

Applicant 1.

My application for the Vacancy of Parish and Town Councillor for Aylsham:

In support of my application for the above vacancy I would like to apply for the reasons stated below.

I am a local resident of Aylsham, I wish to be considered for the above position because I am very passionate about Aylsham and its history and the residents and what important to them now and what happening in the future.

Aylsham is a striving town with a prospectus future and I am very proud to be a part of that. I am a disabled person who has Autism/ Asperger's. I pride myself as an "Independent Advocate" to support the residents and families of Aylsham and to provide empowerment and to influence a brighter future for all.

As a proud member of the Rotary of Aylsham I am proud to support and provide a service to the Aylsham community. I have actively been involved with a variety of events through the Rotary and I feel rewarded in the positive difference I get to make to others in their lives.

Also, I work alongside and support local authority with advising on "How to empower disabled people and none disabled people to have access to justice". I have a wealth of knowledge and expert by experiences in supporting families and young children in accessing support services tailored to meet their individual needs.

I have good problems solving skills and finding alternative solutions to problems that effect residents of Aylsham. I will always make time to listen and provide support to people, not matter what the problem is, there is always a solution.

Finally, with my skill sets and knowledge and expert by experiences I believe I would make an ideal candidate for the above position.

Applicant 2.

I would like to be considered for the recent vacancy. I have sat as a councillor before on Aylsham Council, only resigning due to a secondment to Dubai, which turned into a 5 year post.

My credentials would cover a previous 5 years as a school governor with 2.5 as Chairman and 1 as vice-chair. I also was, for 5 years, one of the 3 organisers of the British Businessmen's Meeting in Muscat, Oman, which was held monthly and we organised speakers and sponsors. I also sat as a governor for Aylsham High School, due to my previous experience.

My willingness to be a councillor is the same as when I previously volunteered my services as a desire to give back to the community where we have owned a residence for over 13 years and once more reside.

I would add I am also very well versed at bringing chairs out from storage and replacing them after use, which though not a prerequisite for being a councillor is a very useful attribute, as I learned last time.

Neighbourhood Plan Meeting 9th August 2018

Present

Trevor Bennett (Chairman) David Anderson
Mary Evans Eileen Springall
David Harper Pat Prekopp
Shaun Vincent - Abzag Representatives

Officer

Sue Lake

1. Apologies

Apologies were received from:

Dave Curtis Rod Dennis
Sheila Merriman Lloyd Mills
Val Shaw

2. Declarations of Interest

Shaun Vincent advised he is no leader of Broadland District Council

3. Minutes from 16th May 2018

The minutes of the last meeting were **AGREED and signed**.

4. Matters Arising

Event 23rd May 2018

It was felt this was a very good event and well attended. The presentations and questions raised were all very pertinent. Subsequent to the meeting Trevor and Eileen have undertaken talks at the Aylsham Older Peoples Club, WI and Rotary. It is also hoped to speak to U3A.

5. Review of Examination Version of Neighbourhood Plan

The latest version of the response document was discussed and the final outstanding points clarified to enable the document to be completed.

Some tweaking of word and the placement of the project list were agreed.

With regard to Policy 10 (Section 106's) an additional paragraph was added so that if the examiner deletes part of the policy hopefully this will remain and the Town Council will still have a voice during the negotiations.

The next stage required is for the Town Council to agree the final plan. An extraordinary meeting will be called for Wednesday 15th August to discuss this matter only.

6. Habitat Regulations Screening (HRS) Report

This document is virtually complete and Shaun will e-mail it to the Town Clerk for consideration. The Basic Conditions Report requires completion and that will also be done in the next few days. Once this has all been done the plan will be deposited with Broadland for approximately six weeks. During that period the Town Council will be given details of

possible examiners. A decision on this should be able to be made at the October meeting. Following the examination, the next stage would be the referendum. Allowing for Christmas this should occur in mid-January.

7. Next Steps

Members felt it would be good to hold another drop in session prior to the referendum and the best time would be the Saturday of the November Farmers Market (3rd). This meeting could be used to promote the Neighbourhood Plan and also consult on the proposed sites for the Greater Norwich Local Plan.

8. Any Other Business

None Raised

Next meeting

The next meeting will be held at 10am on Wednesday October 10th.

A further meeting will be held in mid-November following the examination response

REPORT TO COUNCIL

Subject: Insurance Renewal

Author: Sue Lake

Date: 30th August 2018

The three year insurance agreement the Town Council entered into with Ecclesiastical is due for renewal in October this year. Came & Co, Insurance Brokers, have undertaken research on our behalf and below is their report. The annual renewal paid in September 2017 was £7960.

The policy for Aylsham Town Council falls due for renewal on 1st October 2018 and I am pleased to confirm that we are able to provide quotations from 3 leading insurers. Came & Company Local Council Insurance have based the renewal quotations on your current sums insured (index-linked by 4%) and the covers detailed in the current schedule of insurance for Aylsham Town Council.

Aylsham Town Council Quotations

In preparing our recommendation for Aylsham Town Council we undertook a full review of the markets available to us and we were able to obtain the following quotations:

Inspire

Inspire entered the Local Council insurance sector in 2017 and are using AXA as their insurance provider. Inspire, via Axa, is providing **rradar** to the local council sector. **rradar** offers an online business resource alongside their teams of specialist industry advisors and solicitors who are on the end of a phone. There are a number of dedicated teams available to offer support and advice to help resolve any situation that may arise whilst running your Council. As part of the **rradar** service clients have unlimited access to a comprehensive database of compliance and risk management information in the following areas: Employment and Human Resources; Health and Safety; Environment; Company and Commercial; Compliance, Governance and Legal Duties; Risk Management.

Inspire's policy also offer the following benefits:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £500,000
- Motor Policy no claims bonus and policy excess up to £250 per claim
- Contract Works cover up to 10% or £100,000
- Internet and Email cover up to £500,000
- Crisis Management cover up to £500,000
- Defibrillators and Cabinets cover up to £5,000
- Enhanced Libel and Slander cover of £500,000
- Enhanced Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is £12,320.00 inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £75.00.

