



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 2nd JULY 2025 at 7pm

PRESENT:

Kay Montandon (Chair)
Kevin Cunnane
Jon Minns

David Anderson
Mary Evans
Mitchell Philpott (from item 5b)

Trevor Bennett
Michael Goodwin
Patrick Prekopp

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

The Declaration of Acceptance of office was signed by Michael Goodwin.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cheryl Bould, Gordon Clarke and Catherine Fletcher. Apologies were also noted from Steve Riley (County and District Councillor) and Sue Catchpole (District Councillor).

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None raised.

3. TO AGREE THE MINUTES OF THE PREVIOUS MEETING OF THE TOWN COUNCIL

It was **resolved** to accept the Minutes of the Town Council Meeting held on 6th June 2025. The Minutes were signed as a true and accurate record by the Chairman.

4. INFORMATION ON MATTERS ARISING FROM PREVIOUS MEETINGS

Kay Montandon advised that the statement of values of the Town Council is now on the website. This is to be placed as an agenda item next month for ratification.

5. CASUAL VACANCIES

a) To receive update on request for election.

Kay Montandon reported that an election had been called by one of the minor political parties, despite there being opportunities for co-option onto the Town Council at no cost to the taxpayer. An independent local resident completed his nomination forms for the position to ensure that the electorate had an alternative option. As of the deadline for nominations, only the nomination forms for the local resident had been received by

Broadland District Council, therefore Michael Goodwin was elected unopposed.
Mr Goodwin was warmly welcomed to the Town Council by the Chairman.

b) To consider application(s) for Co-option

An application for co-option from Mr Mitchell Philpott had been circulated to all members. It was unanimously **agreed** that Mitchell Philpott should be co-opted onto Aylsham Town Council. Mr Philpott signed the declaration of acceptance of office and took his seat at the council table.

6. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

The Clerk reported that emails to the local Safer Neighbourhood team and a formal request for a police contact session in Aylsham had gone unanswered. It was agreed that the Clerk should write to the Chief Constable raising concerns about the level of service in Aylsham, particularly in light of recent serious crimes in the town.

7. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC AND COUNCILLORS WITH PREJUDICIAL INTERESTS TO SPEAK

No matters raised.

8. TO CONSIDER CORRESPONDENCE REGARDING THE ARMED FORCES COVENANT

It was agreed to defer this matter until a representative from the Armed Forces Covenant could be in attendance.

9. COMMITTEE GOVERNANCE

a) To review Terms of Reference for:

i) Cittaslow Committee

Mary Evans had created an initial draft. This is to be deferred until the Cittaslow Committee has had a chance to review.

ii) Events Committee

The Terms of Reference were **agreed**.

b) To receive report on meeting on 30th June with organisers of the Christmas Lights, and appoint Town Councillors to the committee.

The Clerk reported the meeting held was productive, with a mutual understanding of the need for procedural changes, balanced with the nature of this community event. Michael Goodwin, Mitchell Philpott and Trevor Bennett were appointed to the Christmas Lights committee.

10. TO RECEIVE TOWN CLERK'S REPORT

The Town Clerk's report had been previously circulated. Verbal updates were given as follows:

- The Town Hall CCTV project had commenced, with three cameras now in operation. Three further cameras are to be installed.

- The Town Council had hosted eleven pupils from Sidestrand school as part of their work experience programme.
- A reception was held at the Town Hall for guests from Aylsham's twin town in France, La Chaussée-St-Victor.
- The Cittaslow snail tree carving sculpture located in St Michaels Avenue had been completed. This was made possible by a grant from Cittaslow UK.

Kay Montandon clarified that the project on Cawston Road was to install three sets of bus stops, one of which would have a bus cage painted on the road.

Trevor Bennett queried when the next Churchyard committee meeting would be. The Clerk advised that this could now be arranged as the Diocese recommended structural engineer had been in touch.

The Town Clerk's report was **noted**.

11. CAPITAL PROJECTS

The following potential capital and CIL projects were noted:

Bank Barn	Community Lending Library
Market Place Greening	Inclusive Play Equipment at the Recreation Ground
Information Centre	Transport Hub
Skate / Wheeled Park	Aylsham Traffic Strategy
Sports and Fitness Provisions	New Pavilion for Recreation Ground
Council Waste Management	Council Building Disability Access Audit
Resurface/Revise MUGA Car Park	Road Safety at Burgh Road – Zebra Crossing
Road safety survey – Burgh Road	Traffic lights on Burgh Road
Cawston Road H Bars / Cages	Surfacing of Mileham Drive MUGA

Discussions occurred as to the use of the County Hall building and how this could be supported.

It was suggested that the works to the Mileham Drive car park could be used to create a community event with local volunteers.

12. TO RECEIVE REPORT ON SLCC ANNUAL CONFERENCE ON 20TH JUNE

The Clerk provided a written report to council, focussing on:

- The Civility and Respect project. This is to be placed on the next agenda.
- Martyn's Law. The Clerk is to find out the guidance on outdoor events.
- Consultation on remote meetings.
- Consultation on changes to the AGAR
- An apprenticeship programme being piloted.
- Local Government reorganisation
- Consultation on new funeral methods and closed burial grounds.

The content of the conference was **noted** as being of benefit to the council.

13. NEIGHBOURHOOD PLAN

To receive report on Neighbourhood Plan funding and consider options.

It was reported that the government had ceased all funding for Neighbourhood Plans with

immediate effect. Whilst there was potentially some funding available from the District Council, the Town Council may have reconsider its approach to the review of the Neighbourhood Plan. The Clerk had provided some suggested approaches for consideration, and also some queries that would need resolving by those with knowledge of planning policy. It was noted that:

- Funding of the update could be over multiple years.
- Aylsham has numerous qualified persons amongst its residents who could help
- The UEA may be able to assist.
- Trevor Bennett will try to access the original Neighbourhood Plan data to obtain baseline figures.

It was agreed that Kay should invite the Planning Policy officer from Broadland District Council to discuss the options with the Town Council. In addition to this, the Clerk will write to the Secretary of State for Levelling Up, Housing and Communities to express the Town Council's disappointment over the government's decision.

14. HIGHWAYS

a) To receive update on Community Speed Watch and SAM2 Locations

Kay Montandon reported that the Community Speed Watch team had provided a report to the transport group. Two sites had been agreed by the police after risk assessments had been performed and these were:

- Norwich Road monitoring incoming traffic to the town.
- Burgh Road monitoring outgoing traffic.

Advice is being sought on monitoring traffic on Henry Page Road.

David Anderson suggested that Gas House Hill and Millgate ought to be considered as monitoring sites. Kay will ask the group what sites were considered and invite the Speed Watch group to the next meeting to update the Town Council.

The Highways Engineer had advised that there are no objections to the Town Council placing the SAM2 sign on street lights owned by the Town Council. Alternative sites would have to be considered for those proposed to be on street lights not owned by the Town Council.

b) To receive update for additional / improved bus shelters

The Clerk had followed up about additional bus shelters as suggested at the previous meeting. As suspected, the pathway on Gashouse Hill is too narrow to facilitate a shelter. There are other options for this area, which would include moving the bus stop, however the time constraints on the grant application meant that this could not be taken further under this scheme, but could be considered under Parish Partnership (item 13c).

The bus shelter funding on Millgate has been approved, subject to a Street Furniture license being agreed. This will be a 2 bay cantilever in black, to replicate the one on the opposite side of the road and will sit over the bench therefore negating the need for any seating. There will also be space for a bus timetable to be displayed. The cost will be:

Total Cost	£3,924.00
Grant	£3,139.20
Town Council contribution	£784.80

As agreed, this will be taken from the Earmarked reserve for Street Furniture, which currently stands at £7,853.50.

c) To consider projects under the Parish Partnership scheme

Details of the Parish Partnership scheme were circulated as part of the meeting pack, detailing the highways projects available to bid for match funding. Options to be costed for further consideration are:

- Moving the bus stop and adding a bus shelter at Gas House Hill.
- Information panels at Public Rights of Way.
- Cycleway to Blickling.
- Kerbing of the exposed verge on Burgh Road. Mitchell Philpott raised similar issues on Sir Williams Lane. Mitchell was asked to attend the next transport group meeting to discuss further.
- Burgh Road zebra crossing, as close as possible to entrance to the Rec.

Mitchell Philpott will ask a local cyclist to attend the next Town Council meeting to advise if the location of cycle racks in the town are appropriate.

d) To receive update on Transport Hub project

A report had been circulated with the meeting pack. To date:

- Canham Consultants had met with Norfolk Homes to discuss the sites, services and handover of land.
- Canham Consultants had met with Norfolk County Council Highways to discuss the required Transport Statement, cycle racks, EV charging and drainage.
- Funding of £10,000 has been received for this project.
- Canham Consulting will be obtaining paid advice from the Local Lead Flood Authority.

The Clerk updated in the meeting to advise that the owners of the neighbouring land had no plans to sell, therefore the project would commence on the existing footprint of land.

Consideration was given to the lighting of the site, and it was agreed that low level lighting would be preferable to high level, and that the site should be restricted to prevent 24h access.

e) To review proposed bus stops on Cawston Road

Trevor Bennett raised concerns that the proposed bus stops on Cawston Road would not alleviate the traffic problems. The Town Council had previously agreed to double yellow lines, but this had not been progressed due to cost. Discussions are being had with Coltishall Parish Council as to how the double yellow lines in their parish were paid for.

15. FINANCE

a) To receive bank Reconciliation to 25th June 2025

The bank reconciliation was *noted*.

b) Summary of receipts and payments against budget

The budget document was **noted**. It was clarified that this report covered the whole of the financial year, therefore more income and expenditure is to be expected. The Clerk will trial adding in percentages for next months meeting, along with a more detailed receipts and payments report. A report of the staffing budget is also required.

c) To agree the detailed payments 28th May to 25th June 2025

The payments were **agreed**. Kay Montandon explained the budgeting process and timescale, and emphasised the importance of sending ideas for costing to the Clerk on a timely basis.

d) To agree the detailed receipts from 28th May to 25th June 2025

The receipts were **agreed**.

e) To note the schedule of reserves

The schedule of reserves was **noted**. The Clerk reported that a review was required of the earmarked reserves as some items appear to be overstated. This will be presented to the council next meeting.

f) To consider grant request from North Norfolk Community Transport

A grant application from North Norfolk Community Transport had been received, for £169.14 for a tyre inflator tool and battery for the minibuss. This was **agreed** unanimously.

16. COMMITTEE REPORTS

a) AYLISHAM CLIMATE EMERGENCY

i) To receive Minutes of the meeting of 2nd June and adopt recommendations made

It was reported that the Comms group required more support. To this extent, the ACE group will be looking at a social media policy at the next meeting, to allow more people to post on social media. The minutes were received and recommendations **adopted**.

It was agreed to waive Standing Order 17n to allow the meeting to extend over 2 hours

b) CITTASLOW

i) To receive Minutes of the meeting of 24th June 2025

Patrick Prekopp provided the meeting with a report on the Cittaslow Committee

ii) To agree a free 'pop up' market stall for Friday Markets

It was agreed that a free pop up stall should be made available for new traders to try out the Friday market for one occasion free of charge.

iii) To receive information on the Market Towns Matter Project

It was reported that Norfolk County Council has launched a Market Towns Matter Project. Support and training would be given to local businesses and there is the opportunity for grant funding to increase footfall to the high street. This will be progressed at the next Cittaslow meeting.

c) PLANNING COMMITTEE

i) To receive Minutes of the meeting of 12th June 2025

The minutes of the Planning Committee of 12 June 2025 were **noted**.

d) EVENTS COMMITTEE

i) To receive the minutes of the committee meeting of 18th June 2025

The minutes of the committee meeting of 18th June 2025 were **noted**. It was reported that the Chairman will be leaving the committee as a result of relocation. It was **agreed** that the Clerk should send a letter of thanks for her service to the events committee.

17. TO CONSIDER WHOLE COUNCIL TRAINING

It was **agreed** that whole council training at a cost of £550 for the day would be useful. Staff are also to be invited, should they wish to attend. The Clerk will enquire about dates in mid August and early September. £100 should be taken from the councillor training budget, and £450 from the staff training budget to facilitate this.

18. TO CONSIDER PROPOSAL FOR REPLACEMENT VAN

It was reported that the lease on the Town Council's electric van had expired. Several options had been explored but the most appropriate was a like for like replacement van. It was agreed that the Town Council should proceed with a replacement like for like lease van on a two year contract, with the existing lease company. But the Clerk should have authority to accept the best deal available at the time. The excess it would cost the Town Council this financial year, over and above the amount budgeted for the van should be vired from earmarked reserves (highway verges) as it was previously noted that this reserve was artificially inflated.

19. TO NOTE ITEMS OF INFORMATION OR FUTURE AGENDA

Armed forces covenant	Cittaslow Terms of Reference
Review of earmarked reserves	Civility and respect project
Town Council statement of values.	

20. DATE OF NEXT MEETINGS

a) To confirm the date of the next meeting as Wednesday 6th August 2025

This was **agreed**.

21. CLOSURE OF MEETING TO THE PRESS AND PUBLIC

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of item 22 due to the confidential nature of the business to be transacted.

22. TO RECEIVE UPDATE ON COUNCIL UTILISED LAND

The Clerk and Maintenance Manager provided the meeting with an update and options which are being explored.

Meeting Closed at 9.25pm

Signed _____ Date _____

THE ARMED FORCES COVENANT AND TOWN & PARISH COUNCILS

WHAT IS THE ARMED FORCES COVENANT?



- A promise by the nation that those who served, those who have served, and their families should be treated fairly.
- Members of the Armed Forces Community should not be disadvantaged because of their service, and in some cases special provision may be appropriate.
- At heart, Covenant is a tool for demonstrating and providing support to Armed Forces Community – and encouraging others to support too.
- Covenant is a largely voluntary initiative. Aspects of it are due to become legal requirement, but this will not affect town & parish councils.

ARMED FORCES COVENANT PRINCIPLES



1. Recognising the **unique obligations** of, and **sacrifices** made by, the Armed Forces.
2. That it is desirable to **remove disadvantages** arising for service people from membership, or former membership, of the Armed Forces.
3. That **special provision** for service people may be justified by the effect on such people of membership, or former membership, of the Armed Forces.

SIGNING THE ARMED FORCES COVENANT



- Organisations, public and private, can voluntarily sign up to the Covenant to demonstrate their support.
- All principal LAs in Great Britain have now signed. Around 125 town and parish councils have signed.
- Signing the Covenant is entirely flexible and can be tailored by and to the signatory. Signatories sign up to general spirit and can decide to add specific pledges.
- Signing process is handled by Defence Relationship Management.

WHY SIGN THE COVENANT?



- Demonstrate support for your local Armed Forces Community.
- Commit to work with higher-tier authorities to deliver the Covenant.
- Funding for specific projects may be available from the Armed Forces Covenant Fund Trust.

WHAT CAN TOWN & PARISH COUNCILS PLEDGE?



- Appoint a champion from among your members to lead support for the AF Community
- Promote the fact you are an Armed Forces-friendly council
- Ensure upkeep of war memorials and war graves
- Support / promote Armed Forces events, e.g. AF Day, remembrance activities
- Run, facilitate or promote support networks (e.g. coffee mornings) for veterans
- Engage with, and support, local AF charities
- Encourage local businesses to sign the Cov and support employment for AF Community
- Signpost to available support



XXXX Parish Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

XXXX Town/Parish Council

Signed:

Name:

Position:

Date:

Town/Parish Logo

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We, **XXXX Parish Council**, will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

The following are suggested draft pledges; please delete, add or change any to suit your circumstances. Your Covenant may be reviewed, and pledges changed at any time in the future to reflect changing circumstances.

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by seeking to:

- appoint an **Armed Forces Champion** to promote support for the Armed Forces community;
- promote the fact that we are an **Armed Forces-friendly Council**, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public;
- support the employment of military **Veterans**; recognising that they are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans Gateway on our website; encouraging local businesses to support the employment of veterans;
- support the employment of **Service Spouses & Partners**: encouraging local businesses to support their employment;
- encourage support for the **Reserves Forces**; encouraging local businesses to support the employment of Reservists;
- encourage support for military sponsored **Cadet Organisations**; encouraging support for and membership of local cadet units;
- support and promote support for **Armed Forces Events** such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- support and promote support for **Armed Forces Charities**;
- encourage local businesses to consider offering discounts to members of the Armed Forces community.

2.2 We will publicise these commitments through our literature and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing. *(Amend as appropriate)*

Item 8

Correspondence received 1/2

Aylsham Local Quaker Meeting

July 2025

To the Clerk of Aylsham Town Council

Dear Faye LeBon,

Our Friend Michael Goodwin, who has just been elected to the Town Council, informs us that there is a proposal to be put to the August meeting that the Council sign up to the Armed Forces Covenant Principles.

We write to express our hope that the Council will not sign up to this covenant for the following reasons:

Our Quaker principles are rooted in the notion that there is “that of God in everyone”; as such we endeavour to value everyone equally. Even though our principles are essentially pacifist, we of course value as individuals those in the armed forces. We understand that the choices people make, including to volunteer for the military, are not always simple.

We are happy to live in a community which keeps its war memorial in good order, organises appropriate Remembrance Day services and parades and whose residents can choose to buy red poppies in support of the British Legion and white poppies in support of the Peace Pledge Union.

However, we see no reason to “recognise the *unique* obligations...of the Armed Forces” more than we would recognise the unique obligations and contributions of, for example, teachers, nurses, social workers or indeed respond to the injustices suffered by civilian victims of war or refugees.

