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 4th NOVEMBER 2026 at 7.00 pm

Faye LeBon

(Town Clerk)

Thursday 29th October 2026

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. **Election of Vice Chairman**
3. **To Receive Declarations of Interest and Grant Requests for Dispensation**
4. **To Agree the Minutes of the Meeting held on 7th October 2026 (1-7)**
5. **To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
6. **To Receive Reports from County and District Councillors, and other Partnership Organisations**
   Maximum of 3 minutes per report.
7. **To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
8. **To Receive Notification of Permission to Co-opt a new Member (8)**
9. **To Receive Town Clerk's Report (9-11)**
10. **To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals (12-13)**
11. **Highways (14-**
    a) To receive update on Transport Hub (14)
    b) To receive update on Parish Partnership 2027/2028 and consider possible projects(14)
    c) To received update on A140 speed reduction proposals (14-21)
    d) To consider project regarding direction of traffic around the Soame Pump (14 & 22-32)

12. Finance

a) To receive the bank reconciliation to 27th October 2026 (33)
b) To receive year to date payments and receipts against budget (34-44)
c) To agree the detailed payments 30th September 2026 to 27th October 2026 (45-53)
d) To agree the detailed receipts from 30th September 2026 to 27th October 2026 (54-60)
e) To note schedule of reserves (61-62)
f) To receive any update on external audit from PKF Littlejohn (63)
g) To receive items for 2027/2028 budgetary consideration (63)

13. To Receive Guidance for Unauthorised Encampments on Council Land (64-67)

14. Remembrance Sunday (68)

a) To agree donation to the Royal British Legion Poppy Appeal
b) To agree Town Council arrangements for Remembrance Sunday

15. To Consider Response to Interim Review of Polling Districts and Polling Places (69-73)

16. To Receive Update on IT Improvement Programme (74)

17. Committee Reports

a) Aylsham Climate Emergency (ACE) (75-76)
- **i)** To receive the minutes of 5th October and ratify decisions made

b) Planning (77-83)
- **i)** To note the Minutes of the committee meeting of 8th October 2026

c) Visit Aylsham (84-102)
- **i)** To receive the notes of the Meeting of 21st October 2026
- **ii)** To consider Digital Signage Project Proposal

d) Cittaslow (to follow)
- **i)** To note the Minutes of the Meeting of 20th October 2026
- **ii)** To consider report on the future of running Cittaslow Aylsham

e) Staffing (103-105)
- **i)** To note the Minutes of the Staffing Committee of 19th October 2026 ()
- **ii)** To consider ongoing contract with CHRGS for HR support

f) Property (106-118)
- **i)** To note the Minutes of the Property Committee of 13th October 2026 (106-108)
- **ii)** To note urgent health and safety repairs for Town Hall roof (109)
- **iii)** To receive successful boiler quotation and agree additional expenditure (110)
- **iv)** To consider quotes for sand and reseal of hall floor and appoint contractor (111)
- **v)** To consider feasibility study into hall improvement and refurbishment (112-117)
- **vi)** To consider cost of memorial repairs (118)

g) Churchyard Committee (119-122)
- **i)** To note the Minutes of the Churchyard Committee meeting of 14th October 2026 (119-121)
- **ii)** To Agree Procurement Panel for Church Wall tenders. (122)

h) Christmas Lights Committee (123-125)
- **i)** To note the Minutes of the Christmas Lights Committee meeting of 8th October 2026 and receive verbal report of the meeting of 29th October 2026 and fund raiser on 31st October

i) Events Committee (126-127)

i) To note the Minutes of the Events Committee meeting of 21st October 2026

j) Transport Group

i) To Receive Update from Transport Group meeting of 26th October 2026

18. To Note Items for Information or a Future Agenda

19. To Confirm the Date of the Next Meeting as Wednesday 2nd December 2026 and Strategy Meeting on 9th November

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 item 21 in view of the confidential nature of the business to be transacted.

21. Confidential Staffing (128-148)

a) To consider Christmas Staffing Arrangements

b) To receive correspondence from Tribunal Service