Hiscox

Hiscox entered the Local Council insurance sector in 2014 and are one of the UK's most highly respected insurance companies. Hiscox pride themselves on the excellent concierge claims service they provide to their policyholders.

The Hiscox policy benefits from:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Motor Policy no claims bonus and policy excess up to £250 per claim
- Business travel, cancelation and curtailment up to £1,000 for any one claim
- Contract Works cover up to £75,000
- Internet and Email cover up to £50,000
- Crisis Management cover up to £25,000
- Defibrillators and Cabinets cover up to £5,000
- Libel and Slander cover of £500,000
- Hirers Liability of £5,000,000
- Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is £7,556.01 inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £75.00.

Ecclesiastical

Ecclesiastical provide industry expertise and bring specific knowledge of heritage buildings, art work and regalia. They pride themselves on the claims service they provide their policyholders.

Ecclesiastical policy benefits from:

- Key person cover of £400 per week up to 26 weeks
- Libel and Slander cover of £250,000
- Hirers Liability of £2,000,000
- Legal Expenses cover of £250,000
- Equipment breakdown cover

This quotation is £8,738.40 inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £75.00

Administration Fee

Due to increasing costs, it has proven necessary to include an Administration Fee with this renewal. In doing so you may like to note that unlike other providers we do **NOT** charge for:-

- The services of our claims department (should you be unfortunate enough to suffer a loss) which works on your behalf to provide you with assistance throughout the settlement of your claim
- The administration of any alterations you may wish to make for changes to your policy part way through the year
- The issue of copy documents
- Providing confirmation of your insurance arrangements to others (e.g. principals you may wish to work for)
- Noting the interest of others in your insurances (e.g. mortgagees or lease companies)

Whilst you may not need to call on any of the above services we feel that a total cost at the commencement of cover is a preferable position to unknown costs that may be incurred during the course of the policy. Our Administration Fee included within this renewal premium is therefore £75.00.

Recommendation

Having checked with our three insurance providers, we recommend Aylsham Town Council accepts the following quotation to meet your demands and needs as we have stated;

Policy Details	Recommendation
Insurer	Hiscox
Annual Premium (Including IPT)	£7,556.01
Administration Fee	£75.00
Total Annual Premium	£7,631.01
Our Quote Reference	16824335
Cover Period	1st October 2018 to 30th September 2019

Long Term Agreement Option

Aylsham Town Council may choose to set up a 3 year binding Long Term Agreement (LTA) with **Hiscox**, the annual premium can be reduced by a further 5%, giving an LTA premium of £7,178.21 including insurance premium tax, plus our administration fee of £75.00, giving a total annual premium of **£7,253.21**. This means Aylsham Town Council will commit to keep their policy with Hiscox for the period of the LTA.

In return Hiscox agrees not to increase the premium except for:

- Policy changes where the sums insured for assets covered against loss or damage are increased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).
- The imposition by the Insurer of a higher rate resultant from claims made against the policy.

Any changes to terms or conditions other than those stated above **releases** the Council from the LTA.

REPORT TO COUNCIL

Subject: Payment by Card

Author: Sue Lake

Date: 30th August 2018

In January the Town Council considered a report regarding acceptance of card payments. The report was based on a service offered by the bank. The Town Council did not agree the proposal but asked that it be reconsidered in September. In the meantime, the staff would gauge the likely take up of payment by card. This we have been doing and although there is not a large demand there have been various people who rent allotments, buy event tickets and one-off hire of rooms who have all asked. Often we have to ask people to go to the cash machine which although it is only across the Market Place makes the Town Council look very unprofessional. We also have no mechanism for taking payments over the phone.

I have obtained two quotes from card payment specialist and also reprise the quote from Barclays which has not been updated for consideration.

World Pay

SIMPLICITY PACKAGE £17.50 + vat per month – 18 month rolling contract – Fixed Terminal

FEES PER TRANSACTION: (applies to online and offline merchant accounts)

Authorisation – All Included with package

Debit Cards – 1.5%

Credit Cards – 1.5%

Commercial Cards – 1.5%

Over The Telephone Payments – All Included

MMSC - £0 – we do not ask for a minimum it's the monthly rental and then you only pay the flat 1.5% per card transaction when someone pays on card

Sage Pay

Desktop Machine – VX520 – 36 Month Contract Desktop Machine – VX520 – 12 Month Contract
 Monthly Fee - £13 Monthly Fee - £15

Pay as you go Upfront Fee - £239 Monthly Fee – None

	Face to Face %	Telephone Payments - %
Visa Credit	1.75	2.16
MasterCard Credit	1.75	2.16
Visa Debit	0.67	1.00
MasterCard Debit	0.67	1.00

PCI Compliance £4 per month

Barclays

The terminal would be £13 a month to rent and a percentage charge on all transactions with a minimum monthly charge of £20. The cost per year would therefore be in the region of £400.

It would therefore cost the Town Council to offer the service but would enable money to be collected instantly, including over the phone, so should substantially reduce the amount of follow-up required for payments.

The initial contract would be for 18 months but should it be decided that it is not worthwhile then termination, without charge, could take place after 6 months.

Council are asked to consider these options.

CLERK'S REPORT FOR COUNCIL MEETING 19.9.18

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Further improvements at planning stage – AGENDA ITEM
23 Market Place		
Cemetery Cottage		Garden completed
Cemetery		In process of obtaining quotes for a Groundwater Survey
Allotments	All sites	AGENDA ITEM
Churchyard	Conifers New Tree	Faculty request in process finally received extract of minutes from PCC meeting A new tree has been planted in the churchyard – a request has been sent regarding why this was planted and also why the TC were not informed – still no response
Market Place	Parking	Have received a request from a resident for more disabled parking places. He approached Highways direct who informed him a request would need to come from the Town Council
	Fig Tree	Request received from Tree officer regarding possible removal. After gauging councillors opinions have responded that the Town Council would like to see the tree preserved and would like a TPO to be considered
	Clarkes	Have met with officer from Broadland and new owner
Farmers' Markets		
Markets		
Jannys Close Community Garden		Bench requires replacement – AGENDA ITEM
Staithe		
"Little Staithe"	Bench Request	To consider a request for a memorial bench
Hopkins Homes areas general		A large tree has split into two and fallen on to the main playarea. A tree surgeon attended as an emergency and instructed that the tree was unsafe and to be removed.
Paupers Graveyard	Clearing	Scheduled to start clearance Sunday September 16 th
Norfolk Homes Play Areas (equipped)		ROSPA Inspection highlights issue with multi play unit and advises seeking replacement. Would like to work on this with the schools to choose replacement item
Norfolk Homes large area off Mileham Drive		ROSPA Inspections received mainly minor items.
Car Parks		No further response from BDC re BVR car park – will chase before meeting
Street Lighting	Replacement Programme	Initial replacements ordered as per TCM 23.5.18
Public Toilets		
Offices - Public Toilets		
COMMA/Archives		