We agree that it is desirable to remove disadvantages arising from membership, or former membership, of the Armed Forces. Indeed, many Quakers are involved in supporting such people through homelessness and prison charities, and we recognise the deep needs of all those in these circumstances. However, we do not think that the town council should have a particular focus or make special provision for service people.

Finally, we know that there can be a slippery slope from “recognition” to “glorification”. We would feel deeply uncomfortable if signing the covenant could be interpreted in a jingoistic or nationalistic way. We stand unequivocally for peace and for peace-making.

We understand that there is no obligation for town councils to sign the covenant. We therefore register this hope that offering support to service and former service personnel is left to individual choice and not done “in our name” as a worshipping community in Aylsham.

Signed by the following members of Aylsham Local Quaker Meeting:

[17 names – Redacted]

Item 8

Correspondence received 2/2

From:

Sent: 21 July 2025 09:44

To: Info <Info@aylsham-tc.gov.uk>

Subject: For attention of the Chair Person of Local Town Council

Dear Chair,

I am writing to express my strong support for the town council taking an active and constructive role in supporting former members of the Armed Forces.

As an ex-serviceman and a member of a charitable organisation that supports veterans, I have seen first-hand the challenges many face when transitioning to civilian life. These include mental health issues, homelessness, and difficulties in securing stable employment. Such problems are complex and often persistent, and they cannot be adequately addressed by voluntary or charitable organisations alone.

Local councils have both the opportunity and the responsibility to help remove barriers that disadvantage veterans. Through practical measures and thoughtful policy, town councils can provide targeted support and ensure fair access to services. This is not about offering special privileges, but about recognising the real and specific needs that many veterans face—and ensuring that those who have served are not left behind.

I believe it is entirely appropriate for the town council to demonstrate leadership in this area and would strongly encourage such an approach.

Yours sincerely,

[Redacted]

Meeting of Aylsham Town Council – 6th August 2025

Item 9 – To Review Committee Membership

Committee membership was allocated in the meeting of 7th May. Many of the positions were taken up on a temporary basis until new councillors were on board. With new councillors in place, committee membership should be reviewed.

Current membership, with the Terms of Reference membership in brackets, is:

ACE WORKING GROUP (4)

Cheryl Bould, Kay Montandon, Patrick Prekopp and Kevin Cunnane

CHURCHYARD COMMITTEE (no fewer than 3)

Kay Montandon, Mary Evans, Kevin Cunnane and David Anderson.

CITTASLOW COMMITTEE

Patrick Prekopp, Cheryl Bould, Mary Evans and Kevin Cunnane.

EVENTS COMMITTEE (3)

Patrick Prekopp, Kevin Cunnane and David Anderson.

PLANNING COMMITTEE (no fewer than 5)

Kay Montandon, Mary Evans, Patrick Prekopp, Trevor Bennett and David Anderson.

PROPERTY COMMITTEE (5)

Kay Montandon, Gordon Clarke, Mary Evans, Kevin Cunnane, Cheryl Bould, Patrick Prekopp (since withdrawn) and David Anderson.

STAFFING COMMITTEE (no fewer than 7)

It was agreed that this committee should consist of Trevor Bennett, Mary Evans, Kay Montandon, Cheryl Bould and David Anderson.

SCRUTINY COMMITTEE (no more than 5)

Kevin Cunnane, Cheryl Bould, Patrick Prekopp, David Anderson and Kay Montandon.

CHRISTMAS LIGHTS (3)

Trevor Bennett, Michael Goodwin and Mitchell Philpott

Item 10

CLERK'S REPORT FOR COUNCIL MEETING 6th AUGUST 2025

<u>ITEM</u>	<u>COMMENTS</u>
Town Hall	Agenda item – Building has been reviewed by the Property Committee The CCTV has been installed
23 Market Place	Roof slate replaced but other areas where tiles have slipped require further works. A quote has been requested. Condition of whole roof raised as a concern.
Cemetery Cottage	No matters to report
Cemetery	Shelter cordoned off. To be reviewed by the Property Committee
Allotments	No matters to report
Churchyard	Agenda item – Churchyard committee
Market Place	Project for market place greening hoped to be progressed through the Love Your Market Town grant. Agenda item for Cittaslow Committee
Markets	No matters to report
Jannys Close Community Garden	No matters to report
Staithe	No matters to report
"Little Staithe"	No matters to report
Highways	Bus shelter grant and possible parish partnership projects to be progressed. H-Bars on Cawston Road chased. Bus shelter on Millgate ordered.
Paupers Graveyard	Agenda item – tree in Paupers' graveyard. Agenda item – churchyard committee re: fencing
Norfolk Homes large area off Mileham Drive	RoPSA reports reviewed by the Property committee. To prioritise safety matting repairs. Broadland District Council has approved the Public Spaces Protection Order to restrict dogs from enclosed play areas. Signage can now be updated.
Recreation Ground	Meeting held on 15 th July. Amongst discussion: <ul style="list-style-type: none"> • Contracts • Sources of grant funding Further work to be completed on limit of Town Council resources.
St Michael's Way	RoPSA reports reviewed by the Property committee. Broadland District Council has approved the Public Spaces Protection Order to restrict dogs from enclosed play areas. Signage can now be updated.
Car Parks	No matters to report
Street Lighting	Agenda item
Public Toilets	No matters to report
COMMA/Archives	No matters to report

Litter & Dog Waste Bins	Further to email correspondence, Broadland District Council will move the litter bin adjacent to the Town Hall, to opposite Cecil Amey.
Bus Shelters	Kay has chased new bus shelters for Tesco.
Pump	No matters to report
Pillboxes	No matters to report
War Memorial	No matters to report
Drill Hall	Agenda item – Building has been reviewed by the Property Committee. Work has commenced on installing a shed to the rear of the building to enable the street cleaner's equipment to be stored.
SAM2 and Community Speed Watch	Training day has been confirmed as 22 nd August. Equipment will also be delivered that day
Vehicles	The like-for-like electric van was requoted and came in marginally cheaper as to what was reported to council. This has been ordered and delivered awaited.
Councillor Chats	To be arranged
Other Matters	Clerk to review insurance for play equipment Clerk to obtain quotes for increased IT support NJC Green book pay agreement has been announced for 2025/2025. This has been applied as per terms of contract.
Future Meetings	1 st September – midday, Churchyard committee 1 st September 7pm – ACE 3 rd September 7pm – Full council 4 th September 10am – Whole Council Training 8 th September 7pm – Christmas Lights committee (need to rearrange – town hall not available) 8 th October 11am – Property Committee

Meeting of Aylsham Town Council – 6th August 2025

Item 11

Capital and CIL Projects

- a.** Bank Barn.
- b.** Community Lending Library.
- c.** Inclusive play equipment at the recreation ground.
- d.** Market Place Greening.
- e.** Information Centre.
- f.** Transport Hub.
- g.** Skate/Wheel Park.
- h.** Aylsham Traffic Strategy.
- i.** New Pavillion for the Recreation Ground.
- j.** Sports and Fitness Provisions.
- k.** Council Building Disability Access Audit.
- l.** Town Council Waste Management.
- m.** Resurface/revise MUGA Car Park.
- n.** Road Safety at Burgh Road – Zebra Crossing. Cllr Riley following up on commissioned safety survey.
- o.** Traffic Lights on Burgh Road
- p.** Cawston Road H-Bars and Bus Cages
- q.** Surfacing of Mileham Drive MUGA

Meeting of Aylsham Town Council 6th August 2025

Item 12 To Consider Town Council Statement of Values

Proposed wording

Aylsham town has 13 councillors, each focused on developing and maintaining services and facilities to help residents enjoy a better quality of life. The councillors are the decision makers acting as a bridge between residents and the full-time paid officers in the Town Hall who are responsible for implementing our decisions, managing day-to-day operations, and providing advice.

Together, we work hard to maximise opportunities and address any challenges faced by the town.

Meeting of Aylsham Town Council 6th August 2025

Item 13 – To Consider Requirements for the Civility and Respect Pledge

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	

Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	
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Actions to take forwards to the next agenda:

Dignity at work policy

Training programme for councillors and staff.

Meeting of Aylsham Town Council – 6th August 2025

Item 14 - To Receive Report on Local Government Reorganisation Seminar

A seminar on Local Government Reorganisation, arranged by the Norfolk Association of Local Councils (Norfolk ALC), was held on 24th July 2025. The meeting was hosted by Norfolk County Council.

It was noted that Norfolk County Council was in favour of a single unitary council, but the meeting was not politicised.

Discussions occurred about further devolution of services to Town and Parish Councils. It was emphasised that no assets or services will be devolved unless the Town Council actually wants them.

Norfolk ALC advised that they are committed to supporting all Town and Parish Councils through Local Government Reorganisation and any associated devolution of services, not just member councils.

For devolution of assets and services a business case should be put together. Whether funding comes with the asset/service will be taken on a case by case basis. It will take into account whether the Town Council can earn an income from the asset/service.

Devolution ideas raised in the meeting:

ASSETS	SERVICES
Community Centres	Minor Road and Footpath Repairs, Lining and Signage
Allotments	Grass Cutting, Drainage
Public Toilets	Fly Tipping, Street Cleaning, Abandoned Vehicles
Local Parks and Open Spaces (green and hard spaces)	Recycling Management
Sports Grounds and Swimming Pools	Health and Wellbeing (eg: isolation, befriending)
Play Areas	Community Transport
Off and On-Street Car Parking	Community Safety and Neighbourhood Watch
Memorials	Footpath Lighting
Roadside Verges and Small Open Spaces	Community Grants
Leisure and Art Centres	Local Tourism and Economic Development
Community Libraries and Premises	Local Climate Initiatives (eg: green transport schemes)
	Environmental Health Monitoring and Enforcement

Councillors will need to begin a conversation about:

- 1) What Aylsham needs?
- 2) What could be done better at a local level?

Discussions also occurred about how any new unitary authority(ies) could better serve parish and town councils. Ideas supported included better access for parish and town councils to principal authority officers. As part of this there could be a separate portal on the authority website for use by parish and town councils.

Tree Report

Location: Paupers Graveyard

Species: *Quercus robur* (English Oak)

Background

The Town Clerk was contacted by the resident of number 21 Sapwell Close concerned about an oak in the Paupers Graveyard that lies on the boundary of the property. The resident has concerns about the damage the trunk is causing to the boundary fence through heave.

After confirming the tree lies within the defined boundary of Council land via the Land Registry, responsibility lies with the Council.

The tree is subject to a Tree Preservation Order (2006 No.22 (739)) meaning an application would need to be submitted to Broadland District Council.

Recommendation

After careful consideration and to mitigate further damage to the fence and neighbouring property, an application to fell the tree should be made.

The tree as a specimen has limited value as the canopies entire growth is on one side and all of this is over the neighbouring garden.

There are well established oaks close to the tree so the overall aesthetics of the area will not be greatly changed. Removal of the tree will in time, improve the canopies of the remaining trees.



Trunk and root plate slowly pushing concrete fence out of line and into the neighbouring garden.





Canopy growth entirely on one side and extending over neighbouring property.



Town Clerk

From: Norfolk Parish Training and Support <team@norfolkpts.org>
Sent: 08 July 2025 10:00
To: Town Clerk
Subject: Autumn Seminar

[View this email in your browser](#)



Announcing our Autumn Seminar!



Our seminars provide the perfect opportunity to update yourself on topics relevant to parish and town councils and network with clerks, councillors and professionals from the sector.

We also provide a rather nice buffet lunch!

Thursday 9 October 2025

Queen's Hills Community Centre, Costessey near Norwich

10am - 3pm

Fee: £56 subscribers | £70 non-subscribers (includes refreshments and lunch)

What can you expect?

We are in the process of booking a range of guest speakers who will bring with them knowledge and experience in their subject area. Delegates will have the chance to ask them questions and 'in person' delegates will be able to take part in topical breakout sessions.

What we've got booked so far:

MAIN SPEAKERS

Laura Apps-Green & Sara Campbell, Norfolk PTS

AI - Does it help or hinder?

Do you use AI in your work? Have heard of it but feel concerned about it? We will look at ways AI can help us, but also point out the pitfalls to be aware of.

Rachel Leggett from Rachel Leggett Associates

Neighbourhood Planning

Rachel Leggett is an Urban Designer who has worked with Town and Parish Councils for some 25 years. For the last 12 years she has run a practice supporting Neighbourhood Plans across Norfolk and Suffolk. Rachel is passionate about engaging communities in shaping the places where they live and work.

Derek Sim, Resilience Officer Norfolk County Council

Community Resilience, how do I fit in?

As Central Government looks to communities to help themselves, Derek will talk about how we can make sure that we are ready to help our communities.

AFTERNOON BREAK-OUT SESSIONS

Break-out sessions, there will be an opportunity for delegates to sign up for two of the following:

- Neighbourhood Planning - Rachel Leggett & Andrea Long
- Cemetery and Closed Churchyard Q&A - Alan Fairchild
- What are Internal Controls? - Di Dann

- The Internal Auditor - the scope of their work - Di Dann
- Parish Online Mapping
- Parish Online Website & gov.uk
- Investment opportunities - Lee Jagger CCLA
- Scribe Accounting
- AI by Cloudy IT - Steve Walker

Book Now



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Preparing for Martyn's Law - Terrorism (Protection of Premises) Act 2025

1. Background

Martyn's Law, formally known as the Terrorism (Protection of Premises) Act 2025, has now received Royal Assent. Named in memory of Martyn Hett, a victim of the 2017 Manchester Arena attack, whose mother Figen Murray has campaigned tirelessly for stronger security measures, the legislation aims to ensure that premises accessible to the public are better prepared for potential acts of terrorism.

The law introduces a duty for those responsible for certain premises and events to take proportionate steps to mitigate and respond to terrorist threats. The legislation is based on five core principles:

1. Assessment of Terrorist Threats.
2. Consideration of Risk.
3. Mitigation Measures.
4. Training and Preparedness.
5. Responsibility and Accountability.

2. How is this applicable to Local Councils

Martyn's Law will apply to venues based on capacity:

- **Standard Tier:** Premises with a capacity of 200 to 799 people.
- **Enhanced Tier:** Premises with a capacity of 800 or more people.

This may include council-owned or managed venues such as:

- Village and community halls.
- Public events (fairs, fireworks displays, markets, etc.)
- Local festivals and performances.
- Sports and recreation facilities.

3. Key Requirements

Councils responsible for qualifying premises will likely need to:

- Conduct a terrorism risk assessment relevant to the premises or event.

- Develop and document plans to protect people on site, including:
 - Lockdown procedures.
 - Safe and coordinated evacuation strategies.
 - Use of available first aid and fire safety equipment.
- Train staff and volunteers in recognising suspicious behaviour and responding to incidents.
- Record plans, training, and exercises to demonstrate compliance.
- Engage with emergency services and local resilience partners to ensure alignment with broader emergency plans.

4. Understanding the threat from terrorism

The UK faces a persistent threat from terrorism. Although attacks are rare, the impact of such attacks is very high. It is therefore important to take sensible and proportionate steps to prepare for such an incident. Terrorists in the UK have used a range of attack types including:

- Use of knives, fire, guns or other weapons.
- Deliberately driving a vehicle into a crowd.
- Using explosive devices which can be carried by a vehicle, person or in the post to a location.
- Setting fire to buildings or open sites with dry vegetation.
- Poisoning.

Councils will need to consider how premises and events could become targeted as part of a terrorist incident and the types of terrorist attack which may be relevant.

Things to consider

1. Describe the premises and their operating environment.
2. Which type of terrorist attack are most likely to occur at the premises?
3. Have you identified relevant councillors, staff and volunteers who must receive terrorism protection training and ensured it is provided to them?
4. Who will put the plan into action in the event of an incident?
5. How is the plan and relevant information being communicated to people who occupy the premises? This may include groups of people who hire your community centres.

5. Practical Emergency Planning

Warning people of an attack

Warning people of an attack can save lives by alerting them to the danger and directing them towards safety.

Things to consider

1. In the event of an attack, what actions will be taken to rapidly communicate with people on your premises?
2. Include information about any communication systems that are available. How will they be used and who will use them?
3. Consider what messages will be used.

Lockdown Procedures

Lockdown means locking doors or other barriers to prevent access to part or all of a site or building. The aims of lockdown are to reduce the immediate threat of harm by delaying attackers and preventing people inadvertently putting themselves into the path of danger. As part of lockdown, you may wish to consider bringing customers, visitors, workers and nearby members of the public into the building, prior to securing doors, when you assess it is safe and appropriate to do so. Lockdown will not always be appropriate so careful consideration must be given as to the circumstances in which lockdown should be used. Lockdown actions should not be taken if people will be put at risk.

Things to consider

1. Explain how you will lockdown your premises in an emergency and in what circumstances this is likely to be possible. Check that existing doors and shutters can be locked quickly and safely from the inside. Identify secure rooms and areas that can be quickly locked.
2. What action will you take to ensure relevant workers know how to lockdown the premises? Your actions should include details of the role that relevant councillors, staff and volunteers play in locking down the premises and how and when they have practised locking down the premises.
3. How will people on your premises be informed that it has been locked down and that they should not attempt to leave because of the threat outside? Create clear instructions for staff on when and how to initiate a lockdown.

Evacuation Plans

Getting people safely and quickly away from danger could save lives. Identify potential evacuation routes to take people away from the threat. Careful consideration must be given to the circumstances in which evacuation takes place.

Things to consider

1. Describe your evacuation plan, including mapping out and signing exit routes and designated muster points away from the building and potential threats. Assign trained marshals or volunteers and detail the roles they will play in evacuating premises. Some Counter Terrorism police teams have advised that designated muster points should not be “advertised” as this may make this point a target. Councils are normally encouraged to post everything on their website.

