



**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 7<sup>th</sup> JANUARY 2026 at 7.00 pm**

*Faye LeBon*

(Town Clerk)

Monday 29<sup>th</sup> 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 3<sup>rd</sup> 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 23<sup>rd</sup> December 2025 (16)
  - b) To receive year to date payments and receipts against budget (17-26)

- c) To agree the detailed payments 26<sup>th</sup> November 2025 to 23<sup>rd</sup> December 2025 (27-34)
- d) To agree the detailed receipts from 26<sup>th</sup> November 2025 to 23<sup>rd</sup> 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 31<sup>st</sup> 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 1<sup>st</sup> December 2025 and adopt recommendations made

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

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

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

- i) To note the minutes of the committee meeting of 9<sup>th</sup> December 2025

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

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

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

- i) To note the Minutes of the Events Committee of 17<sup>th</sup> 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 4<sup>th</sup> February 2026 and the Budget Meeting on Tuesday 13<sup>th</sup> 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 19<sup>th</sup> December 2025 and agree any subsequent actions