Litter & Dog Waste Bins		
Bus Shelters		
Pump		
Pillboxes		
War Memorial		
Archives		
Highway Rangers		Please let the office know of any issues to be addressed
Neighbourhood Plan		AGENDA ITEM
Drill Hall		AGENDA ITEM
Community Speedwatch	Need to re-establish	Still short of volunteers
Mill Row	River Footpath	Planning application for removal of tree agreed.
Telephone Box	Refurbishment	Following completion of street light works permissions to be granted from Highways, Conservation, Planning and National Trust – all currently in progress
Data Protection	New Scheme implemented May 2018	Work ongoing with regard to this
Bure Meadows Footpath	New Footpath across to Dunkirk	Awaiting further information from developer
Staffing		The clerk has two more appraisals to do. Confirm the end of the probationary period for Finance Officer
Aylsham TC Website	Review and Renewal	We will shortly be looking in depth at the website with a view to creating a new site. Any suggestions as to content would be appreciated
Complaint	Concluded	Planning permission has been agreed and work should be completed prior to the meeting

Items for Town Council to consider

- To agree working with schools on replacement play equipment
- To consider request re disabled parking places
- To note end of probation period for Finance Officer
- To note conclusion of complaint
- To consider request for memorial bench



**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL
ON THURSDAY 19 JULY 2018 at 7.00 p.m.**

PRESENT: Mr R Willis ABEF, Chairman
Mr G Margaron, Aylsham Community Partnership
Ms K Hughes, Broadland District Council
Ms C Griffin, Broadland District Council
Mrs L Chaplin Aylsham WI
Mrs G Lee U3A
Mrs M Evans Aylsham Town Council
Mrs J Marles Aylsham In Bloom
Rev A Beane Aylsham Parish Church & Churches Together
Mrs V Shaw Aylsham Town Council

OFFICER: Mrs S Lake, Aylsham Town Clerk

01 APOLOGIES FOR ABSENCE

Apologies were received and accepted from
Mr P Prekopp, Aylsham Slow Food

02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

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

03 MINUTES

The Minutes of the Cittàslow Aylsham Meeting held on 21 June, were **confirmed and signed**.

04 MATTERS ARISING

There was nothing to report under this item

05 ITEMS REFERRED FROM LAST MEETING

There was nothing to report under this item.

06 ADJOURNMENT OF THE MEETING

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

07 RE-CONVENE THE MEETING

This item was not required.

08 FINANCIAL REPORT

The grant for the street party had now been received from Tesco.

The Town Council had agreed to add the street party to the annual budget so it could be underwritten should other funding not be available.

09 OTHER ORGANISATIONS IN AYLSHAM

Following the presentation at the last meeting an initial meeting to discuss the project has been arranged for Wednesday September 19th. Invitations have been sent to various organisations in the town who it is thought would be interested in the project. Rev Beane advised there would be someone attending from the church and that he had also invited someone from Queen of Hungary.

It was noted that Clarion are already undertaking projects in the town including a slow cooker course and food safety.

10 FARMERS MARKET

The July market received positive feedback and the children from Aylsham High School appeared to enjoy the cookery demonstration. Mark Sayers from the Saracens Head will be the chef in August. The recent new vegan stall at the general market will also be attending the Farmers Market from September.

11 PROJECTS

i) OLD STATION YARD

Clearance of the area before the visit of the Anglia In Bloom judges continues. The issue of dog waste is still bad and permission has been sought for an additional dog bin. Roger Willis is also working with Wagtails Pet Shop regarding a reward scheme.

ii) WALKERS ARE WELCOME

A committee has been formed and it is looking very positive.

iii) SUMMER EVENTS

The Hare Raising and Street Party events went well. The date for the 2019 party is set as 7th July.

Various events on July 27th/28th for Norfolk Day. Rev Beane expressed his concern at the street closure that will be needed for the Saturday as this always adversely impacts the church.

iv) WINTER EVENTS

Events coming up include the Food Festival in October, the Christmas lights switch on and possibly another event with the Picture House.

12 CITTÀSLOW AYLSHAM

The chairman and Mo Anderson-Dungar made a presentation to the Town Council which was well received. The Town Council have not expressed any interest in leaving the organisation..

13 CITTÀSLOW UK & INTERNATIONAL MATTERS

A holding page has been created for the website. Once Brexit finally happens this may have an impact on Cittaslow UK

14 COMMUNITY EVENTS SUB-COMMITTEE

The main event currently being worked on is the Festival of Song and Dance in September.

15 SLOW FOOD AYLSHAM

P Prekopp had sent the following report

Activities since meeting of 21 June 2018

- 1) SFA attended the Street Party on 1 July and thanks the organisers for "a delightful way of spending a Sunday afternoon".
- 2) A new SFA leaflet has been printed and the group now has new Facebook and Twitter accounts – in addition to the existing Aylsham Food Festival accounts.

<https://www.facebook.com/SlowFoodAylsham/>

<https://www.facebook.com/aylshamfoodfest/>

<https://twitter.com/SlowFoodAylsham>

<https://twitter.com/aylshamfoodfest>

<http://www.slowfoodaylsham.org.uk/>

PP urges Cittàslow members to 'like', 'follow' and become friends and tell their Facebook associates to "spread the word" so that SFA can open up the network and get their message across a bid to attract a wider audience and new members.