2. What action will you take to ensure your relevant workers know how to evacuate the premises? Your actions should include any training, how and when relevant councillors, staff and volunteers have practised evacuating the premises.
3. How will you communicate with people at the premises in the event of an evacuation? It is important to clearly communicate where the threat is, so they evacuate from it.
4. Have you taken action to ensure your evacuation plan supports and does not conflict with those for neighbouring premises?

Use of Fire and Medical Equipment

Research into serious injuries shows that the quicker people are treated, the greater their likelihood of survival. Using simple techniques with readily available equipment can save lives. Health & Safety risk assessments already in place in your premises will be relevant. Consider if additional first aid and fire safety equipment may be needed in the response to a terrorist attack.

Things to consider

1. Complete a First Aid Needs Assessment detailing any findings and when was it completed.
2. Regularly check that First Aid or Fire Safety equipment are in-date, fit for purpose and readily available. Consider adding PACT Trauma Packs to your First Aid equipment.
3. Ensure relevant workers and suppliers of first aid for events been trained to use that equipment as part of their terrorism protection training or otherwise, record the training as well as planned refresher training. e.g. supply of wound packs that close knife wounds.

Notification of Emergency Services

Getting the emergency services to the scene of an attack quickly with the right resources is key to saving lives and preventing further harm. Passing key information to the police will enable an effective and appropriate response. The police will pass information to the other emergency services.

Things to consider

1. How will you ensure all relevant workers understand how to contact the police? Include how and when you will brief relevant workers on what to say to the police. The safety of the caller is a priority.
2. Could you display posters of the appropriate material that summarises emergency contact numbers and the information the police need to know in the event of a terrorist incident? If so, where will you do so?
3. Ensure someone is assigned to meet and brief the first responders on arrival.

Co-ordination with Wider Plans

Getting early warning of an attack can vastly improve responses and maximise the effect of life saving actions.

Things to consider

1. Have you communicated with the persons responsible for neighbouring premises during your planning? If not, what action will you take to identify and contact such persons?
2. How will you communicate with them in the event of a terrorist incident?
3. Integrate your plans with local authority and emergency service protocols.
4. Register council-managed events with the local Safety Advisory Group (SAG) where applicable.
5. Participate in community resilience forums or emergency planning exercises.

6. Publicly Accessible Locations (PALs) and Wider Public Protection

Although Martyn's Law applies to specific premises based on size and function, parish and town councils also have a responsibility to consider publicly accessible locations (PALs) that fall outside the formal scope of the Act, including:

- Public open spaces (e.g. parks, greens, promenades).
- High streets and markets.
- War memorials and civic squares.
- Community noticeboards or popular gathering points.

Voluntary Protective Measures for PALs

- **Awareness Training:** Rollout general awareness training to councillors, staff, volunteers, community groups so that all have the basis terrorism training, know how to identify suspicious packages or behaviour and know how to respond.
- **Encourage vigilance:** Display national campaign material where relevant.
- **Design out risk:** Use landscaping and street furniture to restrict unauthorised vehicle access.
- **Ensure clear sightlines:** Avoid dense foliage or structures that create concealment or impede visibility.
- **Collaborate with local police and community groups:** Share concerns and intelligence.
- **Plan for informal gatherings or spontaneous events:** Especially around anniversaries, protests, or national moments.

7. Clerk Reporting and Council Recommendations

Parish and town council clerks play a crucial role in ensuring that councils are fully informed of their obligations under Martyn's Law and are able to make informed decisions. Clerks should consider:

Reporting to Council

- Inform councillors and event partners about Martyn's Law and its implications. Consider adding it as a standing item on agendas for facilities or events committees.
- Provide a summary report on:
 - Properties or events the council owns, organises or licenses that are potentially in scope of the Act.
 - Current preparedness (risk assessments, plans, training, etc.) and plans for completing or updating risk assessments with terrorism in mind.
 - Recommended next steps or resource needs.
- Highlight any known gaps in capability or areas of concern requiring a decision.

Recommendations for Council Consideration

- Adopt a formal emergency and terrorism response plan for council-managed venues and events.
- Approve training or awareness sessions for staff, volunteers, and councillors.
- Budget for necessary safety improvements, such as signage, equipment, or secure access controls.
- Engage with the principal authority emergency planning teams, and Counter Terrorism Security Advisors, emergency services for additional support and co-ordination.

7. Working Together: Joint Planning Across Parish and Town Councils

Parish and town councils, particularly in rural or semi-rural areas, can benefit significantly from collaborative approaches to meet the requirements of Martyn's Law. Many councils manage similar types of community buildings and events, and often face common challenges in resources, training, and capacity.

Opportunities for Collaboration

- **Joint Risk Assessments:** Work together to develop shared templates or risk registers for similar venues (e.g. village halls, recreation grounds) to save time and improve consistency.
- **Shared Training Sessions:** Pool resources to arrange collective ACT Awareness training, first aid courses, or emergency exercises for staff and volunteers.
- **Mutual Support Agreements:** Formalise mutual support arrangements to provide personnel, equipment, or temporary premises during a local emergency or threat incident.

- **Collective Procurement:** Purchase protective equipment or signage in bulk across multiple councils to reduce cost.
- **Joint Events and Contingency Planning:** Collaborate on plans for large-scale or cross-boundary events (e.g. carnivals, remembrance services) to ensure clarity of responsibility and co-ordinated response.

By working together, councils can strengthen community protection, build resilience, and meet legal obligations more efficiently and effectively.

Things to consider

1. Establish contact with neighbouring clerks/councils to discuss common priorities.
2. Create a local council resilience group or network to coordinate planning efforts.
3. Seek support from the Police Counter Terrorism Security Adviser or principal authority Emergency Planning Team to facilitate workshops or joint exercises.

8. Community Resilience Planning and Business Continuity

In addition to meeting legal duties, parish and town councils are encouraged to prepare Community Resilience Plans to improve local readiness and ensure continuity of operations during emergencies.

Benefits and Components

- Helps maintain delivery of essential services (e.g. burial services, communications, staffing).
- Identifies local risks (e.g. power failure, flooding, terrorism) and available resources.
- Clarifies roles, responsibilities, and decision-making structures.
- Supports vulnerable residents and strengthens community networks.
- Enhances collaboration with emergency services and neighbouring councils.

A resilience plan complements terrorism response efforts and strengthens the council's ability to respond to and recover from disruptions, whether caused by malicious or natural events.

9. Support and Resources

Parish & town councils are not alone in preparing for Martyn's Law and there are a number of national, regional, local and sector-based resources available.

- **ProtectUK** – guidance and training tools.
- **ACT Awareness e-Learning** – free online training for organisations available on the Protect website.
- **Local Police Counter-Terrorism Security Advisers (CTSAs)**
 - Provide specialist advice on physical and procedural security measures.
 - Assist with site-specific risk assessments and security planning.
 - Offer guidance on event security and vulnerability management.

- Deliver ACT Awareness training and other counter-terrorism resources.
- **Local authority Protect Duty Lead or Emergency Planning Officer**
 - Serve as the local contact for councils preparing for the new legislation.
 - Help interpret statutory guidance once available and ensure consistency across the area.
 - Support the development and coordination of emergency and security plans.
 - Facilitate contact with multi-agency groups, such as the Local Resilience Forum or Safety Advisory Groups (SAGs).
- **National Association of Local Councils (NALC)**
- **Society of Local Council Clerks (SLCC)**

10. Next Steps

Whilst the national guidance publication is awaited there are many steps local councils can take to prepare.

- Sign up to the Protect UK website and monitor updates and prepare for formal statutory guidance when published.
- Establish contact with your local CTSA and Protect Duty Lead for support.
- Identify relevant venues and events under your control.
- Update existing risk assessments to cover potential terrorist activity.
- Begin drafting emergency and community resilience plans.
- Consider applying protective principles to publicly accessible spaces not covered by the Act.
- Ensure clerks report progress to the council with clear recommendations.

Meeting of Aylsham Town Council – 6th August 2025

Item 18 - Highways

a) To receive update on Community Speed Watch

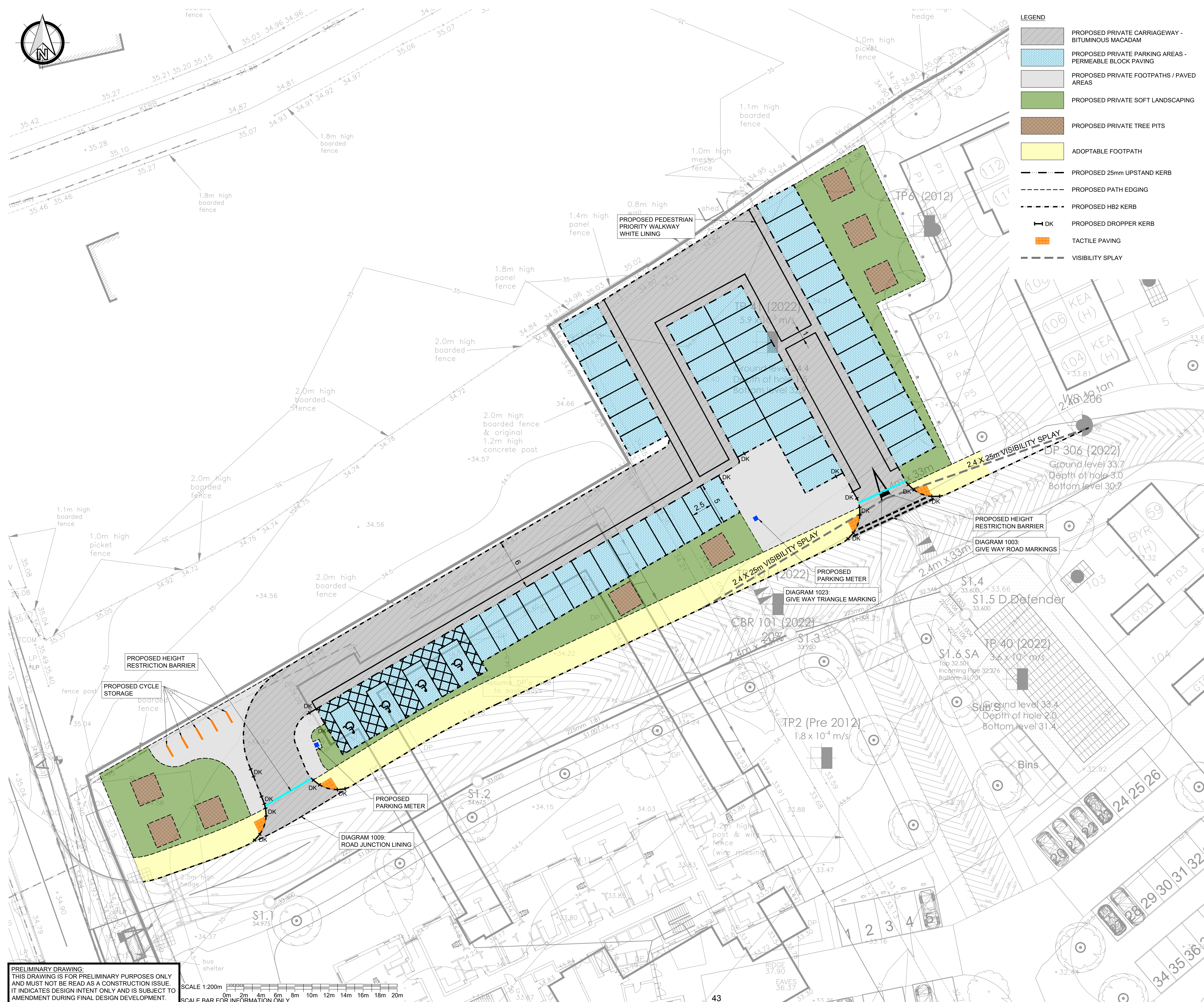
Two initial sites have been agreed for community speed watch monitoring. Delivery of equipment and training by the police has been arranged for 22nd August.

b) To receive update on Transport Hub

The Town Council's consultant has provided 2 options for the proposed transport hub (appended). The recommendation from the consultant is option 2 as this design provides more car parking spaces.

The Consultant is in the process of obtaining quotes, in accordance with the Town Council's financial regulations, for soakaway testing.

If the required amount of quotes have been received in time for the meeting, this will be discussed under item 24c.



- LEGEND**
- PROPOSED PRIVATE CARRIAGEWAY - BITUMINOUS MACADAM
 - PROPOSED PRIVATE PARKING AREAS - PERMEABLE BLOCK PAVING
 - PROPOSED PRIVATE FOOTPATHS / PAVED AREAS
 - PROPOSED PRIVATE SOFT LANDSCAPING
 - PROPOSED PRIVATE TREE PITS
 - ADOPTABLE FOOTPATH
 - PROPOSED 25mm UPSTAND KERB
 - PROPOSED PATH EDGING
 - PROPOSED HB2 KERB
 - PROPOSED DROPPER KERB
 - TACTILE PAVING
 - VISIBILITY SPLAY

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- NUMBER OF PARKING SPACES:**
- 4 ACCESSIBLE SPACES
 - 52 STANDARD SPACES

P01	09.07.2025	PRELIMINARY ISSUE	OG	MR
rev	date	details	drawn	check



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client
**ALYSHAM TOWN COUNCIL,
TOWN HALL**

architect
-

project
**ALYSHAM TRANSPORT HUB,
NORWICH ROAD**

title
**PROPOSED CAR PARK
GENERAL ARRANGEMENT:
OPTION 1**

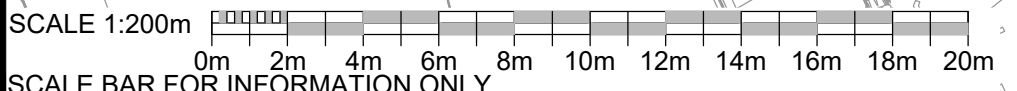
CCL ref.	drawn	design	checked	scale	size	date
221100	OG	OG	MR	1:200	A1 (L)	09.07.2025

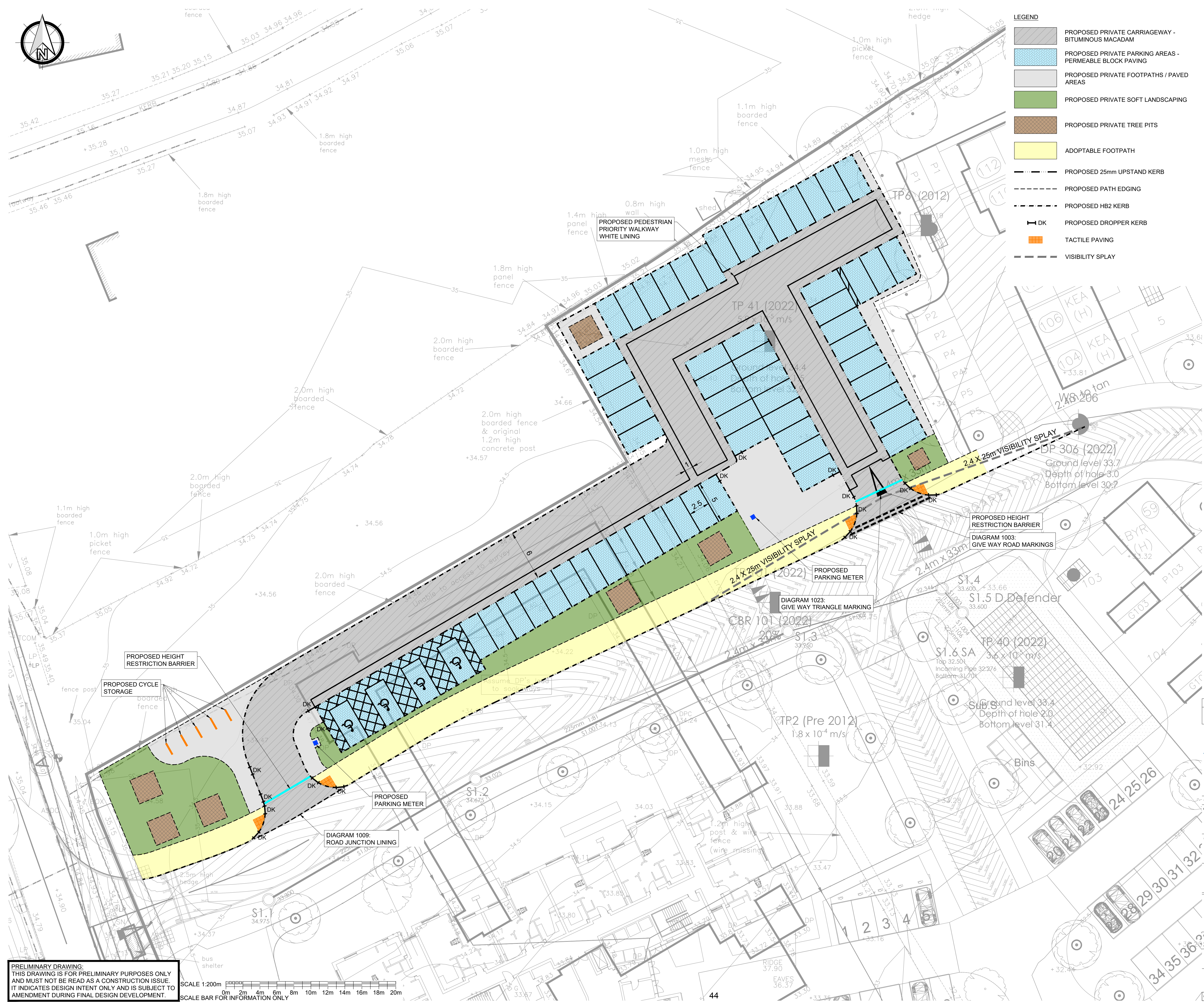
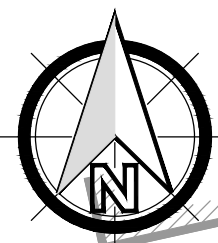
status:
S3 - SUITABLE FOR REVIEW & COMMENT

drawing number	revision
221100-CCL-XX-00-DR-C-6000	P01

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- LEGEND
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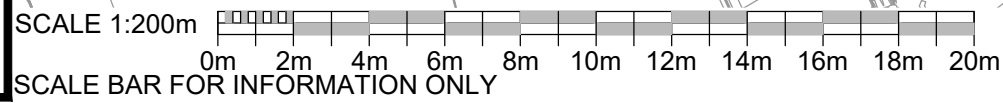
- NUMBER OF PARKING SPACES:
- 4 ACCESSIBLE SPACES
 - 58 STANDARD SPACES

