aylsham' is currently being printed.

vi) AYLSHAM STREET PARTY (June 11th)

Plans have started for this and the first band, Agent Orange, have been booked.

13 CITTÀSLOW UK & INTERNATIONAL MATTERS

A meeting was scheduled for March 4th but this has been postponed to March 25th due to the special Farmers Market. The website is currently being looked at.

14 CITTASLOW AYLSHAM

Further discussion on the leaflet will be postponed to February when Ellie Baker may be in attendance.

It was noted that the 'Living in Aylsham' magazines all seem to have been distributed. The Estate Agents and developers will be contacted to see if they have any left. If not there are some available at the Town Hall which could be distributed.

15 CITTÀSLOW COMMUNITY EVENTS SUB-COMMITTEE

The committee do not meet in January but they have had a social meeting as a wash-up from the Christmas Lights event. This event went very well with more attendees than in previous years. The committee were pleased that they closed Bank Street but this did have some issues with traffic which are noted for next year.

Work is currently underway on the summer event.

16 SLOW FOOD AYLSHAM

The AGM was held on January 9th at the Saracen's Head and elected David Harper as Secretary and Maureen Burr as treasurer. David is a relatively new member who lives in Cromer but also owns a property in Aylsham. The meeting failed to elect a permanent chair and it was decided to nominate a chair on a meeting-by-meeting basis. The next meeting will discuss events and policy for the year.

17 AYLSHAM IN BLOOM

Aylsham In Bloom have now taken out their own insurance. They are looking at judges for the trader's competition. The vicar has agreed for the church to be nominated as a venue for an application for Gardeners Question Time.

The plans for the Community Allotment are progressing thanks to a £500 grant and are looking to launch at an event in the library in the spring.

18 AYLSHAM BUSINESS ENTERPRISE FORUM (ABEF)

Since the last meeting, ABEF has taken part in Small Business Saturday to promote the app, and also hosted its own pre-Christmas Network and Nibbles Event, which also included a talk on the work of Aylsham Care Trust.

Contacts with both businesses and the public were made at Small Business Saturday, some came along to the pre-Christmas event as well, and have joined the Forum!

The next general meeting will be on Monday 6 February – venue to be confirmed, and it will focus on an addition to the App.

19 AYLSHAM PARISH CHURCH AND CHURCHES TOGETHER

No update available.

20 ITEMS FOR INFORMATION/NEXT AGENDA

Litter Picks

Town Awards

21 DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Thursday 17 February 2017 at 7.00p.m. in the Council Chamber, Aylsham Town Hall**

CLOSURE OF THE MEETING

There being no further business the Chairman closed the meeting at 8.15p.m.