Norfolk Day (Saturday 28 July): The group has booked two tables which will feature a "Taste Adventure" inviting visitors to identify various food items from taste, touch and smell, and the "snail buzzer" game, a battery-operated wire-loop game similar to *Operation* made by toy company Hasbro.

The day will be the launch pad for the group's recruitment drive - a one-off discount of 50 per cent on membership fees will be offered as well as a good opportunity to distribute the new leaflet and snail stickers.

16 AYLSHAM IN BLOOM

Everyone has been busy preparing for the judges visit on July 20th. They should arrive at 9.30 and have a tour of the town before finishing with a light lunch at the Heritage Centre.

17 ABEF

A new logo is in development. The marquee for the Aylsham Show is sold out and plans are now in hand for the day.

18 AYLSHAM PARISH CHURCH AND CHURCHES TOGETHER

Children's activities will take place on Tuesdays and Wednesdays through the school holidays. There is also a return of the concerts and other music events including the 90th anniversary concert by Aylsham Band.

The Bishop of Norwich will be visiting the town, prior to his retirement, on September 14th and conducting a service on October 21st.

Finally, Rev Beane thanked everyone who had any involvement with the recent Repton Festival which was deemed a success.

19 ITEMS FOR INFORMATION/NEXT AGENDA

Kirstin Hughes advised the meeting of the joint collaboration work between Broadland and South Norfolk DC. Broadland also has a new leader, Shaun Vincent, and the Economic Development Portfolio Holder is now Jo Copplestone.

20 DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Thursday 20 September 2018 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 7.41p.m.



AYLSHAM COMMUNITY EVENTS COMMITTEE

**MINUTES OF THE MEETING OF THE
AYLSHAM COMMUNITY EVENTS COMMITTEE
HELD IN THE TOWN HALL,
MARKET PLACE, AYLSHAM
ON THURSDAY 26th JULY 2018 at 7:30pm**

PRESENT:

Eileen Springall	-	Chairman (councillor) (Arrived Agenda Item 9)
Karen Smith	-	Vice Chair (Town Resident)
Natasha Carver	-	Aylsham Town Council Administrator
Smudge (Paul Smith)	-	Aylsham Town Council Events Officer
Val Shaw	-	Councillor
Trevor Bennet	-	Councillor (Arrived Agenda Item 9)
Giles Margaron	-	Town Resident
Brian Antaur	-	Holt Ridge Morris (Arrived Agenda item 9)

0 Members of the Public

Karen Smith took chair until Eileen arrived and welcomed everyone

1. WELCOME INTRODUCTIONS AND APOLOGIES

- There were apologies from Ed Margaron, Andrew Strange these were accepted.

2. MEMBERS DECLARATIONS OF INTEREST

- There were no declarations made.

3. MINUTES OF PREVIOUS MEETINGS

- Minutes of the meeting held on 05th July 2018, as previously circulated were confirmed and signed.

4. INFORMATION ON MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

- There were no matters arising

5. ADJOURNMENT OF THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

- No members of the public in attendance.

6. TO DISCUSS THE ACCOUNTS FOR THE AYLSHAM EVENTS COMMITTEE

- Smudge gave a verbal report on the accounts.

7. TO DISCUSS EVENT OFFICERS PROGRESS REPORT

- Smudge gave a verbal report to the committee.
- Smudge reported that new poles were needed for one of the tents. It was proposed by Trevor that new poles should be purchased up to £250. This was **agreed** by all.

8. TO DISCUSS NORFOLK DAY 27th & 28th JULY 2018

- Smudge gave a verbal report.
- Eileen, Val and Giles will be helping to run an information stand at this event. Natasha will produce flyers to promote the upcoming events.

9. TO DISCUSS AYLSHAM FOLK FESTIVAL 7th and 8th SEPTEMBER 2018

- Smudge gave a verbal report to the committee.
- Ticket sales are still slow and we have sold under a quarter of the tickets.
- The committee was shown a copy of the events program for the Saturday. Smudge asked that all the committee members send in their availability for the event. Natasha will send a reminder to all.
- The committee **agreed** to pay for advertising the Festival in Just regional.

10. TO DISCUSS CHRISTMAS LIGHT SWITCH ON 30th NOVEMBER 2018

- Smudge gave a verbal report.
- Brian said that Holt Ridge Morris have a large Dragon that is carried on sticks that could be used for the procession. He asked smudge to send an email to confirm dates and times.
- Eileen proposed for Aylsham in Bloom to turn on the Christmas lights this year, as a thank you for all their hard work around Aylsham. This was seconded by Karen and **agreed** by all.

11. TO DISCUSS CLASSIC CAR EVENT 2019

- No updates on this event. Smudge is working with Paul for help and support.
- The dates for this event are the 14th/15th July 2019

12. TO DISCUSS NETBALL TOURNAMENT 2019

- Natasha Has emailed England Netball to check on court availability for May/June 2019

13. TO DISCUSS ANY FUTURE EVENTS TO BE HELD

- The committee has **agreed** to hold the following events; dates can be subject to change.
- Mama Mia Sing along – Oct 2018, Christmas Theatrical Production Dec 2018, Aylsham 5K – 7th June 2019, Street Party 7th July 2019, Norfolk Day July 2019, Festival Dance, Music and Song September 2019, Christmas Theatrical Production Dec 2018.

14. TO DISCUSS ANTIQUE AND COLLECTORS FAIR

- Nothing to report

15. TO DISCUSS ADDITIONAL COMMITTEE MEMBERS/VOLUNTEERS

- Natasha has produced a flyer, and this has been put out on social media and the Town Council website.

16. TO DISCUSS ANY CORRESPONDENCE RECEIVED

- No Correspondence received

17. ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING

- Accounts
- 2018 Confirmed Events
- 2019 Confirmed Events
- Classic Car Event 2019
- Collectors Fair
- Event Officers Progress Report
- Fun ways to publicise forthcoming events

18. DATE OF NEXT MEETING

- The next meeting is to be confirmed as the committee is looking at changing the day of the meeting.