P01	09.07.2025	PRELIMINARY ISSUE	OG	MR
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client					
ALYSHAM TOWN COUNCIL, TOWN HALL					
architect					
-					
project					
ALYSHAM TRANSPORT HUB, NORWICH ROAD					
title					
PROPOSED CAR PARK GENERAL ARRANGEMENT: OPTION 2					
CCL ref.	drawn	design	checked	scale	size date
221100	OG	OG	MR	1:200	A1 (L) 09.07.2025
status:					
S3 - SUITABLE FOR REVIEW & COMMENT					
drawing number					revision
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Aylsham Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 29/07/2025		
	Cash in Hand 01/04/2025		385,552.38
	ADD Receipts 01/04/2025 - 29/07/2025		325,092.92
	SUBTRACT Payments 01/04/2025 - 29/07/2025		710,645.30
			256,611.47
	Cash in Hand 29/07/2025 (per Cash Book)		454,033.83
B	Cash in hand per Bank Statements		
	Petty Cash 29/07/2025	250.00	
	01 Barclays Current Account 29/07/2025	129,554.46	
	02 Barclays Active Saver 29/07/2025	5,503.27	
	Public Sector Deposit Fund 29/07/2025	121,230.90	
	Shawbrook - Issue 7 Fixed Bond 29/07/2025	94,984.31	
	Redwood Savings Account 29/07/2025	102,488.39	
			454,011.33
	Less unrepresented payments		
			454,011.33
	Plus unrepresented receipts		22.50
	Adjusted Bank Balance		454,033.83
	A = B Checks out OK		

Aylsham Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
01 General Purpose	148,520.00	85,198.81	-63,321.19 (-42%)	143,871.00	52,787.97	91,083.03 (63%)	27,761.84
02 Town Hall	77,750.00	29,967.75	-47,782.25 (-61%)	97,750.00	35,954.05	61,795.95 (63%)	14,013.70
03 Drill Hall	81,490.00	38,705.50	-42,784.50 (-52%)	81,485.00	33,895.04	47,589.96 (58%)	4,805.46
04 23 Market Place	5,600.00		-5,600.00 (-100%)			0.00 (N/A)	-5,600.00
05 Cemetery Cottage	7,000.00	3,099.06	-3,900.94 (-55%)	500.00	401.43	98.57 (19%)	-3,802.37
06 Public Toilets			0.00 (N/A)	18,400.00	5,278.22	13,121.78 (71%)	13,121.78
07 Other Properties	9,050.00	4,481.00	-4,569.00 (-50%)	8,861.00	4,567.05	4,293.95 (48%)	-275.05
08 Cemetery	30,255.00	13,294.00	-16,961.00 (-56%)	29,257.00	9,376.67	19,880.33 (67%)	2,919.33
09 Allotments	35,380.00	15,867.00	-19,513.00 (-55%)	35,383.00	11,062.34	24,320.66 (68%)	4,807.66
10 Markets	9,000.00	2,008.77	-6,991.23 (-77%)	2,400.00	965.96	1,434.04 (59%)	-5,557.19
11 Open Spaces	192,220.00	96,770.07	-95,449.93 (-49%)	177,618.00	74,732.34	102,885.66 (57%)	7,435.73
12 Events		1,128.73	1,128.73 (112873	8,703.00	2,767.48	5,935.52 (68%)	7,064.25
13 Churchyard		8,187.00	8,187.00 (818700	6,865.00	3,931.95	2,933.05 (42%)	11,120.05
14 Street Scene	32,500.00	16,250.00	-16,250.00 (-50%)	32,500.00	8,334.40	24,165.60 (74%)	7,915.60
Earmarked Reserves		10,000.00	10,000.00 (100000		989.25	-989.25 (-98925	9,010.75
NET TOTAL	628,765.00	324,957.69	-303,807.31 (-48%)	643,593.00	245,044.15	398,548.85 (61%)	94,741.54

Total for ALL Cost Centres	324,957.69	245,044.15
V.A.T.	135.23	11,567.32
GROSS TOTAL	325,092.92	256,611.47

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/07/2025)

01 General Purpose		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	120,000.00	120,000.00			136,520.00	68,294.00		68,294.00						
2	Bank Interest /Charge:	4,000.00	18,653.98		264.16	12,000.00	3,191.41		3,191.41		65.22		65.22		
3	CIL		11,423.19		9,214.40										
4	Marquee		104.17				104.17		104.17		1,371.22		1,371.22		
5	Recycling Credits/Bott		2,729.34	2,000.00	1,668.63		721.22		721.22		53.15		53.15		
6	Other Income		6,750.00												
7	Staff Costs			78,400.00	77,837.05					87,071.00	34,397.32		34,397.32		
10	Office Expenses			7,500.00	15,834.04					13,000.00	7,478.81		7,478.81		
11	Staff Training			500.00	1,527.00					1,000.00	38.00		38.00		
13	Equipment				225.80					500.00	133.32		133.32		
14	Advertising		58.33	500.00	1,901.02					500.00					
15	Audit Fees			2,300.00	1,735.00					2,200.00	370.00		370.00		
16	Election			500.00						500.00					
17	Subscriptions & Memt			2,500.00	2,428.87					3,100.00	2,868.73		2,868.73		
18	Professional Fees				2,724.00					2,500.00	49.00		49.00		
19	Insurance			11,500.00	11,183.20					11,800.00					
20	Chairman's Allowance			250.00	270.00					250.00	66.00		66.00		
21	Climate Change	200.00	1,160.53	5,000.00	3,280.86		916.63		916.63	5,000.00	152.52		152.52		
22	Cittaslow			1,500.00	1,500.00		500.00		500.00	1,500.00	1,060.00		1,060.00		
23	Traffic Group														
24	Youth Project														
25	Communications														
26	Van			5,500.00	4,812.99					4,500.00	922.29		922.29		
27	Miscellaneous		11,576.97	500.00	6,773.46		30.00		30.00	500.00	83.31		83.31		
28	Councillor Training			500.00						500.00	296.00		296.00		
29	Archive			250.00						250.00					
30	SAM2									700.00	30.00		30.00		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/07/2025)

161	Christmas Lights Infas	408.20	2,000.00	1,677.20					2,000.00		
162	VAT			330.00		7,025.70		7,025.70			
163	Legal Expenses		1,000.00						2,500.00		
176	Skate Park Fundraisin										
178	Staff Uniform			611.27					524.83		524.83
181	Repairs & Maintenanc			4,223.50				4,000.00	1,789.06		1,789.06
190	Warm Spaces										
193	Donations	-82.97							169.14		169.14
196	Credit			-671.77					-3.24		-3.24
199	Community Speedwat										
200	CIL 2025/26					4,415.68		4,415.68			
204	ACE - Pallet Fund								725.00		725.00
205	ACE Film Screening								148.29		148.29
SUB TOTAL		124,200.00	172,781.74	122,200.00	149,350.68	148,520.00	85,198.81	85,198.81	143,871.00	52,787.97	52,787.97

		Last Year 2024-2025				Current Year 2025-2026								Next Year	
02 Town Hall		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
41	Other Income														
42	Storage Rent	1,500.00	1,225.00			1,500.00	475.00		475.00						
43	Curtains	1,000.00				500.00									
44	Hirings - Town Hall	17,000.00	19,298.04		195.25	20,000.00	6,617.75		6,617.75		42.00		42.00		
45	Staff Costs			37,400.00	34,826.92					37,050.00	13,704.71		13,704.71		
48	Utilities			8,000.00	13,051.41					8,000.00	4,688.48		4,688.48		
49	Rates			17,500.00	18,461.70					17,800.00	9,302.72		9,302.72		
50	Cleaning/Sanitary/Refi			7,000.00	8,274.39					8,500.00	3,529.43		3,529.43		
51	Repairs & Maintenanc			5,000.00	2,806.92					5,000.00	4,471.29		4,471.29		
52	Licensing			500.00	1,072.36					500.00	215.42		215.42		
53	Furniture			500.00	200.00					500.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/07/2025)

164	Pest Control			250.00	175.00				300.00		
165	Incidentals			50.00	270.96				100.00		
183	Precept	66,700.00	66,700.00			45,750.00	22,875.00	22,875.00			
194	Boiler Reserve				96.37						
195	Boiler Reserve	10,000.00		20,000.00		10,000.00			20,000.00		
SUB TOTAL		96,200.00	87,223.04	96,200.00	79,431.28	77,750.00	29,967.75	29,967.75	97,750.00	35,954.05	35,954.05

		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
61	Storage Rent	1,000.00	740.00			800.00	200.00		200.00						
62	Hirings - Drill Hall	35,000.00	30,920.00			33,000.00	14,622.50		14,622.50						
63	Staff Costs			39,560.00	36,989.30					41,435.00	15,213.39		15,213.39		
66	Broadband			500.00	100.00					600.00					
67	Utilities			5,000.00	12,405.34					10,000.00	3,533.02		3,533.02		
68	PWLB			18,700.00	18,298.83					18,300.00	9,041.02		9,041.02		
69	Rates			5,500.00	5,489.00					5,500.00	2,745.00		2,745.00		
70	Cleaning/Sanitary/Refi			4,500.00	2,536.03					3,500.00	1,658.81		1,658.81		
71	Repairs & Maintenanc			4,000.00	587.14					1,000.00	1,488.38		1,488.38		
72	Licensing			150.00	120.00					150.00	215.42		215.42		
73	Furniture			500.00						500.00					
74	Other Income														
166	Incidentals			250.00	32.11		40.00		40.00	250.00					
167	Pest Control			250.00	175.00					250.00					
184	Precept	42,900.00	42,900.00			47,690.00	23,843.00		23,843.00						
SUB TOTAL		78,900.00	74,560.00	78,910.00	76,732.75	81,490.00	38,705.50		38,705.50	81,485.00	33,895.04		33,895.04		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/07/2025)

04 23 Market Place		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
Code	Title														
80	Rent/Insurance	5,500.00	7,438.80			5,600.00									
SUB TOTAL		5,500.00	7,438.80			5,600.00									

05 Cemetery Cottage		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
Code	Title														
81	Rent	7,000.00	4,611.30			7,000.00	3,099.06		3,099.06						
82	Repairs/Maintenance			2,000.00						500.00	401.43		401.43		
203	Miscellaneous														
SUB TOTAL		7,000.00	4,611.30	2,000.00		7,000.00	3,099.06		3,099.06	500.00	401.43		401.43		

06 Public Toilets		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
Code	Title														
85	Utilities			3,000.00	6,284.08					6,500.00	2,228.22		2,228.22		
86	Repairs & Maintenan				1,069.07					400.00					
87	Sanitary/Refuse/Mater			2,500.00	800.00					2,000.00					
88	Cleaning Contract			9,000.00	8,150.00					9,500.00	3,050.00		3,050.00		
SUB TOTAL				14,500.00	16,303.15					18,400.00	5,278.22		5,278.22		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/07/2025)

07 Other Properties		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
91	Staff Costs			7,700.00	6,901.06					8,461.00	4,567.05		4,567.05		
94	Other Income	50.00	50.00			50.00									
169	23 Market Place Repa			400.00						400.00					
185	Precept	12,050.00	12,050.00			9,000.00	4,481.00		4,481.00						
SUB TOTAL		12,100.00	12,100.00	8,100.00	6,901.06	9,050.00	4,481.00		4,481.00	8,861.00	4,567.05		4,567.05		

08 Cemetery		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
96	Internments	3,000.00	4,550.00			3,000.00	340.00		340.00						
97	Memorials & Inscriptio	3,000.00	920.00			1,000.00	750.00		750.00		150.00		150.00		
98	Exclusive Rights	2,500.00	3,575.00			2,500.00	325.00		325.00						
99	Staff Costs			17,800.00	17,937.72					22,912.00	8,235.48		8,235.48		
102	Utilities			100.00	17.61					100.00					
103	Rates			600.00	1,584.95					1,700.00	991.19		991.19		
104	Drive Maintenance			1,500.00						500.00					
105	Grounds Maintenance			500.00	222.74					500.00					
106	Grass Cutting			1,500.00	1,411.48					3,045.00					
107	Repairs & Maintenanc			1,000.00	10.65					500.00					
108	Equipment Loan (Gras														
109	Petrol Costs Grass Cu														
186	Precept	14,500.00	14,500.00			23,755.00	11,879.00		11,879.00						

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/07/2025)

SUB TOTAL		23,000.00	23,545.00	23,000.00	21,185.15	30,255.00	13,294.00		13,294.00	29,257.00	9,376.67		9,376.67		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/07/2025)

SUB TOTAL		9,000.007,002.07		2,400.001,467.20		9,000.002,008.77		2,008.772,400.00		965.96965.96					
Last Year 2024-2025					Current Year 2025-2026								Next Year		
11 Open Spaces		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
126	Verges - Highway		11,675.43		2,512.00		12,084.07		12,084.07	5,243.00					
127	Recreation Ground	9,000.00	49,990.38	65,000.00	115,397.38	9,000.00	240.00		240.00	66,500.00	26,940.00		26,940.00		
128	Staff Costs			98,450.00	85,437.63	9,000.00	4,500.00		4,500.00	84,375.00	30,177.13		30,177.13		
131	Equipment			3,000.00	2,530.68					4,500.00	2,405.91		2,405.91		
132	Repairs & Maintenan			500.00	1,249.11		332.00		332.00	500.00	245.03		245.03		
133	In House Grass Reser	15,000.00				15,000.00									
134	Tree Maintenance			15,000.00	11,220.00					15,000.00	4,766.67		4,766.67		
135	St Michaels Developm			1,800.00	803.39						250.00		250.00		
136	Staithe/Old Station Ya			400.00	173.06						980.00		980.00		
137	Sapwell Close				72.07										
138	Paupers Grave			400.00	444.00					500.00					
139	Norfolk Homes			8,000.00	3,059.50						444.00		444.00		
140	Town Sign/Noticeboar		375.00												
141	Other Green Areas			400.00	2,885.30										
142	War Memorial			500.00						500.00					
143	Pump														
144	Equipment Loan (Gras				10,280.00						5,140.00		5,140.00		
148	Petrol costs Grass Cur				1,365.86						1,148.60		1,148.60		
149	Verges - Equipment Lc														
150	Verges - Petrol Costs														
172	Replacement Furniture			500.00						500.00					
188	Precept	174,800.00	174,800.00			159,220.00	79,614.00		79,614.00						
197	Recreation Grounds M										2,235.00		2,235.00		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/07/2025)

SUB TOTAL		198,800.00	236,840.81	193,950.00	237,429.98	192,220.00	96,770.07	96,770.07	177,618.00	74,732.34	74,732.34				
Last Year 2024-2025					Current Year 2025-2026								Next Year		
12 Events		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
160	General Events		588.36		103.03		1,096.28		1,096.28	7,700.00	2,767.48		2,767.48		
177	Christmas Events		1,921.50		1,901.04					1,003.00					
191	Events		1,885.95	2,000.00	1,497.91		32.45		32.45						
SUB TOTAL			4,395.81	2,000.00	3,501.98		1,128.73		1,128.73	8,703.00	2,767.48		2,767.48		
Last Year 2024-2025					Current Year 2025-2026								Next Year		
13 Churchyard		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
145	Wall and Footpath Mai			10,000.00	495.00					4,000.00					
146	Clock				4,580.00					300.00					
147	Lychgate									100.00					
157	Repairs & Maintenanc				11.66										
168	Grass Cutting				473.42					1,015.00					
182	Grounds Maintenance			1,450.00						1,450.00					
198	Staff Costs										3,931.95		3,931.95		
201	Precept						8,187.00		8,187.00						
SUB TOTAL				11,450.00	5,560.08		8,187.00		8,187.00	6,865.00	3,931.95		3,931.95		

All Cost Centres and Codes (Between 01/04/2025 and 29/07/2025)

Summary

Aylsham Town Council

29 July 2025 (2025-2026)

Listing of Payments in each Code for All Cost Centres

(Between 26-06-2025 and 28-07-2025)

Cost Centre 01 General Purpose

Code Number 7 Staff Costs

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
285	09/07/2025	2676384	Staff Costs	Brightpay	4.20	0.84	5.04
333	23/07/2025	54767601141	Various	Barclaycard	11.99	2.40	14.39
334	25/07/2025		Staff Costs	Staff Costs	8,298.39		8,298.39
Subtotal for Code: Staff Costs					£8,314.58	£3.24	£8,317.82

