



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 4th JUNE 2025 at 7pm

PRESENT:

Kay Montandon (Chair)
Gordon Clarke
Catherine Fletcher

Trevor Bennett
Kevin Cunnane
Jon Minns (from item 6a)

Cheryl Bould
Mary Evans
Patrick Prekopp

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk), Sue Catchpole (District Councillor), Gavin Watson (Maintenance Manager), Andrew Bell (Grounds) and one member of the public.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from David Anderson. Apologies were also noted from Steve Riley (County and District Councillor) and Abu Miah (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 7th May 2025. The Minutes were signed as a true and accurate record by the Chairman.

4. INFORMATION ON MATTERS ARISING FROM PREVIOUS MEETINGS

Cheryl Bould reported that she had made contact with a local company in Reepham that installs benches for mental health. A response has yet to be received, but she will follow up on the approach.

5. TO AGREE STATEMENT OF VALUES AND PRIORITIES FOR THE TOWN COUNCIL

It was **agreed** to defer this item due to it being not available on the website.

6. CASUAL VACANCIES

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

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

b) To consider whether poll cards are required for by-election

It was noted that a by-election had been called for the recent vacancy on the Town Council, despite there being positions available for co-option. The cost of poll cards had been estimated by Broadland District Council at £4,000. It was **agreed** that there were more cost effective ways of advertising any forthcoming by-election, such as Just Aylsham and social media, therefore poll cards would **NOT** be required.

7. REPORTS FROM POLICE, COUNTY AND DISTRICT COUNCILLORS

Sue Catchpole reported that she had attended the latest SNAP meeting, which now covers a bigger area. She was pleased to note a lowering of rates of crime and antisocial behaviour. There was a recent incident of a stabbing in Aylsham and the police have put resources in place to investigate this.

Sue advised that not only could crimes be reported anonymously on Crimestoppers, there was also a website for young people to report crimes anonymously, called Fearless. The Clerk will arrange for this to be advertised on social media and the website.

Broadland Council is running a consultation on the Public Spaces Protection Order in relation to dog fouling. Incidents of dog fouling can be reported on the Broadland Council website under 'Street Cleansing'.

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

No matters raised.

9. COMMITTEE GOVERNANCE

a) To review Terms of Reference for:

i) ACE Working Group

This had been reviewed at the ACE meeting on 2nd June. These were **agreed** by the Town Council, subject to correction to ensure that the working group does not have expenditure powers, nor the power to make financial commitments without council approval.

ii) Christmas Lights Committee

The Terms of Reference were **agreed**. The Clerk and the Maintenance Manager will meet with the organiser of the group that puts up the Christmas lights to discuss further. Feedback from this meeting will be placed on the next agenda.

iii) Churchyard Committee

Discussions occurred as to whether a member of the church should be on the committee. Mary advised that representatives from the church had always been an important part of this committee, but not as a voting member. The Terms of Reference were **agreed**.

iv) Cittaslow Committee

It was agreed to **defer** this item to ensure the Terms of Reference do not conflict with the requirements of Cittaslow UK.

v) Events Committee

It was agreed to **defer** this item so that appropriate feedback can be obtained from the Events officer.

v) Planning Committee

The Terms of Reference were **agreed** as circulated.

vi) Property Committee

It was noted that, whilst the term of reference referred to meeting at least 2 times per annum, it was free to meet more often if appropriate. The Terms of Reference were **agreed**, subject to the addition of the responsibility of rent reviews.

vii) Staffing Committee

The Staffing Committee Terms of Reference were agreed as circulated.

10. TO RECEIVE TOWN CLERK'S REPORT

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

- a) The Clerk has obtained a contact from the Diocese regarding their structural engineer. An email has been sent inviting this contact to attend an onsite meeting at the church wall to assist the Town Council to move this project forwards.
- b) The Clerk has researched whether planning permission is required for the proposed height restrictor bar at Mileham Drive. This falls under permitted development under part 12A of The Town and Country Planning (General Permitted Development) Order 1995 as part of works required in connection with the operation of a public service administered by the Town Council.

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

11. COMMUNITY INFRASTRUCTURE LEVY

The following potential 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 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

It was agreed to add:

- Road safety survey of Burgh Road
- Traffic lights on Burgh Road
- Cawston Road H bars and bus cages
- Surfacing of Mileham Drive MUGA

The clerk updated the meeting on the Transport Hub. The Town Council's chosen contractor had been instructed and a Purchase Order from Norfolk County Council received to fund this.

Kay Montandon had met with a representative from Blickling who confirmed that they had a fund to purchase trees and an expert in 'urban trees' which may be useful to the Market Place. Patrick Prekopp advised he is liaising with the National Trust and the nursery over this matter.

Cheryl Bould will send the contact details for companies that specialise in accessible skate/wheel parks to the Clerk.