The Chairman closed the meeting at 21:00



**AYLSHAM TOWN COUNCIL
MINUTES OF THE MEETING OF THE PROPERTIES COMMITTEE
HELD IN AYLSHAM DRILL HALL
ON TUESDAY 14 AUGUST 2018 10.00am**

PRESENT: Mr Curtis Mrs V Shaw
Mrs Evans Mrs E Springall
Mrs Overton

OFFICER: Mrs S Lake, Aylsham Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Lloyd Mills.
In the absence of the chairman it was proposed and **AGREED** that Mrs Springall should chair the meeting.

2. MEMBERS DECLARATIONS OF INTEREST & DISPENSATIONS

None made.

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on the 5th July 2018 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

All items on the agenda.

7. AYLSHAM TOWN HALL

- a) To receive a report on the meeting with the Conservation Officer
- b) To receive details obtained so far on improvements

Area	Conservation	Costs
Green Room Kitchen	No Issue with this and no requirements necessary	No costs obtained yet. Only outside cost will be for a plumber to cap off the sink. The work will be scheduled for the autumn/winter when outside work is less
Green Room Decoration	No Issue with this and no requirements necessary	No costs obtained yet. Work will be undertaken by the Facilities staff in the autumn/winter. Cost will be materials and also flooring. A toughened laminate surface is suggested.
Sliding Doors to main hall	No Issue with this and no requirements necessary	Costs obtained for new doors using existing mechanism - £3810.
Screen/Sound System	No Issue with this and no requirements necessary	No costs obtained yet. It is hoped to fund this through a grant
Sound Proofing	Would like to see our suggestions and listed building consent may be required	We have removed a section to look underneath. The existing boards are nailed onto batons and they would appear to be suitable for replacement boards. We have estimated that 70 boards (2.4m x 1.2m) will be required. The online cost for this is around £12 per board. However, the height and weight involved will require scaffolding and possibly specialist fitting. A local company has been approached for a price.
Curtains	No Issue with this and no requirements necessary	An estimate for the blinds only has been received at a total cost of £2588. In addition to this electrical work will also be required at an estimate of £300. There will be additional cost for curtains at the fire exit and entrance and prices for these will be obtained. It was suggested that the existing curtains could be sold and this will be investigated.
Gas Lamps	No Issue with this and would welcome matching shades – preferably clear glass	No action taken yet
Front Doors	Does not want to see replaced but wishes for them to be repaired	Spoke to a carpenter who would not consider repairing as this is not a solution that works. It is suggested applying for Listed Building Consent to install new doors and ask for it to be called in so the decision is made by the planning committee. One quote has been received for new doors of £3450 this includes replacement to part of the frame. The price for doors only is £2620, however part of the frames is showing severe rot.
Basement Doors	Would like to see our suggestions and listed building consent may be	Have received a quote for sapele hardwood doors totalling £2540. Quotes also requested but not yet received for steel doors and composite doors.

	required	Scheduled to meet a builder soon to see if anything can be done regarding the entrance to make it safer for pedestrians.
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c) To consider recommendations for the Town Council

It was agreed that all the above projects be recommended to the Town Council for consideration. The first stage would be to get Listed Building consent where required and it is hoped to do this as one application as permission lasts three years. Once agreed then the work will be prioritised with the most urgent items considered to be the front doors and cellar doors.

8. DRILL HALL

a) To receive an update

Nothing to report – the clerk will contact the architect for an update.

9. PUBLIC TOILETS

a) To receive an update

Mrs Springall reported that the taps in the toilets were very low pressure and hard to get any water from them. The clerk will look into this.

10. 23 MARKET PLACE

No known issues

11. CEMETERY COTTAGE

The work to the garden should commence soon – the issue has been the excessive dry weather making digging etc very difficult. Once the garden is done the onus will be on the tenant to keep it in shape. The clerk will check the contract to see if any permissions are required for additional planting by the tenant.

12. RED TELEPHONE BOX – Millgate

There is still an issue in the area regarding the street light problem. The clerk has written to the National Trust awaiting their comments. On checking with the Conservation Officer, we will need to give an exact location for the telephone box and then she will determine if planning permission or listed building consent is required.

13. PAUPERS GRAVEYARD

This should be cleared by the Scouts on September 16th. Letters have gone to all residents advising of this and the outline future plans for the area. A resident had complained that the work had led to the failure of the sale of her house but the clerk has assured her that future work should not lead to considerable additional usage of the area.

14. OPEN SPACES and PLAY AREAS

a) To consider a recommendation to add play areas to the terms of reference for the committee.

It was unanimously **AGREED** to add this to the next Town Council agenda for consideration.

b) To consider proposed play equipment on The Willows

Information had been received from Broadland regarding the LEAP (Local Equipped Area for Play) and LAP (Local Areas for Play) at The Willows. Details of the various equipment were discussed and all but two items were deemed suitable. These were a free standing blackboard and a trim trail. It was felt the blackboard may attract unsuitable graffiti. Trim trails elsewhere in the town are not frequently used and were not considered a good use of the funds. Suggestions will be made to substitute them with a couple of pieces of adult gym equipment.

15. OTHER PROPERTIES

It was noted that the Staithe had been cleared and the area can now be completed by installing seating. The clerk will check whether planning permission will be required.

It was also questioned as to what is happening at Spratts Green. The clerk will check who the current owner of the neighbouring property is and what is happening.

16. ITEMS FOR INFORMATION/NEXT AGENDA

None raised.

17. DATE OF NEXT MEETING

It was agreed that meetings will be diarised to be held quarterly to ensure that the open space and play areas are reviewed regularly. The clerk will circulate suggested dates.

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 12.10pm

Aylsham Town Council
Terms of Reference for the Property Committee

1. Authority

- The Property Committee is appointed by and is solely responsible to Aylsham Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.

2. Membership

- The Committee will consist of no more than 7 Councilors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 3 elected members.
- The Property Committee may co-opt members of the public onto the committee to assist its deliberation however co-opted members will have no voting rights.
- The Property Committee may invite guidance from professionals to assist in its deliberations subject to prior agreement of the Town Council of any fees to be charged.