Code Number 10 Office Expenses

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
270	01/07/2025	16106	Website	Hugo Fox Ltd	2.49	0.50	2.99
271	01/07/2025	05101702024	Computer/IT	Shire Leasing	312.33	62.47	374.80
284	09/07/2025	1772117	Water Machine	Cooleraid	7.47	1.49	8.96
286	03/07/2025	69132341210	Telephone & Broadband	Vodafone	76.05	15.21	91.26
288	10/07/2025	6018955	Office Expenses	Viking	28.75	5.75	34.50
294	16/07/2025	805951	Computer/IT	Intouch	50.00	10.00	60.00
295	16/07/2025	117788	Computer/IT	Intouch	17.37	3.47	20.84
296	16/07/2025	234003	Photocopy Expenses	Mayday	293.44	58.69	352.13
298	16/07/2025	806505	Computer/IT	Intouch	316.05	63.21	379.26
299	16/07/2025	806506	Computer/IT	Intouch	83.88	16.78	100.66
300	16/07/2025	806504	Computer/IT	Intouch	31.18	6.24	37.42
302	16/07/2025	GB500ACP91	Office Expenses	Amazon	14.74	2.95	17.69
308	17/07/2025	INV10021054	Office Expenses	J B Postle	24.99	5.00	29.99
309	17/07/2025	1776092	Water Machine	Cooleraid	84.25	16.85	101.10
310	17/07/2025	1776091	Water Machine	Cooleraid	84.25	16.85	101.10
311	17/07/2025	6058488	Office Expenses	Viking	71.44	14.29	85.73
312	17/07/2025	6062879	Office Expenses	Viking	49.49	9.90	59.39
313	17/07/2025	6062880	Office Expenses	Viking	49.49	9.90	59.39
319	21/07/2025	B7200964	Photocopy Expenses	BNP Paribas Leasing Solutions	235.00	47.00	282.00
326	21/07/2025		Telephone & Broadband	EE Limited	34.00	6.80	40.80
327	23/07/2025	6074451	Office Expenses	Viking	49.49	9.90	59.39
329	23/07/2025	806864	Computer/IT	Intouch	62.50	12.50	75.00
333	23/07/2025	54767601141	Various	Barclaycard	125.75	25.15	150.90
Subtotal for Code: Office Expenses					£2,104.40	£420.90	£2,525.30

Code Number 17 Subscriptions & Insurance

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
269	01/07/2025	11096	Computer/IT	Scribe	36.00	7.20	43.20
Subtotal for Code: Subscriptions & Membe					£36.00	£7.20	£43.20

Code Number 22 Cittaslow

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
281	09/07/2025	58062	Cittaslow	Cheverton Printers	260.00	52.00	312.00
282	09/07/2025		Cittaslow	Roadside Carver	800.00		800.00
Subtotal for Code: Cittaslow					£1,060.00	£52.00	£1,112.00

Code Number 26 Van

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
265	30/06/2025	4401408573€	Van	Volkswagen Commercial	307.43	61.49	368.92
Subtotal for Code: Van					£307.43	£61.49	£368.92

Code Number 178 Staff Uniform

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
253	26/06/2025		Various	Barclaycard	215.51	43.10	258.61
292	16/07/2025	2005433147	Staff Uniform	Screwfix	18.32	3.67	21.99
Subtotal for Code: Staff Uniform					£233.83	£46.77	£280.60

Code Number 181 Repairs & Maintenance

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
253	26/06/2025		Various	Barclaycard	42.50	8.50	51.00
279	09/07/2025	I14981	Repairs & Maintenance	S & M Supplies	34.72	6.95	41.67
293	16/07/2025	I18514	Repairs & Maintenance	S & M Supplies	26.42	5.28	31.70
303	16/07/2025	GB50000N3F	Repairs & Maintenance	Amazon	6.66	1.33	7.99
304	16/07/2025	GB51FH8GA	Repairs & Maintenance	Amazon	6.99	1.40	8.39
333	23/07/2025	54767601141	Various	Barclaycard	127.62	25.52	153.14
Subtotal for Code: Repairs & Maintenance					£244.91	£48.98	£293.89

Code Number 193 Donations

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
289	10/07/2025		Donations Made	north norfolk community transport	169.14		169.14
Subtotal for Code: Donations					£169.14		£169.14

Code Number 205 ACE Film Screening

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
332	23/07/2025		ACE	ACE Member	98.29		98.29
Subtotal for Code: ACE Film Screening					£98.29		£98.29

Subtotal for Cost Centre: 01 General Purpose 12,568.58 640.58 13,209.16

Cost Centre 02 Town Hall

Code Number 44 Hirings - Town Hall

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
338	22/07/2025		Bank Charges	Sumup			
Subtotal for Code: Hirings - Town Hall							

Code Number 45 Staff Costs

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
334	25/07/2025		Staff Costs	Staff Costs	3,761.42		3,761.42
Subtotal for Code: Staff Costs					£3,761.42		£3,761.42

Code Number 48 Utilities

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
262	26/06/2025	2-05203050	Electricity	Engie Gas Limited	139.41	6.97	146.38
266	30/06/2025	Q146 YK	Telephone & Broadband	British Telecom	159.09	31.82	190.91
267	30/06/2025	M035 E6	Telephone & Broadband	British Telecom	453.33	90.67	544.00
268	30/06/2025	Q027 9J	Telephone & Broadband	British Telecom	155.92	31.19	187.11
307	14/07/2025	IN000296833	Electricity	Corona	228.12	11.41	239.53
320	21/07/2025	15273652	Water	Wave	87.34		87.34
322	22/07/2025	15277046	Water	Wave	213.13		213.13
324	22/07/2025	1-01730387	Gas	Engie Gas Limited	17.94	0.90	18.84
325	22/07/2025	1-01730385	Gas	Engie Gas Limited	55.53	2.78	58.31
335	25/07/2025	2-05280205	Electricity	Engie Gas Limited	132.48	6.62	139.10
Subtotal for Code: Utilities					£1,642.29	£182.36	£1,824.65

Code Number 50 Cleaning/Sanitary

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
253	26/06/2025		Various	Barclaycard	38.24	7.65	45.89
317	17/07/2025	097	Window Cleaning	Mr Brightside Pure Water Window	40.00		40.00
339	28/07/2025	283T12760	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	452.35	90.47	542.82
Subtotal for Code: Cleaning/Sanitary/Refus					£530.59	£98.12	£628.71

Code Number 51 Repairs & Maintenance

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
287	10/07/2025		Repairs & Maintenance	ZS Construction	925.00		925.00
290	16/07/2025	8097	Repairs & Maintenance	Eastern Security Systems (ESS L	2,615.00	523.00	3,138.00
301	16/07/2025	GB51CG21A	Repairs & Maintenance	Amazon	7.59	1.52	9.11
318	17/07/2025	19250PAM	Repairs & Maintenance	Owen Powered Access Ltd	300.00	60.00	360.00
Subtotal for Code: Repairs & Maintenance					£3,847.59	£584.52	£4,432.11

Code Number 52 Licensing

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
305	16/07/2025	2701004457	Licensing	Broadland District Council	70.00		70.00
333	23/07/2025	54767601141	Various	Barclaycard	145.42	29.08	174.50
			Subtotal for Code: Licensing		£215.42	£29.08	£244.50
			Subtotal for Cost Centre: 02 Town Hall		9,997.31	894.08	10,891.39

Cost Centre 03 Drill Hall

Code Number		63 Staff Costs					
Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
334	25/07/2025		Staff Costs	Staff Costs	4,170.38		4,170.38
			Subtotal for Code: Staff Costs		£4,170.38		£4,170.38

Code Number		67 Utilities					
Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
264	26/06/2025	2-05203053	Electricity	Engie Gas Limited	681.64	136.33	817.97
323	22/07/2025	1-01730384	Gas	Engie Gas Limited	3.80	0.19	3.99
337	25/07/2025	2-05280208	Electricity	Engie Gas Limited	818.51	163.70	982.21
			Subtotal for Code: Utilities		£1,503.95	£300.22	£1,804.17

Code Number		70 Cleaning/Sanitary					
Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
316	17/07/2025	051	Window Cleaning	Mr Brightside Pure Water Window	58.00		58.00
340	28/07/2025	283T12759	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	131.70	26.34	158.04
			Subtotal for Code: Cleaning/Sanitary/Refus		£189.70	£26.34	£216.04

Code Number		71 Repairs & Maintena					
Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
333	23/07/2025	54767601141	Various	Barclaycard	335.47	67.10	402.57
			Subtotal for Code: Repairs & Maintenance		£335.47	£67.10	£402.57

Code Number		72 Licensing					
Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
306	16/07/2025	2701004461	Licensing	Broadland District Council	70.00		70.00
333	23/07/2025	54767601141	Various	Barclaycard	145.42	29.08	174.50
			Subtotal for Code: Licensing		£215.42	£29.08	£244.50
			Subtotal for Cost Centre: 03 Drill Hall		6,414.92	422.74	6,837.66

Cost Centre 06 Public Toilets

Code Number 85 Utilities

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
263	26/06/2025	2-05203054	Electricity	Engie Gas Limited	225.86	11.29	237.15
321	22/07/2025	15276654	Water	Wave	499.51		499.51
336	25/07/2025	2-05280209	Electricity	Engie Gas Limited	213.10	10.66	223.76
Subtotal for Code:				Utilities	£938.47	£21.95	£960.42
Code Number 88 Cleaning Contract							
Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
297	16/07/2025	0870	Cleaning/Sanitary/Refuse	Barnett's Cleaning	750.00	150.00	900.00
Subtotal for Code:				Cleaning Contract	£750.00	£150.00	£900.00
Subtotal for Cost Centre:				06 Public Toilets	1,688.47	171.95	1,860.42
Cost Centre 07 Other Properties							
Code Number 91 Staff Costs							
Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
334	25/07/2025		Staff Costs	Staff Costs	1,254.47		1,254.47
Subtotal for Code:				Staff Costs	£1,254.47		£1,254.47
Subtotal for Cost Centre:				07 Other Properties	1,254.47		1,254.47
Cost Centre 08 Cemetery							
Code Number 99 Staff Costs							
Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
334	25/07/2025		Staff Costs	Staff Costs	2,258.36		2,258.36
Subtotal for Code:				Staff Costs	£2,258.36		£2,258.36
Subtotal for Cost Centre:				08 Cemetery	2,258.36		2,258.36
Cost Centre 09 Allotments							
Code Number 112 Repairs & Maintenance							
Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
333	23/07/2025	54767601141	Various	Barclaycard	8.91	1.78	10.69
Subtotal for Code:				Repairs & Maintenance	£8.91	£1.78	£10.69
Code Number 114 Staff Costs							
Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
334	25/07/2025		Staff Costs	Staff Costs	2,933.53		2,933.53
Subtotal for Code:				Staff Costs	£2,933.53		£2,933.53
Code Number 117 Allotment Deposits							

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
314	17/07/2025		Allotment deposit	Allotment Holder	10.00		10.00
315	17/07/2025		Allotment deposit	Allotment Holder	100.00		100.00
			Subtotal for Code:	Allotment Deposits	£110.00		£110.00
			Subtotal for Cost Centre:	09 Allotments	3,052.44	1.78	3,054.22

Cost Centre

10 Markets

Code Number

170 Market Place Sun

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
333	23/07/2025	54767601141	Various	Barclaycard	266.76	53.35	320.11
			Subtotal for Code:	Market Place Sundries	£266.76	£53.35	£320.11
			Subtotal for Cost Centre:	10 Markets	266.76	53.35	320.11

Cost Centre

11 Open Spaces

Code Number

128 Staff Costs

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
334	25/07/2025		Staff Costs	Staff Costs	8,285.86		8,285.86
			Subtotal for Code:	Staff Costs	£8,285.86		£8,285.86

Code Number

131 Equipment

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
283	09/07/2025		Equipment	Barriers Direct	1,487.12	297.42	1,784.54
			Subtotal for Code:	Equipment	£1,487.12	£297.42	£1,784.54

Code Number

132 Repairs & Maintenance

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
291	16/07/2025	I18664	Repairs & Maintenance	S & M Supplies	155.43	31.09	186.52
330	23/07/2025	312558	Grass Cutting	Ben Burgess	1.70	0.34	2.04
			Subtotal for Code:	Repairs & Maintenance	£157.13	£31.43	£188.56

Code Number

134 Tree Maintenance

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
328	23/07/2025	165-25	Tree Maintenance	M J Tree Services Ltd	1,306.67	261.33	1,568.00
			Subtotal for Code:	Tree Maintenance	£1,306.67	£261.33	£1,568.00

Code Number

144 Equipment Loan (

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
277	08/07/2025	483027	Grass Cutting	Ben Burgess	1,285.00	257.00	1,542.00

Subtotal for Code: Equipment Loan (Grass) £1,285.00 £257.00 £1,542.00

Code Number 148 Petrol costs Gras

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
253	26/06/2025		Various	Barclaycard	311.82	62.36	374.18
333	23/07/2025	54767601141	Various	Barclaycard	280.49	56.10	336.59
Subtotal for Code: Petrol costs Grass Cutti					£592.31	£118.46	£710.77
Subtotal for Cost Centre: 11 Open Spaces					13,114.09	965.64	14,079.73

Cost Centre 12 Events

Code Number 160 General Events

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
253	26/06/2025		Various	Barclaycard	77.25	15.45	92.70
331	23/07/2025	11/2025	General Events	Broadland First Responders	198.00		198.00
Subtotal for Code: General Events					£275.25	£15.45	£290.70
Subtotal for Cost Centre: 12 Events					275.25	15.45	290.70

Cost Centre 13 Churchyard

Code Number 198 Staff Costs

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
334	25/07/2025		Staff Costs	Staff Costs	1,067.30		1,067.30
Subtotal for Code: Staff Costs					£1,067.30		£1,067.30
Subtotal for Cost Centre: 13 Churchyard					1,067.30		1,067.30

Cost Centre Earmarked Reserves

Code Number 202 Transport

Vchr.	Date	Invoice No	Description	Supplier	Net	Vat	Total
278	08/07/2025	033517	Norwich Road Transport Hub	Canham Consulting	750.00	150.00	900.00
280	09/07/2025	033587	Norwich Road Transport Hub	Canham Consulting	239.25	47.85	287.10
Subtotal for Code: Transport					£989.25	£197.85	£1,187.10
Subtotal for Cost Centre: Earmarked Reserves					989.25	197.85	1,187.10

TOTALS £52,947.20 £3,363.42 £56,310.62

Aylsham Town Council

29 July 2025 (2025-2026)

Listing of Receipts in each Code for All Cost Centres

(Between 26-06-2025 and 28-07-2025)

Cost Centre 01 General Purpose

Code Number **2 Bank Interest /Charges**
Vchr. **Date** **Invoice No** **Minute**

Description	Supplier	Vat Type	Net	Vat	Total
Bank Interest Received	Redwood Savings account	Z	362.09		362.09
Bank Interest Received	CCLA	Z	424.48		424.48
Subtotal for Code: Bank Interest /Charges			£786.57		£786.57

Code Number **5 Recycling Credits/Bottle**
Vchr. **Date** **Invoice No** **Minute**

Description	Supplier	Vat Type	Net	Vat	Total
Recycling Credits	Broadland District Council	Z	224.43		224.43
Subtotal for Code: Recycling Credits/Bottle Bank			£224.43		£224.43

Code Number **22 Cittaslow**
Vchr. **Date** **Invoice No** **Minute**

Description	Supplier	Vat Type	Net	Vat	Total
Cittaslow	Slow Food	Z			
Subtotal for Code: Cittaslow					
Subtotal for Cost Centre: 01 General Purpose			1,011.00		1,011.00

Cost Centre 02 Town Hall

Code Number **44 Hirings - Town Hall**
Vchr. **Date** **Invoice No** **Minute**

Description	Supplier	Vat Type	Net	Vat	Total
Hirings	Hirings	Z	36.00		36.00
Hirings	Hirings	Z	25.00		25.00
Hirings	Hirings	Z	60.00		60.00
Hirings	Hirings	Z	128.00		128.00
Hirings	Hirings	Z	-50.00		-50.00
Hirings	Hirings	Z			
Hirings	Hirings	Z	60.00		60.00
Hirings	Hirings	Z	15.00		15.00
Curtain Lights	Hirings	Z	150.00		150.00
Hirings	Hirings	Z	78.00		78.00
Hirings	Hirings	Z	48.00		48.00
Hirings	Hirings	Z	420.00		420.00
Hirings	Hirings	Z	36.00		36.00
Hirings	Hirings	Z	36.00		36.00

246	22/07/2025	2025-2026/20	Hirings	Hirings	Z	140.00	140.00
247	24/07/2025	2025-2026/20	Hirings	Hirings	Z	72.00	72.00
247	24/07/2025	2025-2026/20	Hirings	Hirings	Z	72.00	72.00
250	24/07/2025	2025-2026/20	Hirings	Hirings	Z	112.00	112.00
251	22/07/2025		Hirings	Hirings	Z	14.75	14.75
252	28/07/2025	2025-2026/20	Hirings	Hirings	Z	28.00	28.00
				Subtotal for Code: Hirings - Town Hall		£1,480.75	£1,480.75
				Subtotal for Cost Centre: 02 Town Hall		1,480.75	1,480.75

Cost Centre 03 Drill Hall

Code Number		61 Storage Rent		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute						
214	07/07/2025	2025-2026/19		Hirings	Hirings	Z	20.00		20.00
228	11/07/2025	2025-2026/19		Hirings	Hirings	Z	20.00		20.00
229	11/07/2025	2025-2026/20		Hirings	Hirings	Z	20.00		20.00
230	11/07/2025	2025-2026/20		Hirings	Hirings	Z	20.00		20.00
				Subtotal for Code: Storage Rent			£80.00		£80.00