12. TO CONSIDER ATTENDEES TO THE SLCC ANNUAL CONFERENCE ON 20TH JUNE

It was **agreed** that the Town Clerk should attend and report back to council.

13. CONSULTATIONS

a) To Consider Response to Broadland District Council's Design Code Consultation

It was noted that, despite inviting a response from the Town Council, the survey is not designed to be responded to by a corporate body. Councillors were encouraged to respond as individuals.

14. HIGHWAYS

a) To receive update on Community Speed Watch and SAM2 Locations, and consider SAM2 data monitoring

Cheryl Bould reported that the Community Speed Watch group will be attending the community fair. Potential speed watch sites have been submitted for approval by the police. A site visit is awaited to confirm the sites.

The Clerk will chase the Highways Engineer to confirm the updated Memorandum of Understanding for SAM2 signs.

It was agreed that no further external monitoring of the SAM2 data would be required as the in house data monitoring would be sufficient.

b) To consider additional town dog bins

A query had been raised about the lack of dog bins around the town centre. Discussions occurred about dog bin coverage around the whole town and the budget allocated to the emptying of dog waste bins. Concerns were raised over the appropriateness of dog waste bins in the market square.

It was **agreed** not to install any further dog bins. Broadland District Council will be asked if they can move their dog bin on Mileham Drive to Muskett Way.

c) To consider opportunities for additional / improved bus shelters

The clerk reminded members of grant funding opportunities for new or improved bus shelters. Trevor Bennett felt that there should be a bus stop and shelter on Gashouse Hill, near the police station. He also raised concerns about the proposed bus stops on Cawston Road. This is to be placed on the agenda for July.

Consideration should be given to new shelters on Gashouse Hill, near Sir Williams Lane, albeit the narrowness of the path was noted as a challenge, and Millgate near Dunkirk.

With a deadline for funding being 30th June, it was **agreed** that the Clerk will investigate these options and make the appropriate application. There is currently £7.8K in the earmarked reserve for street furniture.

d) To consider correspondence regarding parking on car boot sale days

A resident had sent in correspondence about inconsiderate parking on car boot sale days. Kevin Cunnane had subsequently provided photographic evidence of the problem. It was **agreed** to seek the following resolutions:

- Contact the police to see if they have resource to monitor the antisocial parking.
- Contact the organiser of the event and request sight of the management plan.
- Contact the Safety Advisory Group (SAG) to assist the owner to hold their event safely with minimal disruption to the local community.

Whilst the complainant had requested double yellow lines to resolve the problem, it was **agreed** not to pursue this as the car boot is not a permanent feature due to the proposed future development of the site.

e) To consider policy on Town Council grass cutting.

Further to a resident query, the grounds maintenance officer had provided a policy on the grass maintenance in the areas under the control of the Town Council. This details when grass will be cut and for what reasons. Subject to the amendment of a typographical error, this was **adopted**. Thanks were expressed to Andy Bell for the creation of this policy.

15. FINANCE

a) To receive bank Reconciliation to 27th May 2025

The bank reconciliation was **noted**.

b) Summary of receipts and payments against budget

The budget document was **noted**.

c) To agree the detailed payments 30th April to 27th May 2025

The payments were **agreed**.

d) To agree the detailed receipts from 30th April to 27th May 2025

The receipts were **agreed**.

e) To note the schedule of reserves

The schedule of reserves was **noted**.

f) To receive the Internal Scrutineer's report

Catherine Fletcher presented her report in position of internal scrutineer. She checked a random sample of payments in the last two quarters to ensure all procedures had been

followed, and also checked salaries, pensions and PAYE. There was one incident of payment being made without two councillor initials, otherwise all was in order. Catherine was thanked for her work in this matter. Catherine thanked the administration team for their assistance.

g) To receive report of Internal Auditor

The full report from Heelis and Lodge, the Town Council's appointed internal auditor was presented and **noted**.

h) To agree the Annual Governance Statement

Sections 1-8 on the Annual Governance Statement were read out individually, to each councillors agreed to respond affirmatively. Section 9 was not applicable as the council does not act as sole managing trustee for a charity. The Annual Governance Statement was **agreed** and signed by the Chair and the Clerk.

i) To agree the Annual Accounting Statement

The Clerk explained the restatement of the 2023/2024 figures. The Annual Accounting Statement was **agreed** and signed by the Chair.

16. COMMITTEE REPORTS

a) AYLISHAM CLIMATE EMERGENCY

i) To receive Minutes of the meeting of 12th May and adopt decisions made

The minutes were received and decisions **adopted**, subject to items (ii) and (iii) below

ii) To consider project in Climate Conversations – film screenings

Cheryl Bould advised that the film showing of Six Inches of Soil had been very successful and encouraged engagement with local residents. Trevor Bennett, having received an invitation to the first of four proposed films, raised concerns that it was being offered free of charge. It was **agreed** to allocate up to £450 in the ACE budget for this project, but to recommend that a charge be made for the screening, in the same manner of Six Inches of Soil.

iii) To consider project on Gardening Matters in Aylsham

The project proposal was considered and **agreed**.