3. Records of Proceedings

- The Committee will meet at least four times per annum
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next Property Committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

4. Duties and Functions

Town Hall and Drill Hall

The purpose of the Committee is:-

- To ensure that the buildings and its fittings and furnishings are maintained to a standard that complies with all legislation relating to public buildings.
- To prepare a draft work plan for the Town Hall and Drill Hall for consideration by the Town Council during their budget discussions each year
- To have full delegated powers to monitor and allocate all spending as identified within the finalised budget – any item not included in the budget that the Property Committee proposes to spend will be discussed as a recommendation at Full Council.
- To consider new business opportunities and to apply for any appropriate grants for the use of the Town Hall and Drill Hall.
- To recommend a course of action on those issues relating to the Town Hall and Drill Hall and that the Property Committee do not have the delegated powers to address.

Public Toilets

The purpose of the Committee is:-

- To ensure that the Public Toilets and its fittings and furnishings are maintained to a standard that complies with all legislation relating to these facilities.
- To prepare a draft work plan for the Public Toilets for consideration by the Town Council during their budget discussions each year

Open Spaces including Play Areas

The purpose of the Committee is:-

- To ensure that matters relating to all areas of open space owned and managed by the Town Council are reviewed on an annual basis
- To ensure regular inspections by Town Council staff are undertaken and recorded and at least once a year that an inspection by a suitable qualified professional is completed and a full report submitted
- To ensure that any actions noted in the inspections are completed in a timely manner and to review the repair log at each Committee Meeting
- To prepare a draft work plan for any of the properties, if required, for consideration by the Town Council during their budget discussions each year

Other Properties

The purpose of the Committee is:-

- To ensure that matters relating 23 Market Place, Cemetery Cottage and the Soame Pump are reviewed on an annual basis
- To prepare a draft work plan for any of the properties, if required, for consideration by the Town Council during their budget discussions each year

5. Other Matters

- The Town Clerk will have the delegated responsibility for the day-to-day running of all properties
- The Town Clerk will have the delegated responsibility for the management of any projects relating to Town Council properties
- The Town Council standing orders are applicable to all members and meetings of the committee
- The Property Committee will have responsibility for any future property acquired by the Town Council

6 Review

- These Terms of Reference will normally be subject to review every two years.

August 2018

Aylsham Town Council Summer Inspections – Monday August 13th 2018

Present:

Eileen Springall	Mary Evans
Annette Overton	Steve White
David Curtis	
Sue Lake (Town Clerk)	

The inspections this year viewed the following areas

- MUGA Car Park, Mileham Drive
- Jewels Lane Footpath
- Jannys Gardens

MUGA Car Park, Mileham Drive

Councillors met at the car park area. This area is well used and is starting to show signs of wear. Consideration should be given to resurfacing the car park in the next 2-3 years.

ACTION:

Obtain some costs for budget considerations.

Jewels Lane Footpath

The footpath runs from the Marriots Way through to the Cawston Road. The Town Council is responsible for the footpath and trees on both sides for the majority of the path. The end section near Cawston Road (marked by bollards) is owned by a resident of Cawston Road however the Town Council still has ownership of the trees alongside the boundary with Mileham Drive. All these trees have TPO's – normally in groups rather than individual trees.

Items noted

- The vegetation around the steps from the Marriots Way is very overgrown
- A pathway has been created near the steps from a gateway (placed by the developer) by using paving slabs. These are covered in decaying vegetation
- A small tree growing approximately 100 meters from the steps is overhanging the pathway
- There are numerous sycamores self-seeded along the footpath
- A tree in the green space at Goulders Drive has a dead centre but is green at the bottom

Many of the trees along Jewels Lane are ash trees showing early signs of ash dieback and could prove to be very costly in a time. When the land was first transferred there was talk of creating a tree management plan but this never came to fruition. Details of such a scheme will be looked into for consideration by the Town Council.

ACTIONS:

- | | | |
|--|---|------------|
| • Cut around the steps |) | |
| • Remove identified trees |) | Facilities |
| • Clean stepping stones |) | Staff |
| • Remove sycamore seedlings |) | |
| • Start budgeting to cover costs of removing ash trees |) | Town |
| • Look at tree management plan |) | Clerk |

Jannys Gardens

This area is maintained by Stephen Newstead. Two councillors were unaware of its existence. The area is in very good condition but one bench needs removing and consideration made of replacing.

ACTIONS:

Remove bench and Consult with council re replacement
Sue Lake August 2018

**AYLSHAM RECREATION GROUND COMMITTEE
MINUTES OF MEETING HELD
10th July 2018**

Present

Barry Lancaster, Ian Childs, Terry Deller, Eileen Springal, Heather Morton, Wendy Murphy

1 Apologies

Apologies have been received from C Deller, K Hilton, D Curtis

2 Minutes of the previous meeting

The minutes of the June meeting had been circulated and were agreed as a true record.

3 Matters Arising

None

4 Financial Report

Wendy circulated the Receipts and Payments account 1st April 2018-10th July. I Childs queried the cost of the Bowls Club Toilet £654.00, Wendy will go back and find out what this is made up of

5 Updates

- a) Photos have been received and the final £1k is being submitted for the Tesco Grant
- b) Guard Traps – These can be bought from B & Q

6 Grounds Maintenance Contract

It was discussed to split the contract between groundsman work and general caretaker/handyman with the new contract to start from 1st October 2018. New contracts to be agreed with Hedging being split out

Willmott's to do scarifying for the Cricket Club at the end of the season (September) on the advice of the Cricket Club. Proposed by Eileen, 2nd Heather.