Code Number		62 Hirings - Drill Hall		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute						
194	01/07/2025	2025-2026/20		Hirings	Hirings	Z	3,000.00		3,000.00
196	01/07/2025	2025-2026/19		Hirings	Hirings	Z	50.00		50.00
200	01/07/2025	2025-2026/19		Hirings	Hirings	Z	160.00		160.00
202	01/07/2025	2025-2026/20		Hirings	Hirings	Z	100.00		100.00
202	01/07/2025	2025-2026/20		Hirings	Hirings	Z	40.00		40.00
202	01/07/2025	2025-2026/20		Hirings	Hirings	Z	10.00		10.00
211	10/07/2025	2025-2026/20		Hirings	Hirings	Z	50.00		50.00
214	07/07/2025	2025-2026/19		Hirings	Hirings	Z	120.00		120.00
215	07/07/2025	2025-2026/20		Hirings	Hirings	Z	20.00		20.00
218	04/07/2025	2025-2026/20		Hirings	Hirings	Z	500.00		500.00
221	03/07/2025	2025-2026/20		Hirings	Hirings	Z	20.00		20.00
221	03/07/2025	2025-2026/20		Hirings	Hirings	Z	112.50		112.50
222	03/07/2025	2025-2026/19		Hirings	Hirings	Z	50.00		50.00
228	11/07/2025	2025-2026/19		Hirings	Hirings	Z	90.00		90.00
229	11/07/2025	2025-2026/20		Hirings	Hirings	Z	120.00		120.00
230	11/07/2025	2025-2026/20		Hirings	Hirings	Z	150.00		150.00
231	15/07/2025	2025-2026/20		Hirings	Hirings	Z	120.00		120.00
240	21/07/2025	2025-2026/20		Hirings	Hirings	Z			
240	21/07/2025	2025-2026/20		Hirings	Hirings	Z	20.00		20.00
240	21/07/2025	2025-2026/20		Hirings	Hirings	Z	30.00		30.00
245	22/07/2025	2025-2026/20		Hirings	Hirings	Z	30.00		30.00
				Subtotal for Code: Hirings - Drill Hall			£4,792.50		£4,792.50
				Subtotal for Cost Centre: 03 Drill Hall			4,872.50		4,872.50

Cost Centre 05 Cemetery Cottage

Code Number 81 Rent

Vchr.	Date	Invoice No	Minute	Description	Supplier	Vat Type	Net	Vat	Total
197	01/07/2025			Rent	Sequence	E	675.03		675.03
					Subtotal for Code: Rent		£675.03		£675.03
					Subtotal for Cost Centre: 05 Cemetery Cottage		675.03		675.03

Cost Centre 08 Cemetery

Code Number 97 Memorials & Incriptions

Vchr.	Date	Invoice No	Minute	Description	Supplier	Vat Type	Net	Vat	Total
243	18/07/2025	2025-2026/20		Memorials & Incriptions		Z	90.00		90.00
					Subtotal for Code: Memorials & Incriptions		£90.00		£90.00
					Subtotal for Cost Centre: 08 Cemetery		90.00		90.00

Cost Centre 09 Allotments

Code Number 117 Allotment Deposits

Vchr.	Date	Invoice No	Minute	Description	Supplier	Vat Type	Net	Vat	Total
232	15/07/2025	2025-2026/20		Allotment deposit	Allotment Tenant	Z	100.00		100.00
					Subtotal for Code: Allotment Deposits		£100.00		£100.00
					Subtotal for Cost Centre: 09 Allotments		100.00		100.00

Cost Centre 10 Markets

Code Number 120 Market Rents

Vchr.	Date	Invoice No	Minute	Description	Supplier	Vat Type	Net	Vat	Total
187	01/07/2025			Market Rent	Market Rent	Z	90.00		90.00
195	01/07/2025			Market Rent	Sumup	Z	22.11		22.11
205	08/07/2025			Market Rent	Market Rent	X	99.00		99.00
212	08/07/2025			Market Rent	Sumup	Z	14.74		14.74
225	15/07/2025			Market Rent	Market Rent	Z	123.00		123.00
234	16/07/2025			Market Rent	Sumup	Z	22.11		22.11
237	22/07/2025			Market Rent	Market Rent	Z	22.50		22.50
238	21/07/2025			Market Rent	Sumup	Z	14.74		14.74
249	28/07/2025			Market Rent	Market Rent	Z	22.11		22.11
					Subtotal for Code: Market Rents		£430.31		£430.31

Code Number 121 Farmers Market Rent

Vchr.	Date	Invoice No	Minute	Description	Supplier	Vat Type	Net	Vat	Total
206	08/07/2025			Farmers Market	Farmers Market	Z	130.50		130.50
213	08/07/2025			Farmers Market	Sumup	Z	13.27		13.27
					Subtotal for Code: Farmers Market Rent		£143.77		£143.77
					Subtotal for Cost Centre: 10 Markets		574.08		574.08

Cost Centre 11 Open Spaces

Code Number		126 Verges - Highway		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute						
248	24/07/2025	2025-2026/19		Grass Cutting	Norfolk County Council	Z	12,084.07		12,084.07
				Subtotal for Code:	Verges - Highway		£12,084.07		£12,084.07
Code Number		127 Recreation Ground		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute						
209	10/07/2025	2025-2026/20		Play Inspections	Recreation Ground	S	240.00	48.00	288.00
				Subtotal for Code:	Recreation Ground		£240.00	£48.00	£288.00
Code Number		128 Staff Costs		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute						
210	10/07/2025	2025-2026/20		Staff Costs	Recreation Ground	Z	2,250.00		2,250.00
				Subtotal for Code:	Staff Costs		£2,250.00		£2,250.00
				Subtotal for Cost Centre:	11 Open Spaces		14,574.07	48.00	14,622.07
Cost Centre 12 Events									
Code Number		160 General Events		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute						
189	27/06/2025	2025-2026/20		Street Food Festival	Street Food Festival	Z	25.00		25.00
191	30/06/2025	2025-2026/20		Street Food Festival	Street Food Festival	Z	25.00		25.00
193	30/06/2025	2025-2026/20		Street Food Festival	Street Food Festival	Z	25.00		25.00
198	01/07/2025	2025-2026/20		Street Food Festival	Street Food Festival	Z	25.00		25.00
199	01/07/2025	2025-2026/20		Street Food Festival	Street Food Festival	Z	25.00		25.00
201	01/07/2025	2025-2026/20		Street Food Festival	Street Food Festival	Z	25.00		25.00
207	08/07/2025			Street Food Festival	Street Food Festival	Z	25.00		25.00
208	08/07/2025			Street Food Festival	Street Food Festival	Z	25.00		25.00
216	04/07/2025	2025-2026/20		Street Food Festival	Street Food Festival	Z	25.00		25.00
220	04/07/2025	2025-2026/20		Street Food Festival	Street Food Festival	Z	25.00		25.00
				Subtotal for Code:	General Events		£250.00		£250.00
				Subtotal for Cost Centre:	12 Events		250.00		250.00
Cost Centre Earmarked Reserves									
Code Number		202 Transport		Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute						
188	27/06/2025	2025-2026/19		Norwich Road Transport Hub	Norfolk County Council	E	10,000.00		10,000.00
				Subtotal for Code:	Transport		£10,000.00		£10,000.00
				Subtotal for Cost Centre:	Earmarked Reserves		10,000.00		10,000.00
TOTALS							£33,627.43	£48.00	£33,675.43

Aylsham Town Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>	<u>Notes</u>
Earmarked						
Bottle Bank	5,312.93	327.65	725.00		4,915.58	Balance obtained from recycling income. Being drawn down for grants and blister pack expenses
Cittaslow	573.76				573.76	
Community Events	7,200.00				7,200.00	Balance outstanding since 31/03/24 - retain in case of need for Xmas lights
Christmas Decorations	1,820.26				1,820.26	
Election	2,500.00				2,500.00	This may cover contributions in the event of a joint parish / district election. It would not cover a by-election
Marquees	1,638.26				1,638.26	
Drill Hall	10,000.00				10,000.00	An amount may be required for works resulting from Fire Risk Assessment and repairs to Boxing Club Wall
Town Hall	17,000.00				17,000.00	An amount may be required for work resulting from Fire Risk Assessment and to start window project
Properties	19,100.00				19,100.00	An amount may be required for works to 23 Market Place
Public Toilets					0.00	Suggest a modest reserve for public toilets
Cemetery	24,769.35				24,769.35	An amount may be required for removal of shelter
Open Spaces	70,400.00				70,400.00	An amount may be required for replacement of MUGA surfacing / repair of safety surfacing at Mileham Drive
Highway Verges	14,102.88				14,102.88	Erroneous amount - £2,100 to be transferred to support van. Remainder to be transferred to revenue account
Recreation Ground	50,000.00		2,235.00		47,765.00	Balance for use by Recreation Ground
Churchyard	46,000.00	9,505.00			55,505.00	£9.5K transferred in, unspeant church wall funds from 24/25
Street Furniture	7,853.50				7,853.50	£784.80 to be utilised for Millgate bus shelter
Allotment Deposits	6,685.00				6,685.00	Required to keep sdeposits segregated
Hall Hire Deposit					0.00	Required to keep deposits segregated
CIL	31,668.36				31,668.36	Community Infrastructure Levy pre 25/26
Cemetery Cottage	2,000.00				2,000.00	Required in case of repairs
Youth	3,000.00				3,000.00	Balance allocated 22/23
Skate Park	1,148.67				1,148.67	Balance allocated 23/24
Communications	4,730.00				4,730.00	Is there a specific project for this? Shoudl this be a revenue item?
In House Grass	10,000.00				10,000.00	Erroroneous reserve. Transfer to revenue account to support day to day grass cutting fo open space
Boiler Reserve	29,903.63				29,903.63	Specific project
Climate Group	909.00				909.00	
ACE Events		621.00	148.29		472.71	Opening balance from 6 inches of soil
CIL 2025.2026		4,415.68			4,415.68	
Transport Hub Reserve			989.25	10,000.00	9,010.75	Specific project
Tot Earmarked	368,315.60	14,869.33	3,108.29	10,000.00	389,087.39	
TOTAL RESERVE	368,315.60	14,869.33	3,108.29	10,000.00	390,076.64	
GENERAL FUND					72,311.44	
TOTAL FUNDS					461,398.83	



Minutes of the **Aylsham Climate Emergency** Group Meeting held on 7th July 2025.



Present:

Grizelda Tyler (Chairman)
Bryce Davies
Shelley Hudson

Cheryl Bould
Jenny Haycocks
Yvonne Stewart

Sue Catchpole
Kate MacKenzie
Heather Walters

Also Present: Faye LeBon (Town Clerk)

1. TO NOTE APOLOGIES FOR ABSENCE

Apologies were noted from Lilie Ferrari, Lou Harlow, Corinne Houlden, Kay Montandon and Yvonne Stewart.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

3. TO AGREE MINUTES OF THE MEETING OF 2ND JUNE

The minutes of the meeting held on 2nd June 2025 were **agreed** as a true record of the business conducted at the meeting.

4. MATTERS ARISING FROM THE MINUTES (NOT INCLUDED ON THE AGENDA)

The Clerk reminded the meeting about the Broadland Community awards and the associated nomination of ACE.

5. PROJECT WORK

Nature and Biodiversity

Kate reported that a species count had taken place. The verges will be cut followed by a raking day on 19th July.

The gardens project is progressing.

Further discussion took place about the possibility of including a leaflet in the welcome pack for people moving into new developments, but it was emphasised that developer approval must be received for this to happen.

It was thought that Norfolk Homes had agreed to solar panels and to swift bricks.

Hopkins Homes were not amenable to solar panels.

The Clerk will write to Phil Courtier on behalf of ACE to ask for him to explain nutrient neutrality, find out if it is sustainable, how does it benefit Aylsham and how it is monitored.

Waste

Heather reported that 441kg of blister packs have been recycled. £1250 in public donations have been received to make the recycling sustainable. Heather will find out when the donations were paid in.

The need for the cost to the community to be emphasised for blister pack recycling was raised. Cheryl reported that Jerome Mayhew MP had been invited to attend the Community Fayre to see the blister pack recycling that ACE does and to talk about the cost, but unfortunately he did not attend. The Clerk will write to Mr Mayhew to ask for a meeting.

The Family Learning Day went really well and the hook-a-duck was well received. There was good feedback from GCSE students and this will be used in an article in Just Aylsham. It was noted that Bloom also attended the Family Learning Day and gave away over 90 marigolds.

Grizelda reported that RWE attended the Royal Norfolk Show and did a 'mini COP'. It was queried whether ACE should have one for secondary schools next year. Cheryl advised that there is a representative from the High School who sits on Cittaslow. Grizelda will speak with RWE and then look to take a project forwards.

Comms

The updating of the ACE website is to be placed on the next agenda.

The Clerk is to obtain an update from the Groundsman on the project for tree planting at the old station yard.

6. TO RECEIVE UPDATES FROM ALL GROUPS

This was covered in item 5.

7. EVENTS

Jenny had provided a list of feedback for ACE from attendees at the community fayre. The Clerk is to reach out to an attendee who wanted to use some of their land for the benefit of nature. Kate is happy for her details to be given to this person as an invite to a meeting of the Nature and Biodiversity group. There was also an attendee who lived with many species of wildlife in her garden. The Clerk will attempt to find the details of that person and invite them to talk further to the Nature and Biodiversity group.

Sue raised the services of Community Energy England, a not for profit group that helps in the start up of community energy projects. Grizelda will contact the organisation.

Cheryl advised that the community capacity team at Broadland District Council can look into grants for community projects.

It was noted that Norfolk County Council are providing grant funding of between £200 and £2500 for community projects.

It was agreed to create a list of projects for grant funding.

Shelly suggested a local beekeeper could do a talk as part of the Inspired Gardens event.

8. TO RECEIVE UPDATE ON ACE NOTICEBOARD

The Heritage Officer was not keen on additional noticeboards being placed on the Town Hall, as it is a listed building. However there is an unused noticeboard to the rear of the

building which could be recycled by ACE. This was **agreed**. The community shed will be contacted to see if they can refurbish it, with the cost of materials to be placed as an agenda item for the Town Council.

Jenny offered to place quotes within the board and rotate them on a regular basis. Pat has previously provided guidance on ACE articles which Grizelda will circulate.

The Clerk will write up some guidance for use of the board which will be considered at the next meeting. The Clerk will also find out if there is a spare key available for the board.

9. INFORMATION ON CLIMATE SUPPORT FROM BROADLAND COUNCIL

The Clerk provided details on an initiative from Broadland Council to support community groups in their climate objectives. Workshops are hoped to start in September, and an expression of interest form had been sent out with options for workshops. It was **agreed** that the Town Council would complete the form separately as their projects are likely to differ from ACE.

Barriers to ACE projects included capacity for comms and volunteers. The difference between a campaign and a movement was discussed, as were the different types of volunteer roles.

For the next agenda, the group roles will be discussed and how volunteers can do something tangible to support the movement towards net zero.

10. FINANCE

a) To receive update on ACE budget

The Clerk provided an update on the ACE budget in both the earmarked reserves and the revenue budget. For future reports, the Clerk will add committed funds.

A suggestion had been made about a collection for Thamra at the screening for Hungry for Change. Concerns were raised about the political implications implied about supporting a group in Palestine. Grizelda will speak with the organisers.

b) To receive information on Veolia Sustainability Fund

The information about this fund was circulated as part of the meeting pack. The Clerk will place this on the agenda for the next meeting to allow members to come up with ideas for funding.

11. TO AGREE ARRANGEMENTS FOR THE AYLSHAM SHOW

An agenda item will be placed on the next Town Council agenda for £100 funding for:

- More ducks for the hook a duck
- Bulbs and compostable pots
- ACE stickers

12. TO AGREE ACE SOCIAL MEDIA POLICY

A draft policy had been sent out with the meeting pack. It was **agreed** to adopt this subject to the following amendments:

- To remove references to inflammatory posts and posts which incite hatred.
- To add that posts may not be used with the language of judgement and criticism.

- To add that expletive language may not be used.

It was noted that ACE Comms has a Whatsapp Chat. Nominated group members will be invited to join the chat. Heather was nominated on behalf of the waste group.

This will be given a three month trial.

13. ITEMS FOR FUTURE DISCUSSION

Updating of the ACE website

Veolia sustainability fund projects

Aylsham Show

Volunteer roles within the group

Broadland Council climate support – expressions of interest form.

Costings for refurbishing the noticeboard

Guidance for display in the noticeboard

14. DATE OF NEXT MEETING

This was agreed as Monday 4th August commencing at 7pm.

There being no further business the meeting was closed at 9pm.



MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 15th JULY 2025 AT 11am.

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
Kevin Cunnane - Aylsham Town Council
Giles Margaron - Aylsham Community Partnership
Mo Anderson-Dungar - W.I. and Country Markets
Wendy Sadler – Aylsham in Bloom
Tim Briscoe – Aylsham Business Consortium
Julie Boyd – Aylsham Parish Church
Jean St Clair – U3A
Grizelda Tyler – Aylsham Climate Emergency
Mike Downes - Rotary

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Dan Apps, Communications Officer.

1. To Receive Apologies for Absence

Apologies were received from Cheryl Bould and Mary Evans.

2. To Receive Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the Cittaslow Aylsham Committee held on 25th June 2025

The minutes from the previous meeting held on the 24th June 2025 had been circulated. These were **agreed** as a true and accurate record of the meeting and were signed by the Chairman.

4. To Note any Matters Arising from the Minutes, not Listed Elsewhere on the Agenda

No matters raised.

5. Adjournment of the Meeting to Allow Members of the Public to Speak

No members of the public in attendance.

6. Cittaslow UK and Cittaslow International

a) To receive reports from Cittaslow UK and Cittaslow International

It was reported that the Directors of Cittaslow UK had been confirmed at Companies House. Patrick reported a problem updating the Cittaslow UK website and assistance would be required from Mold Town Council. Dan will also take a look.

b) Cittaslow Sunday (28th September 2025)

Pat reported that Cittaslow Sunday, the International day of good living, has been announced as 28th September. Aylsham could celebrate this on 21st September at an exiting Slow Food event at Eves Hill.