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 20th May 2025

Patrick Prekopp reported that the Cittaslow group had been awarded £2,000 from Cittaslow UK to celebrate Aylsham's 20th year of being a Cittaslow Town.

Cheryl Bould reminded members that it was the community fayre on Saturday between 10am and 2pm and help would be appreciated with the Town Council stand.

c) PLANNING COMMITTEE

i) To receive Minutes of the meeting of 8th May 2025

The minutes of the Planning Committee were **noted**.

ii) To consider response from Broadland District Council to complaint about planning conditions

The complaint about dust and noise from the Norwich Road development site and the lack of management plan to mitigate the impact, and the subsequent response from Broadland District Council were circulated to members. Whilst members were disappointed that the situation had arisen and been allowed to inconvenience local residents, an apology had been received from Broadland Council and actions put in place to resolve the situation. It was **agreed** that a Stage 2 complaint was not required.

d) EVENTS COMMITTEE

i) To receive the minutes of the committee meeting of 21st May 2025

The minutes of the meeting were **noted**. Cheryl Bould reiterated just what a great success the VE Day street party was and thanks were extended to the Events Officer for her work to make the event so well received.

17. TO RECEIVE REPORT ON STAKEHOLDERS MEETING WITH BLICKLING

Mary Evans provided a report to members on the meeting held at Blickling on 19th May. The relationship with the Town Council and Blickling is getting closer, with mutual ambitions on the environment.

The Aylsham Town Tent will be at the Aylsham Show.

Patrick Prekopp advised that Blickling is now involved in the Aylsham Business Consortium.

18. TO NOTE ITEMS OF INFORMATION OR FUTURE AGENDA

Cittaslow and Events committee terms of reference.

Happy to chat benches

Neighbourhood Plan consultants

Bus stops on Cawston Road

19. DATE OF NEXT MEETINGS

a) To confirm the date of the next meeting as Wednesday 2nd July 2025

This was **agreed**.

20. 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 items 21 and 22 due to the confidential nature of the business to be transacted.

21. TO CONSIDER QUOTATIONS FOR CCTV WORKS AND AGREE CONTRACTOR

Quotes had been received from three potential contractors for CCTV works around the town hall. The council ***agreed*** to appoint ESS for the specified works.

22. TO CONSIDER MATTERS OF COUNCIL OWNED LANDS AND AGREE FURTHER ACTIONS

A written report and legal advice had been circulated. Members ***agreed*** the relevant action and delegated the necessary arrangements to the Clerk and Maintenance Manager.

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)*

AYLSHAM TOWN COUNCIL
TERMS OF REFERENCE

EVENTS COMMITTEE

Objective

The Events Committee is constituted as a Standing Committee of Aylsham Town Council to oversee events run in the name of Aylsham Town Council.

Membership

- Membership shall consist of three Town Councillors.
- 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.
- Council members who do not sit on the Events Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.

Areas of Responsibility

The Events Committee has the delegated authority:

- Agree, plan and execute events for the benefit of the residents of Aylsham.
- to place orders for works, goods and services required for events, 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. Risk assessments and event management plans should be in place for each event.
- The Committee shall review the success of each event, to assist with the planning of future events.
- The Committee shall submit a budget proposal for the forthcoming year for consideration by the Full Council.

Meetings

Meetings will take place at least six 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
Adopted July 2025

Item 10

CLERK'S REPORT FOR COUNCIL MEETING 2nd JULY 2025

<u>ITEM</u>	<u>COMMENTS</u>
Town Hall	Water ingress in finance officer's office on 27 th May. Building contractor attended site when also attending to roof repairs at 23 Market Place. Areas where leak has likely to have originated from repaired. Evidence provided of thinness of lead in places. Consider review and updating of Surveyor's Report – Property Committee to be convened.
23 Market Place	Roof slate replaced but other areas where tiles have slipped require further works. Condition of whole roof raised as a concern.
Cemetery Cottage	No matters to report
Cemetery	No matters to report
Allotments	No matters to report
Churchyard	Planning application for waste area approved Application for church wall extended until 25 th July to allow more time for a detailed plan to be considered via a meeting with the Diocese. Heritage officer at Broadland Council has offered to attend if this is helpful. A contact has now been obtained from the Diocese for a Structural Engineer to assist with the church wall project, as has a list of Diocese approved building contractors. Chased diocese recommended engineer – no response. Enquiry sent to engineer which assisted Marsham with their church wall. A volunteer will be clearing the dead hedge around the Repton grave.
Market Place	No matters to report
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	Report of Verge erosion on Burgh Road (opp 51-57) escalated to Norfolk County Council highways. Highways suggest a Parish Partnership application when the scheme is launched. Agenda Item Cawston Road H Bars / line refresh – Norfolk County Council will place the order in the next couple of weeks. Once order is placed, the contractor has 82 days to complete. Bus cage sites have been agreed (Agenda item). These will be: 1) Outside the fire station 2) Jewel's Lane 3) St Michaels Avenue
Paupers Graveyard	Complaints received re: Broken gate/fencing. These may not be able to be repaired any more and may require contractor assistance. Complaint re: overgrown tree in Paupers graveyard. Grounds to review.

