



I HEREBY GIVE NOTICE OF A MEETING OF AYLSHAM TOWN COUNCIL AND SUMMONS ALL MEMBERS TO ATTEND. THE MEETING WILL BE HELD IN THE TOWN HALL ON WEDNESDAY 7th JANUARY 2026 at 7.00 pm

Faye LeBon

(Town Clerk)

Monday 29th December 2025

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

A G E N D A

- 1. To Receive Apologies for Absence**
- 2. To Receive Declarations of Interest and Grant Requests for Dispensation**
- 3. To Agree the Minutes of the Meeting Held on 3rd December 2025 (1-7)**
- 4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
- 5. To Receive Reports from County and District Councillors, and the Police**
Maximum of 3 minutes per report.
- 6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
- 7. To Receive Town Clerk's Report (8-10)**
- 8. Capital Projects (11)**
 - a) To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals**
 - b) To consider capital project for an Information Bureau**
- 9. Highways (12-15)**
 - a) To receive update on Transport Hub**
 - b) To receive report from Transport Group Meeting and consider further actions**
 - c) To consider application for 3 bay cantilever bus shelter at Market Surgery under the Bus Shelter Improvement Funding**
- 10. Finance**
 - a) To receive the bank reconciliation to 23rd December 2025 (16)**
 - b) To receive year to date payments and receipts against budget (17-26)**

- c) To agree the detailed payments 26th November 2025 to 23rd December 2025 (27-34)
- d) To agree the detailed receipts from 26th November 2025 to 23rd December 2025 (35-39)
- e) To note schedule of reserves (40)

11. To Agree Terms of Reference for Neighbourhood Plan Steering Group (41-43)

12. To Agree Structure of Cost Saving Event on 31st January 2026 (44)

13. To Consider Response to Government Consultation on Unitary Model(s) (45-46)

14. To Consider Response to Norfolk County Council regarding Footway Lighting on the Burgh Road Development

15. To Consider Replacement of Town Planters (47)

16. Committee Reports

a) **Aylsham Climate Emergency (48-51)**

- i) To receive Minutes of the meeting of 1st December 2025 and adopt recommendations made

b) **Planning (52-65)**

- i) To note the Minutes of the committee meeting of 11th December 2025
- ii) To consider project for Community Resilience Planning

c) **Property (66-68)**

- i) To note the minutes of the committee meeting of 9th December 2025

d) **Staffing (69-81)**

- i) To note the Minutes of the Staffing Committee meeting of 19th December 2025
- ii) To consider adoption of councillor / officer protocol

e) **Events (82-84)**

- i) To note the Minutes of the Events Committee of 17th December 2025

17. To Receive Feedback from Chairs' Meeting

18. To Note Items for Information or a Future Agenda

19. Meetings

- a) To Confirm the Date of the Next Ordinary Meeting as Wednesday 4th February 2026 and the Budget Meeting on Tuesday 13th January 2026

20. Closure of Meeting to the Press and Public

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 21 and 22 in view of the confidential nature of the business to be transacted.

21. To Consider Appointment of Consultant to Assist in Resolution of IT Safety and Security Matters

22. Staffing

- a) To receive update from Staffing Committee on Confidential Staffing Matters from the Meeting of 19th December 2025 and agree any subsequent actions