7. To Review Terms of Reference for the Committee

A draft terms of reference had been circulated courtesy of Mary Evans. It was agreed to defer this item until the next meeting. Patrick urged all members to review the document prior to the next meeting.

8. To Receive Updates on the Cittaslow 2025 Celebrations.

Patrick reported that the Street Food Fayre was extremely well attended despite the weather. The food traders were happy and showed an interest in returning if the event were to be run again. The initial feedback from Red Lion Street businesses was that they traded well on the Sunday, but they weren't so sure about the rest of the week. ABC will feedback on the event at their next meeting.

The snail carving at St Michael's is completed and has received very positive feedback.

The next event is the snail race.

9. To Receive Market Updates

a) Food and Craft Market

Patrick reported that this is picking up.

b) General Markets on Monday and Friday

Mondays are running at almost capacity. Market traders are putting the word out amongst their community that there is a pitch space free.

Fridays are picking up. The offer for the trial 'free pop-up stall' will be put out soon. It was clarified that this offer could only be used on one occasion per new trader.

c) Country Markets

Mo reported that Country Markets will be celebrating their 50th anniversary on 15th August. This will be advertised in Just Aylsham and as part of the programme for the performance of Matilda at the High School.

Country Markets provided the canapes for the recent Twinning reception, which were very well received.

The group were looking forward to the Aylsham Show and would like to be part of ABC.

Patrick reported that four specific Sunday markets were looking to be run next year. Julie advised that the church will be holding a 'Plough Sunday' and this may be an opportunity to work together and hold a market. She will speak with the PCC and report back.

10. Market Towns Project

a) To Consider a Young Market Traders Event

A meeting had been held with the Market Traders' Federation about holding a Young Market Traders event, in a similar manner as was held in Diss. This is for 16-30 year olds and reflects the changing manner of wares being offered. The Market Traders' Federation has a database to attract traders, and this can be advertised at the High School and at Paston College.

The Clerk will find a suitable date for this to be held in the Town Hall.

b) To Receive Update on Norfolk High Streets Matter Project

Patrick reported that a meeting had been held with Norfolk County Council to discuss their project. Two of the business events will be held in the Town Hall.

c) To Consider Projects for Love Your Market Town's Pride in Place Funding

The projects and leads were agreed as:

- Permanent Snail Trail (in a similar manner to York's cat trail). **Jayne**
- Fabric Festival. **Mary / Jayne**
- Market Place Greening [plants/pots section of the project – I may revisit planters depending on cost]. **Clerk to liaise with Tim and Pat. Communications Officer to provide a plan of the market place**
- Entertainment at Food and Craft Markets until March 2026 & a seasonal Sunday Market. **Faye and Ryan with advice from Donna**
- Taste adventure leaflet. **Dan and Pat**

11. To Note the Minutes from the Aylsham Climate Emergency Working Group

The draft minutes from the most recent ACE meeting had been circulated. Grizelda reported that:

- There was worry about political movements about climate change.
- RWE will be contacted about the possibility of doing a COP for secondary schools.
- The waste group were still collecting blister packs.
- The energy group is merging with transport
- A series of films will be shown instead of Green Day. This started with 'Hungry for Change' a film about sustainable food. Riverlands will be shown in November and Climate Scam in February.
- Discussions occurred about reaching out to those not engaged in climate change.
- Broadland Council will be holding a series of workshops in September.
- Discussions occurred about giving more support to the Comms group.

Tim enquired as to what Aylsham as a whole needed to do? It was suggested that Reepham are doing this.

12. To Note the Minutes from the Aylsham Community Events Committee

The minutes of the last meeting were circulated and noted.

13. To Receive Updates on the Following Projects

a) Jobs, Training and Benefits Forum

Cheryl Bould had sent a written report.

Preparations for the Jobs, Training and Benefits Forum continue to progress with the last few attendees confirming. There is now a complimentary afternoon speaker, Kathy Ennis, who is a Business Mentor and will talk about the inclusive process of building your own business where barriers to employment might exist. She will also cover themes around it being possible to start a business at any age, regardless of background.

Plans are now being made for a marketing strategy with Dan Apps.

An improvement to the access ramp to the green room will be required.

b) North Walsham Volunteer Forum

Cheryl Bould had sent in a written report advising that this was an exciting meeting with lots of potential for Aylsham. She is in the process of gathering more information around building a project proposal for a large community consultation — “What do you need from Aylsham?”

c) Visit Aylsham Website

The Communications Officer reported that there had been a good response from the community groups that wanted a listing on the site. The forms have now been sent out to the business community.

The events and local news section is up to date.

Blogs and podcasts are now being considered.

Any good news stories should be sent to the Communications Officer.

d) Norfolk's Rural Capital of Food

Patrick reported that this is an ongoing project. The Communications Officer has created an 18 page marketing plan, with leverage being placed on Aylsham being the only Cittaslow Town in England. The plan was designed with 5 core values:

- Local produce (it was agreed that local should be defined as within 30 miles of Aylsham)
- Promotion of seasonal produce.
- Keeping food authentic.
- Keeping food sustainable.
- Community driven (not just for tourists).

The Communications Officer will send the Clerk an AI created Q&A for distribution to the group. This will be a useful resource.

14. To Receive the Following Group Reports

a) Slow Food Aylsham

Patrick reported that Slow Food had met on 14th July. They are looking forward to the Aylsham Show, the theme of which is ‘potatoes’.

The snail race has been organised, with both a general race and a race for local

businesses being arranged.
Work for the food festival is ongoing.

b) Aylsham in Bloom

Wendy reported that the lottery grant for the planters was unsuccessful. The Clerk will see if there are other areas of the budget where this could be taken from.

c) Aylsham Business Consortium (ABC)

Tim reported that the group would be meeting on 15th July, where they would receive information on the Market Towns project.

d) Aylsham Parish Church

Julie reported the church was providing free ice creams for children after school. They are also holding a Barn Dance on 6th September in support of YANA (You Are Not Alone) supporting mental health and isolation. They will be attending the Aylsham Show. Agricultural chaplaincies have just started up.

e) Aylsham Rotary Club

Mike reported that Rotary helped at and sponsored the Family Learning Day, noting how good it was to reach out to younger families. He reminded the group of the meeting to be held on 31st July at the Town Hall at 6.30pm about how voluntary groups can work closer together. The Clerk will send out details of the Community Capacity team at Broadland District Council.

f) Aylsham U3A

Jean reported that Aylsham U3A is celebrating its 10th birthday. They will be introducing a new Chair, David Kinsey.

g) Aylsham WI

Mo reported the group had its 123rd anniversary celebrations. A bring and share buffet was held, along with entertainment from the U3A ukelele and guitar band.

15. To Agree Arrangements for the Aylsham Show

Patrick reported that there was room for one more group in the 'Town Tent' on 25th August.

16. To Note any Items for the Next Agenda

None raised

17. DATE OF NEXT MEETING

The next meeting will be Tuesday 16th September at 11am at the Drill Hall.

There being no further business the meeting was closed at 12.30pm

Visit Aylsham (Market Town Project Group) Meeting Held in the Council Chamber on Wednesday 16th JULY 2025 at 3.30pm

Attendees:

Pat Prekopp
Mary Evans
Tim Briscoe (ABC)
Graham Peers (Broadland Council)
Faye LeBon

1. Welcome and Apologies

Pat welcomed everyone to the meeting. Apologies were noted from Jayne Andrew.

2. Notes of the Previous Meeting

Pat had circulated the notes of the previous meeting. These were confirmed.

3. Matters Arising

None raised.

4. The Project

Market Place (To report on bus routes/greening/cyclists)

Alex Hemen from Norfolk County Council presented the 'Love Your Market Town' project to ABC on 15th July.

The projects to apply for funding had been agreed as:

- Permanent snail trail.
- Fabric Festival – it was agreed to defer this until a second round of funding became available enabling the event to be held in spring / summer.
- Greening of the market place.
- Entertainment for the Food and Craft Markets (October to March) and a seasonal market
- Taste adventure leaflet.

Graham has licenses for OS maps which can be used for the trails.

Discussions occurred as to the number of trails required. The permanent snail trail was intended to have a permanent physical presence on heritage buildings. Other trails such as an ale trail / food and drink trail or an independent shops trail could have more of a presence online so can be easily changed as businesses change. All were deemed as important for tourism.

It is to be agreed what QR codes are required.

Graham offered to assist Jayne with the permanent snail trail.

Patrick will contact Urban Clay to see if they can assist with snail plaques.
Tim will discuss possible locations for planters with an urban planner.
Pat will speak with Woodgate Nursery with regards to the cost of pots.
The National Trust have funding for trees on their land.
Andersons may be able to make pots out of galvanised steel if the measurements can be obtained.

Tim will be meeting with Kay to discuss the problems with buses in the Market Place, on 18th July.

Markets

Graham and Faye had met with Tania Murphy from The National Market Traders Forum to discuss a young market traders event. This is designed for 16-30 year olds and forms part of a rolling competition, whereby the winner from the Aylsham round would go through to the regional finals. Independent judges will be appointed, which Graham can assist with.

This reflects a different type of trading and can support young people with their start up businesses and side hustles.

Tania has a database of young traders where this can be marketed to, and it can also be promoted via Aylsham High School and Paston College. Other schools such as Reepham, Holt and North Walsham can also be approached. Tania also has promotional material, the Town Council would just have to provide a venue.

It was agreed that this could be run as a twilight event, on a Thursday, Friday or Saturday evening to complement the late night opening of the Aylsham businesses in the run up to Christmas. The Clerk will arrange a suitable date with the office manager.

Graham will provide Faye the details for other organisers of Young Market Trader events.

Neighbourhood Plan

It was noted that the government had ceased all funding for Neighbourhood Plans. Kay is arranging for Richard Squires to attend a meeting of the Town Council to discuss ways forward.

5. Items for Information / Next Agenda

Graham introduced the progress he is making on his latest project, which is to market the Districts through walks. Aylsham would form part of the 'Marriotts District' and also the 'Bure Valley District'. Five circular walks would be created in each District, with attractions and places to eat or stay promoted along the way. Tim advised that he has put together some local walks for the area.

There will be a new website and businesses will have a login so they can keep their own pages up to date.

Cycle routes will be created in the second phase of the project.

6. Date of Next Meeting

Wednesday 20th August 3.30pm in the Council Chamber.



MINUTES OF THE MEETING OF THE **PLANNING COMMITTEE** HELD AT THE TOWN HALL, ON THURSDAY 10th JULY AT 10am

PRESENT: Trevor Bennett (Chairman) David Anderson
Mary Evans Pat Prekopp

1. To Receive Apologies for Absence

Apologies for absence were received from Kay Montandon. Also noted were apologies from Faye LeBon (Town Clerk)

2. To Receive any Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the 12th June 2025

The Minutes of the meeting held on 12th June 2025 were **agreed** and signed as a true and accurate record by the Chair.

4. Matters Arising from the Previous Meeting, not forming part of the agenda

None.

5. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

6. To Receive Updates on Existing Applications

Updates to previous applications under consideration by Broadland District Council, were noted follows:

Reference	Address	Details	Town Council Response	Status
2023/3566	Land Rear Of 83 Cawston Road Aylsham Norfolk	Demolition of existing builders store and erection of new single storey dwelling	Objection on grounds of overdevelopment, ecology, removal of trees, highway safety (visibility)	Refusal
2023/3563	Land Rear Of 83 Cawston Road	Erection of new dwelling using existing access	'The Town council's main concern with this application has been	Approval with conditions

	<i>Aylsham Norfolk</i>		traffic issues. If these plans remove all additional traffic from Jewels Lane that is an improvement.'	
2024/3376	<i>47 Cawston Road NR11 6EE</i>	Notification for prior approval for change of use and conversion of existing commercial building (class E) into 1no dwelling (class C3)	No Objections	Pending
2024/3433	<i>Shepherds Huts Green Lane Off Banningham Road</i>	Placement of 2 shepherd huts (1 for holiday accommodation and 1 for a shower block) and change of use of land (retrospective)	No Objections	Pending
2024/3764	<i>20 - 22 Market Place NR11 6EL</i>	Installation of 2 louvres intake and extract within top section of windows to side elevation	No Objections	Pending
2025/0061	<i>Highfield 30 Holman Road NR11 6BY</i>	1.5 storey rear extension, new single storey link room extension and roof mounted solar panel arrangement	Objection	Withdrawn
2025/0061	<i>Highfield 30 Holman Road NR11 6BY</i>	1.5 storey rear extension, new single storey link room extension and roof (amended application to correct the direction of the elevations)	With the exception of the mislabelled elevations which have now been corrected, the objections previously raised are still retained	Pending
2025/0918	<i>19 Aylsham Industrial Estate NR11 6SS</i>	Variation of condition 2- Revised plans of original planning permission 20220654- New offices and industrial units. Revised plans and elevations.	No objections.	Pending
2025/1103	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending (amended application received)
2025/1104	<i>The Feathers 54 Cawston</i>	Conversion of outbuilding to games room (retrospective)	No objections, subject to the design and materials being in keeping and	Pending (amended)

	<i>Road NR11 6EB</i>	LISTED BUILDING CONSENT	sympathetic to the original building	application received)
2025/1067	<i>Rear Of 20 Red Lion Street Aylsham Norfolk NR11 6ER</i>	Installation of new kitchen, internal dividing walls and heating boiler to be installed	No objections	Pending
2025/1097	<i>15 Red Lion Street NR11 6ER</i>	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Pending
2025/1483	<i>43 Jannys Close, NR11 6DL</i>	Single storey front extension	No objections	Approval with conditions
2025/1640	<i>36 Holman Road, NR11 6BZ</i>	Variation of condition 2- amendment to window and door configuration to the west gable elevation of consented permission 2025/1004 (which gave permission for Single storey side extension, single storey front extension to replace existing conservatory, replacement windows and doors and changes to the external appearance)	No objections	Pending

7. To Consider Response to the Local Planning Authority on New Applications

The Committee considered the following new planning applications:

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
2025/1954	<i>8 Banningham Road NR11 6LP</i>	Partial demolition to the rear and the erection of a single-storey rear extension, with associated	No objections.
2025/1103	<i>The Feathers 54 Cawston Road NR11 6EB</i>	AMENDED APPLICATION Conversion of outbuilding to games room (retrospective). Previously the committee raised no objections. There are now revised elevations and block plans	No objections.
2025/1104	<i>The Feathers 54 Cawston</i>	AMENDED APPLICATION (Listed Building Consent) Conversion of	No objections.

	Road NR11 6EB	outbuilding to games room (retrospective). Previously the committee raised no objections, subject to the design and materials being in keeping and sympathetic to the original building. There are now revised elevations and block plans	
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8. To Consider Responses to the Local Planning Authority on Applications Received Since the Agenda was Issued.

None received.

9. To Receive any Updates on Large Town Developments

a. Norwich Road Site.

No further updates

b. Burgh Road Site.

No further updates

10. To Note Items for Information or Future Agendas

No matters raised.

11. To Confirm the Next Meeting as Thursday 14th August, 10am in the Town Hall

This was **agreed**.

12. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 13 in View of the Confidential Nature of the Business to be Transacted. The Local Planning Authority advises that enforcement reports are for the information of the Town Council and should not be passed on, shared or published in any way. It was **agreed** to close the meeting to the press and public.

The Meeting was Closed to the Press and Public

13. To Note Planning Enforcement Cases from the Local Planning Authority

The planning enforcement cases for Aylsham had been circulated and were **noted**.

There being no further business the meeting was closed at 11am

Signed _____

Date _____



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 16TH JULY 2025 at 7:00pm

PRESENT:

Fiona O'Hara	-	Chair (Town Resident)
Patrick Prekopp	-	Councillor
Kevin Cunnane	-	Councillor
David Anderson	-	Councillor
Giles Margaron	-	Town Resident
Kay Montandon	-	Council Chair, Clerk of meeting
Rev Julie Boyd	-	St Michaels Church
Joan Bennett	-	Town Resident
Caron Lawrence	-	Aylsham Business Consortium

1. WELCOME INTRODUCTIONS & APOLOGIES

Apologies received from Donna Butcher

2. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 18TH JUNE 2025

The minutes of the meeting held on Wednesday 18th June 2025, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING

Patrick Prekopp highlighted the points arising from the last meeting re the Christmas Lights switch on, relating to the entertainment, stalls, signage etc. It was resolved to defer these matters to the next meeting.

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

None present.

6. TO RECEIVE A REPORT FOR THE STREET FOOD FESTIVAL

There was a discussion about the overall success of the event, despite the weather, and how well managed the Sunday was. Food vendors seemed to do well, despite 3 vans cancelling. There was a problem with car parking signs so cars needed moving on the day. Businesses in the town participated in the event. Some Red Lion Street businesses were open as the road was closed for the day. The Town Hall was opened on the day because of the weather for the entertainment so people could take their food inside to eat, otherwise there would not have been a great deal of seating for

people to eat. Volunteers were helpful in cleaning the hall at the end, as there was no plan in place to use the hall. Next time it would be beneficial to book the hall. Feedback from ABC was that there was a break down in communication for the event beyond the Sunday, so no-one knew really what they were supposed to do on the week following. The businesses that sold pizza and ice cream were a bit annoyed that there were vans selling those too. Giles suggested better co-ordination of the event with the businesses would help next time. Caron mentioned the need to involve the retailers as well as the hospitality businesses in future. There was some discussion about how effective the posters had been as they did not clearly state what the event was and when and for what purpose. There was good support on the day from volunteers. Overall the committee felt it was a successful event.

7. TO DISCUSS A REARRANGED DATE FOR QUIZ NIGHT

It was resolved to defer this to the next meeting.