Norfolk Homes large area off Mileham Drive	Project to commence when resource allows. Additional resource required for moving grass mats due to their weight.
Recreation Ground	<p>Meeting held on 17th June. Amongst discussion:</p> <ul style="list-style-type: none"> • Tree reports • RoSPA play equipment reports. • Broadland Council's Community Capacity officers and associated support for community groups. • Sources of grant funding <p>Further work to be completed on limit of Town Council resources.</p>
St Michael's Way	No matters to report
Car Parks	No matters to report
Street Lighting	Replacement of damaged wire (70m) required on Sir Williams Lane to reinstate power to six street lights. Quotes and other options being obtained.
Public Toilets	Urinals required unblocking by external contractor
COMMA/Archives	No matters to report
Litter & Dog Waste Bins	No matters to report
Bus Shelters	Kay has chased new bus shelters for Tesco. Agenda item
Pump	No matters to report
Pillboxes	No matters to report
War Memorial	No matters to report
Drill Hall	<p>Flood in boxing club room as a result of storm on 14th June. Dehumidifier hired in and boxing club assisted with the clean up. Need urgent review of boxing club area as flood caused by large hole in wall.</p> <p>Consider commissioning of Surveyor's Report</p>
SAM2 and Community Speed Watch	<p>Additional SAM2 sites have been submitted to Norfolk County Council for adding to the memorandum of understanding.</p> <p>Volunteers and police in the process of arranging risk assessments of the proposed speed watch monitoring sites.</p>
Vehicles	Agenda item
Councillor Surgeries	To be arranged
Other Matters	<p>Clerk to review insurance for play equipment</p> <p>Clerk to obtain quotes for increased IT support</p>



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. (reported under item 14d)
- g. Skate/Wheel Park.
- h. Aylsham Traffic Strategy.
- i. New Pavillion for the Recreation Ground.
- j. Sports 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.

Meeting of Aylsham Town Council – 2nd July 2025

Item 12 – To Receive Report on SLCC Annual Conference on 20th June

Salient Points:

Civility and Respect

1782 councils have signed up to the C&R Pledge (Aylsham Town Council has not). By signing the Pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles, and that it:

- has put in place a training programme for councillors and staff
- has signed up to the Code of Conduct for councillors
- has good governance arrangements in place including staff contracts and a Dignity at Work policy
- will seek professional help at early stages should civility and respect issues arise
- will commit to calling out bullying and harassment if and when it happens
- will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme
- supports the continued lobbying for change in legislation to support the civility and respect, including sanctions for elected members where appropriate

The government is consulting on strengthening the standards and conduct framework for Local Authorities. Feedback from the consultation is being analysed.

<https://www.slcc.co.uk/news-publications/civility-respect-pledge/>

Martyn's Law

- Received Royal Assent in April 2025
- Security Industry Authority will be the regulator
- There will be a 24-month implementation plan
- Most information is available on the Protect UK website
<https://www.protectuk.police.uk/martyns-law>
- Sector specific information will be released in due course.

Job Evaluation Scheme

- Under review through 'Workforce' workstream of the Improvement & Development Board (NALC and SLCC)
- Delivery anticipated Autumn '25

Government Response to Remote Meetings Consultation

- Support for hybrid and remote options
- Proxy voting endorsed
- Local discretion emphasised
- Guidance to be co-developed between central and local government
- Legislative change anticipated (no specific timeline yet)

Top five take-aways for town and parish councils

1. Empowerment to set local policies:

Autonomy how and when to allow remote attendance.

2. Improved accessibility

People with disabilities, caring responsibilities, or work commitments.

3. Support for smaller councils:

Guidance and legislation to be proportionate and flexible.

4. Encouragement of participation:

Reduce barriers to attendance, encourage broader participation.

5. Safeguards for democratic integrity:

Government stresses the importance of maintaining transparency, accountability, and public engagement in decision-making.