7 Notice Board/Signage

It was suggested that each club have a board on the signpost 1m x300 for each individual board. There could be links to websites. Members will go back to their clubs for feedback

8 Capital Schemes 2018/19

Outside Gym – Keith Hilton will look into obtaining grant information for this

Concrete apron in front of the pavilion – M Dolling confirmed that the post needs replacing and suggested that café style canvas panels could be used for stay and this would be 6 free standing panels that attach to the post and each panel could be sponsored with details of club etc. cost of £100.00 per panel. C Deller to obtain trade price for this. – Concrete pad

needs replacing – Barry Lancaster to speak to Mr Barwick to get a price for doing this – this will carry over to August meeting

Storage Building - 3 quotes have been obtained and were circulated. It was agreed for planning permission to be for this to the maximum size authorised – It was agreed that no toilet would be required and any interested parties could apply for storage facilities

Sir Williams Lane Entrance - There is an issue with the marking of the lines in the car park and it was discussed that maybe this could be re done. – Still ongoing

Memorial Bench – This has been ordered and awaiting delivery

10 Longer term Schemes –

Skate Park – Ongoing

Smile Park – it was discussed that a reserve needs to be built up so that repairs can be made. It was suggested that in September when the budget is discussed to ask for more from the Town Council so that this could be done. The Annual Play inspection will be carried out in June and it was decided to wait until the report came in so that the reserve amount could be discussed.

11 AOB

Bins were discussed – 4 more have been ordered and Wendy has arranged for an extra pick up from Biffa each week during Summer School holidays

Meeting closed at 20.55

Date of Next Meeting

14th August 7.30pm Recreation Pavilion

AYLSHAM RECREATION GROUND COMMITTEE

MINUTES OF MEETING HELD

14th August 2018

Present

Barry Lancaster, Ian Childs, Terry Deller, Eileen Springal, Heather Morton, Wendy Murphy, Chris Deller

1 Apologies

Apologies have been received from K Hilton, D Curtis M Dolling

2 Minutes of the previous meeting

The minutes of the June meeting had been circulated and were agreed as a true record.

3 Matters Arising

None

4 Financial Report

Wendy circulated the Receipts and Payments account 1st April 2018-7th August 2018. The Bowls Club Toilet should be expenditure £336.00 with an income of £224.00. Wendy will correct the figures in time for next meeting.

Aylsham Town Council has been paying for the electricity bill since February. Wendy will reallocate to the Recreation Ground.

5 Updates

- a) £1k is still outstanding from Tesco Grant Money. This is being chased – The Benches have been damaged – Keith Edwards will look into getting this repaired.

6 Grounds Maintenance Contract

The new contracts were distributed and were agreed by the committee. Barry to arrange advertisements to invite tenders.

The Committee has received a letter from Keith Edwards following a discussion with Barry regarding Willmott's doing the scarifying for the Cricket Club at the end of the season (September) on the advice of the Cricket Club. Barry will respond to Keith detailing that the Committee had come to a decision to use Willmott's

It was discussed that C Deller would obtain costs for Willmott's to remove debris.

7 Notice Board/Signage

Terry distributed plans for the new signage. It was agreed that 2 boards would be required for each entrance and them to be erected behind the low wall. Each Committee member should go back to their clubs to get a design for what they would like on their board and to be discussed at next meeting. The average cost of each board is approx. £800.00

Wendy will ask Broadland if planning permission is required for notice boards, but as the signs will replace ones already there this may not be required.

8 Capital Schemes 2018/19

Outside Gym – Keith Hilton will look into obtaining grant information for this

Concrete apron in front of the pavilion – M Dolling confirmed that the post needs replacing and suggested that café style canvas panels could be used for stay and this would be 6 free standing panels that attach to the post and each panel could be sponsored with details of club etc. cost of £100.00 per panel. C Deller to obtain trade price for this. – Concrete pad needs replacing – Barry Lancaster to speak to Mr Barwick to get a price for doing this – this will carry over to September meeting

Storage Building – This was agreed that the project should be started in March next year. We will be receiving £1k grant from Persimmon homes to go towards this.

Sir Williams Lane Entrance - There is an issue with the marking of the lines in the car park and it was discussed that maybe this could be re done and made larger – ongoing

Memorial Bench – This has been ordered and awaiting delivery

10 Longer term Schemes –

Skate Park – Ongoing

Smile Park – It was proposed by Eileen and 2nd by Heather that £5k would be put aside for this from this year's Budget continuing each year.

11. Future Management of the Recreation Ground

This was discussed in full and it was felt that the job of managing the Recreation Ground was far too much for a volunteer to do. Barry will look at drawing up a Job Description and it was suggested that the Recreation Ground should employ somebody to do this job. – Barry will go and get costs for this.

12. AOB

The signs that say the Recreation Ground is locked at night should be removed

The Tennis Club have a problem with the lighting around their club as pointed out by a Health and Safety Inspector the path also needs to be made level – Barry will ask Keith to look at this.

There are also holes still in the hedge – this will need to have more hedging planted.

Meeting closed at 21.12

Date of Next Meeting

10th September 7.30pm Council Chambers Town Hall

REPORT TO COUNCIL

Subject: Policy Reviews

Author: Sue Lake

Date: 28th August 2018

I have recently reviewed various policies which are either due for review or in some cases past their review date! Following this review, I would like the Town Council to consider the following items.

Cemetery Regulations

The only recommended change is to add the following sentence under the paragraph 'Fees and Charges for Interments'.

All interments of children under the age of 18 will not incur any fees from the Town Council. This was the change agreed by the Town Council at the April 2018 meeting.

Guidelines for Grants from recycling Income

No changes recommended

Memorial Bench Policy

No changes recommended

Social Media Policy

Please see revised policy attached

Standing Orders

A revised copy of standing orders was e-mailed to all councillors on August 21st for consideration.

Copies of all existing policies can be found on the Town Council website.

**Aylsham Town Council
Social Media Policy**

This policy replaces all previous policies dated prior to September 2018

Twitter & Facebook

Aylsham Town Council currently has one twitter account **@aylshamclerk** operated by the Town Clerk. There is an Aylsham Facebook page operated by the Administrator. There is an Aylsham Market Facebook page which is run by the traders. There may be other accounts agreed by the Council or Committees as deemed appropriate, staff will be delegated to manage the accounts by the Town Clerk.

Any authorised Town Council twitter and Facebook accounts will be used to help keep local residents, businesses, interested parties and visitors to the Town informed of important Town Council related news, events and updates.