8. TO RECEIVE A REPORT ON THE JOBS FORUM

A report from Cheryl Bould was circulated. The Chair suggested that the High School should be approached to see if they would like to send some students as part of their career deliberations. There was discussion about whether Events Committee people were needed on the day.

9. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING

The Quiz Night and Christmas Lights event will be discussed at the next meeting

10. TO AGREE DATE OF NEXT MEETING

The next meeting will be held on Wednesday 17th September 2025 at 7pm in the Council Chamber. The meeting thanked the Chair for her service, as she is stepping down as moving away from Aylsham. The next meeting will elect a new Chair. Cheryl Bould will sit on this committee from now on.

12. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 8pm



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE TOWN HALL ON WEDNESDAY 9th JULY AT 3PM

PRESENT: Cheryl Bould David Anderson
 Kevin Cunnane Mary Evans

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Gavin Watson, Maintenance Manager.

1. Election of Chairman

It was agreed after a proposal from Mary Evans and a second from Kevin Cunnane, that Cheryl Bould should Chair this individual committee meeting.

2. To Receive Apologies for Absence

Apologies were received Kay Montandon.

3. To Receive any Declarations of Interest and Request for Dispensation

None raised.

4. To Agree the Minutes of the Meeting of 11th October 2023

The minutes from the previous meeting held on the 11th October 2023 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

5. Matters Arising from the Previous Meeting, not forming part of the agenda

Mary Evans queried the condition of the dishwasher in the kitchen. Gavin confirmed that the machine was still not washing mugs to an acceptable standard. Quotes are to be obtained for a new machine.

Mary queried the project to replace the windows in the town hall. The Clerk advised that no progress had been made on this, but would restart the project by speaking to the Heritage Officer at Broadland District Council.

Mary queried the meeting schedule for this committee of only being two meetings per year. It was acknowledged that more frequent meetings were required, and the terms of reference stating 'at least' two meetings would allow the committee to meet more often.

6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No members of the public in attendance.

7. To Receive Reports of RoSPA Inspections

- a) Wymer Drive**
- b) Mileham Drive Playground**
- c) Mileham Drive MUGA**
- d) Mileham Drive Play Area**

All reports had been circulated prior to the meeting. Priorities were set as:

- The safety matting tiles on Mileham Drive which had come apart and were now a trip hazard. Gavin is to try to repair, but consideration may have to be given to replacement.
- Gates on the play areas on Mileham Drive which currently do not have the correct closing action. Look to fix or replace
- The nest swing is becoming worn. Look to repair or replace.
- The rocking toy has a rusty spring. Look to repaint or replace.
- The concrete surfacing to the MUGA is breaking up. Look to see if a repair is possible but resurfacing may need to be considered.
- Fracturing to the basketball hoop. Gavin to review.

It was clarified that this was an annual safety check by an independent body. The Town Council does weekly inspections.

8. Drill Hall

a) To Receive Valuations Office Correspondence

The Clerk advised the meeting that, as a result of the boxing club being granted planning permission for a structure attached to the Drill Hall, the Valuations Office wished for further information about use of the premises. This may result in an amendment to the business rates paid.

b) To Receive Report on Flood at the Drill Hall and Consider Correspondence from the Boxing Club

A report was presented to the committee on the recent flooding to the Boxing Club area, its cause and its impact on the Boxing Club. It was agreed to waive one month's rent for the Boxing Club in compensation for loss of income and inconvenience.

Gavin advised that the roof and the gutters had now been cleared of moss and debris. Chery thanked the Town Council staff for their work in this matter.

9. To Note Items for Information or for Inclusion on a Future Agenda

- Dishwasher
- Windows
- It was noted that councillors would be touring certain properties in the ownership of the council, and items for future agendas would be raised during this tour.

10. Date of Next Meeting

The next meeting will be Wednesday 8th October at 11am

There being no further business the meeting was closed at 3.45pm

DRAFT



MINUTES OF THE MEETING OF THE **CHURCHYARD COMMITTEE** HELD AT ST MICHAEL'S CHURCH ON WEDNESDAY 21st JULY AT 2.30PM

PRESENT: Kay Montandon David Anderson
 Julie Boyd Kevin Cunnane
 Mary Evans Mathew Martin
 Wendy Sadler

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council and Andy Bell, Groundsman.

1. Election of Chairman

It was agreed after a proposal from Mary Evans and a second from Kevin Cunnane, that Kay Montandon should Chair this committee.

2. To Agree Co-opted Members of the Committee

It was agreed that Rev. Julie Boyd, Mathew Martin and Wendy Sadler should be co-opted onto the committee.

3. To Receive Apologies for Absence

None received.

4. To Receive any Declarations of Interest and Request for Dispensation

None raised.

5. To Agree the Minutes of the Meeting of 12th August 2024

The minutes from the previous meeting held on the 12th August 2024 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

6. Matters Arising from the Previous Meeting, not forming part of the agenda

Mary Evans queried whether there had been an update from the surveyor, as detailed in item 7 of the previous minutes. Kay Montandon advised that there was nothing accessible.

Julie Boyd reported that the lifting of the gatepost and making safe the resulting hole, as detailed in item 6 of the previous minutes, had been successful and has been well received by funeral directors. Andy Bell advised that the gate is being safely stored by the Town Council.

Mary Evans advised that the meeting originally planned for 21st October 2024 did not take place.

7. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

8. Church Wall

a) To Receive Update on the Church Wall

It was reported that, with the planning application for the church wall in its present form unlikely to progress, a step back has been taken to restart the project beginning with professional advice from a Diocese recommended structural engineer. The Diocese has also provided the Town Council with a list of building contractors which are on their approved list, from which quotes can be sought at the appropriate time.

Originally the planning application was for both the green waste area and the church wall. As the church wall was holding up the whole application, the two projects have been separated to allow progression of the green waste area.

The church wall application remains live in case any aspect of the proposed new plans require planning permission. An amendment to the existing application can then be made, rather than withdrawing the existing application and losing the fees, and risk putting in a new planning application at additional cost.

b) To Agree Expenditure for Structural Engineer and Date of Onsite Meeting

The Clerk reported that, a quote has been received for £650 for the Diocese recommended structural engineer to attend site, look at the wall and report back with initial observations and advice, which may include options or recommendations for further investigation, or an outline of repairs or replacement and what that may involve. This would not be a full working specification or information in its own right that would form the Faculty or Listed Building Application, but rather initial assistance to provide a starting point. Subject to committee approval a proposed date of 26th August 2025 at 2pm has been pencilled into the diary for a site visit. It was **agreed** after a proposal from Kevin Cunnane and a second from Mary Evans, that Stuart Armitage of the Morton Partnership be appointed to attend site on 26th August at a cost of £650.

Attendees to the meeting would be Kay Montandon, Mary Evans, Julie Boyd and Mathew Martin. Also in attendance on behalf of the Town Council would be the Clerk, Groundsman and Maintenance Manager.

9. Ground Maintenance

a) To Receive Notification of Planning Permission for Green Waste Area.

It was reported that now that the works for the green waste area has been separated from church wall planning application, this plan has been approved. Andy Bell clarified that the works to be done required clearance to ground level and there

would be no digging. The green waste can be taken to a different site and the fencing removed.

Discussions occurred as to making this area less attractive for opportunists to dump green waste on the site.

Andy suggested the placing of separate bins for green waste and non-recyclables such as cellophane and artificial flowers. Julie and Mathew can look into whether a faculty is required for bins, if Andy is able to forward details of recommended bins. The Clerk can look into the funding.

Other suggestions, such as a planting area, wild flowers and benches can also be considered in due course.

b) To Consider Completion of Memorial Garden

Mary reported that in 2018 it was agreed to create a memorial garden for women's suffrage. Subsequently, as result of the pandemic, it was agreed to install plaques for both women's suffrage and those lost to Covid-19.

Two lilac trees were planted, courtesy of Aylsham in Bloom, which also cleared the area. A membrane was also laid close to the wall to stop plants growing in this area. A faculty has been granted for the plaques.

Mary advised that all women received the right to vote in 1928, therefore the memorial garden could reflect this date, as well as the date when a limited amount of women were granted the right to vote.

The following actions are required:

The Clerk will forward on details of the proposed bench and Julie will apply for the faculty.

Slabs would need to be sourced for the bench to be installed upon.

The planting would need to be revisited.

The Clerk will cost the project and find out what the Clean Up and Bloom grant was spent on.

The Clerk will arrange a site meeting to discuss further.

c) To Consider Additional Requirements for Maintenance of the Repton Grave

It was reported that the box hedging around the Repton grave had been killed off by the box moth caterpillar. It was thought that box hedging was specifically requested by Humphrey Repton, although there was no reference found to this. Mathew will speak to the previous church warden who may be able to assist with this reference.

Andy reported that there are evergreen hedges which are very similar to box hedging but are more resistant.

It was **agreed** that the box hedging should be removed.

10. Receive Update on Night Silencer for the Church Clock

It was reported that the night silencer system for the church clock was not working as it should. The Clerk will circulate a report of what is had gone wrong and what is required to fix it.

11. To Consider Resident Offer to Improve Drainage at School House Lane Entrance

It was reported that a local resident had offered to pay for remedial works to

improve the drainage at the School House Lane entrance to the church. A specification and quote had been received from a local builder. Andy clarified the works required and that the result would aesthetically look the same.

12. To Consider Repairs Required to Fencing at the Paupers' Graveyard

It was reported that the Maintenance Manager had attended to repairs at the Paupers' Graveyard, however the wooden fence and gate were in a poor state. It was **agreed** that quotes would be sought for metal fencing and gates, the latter with an arch with 'Paupers' written across. A more open appearance would make the area more welcoming to visitors and would discourage those wishing to exercise dogs in a consecrated area. If the quotes were acceptable to the council, this could form part of the 2026/2027 budget.

It was reported that there had been a complaint about a tree in the area impacting on a property in Sapwell Close. Andy and the Clerk had been looking at the land registry documents to ascertain whether this tree is within the boundary of the graveyard. It was noted that this tree has a preservation order.

13. To Note Items for Information or for Inclusion on a Future Agenda

To carry forwards items from this meeting.

Julie thanked all in attendance for their work on the churchyard.

A list of weddings had been forwarded to Andy to programme grounds work around.

14. Date of Next Meeting

The next meeting will be Monday 1st September at midday, at St Michael's Church.

There being no further business the meeting was closed at 3.45pm



MINUTES OF THE MEETING OF THE CHRISTMAS LIGHTS COMMITTEE HELD AT THE TOWN HALL ON MONDAY 14th JULY AT 7PM

PRESENT:

Cheryl Bould	Town Councillor	Mitchell Philpott	Town Councillor
Richard Tyler	Local Resident	Chris Ellis	Local Resident
Gill Finch	Local Resident	Jackie Young	Local Resident
Francis Dodd	Local Resident	Mary Johnston	Local Resident
Paul Davis	Local Resident	Tom Wilkinson	Local Resident
Carol Kisis	Local Resident	Nigel Scarlett	Local Resident

Also in attendance: Ron Finch (Local Resident), Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

The Clerk welcomed the group and explained the need for the meeting and the requirements of a standing committee of the Town Council. There are certain rules for a Town Council standing committee, including for the meeting to be convened and run in accordance with local government legislation, for Terms of Reference to govern the committee, and for health and safety legislation to be adhered to, to ensure volunteers are covered by the Town Council's insurance.

Concerns were raised by local residents over:

- The previous lack of involvement by the Town Council.
- The updated terms of reference of the committee
- Proposed procedures going forwards.

These matters will be addressed as part of the meeting.

1. Election of Chairman

It was **agreed** that Cheryl Bould would Chair this meeting .

It was **agreed** that all local residents in attendance, with the exception of Ron Finch, would be appointed to the committee.

2. To Receive Apologies for Absence

Apologies were received Trevor Bennett and Michael Goodwin.

3. To Receive any Declarations of Interest and Request for Dispensation

None raised.

4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No Matters Raised

5. To Receive Terms of Reference

It was agreed to defer this item until after item 7 had been discussed.

6. Finance

a) To Receive Budget for Christmas Light 2025/2026

The Clerk reported that the budget the Town Council currently holds is:

£1,820.26 for decorations in earmarked reserves

£2,000.00 in the revenue budget for infrastructure

b) To Agree Light Purchases

Chris reported that people appreciated the forest scene, therefore this could be extended to cover the whole of the frontage of the co-op. The purchase of this scene at £1,436, plus some extra string lights in red and warm white was **agreed**. It was confirmed that all lights were LED.

7. To Draft Event Management Plan, to cover:

- **Event Manager**
- **Date of Installation and Taking Down**
- **Risk Assessments Required**
- **Manpower Required**
- **Equipment Required**

It was **agreed** that two committee members will speak with Mr Smith to see if he would be prepared to be Vice Chair of the committee.

It was noted that not all the installation and take down is done on one day, there is preliminary work done beforehand.

PAT testing was discussed and although it was noted that Blachere had advised that this was not compulsory, the Clerk advised that the Town Council would PAT test the lights as part of the safety checks which would be detailed in the risk assessments.

Working at height was discussed. It was reported that the Town Council has had a generous donation of use of a cherry picker and a qualified operative. It was agreed that a cherry picker would be useful for:

- Lights on the Black Boys
- Lights on the Ironmongers (Red Lion Street side)
- Lights on the café on Penfold Street.

It was reported that the Town Council is looking to put a road closure in place for the day of the main installation. It is possible that the fire service may be able to assist if the risk of traffic striking ladders is removed. It was **agreed** that a road closure which mimicked that of the switch on day would be preferable.

It was **agreed** not to put lights up on Norwich Road as this is on a slope and too dangerous, although the frame on which the reindeer stands is acceptable.

When working on the section between Randalls and Church Terrace, the road is not shut but can be done with due diligence and manual traffic management.

Cooks electricians do the area at Budgens. The Clerk will speak to them about their requirements and obtain the safety documents.

Ladder requirements of 8-10 ladders (in addition to the three the Town Council owns) were discussed, along with stepladders for the interior of the Town Hall.

The requirement for volunteers to sign in and to agree that, to their knowledge, they have no medical conditions which would prevent them from assisting with the light set up, was discussed. The Town Council's insurance covers volunteers but only when acting under the jurisdiction of the Town Council and deemed competent.

The moving of the Christmas Tree from Suffield was discussed as was the installation in the market place. Further consideration is to be given to sourcing the equipment for this.

The requirement for a small working party on the day of the switch on was discussed, in case of works required at short notice.

The requirement for volunteers to work in groups was discussed. One person to go up the ladder, one to foot the ladder and one to observe the surroundings for hazards.

Action Points:

The Clerk will produce a first draft of the Risk Assessments and the Event Management Plan and circulate in good time for the next meeting. The Clerk will also draft the wording for the signing in forms.

To Receive Terms of Reference (as deferred from item 5)

It was **agreed** to request the Town Council amend the Terms of Reference as follows:

Objective, sentence 1 – remove the words 'centre of'

Membership, point 1 – add 'elected by the Town Council'

Membership, point 4 – add 'one of which must be a Town Councillor'

Membership – add point 6 – 'A Vice Chair may be elected from a non-councillor committee member'

8. To Note Items for Information and Inclusion in a Future Agenda

Ian would like to see a letter of apology from the Town Council.

Chris and Tom will make enquiries about the proposed fundraising event on 15th August.

Items for the next agenda:

Draft Risk Assessments

Draft Event Management Plan

Confirm Terms of Reference

9. Date of Next Meeting

The next meeting will be Monday 8th September at 7pm in the Town Hall

Cheryl thanked everyone for working with the Town Council in this matter.

There being no further business the meeting was closed at 9pm

DRAFT

AYLSHAM TOWN COUNCIL
TERMS OF REFERENCE

CHRISTMAS LIGHTS COMMITTEE

Objective

The Christmas Lights Committee is constituted as a Standing Committee of Aylsham Town Council to oversee the acquisition, installation, removal and maintenance of the Christmas lights for the ~~centre of~~ town. The committee will also be responsible for the acquisition, installation, removal and maintenance of the decorations inside the Town Hall.

The organisation of the annual 'Aylsham Christmas Lights Switch-on' for the benefit of the community and traders will be organised by the Aylsham Events Committee.

Membership

- Membership shall consist of three Town Councillors **elected by the Town Council**.
- The Committee shall appoint other members annually, who may not be Councillors.
- The Chairman of the committee shall be elected annually from the Councillor members.
- A quorum shall consist of 4 members, **one of which must be a Town Councillor**.
- Council members who do not sit on the Christmas Lights Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
- **A Vice Chair may be elected from a non-councillor committee member**

Areas of Responsibility

The Christmas Lights Committee has the delegated authority:

- to place orders for works, goods and services within the limitation of the approved annual budget and any additional funds sourced by the Committee. All orders must be processed through the Town Council office
- The Committee shall approach the Town Council for any budget changes or increased funds should it become necessary
- The Committee shall comply with all health and safety regulations and the policies of the Town Council with regard to working at height, working with electrical installations, the safe operation of mobile elevating work platforms and working on or near roads and pavements. All due regard will be given to the safety of the installers and members of the public.
- The Committee shall log a plan for the installation and removal of the lights with the Maintenance Manager of the Town Council for their scrutiny and approval at least 4 weeks prior to the work. The plan will detail the plan for installation and removal in each street including the equipment needed for the work, how this will be sourced, and the safety procedures that will be followed. The Maintenance Manager may request any revisions to the plan in the interests of safety or prevention of damage.

Meetings

Meetings will take place on an ad-hoc basis but at least three times a year.

The Town Clerk or the Chairman of the Committee may call additional meetings as and when necessary.

Review

These Terms of Reference are to be reviewed every two years

Aylsham Town Council
November 2018

Reviewed February 2023– no changes
Reviewed and Revised May 2025