Audit

- Practitioners Guide 2025 now available
- Now branded as SAPPP rather than JPAG
- Considers the upper limit on a full audit
- Consultation on changes to the AGAR
- Considering a digital AGAR

SLCC Educational Trust

- Charity status pending
- Assets of circa £100,000
- Grants awarded to 16 people totalling £13,000

- Covers courses or qualifications, training events and seminars, books or equipment.
- Priority for applicants serving councils of <£25,000

Apprenticeship Programme

- To encourage 'Diversity in the profession'
- x2 pilots currently in place
- Develop, deliver & review in 2025
- Roll-out in 2026

The SLCC Legal Directory

Covers:

- Devolution – land transfer support
- Law firms assessed and recommended
- Understanding & aptitude
- 'Informed starting point' for members

<https://www.slcc.co.uk/site/wp-content/uploads/2025/06/SLCC-Legal-Directory.pdf>

Local Government Reorganisation

Timeline

- Bill expected shortly
- Royal assent Spring 2026
- 10-15 year transformation project
- Most areas progressing to mayoral models by the late 2020s.
- All areas of England part of a Strategic Authority by the early 2030s.
- Established MCAs becoming the norm by the early 2030s, with full fiscal and policy autonomy in key areas.

Statement 3rd June 2025

- **Funding:** £135,000 + 20p per resident to support proposal development
- **Shared evidence:** financial, service delivery, and community outcomes.
- **Community voice:** LGR should enhance, not diminish, local engagement.
- **Flexibility in structure:** While a population of 500,000+ is a guiding principle for new unitaries, flexibility is allowed based on local context and rationale.
- **Neighbourhood area committees:** These are promoted as a key mechanism for community engagement, led by ward councillors and potentially including parish/town councillors and community representatives.

SLCC position

“This is a lost opportunity. Although neighbourhood committees have worked in some areas, the experience of our members is that they often fail to engage communities meaningfully or are quietly wound down under the weight of budget pressures on core statutory services.

Parish and town councils, by contrast, are democratically accountable, embedded in their communities, and capable of delivering adaptable, hyperlocal services that respond directly to local needs.”

Cemetery Matters Update

The Law Commission has embarked on a programme to review outdated, piecemeal and complex legislation which is unfit for modern needs. Following an earlier scoping phase the project has been split into three strands:

- (1) burial and cremation will run until the end of 2025
- (2) new funeral methods will run from the beginning of 2024 to spring 2026
- (3) rights and obligations relating to funerals methods, funerals and remains will run from the end of 2025 to the end of 2027

Each strand will include a public consultation on a consultation paper, and will conclude with the publication of a report containing recommendations to Government. The Law Commission intend to publish a draft Bill to accompany the New Funerary Methods report. They also intend to publish a draft Bill addressing both Burial and Cremation and Rights and Obligations at the end of 2027.

The Law Commission recognises the need to extend grave reuse powers, currently only available to London local authorities, to all burial authorities in England and Wales to permit earlier remains in graves to be removed and reinterred in the same grave at a deeper level (known as the “lift and deepen” method) to create room for further burials. This will only be permitted following:

- local public community consultation
- submission of a grave reuse plan to the Secretary of State for approval
- arrangements to protect the rights of objectors to graves being reused or burial rights being extinguished
- potential (new) burial rights purchasers being told if a grave has been reused

The Commission is also consulting on whether the current period of 75 years before a grave can be reused should be changed to 100 years or another period

The Law Commission considers the use of 1850s legislation to close Church of England churchyards by the use of Orders in (Privy) Council is outdated and should be replaced. As the law currently does not permit burial grounds (both church and civil) closed by Order in Council to be reopened, the Secretary of State should be given such powers so that where Church of England churchyard maintenance has been transferred to local authorities (parish, district and unitary councils) and are reopened for new burials in graves deepened to create space, local authorities should continue to maintain them and either share burial fees with parochial church councils or charge an additional fee for burials payable to the local authority.

Burial Space

Review Neighbourhood Plans

- when will new grave stocks be exhausted?
- is the churchyard (if any) nearly full or already closed?

District Local Plans

- has a burial capacity study been carried out by the planning authority?
- is significant new residential development proposed?
- can Section 106 or Community Infrastructure Contributions (CIL) be used to fund development of new sites or extend existing cemeteries?

Importantly

- lobby local Members of Parliament to support the Law Commission's proposals to extend grave reuse powers to all burial authorities in England and Wales and re-open closed cemeteries and churchyards for further burials in old graves subject to public consultation and the Secretary of State's approval.

New Funeral Methods

The Law Commission's second strand consultation was published on 4 June 2025 with a deadline for responses by 4 September 2025.

New funeral methods are ways of dealing with bodies of deceased people that are potential alternatives to earthen (coffin) burial, cremation and burial at sea. The purpose being to dispose of the body of a deceased person and not, for example, the preservation of or research involving bodies. It will be for Government to decide what legislative changes are necessary to permit and regulate new funeral methods.

These could include:

- Alkaline Hydrolysis aka Water Cremation (where body tissue is broken down into molecules which mix with the water and alkaline chemicals)

- Cryomation (freeze drying bodies to produce sterile granular remains)
- Human Composting (non-embalmed fabric covered bodies laid in shallow graves to hasten natural decomposition)
- Open Pyre Cremation (where the cremation process is exposed the elements within in a building) in order to release the soul and allow it to transition to the next life as practiced by Hindu, Sikh and Pagan faiths.