Followers can expect Tweets or Posts covering some or all of the following:

- Alerts about new content on other digital networks, such as news, publications, events, photographs, links, publicity campaigns and Council/Committee meetings;
- Invitations to provide feedback on specific issues on which we are consulting;
- Information on incidents in the town e.g. road closures
- Information from Committees;
- Occasional live coverage of events;
- Council related queries dealt with promptly;
- Conversation on a wide range of topics, including methodology or ice breakers used to build relationships with key players or new contacts;
- Retweets, likes or shares on a variety of subjects at the discretion of the account operator, providing information of interest to followers; (N.B. Use of 'retweet', 'like', 'share' or 'favourite' buttons should not be seen as an endorsement, these are to share or store information)
- Confidential business will not be disclosed via any Twitter or Facebook account;
- Social media will not be used for personal gain.

The Town Council will not automatically follow back any followers, or use the like button on Facebook, this decision is at the discretion of the account operator. Being followed or liked does not imply any endorsement of any kind.

Councillors many have twitter or Facebook accounts that they operate personally, they are duty bound to not disclose confidential business or to bring the Council into disrepute. The Code of Conduct will apply to all Social Media activity by Councillors.

General guidelines

Any Twitter and Facebook accounts will be updated regularly and monitored on occasion during working hours, and/or remotely via secure connection on a computer, laptop, iPad or Smart Phone.

A Link to Tweets of **@aylshamclerk** shall feature via the home page of the Council's website **www.aylsham-tc.gov.uk**.

A new twitter or Facebook account may be used to support a new initiative or special event.

Inappropriate language or anything that might contravene libel, defamation, copyright or data protection laws will be removed and subject to reporting to the appropriate authority. In extreme cases persistent offenders may be blocked.

Twitter and/or Facebook may occasionally be unavailable and the Town Council accepts no responsibility for lack of service.

Feedback and ideas are welcomed from all sections of the community and the Town Council will endeavour to join the conversation where possible. However, it may not be possible to reply individually to all messages.

Emerging themes or relevant suggestions will be passed to the relevant persons or authorities.

Inappropriate use of Twitter or Facebook as deemed by the Town Council could be subject of disciplinary action against employees.

The general conduct of Staff and Councillors on Twitter and Facebook must not compromise the Council as a whole and/or bring the Council into disrepute.

Other Social Media sites

The Town Council staff operate a WhatsApp group to enable immediate group discussion and information sharing, particularly when needing to deal with out of hours issues.

Aylsham Town Council shall use other social media sites as they deem appropriate and apply similar common sense disciplines as described within this policy.

Adopted by Aylsham Town Council September 2018
Next Review September 2020

**Notes of Meeting held to discuss Committees
Thursday August 9th at 10am**

Present:

Trevor Bennett
Val Shaw

Mary Evans
Eileen Springall

Apologies

Lloyd Mills

Introduction

The meeting had been agreed by the Town Council at their July 2018 meeting to review the various committees that are either part of the Town Council or that members attend. The Town Clerk provided a list of all committees and it was agreed to go through each individually.

The committees were divided into two types – External and Internal. External are those committees where the management is outside the Town Council and Internal those where the agendas and minutes are prepared as part of the work of the Town Council.

EXTERNAL**Bure Navigation Conservation Trust**

There is currently no designated representative for this group but it was felt that contact should remain. It was also felt someone should attend the meetings but this does not necessarily have to be the same representative at each meeting. At the moment papers are sent to the clerk who will ask for a member to attend each meeting as and when it arises.

Heritage Centre

This has one representative from the Town Council and was felt to be important to retain that representation so no change recommended.

Christmas Lights

This currently has three Town Council representatives but it does state there are five places. It was felt that five were too many so it should be reduced to three. The committee is managed by Keith Elphick and the lights by a dedicated team of volunteers. However, the funding is supplied by the Town Council and all purchases made through the Town Council accounts. No terms of reference can be found and it was suggested a simple document should be drawn up in consultation with Keith.

Aylsham Twinning

There is currently no representative on this group and it was questioned what would happen to the funds should the group collapse. The clerk will try and obtain a copy of the constitution where this will be detailed. Trevor agreed to try and attend meetings where possible.

Aylsham Older Peoples Association

This has one representative and appears to be functioning very well No change recommended.

Recreation Ground

The Town Council provides a large grant for the Recreation Ground and also undertakes the bookkeeping and room management. There could be an issue should no one come forward to act as chairman on the retirement of the current chairman. This matter is scheduled to be discussed at the next committee meeting (14th August).

INTERNAL

Allotment Holders

This is not really a committee but a two-way discussion event for allotment holders and council members. There are currently three councillors who attend and they take it in turns to chair the discussion. No changes recommended.

Neighbourhood Plan

Very near the end of the creation of the plan. Will look to see whether to carry this on post adoption of the plan as a review group.

Staffing Committee

The Clerk could not find any terms of reference for this committee so will look to draw some up. These will include a requirement to hold at least one meeting a year post the appraisals. This will act as a conduit to discuss outcomes from the appraisal and also a mechanism to ensure that they take place.

Effectiveness of Internal Audit

It was agreed that some recommendations had been allowed to be carried over for too long and this committee needs to ensure this does not happen in the future. It could be that this is because there is no chairman of the committee and this could be considered at the next meeting.

Churchyard Committee

No changes recommended

Properties Committee

Consideration to add open spaces to the remit of this committee. Placed on the next agenda for the properties committee and to be agreed by the council in September.

Events Committee

The running of this committee has been considered slightly disjointed with no reports prepared and sent prior to the meetings. This has now started to change. It was felt that the Town Council required more information than that found by reading the minutes and it was agreed that a report in the style of the clerk's report be prepared every three months detailing forthcoming proposals for early agreement by the Town Council. It is hoped this would also act as a means of encouraging councillors to attend and possibly assist at events.

Cittàslow Committee

No changes recommended however the future of Cittàslow UK may need to be reviewed following the exit from the EU when the Welsh members will not still be in receipt of the subsidies they currently get.