None of these disposals practices are currently permitted in the UK but may reflect the wishes of the deceased and provide better, more fitting care for them.

Meeting of Aylsham Town Council – 2nd July 2025

Item 13 – Neighbourhood Plan

Three excellent potential consultants met with the Neighbourhood Plan Steering Group on 9th June. The Steering Group considered which consultant they would like to work with to help produce the updated Neighbourhood Plan and a recommendation was due to be made on the Council at this meeting.

On 12th June MHCLG informed Locality that all funding had been withdrawn for Neighbourhood Planning. This includes:

Potential £18,000 in grant

Technical support for design codes

Technical support for housing needs assessments.

The cost of examination (tbc)

The cost of referendums (tbc)

This makes the cost of a Neighbourhood Plan, to be borne by the Town Council, of approximately £35,000.

Aylsham's position does have some positive aspects:

- 1) Aylsham's current Neighbourhood Plan runs until 2038, therefore the Town Council remains entitled to 25% CIL (uncapped) as opposed to 15% (capped) for areas without a Neighbourhood Plan in place.
- 2) There have been improvements to planning legislation, which align with the objectives of the Town Council. This includes the Environment Act 2021 which includes a 10% Biodiversity Net Gain as a condition of planning.
- 3) There are still levels of funding available from alternative sources. Broadland District Council has a grant scheme to consider. The amount available from the scheme depends on whether the updates we looking to make are likely to change the nature of the original Neighbourhood plan or not. This could be something like making site allocations for development in your updated plan or replacing a significant number of policies with new ones, exploring new policy themes which weren't part of the original document. If it is considered likely that the nature of the plan will be changed by the modifications then we are eligible to apply for up to £6,000. If the modifications are not likely to change the nature of the plan then we would be eligible for up to £3,000. If the group feels that it would be eligible for the higher amount then this would need to be clearly justified within the application.

The Town Council needs to consider the value in continuing with the Neighbourhood Plan and if so, what aspects should be prioritised. Also to be considered is what resource and expertise the Town has to complete some tasks independently. Items to be considered:

- 1) What existing policies are fit for purpose and which are open to interpretation or outdated?
- 2) Community engagement strategy. The Town Council is very good at this.
- 3) Housing needs assessment. This is a maths based document where much of the data is held by Broadland District Council. Can this be produced in house?
- 4) Design code. Could this be produced in house with the assistance of geographers?
- 5) Could we use Supplementary Planning Documents (SPD)? Broadland District Council has been asked this question.
- 6) Could we use a Settlement Spatial plan (SSP) instead of reviewing the Neighbourhood Plan?
- 7) Can we allocate Local Green Space, non designated heritage assets or important views outside of the Neighbourhood Plan? Or could this go into a SSP or SPD.
- 8) The Town Council has a Traffic Strategy, which is already a useful evidence document which holds weight.
- 9) The existing Local Plan is already out of date and so leaves Aylsham open to speculative development. Will any new local plan be out of date again when the unitary council(s) are created?

Would councillors like a letter written to the Secretary of State for Levelling Up, Housing and Communities to express the Town Council's disappointment over the decision to withdraw funding?

Meeting of Aylsham Town Council – 2nd July 2025

Item 14 - Highways

a) To receive update on Community Speed Watch and SAM2 locations.

CSW volunteers due to meet with Norfolk Police with regards to agreeing speed watch locations. An enquiry has been received from another potential volunteer for the scheme and they have been sent the relevant forms for completion.

The highways engineer has been chased regarding the updated Memorandum of Understanding for the additional SAM2 sites.

b) To receive update for additional / improved bus shelters.

The Clerk enquired about additional bus shelters on Gashouse Hill and Millgate. As suspected, the pathway a 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 (2026/2027)

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities.

What sort of schemes would be acceptable?

- Small lengths of formal footway

- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school).
- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A [webpage](#) containing useful information is now live.

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on this [webpage](#).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

Schemes which could be considered are the moving of the bus stop on Gashouse Hill and installing a bus shelter. This would have to be done in consultation with the school if the stop is used by a lot of children, and in consultation with the bus company. The suggested safe location for a bus shelter would be here, near to Gale Gardens:



A second scheme which could be costed and considered would be improvements to the verge area on Burgh Road.



Concerns have been raised about the verge eroding a Highways have suggested a kerbing scheme under parish partnership.

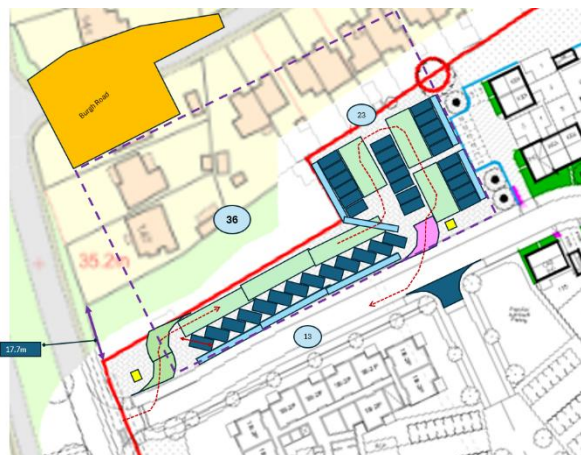
Would councillors like these schemes costed for further consideration? And are there any other schemes to be considered?

Deadline for applications is 1st December.

d) To receive update on Transport Hub

An introductory meeting was held on 11th June 2025, with representatives from Aylsham Town Council, Norfolk Homes (NH) and Canham Consultancy. Below are the notes from the meeting:

Purpose of Meeting – Introductions and Commencement of Transport Hub Project



Site

- Canhams will review the condition of the current site (eg: hard standing/works done to date on the compound).
- NH will send Canhams the plans for the area (eg: topo, surface water drainage).
- Canhams will speak to highways about their requirements. They may want to see a bike hub etc. A bike hub may be best placed at the far west of the site.
- Canhams will look at a Road Safety Assessment due to the proximity of the entrance to the hub, from the site entrance.

Services

- NH can add some legs on the main drain on highway if this is useful. Canhams will review.
- UKPN will dictate the location of the electricity substation which will then allow for the electricity connections.

Neighbouring Land

- NH confirmed there was a covenant on the land rendering it worthless for development to the owner. The original owner is allegedly seeking an insurance payout for bad advice on this land. The land has since been sold for a mere £20,000.
- NH has wanted to purchase the land but has been refused.
- Aylsham Town Council enquired as to the land in January 2025 and was refused.
- Aylsham Town Council is to write to the landowner one last time. Canhams will delay their design work for 2 weeks to allow for this correspondence. [the Clerk wrote to Delphinium properties on 11th June. To date there has been no response.

Handover of land

- The trigger for the handover of the hub land is due on occupation of 100 dwellings. It would be beneficial to NH to keep the compound for longer. If Aylsham Town Council were so minded to allow a longer occupation, then NH could compensate the council, perhaps in the form of tarmacking / permeable paving.

Biodiversity Net Gain

- A new planning application may be subject to BNG, however Canhams may be able to use the BNG from the NH application, which the site forms a part of. BNG has been exceeded by NH.
- Regardless of BNG, the benefits of additional vegetation were discussed. A low hedge between the tub and the footpath would attract wildlife and soften the appearance of the site.

Further Consideration

Aylsham Town Council should give further consideration to:

- Opening hours of hub. If it's open 24/7 people from the development are likely to use it for extra / visitor parking and will cause similar problems as in existing car parks.
- Lighting. Higher level lighting is likely to need pollution / wildlife surveys, and can actually attract ASB. Lower level bollard lighting could allow enough lighting for the purpose of the hub.
- CCTV. Is this a better security feature than higher level lighting? The land has good natural surveillance from neighbouring properties.

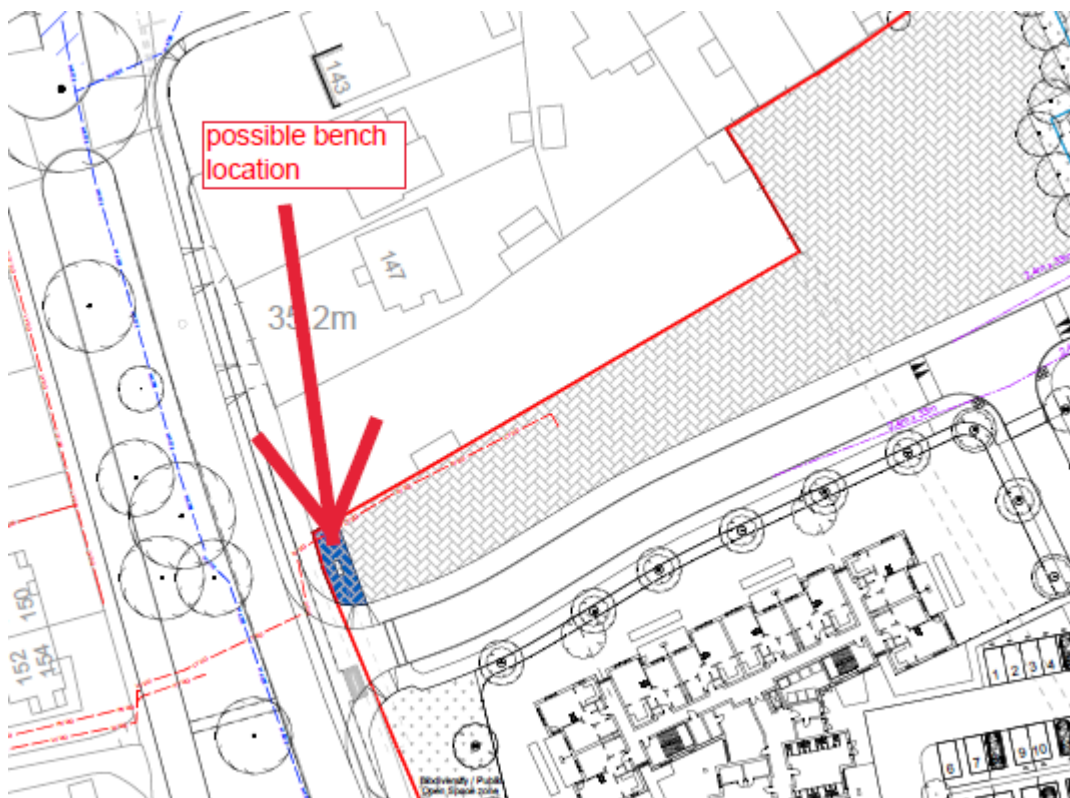
A further meeting has been held with Norfolk County Council Highways on 24th June to discuss initial highway requirements. The notes from this meeting are as follows:

- NH have not formally submitted the 278 agreement for this site.
- A transport statement will be required (not a full assessment).
- Cycle rack and EV charging are recommended.
- Real time travel information on the bus stop would be useful
- Norfolk County Council unsure about draining into the mains sewer, a small soakaway may be required or permeable paving.

Canhams has engaged with the Local Lead Flood Authority. The fee of £287.10 has been authorised to proceed to enable Canhams to obtain paid advice.

A remittance advice for £10,000 funding for this project has been received from Norfolk County Council.

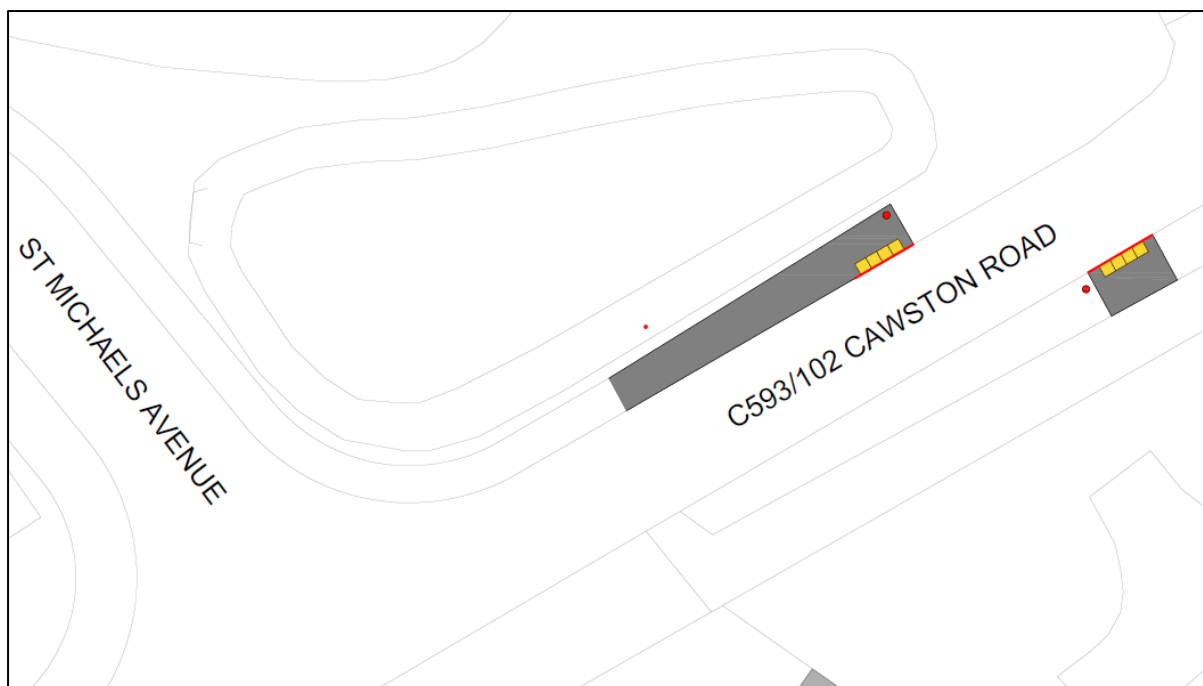
Kay has been liaising with NH about the bench to be provided using the lintel from the existing bus shelter. Below is the suggested location. This has been sent to Canhams to incorporate into their design.



e) To review proposed bus stops on Cawston Road

The following bus stops have been agreed by Norfolk County Council after consultation with local residents:

St Michael's Ave

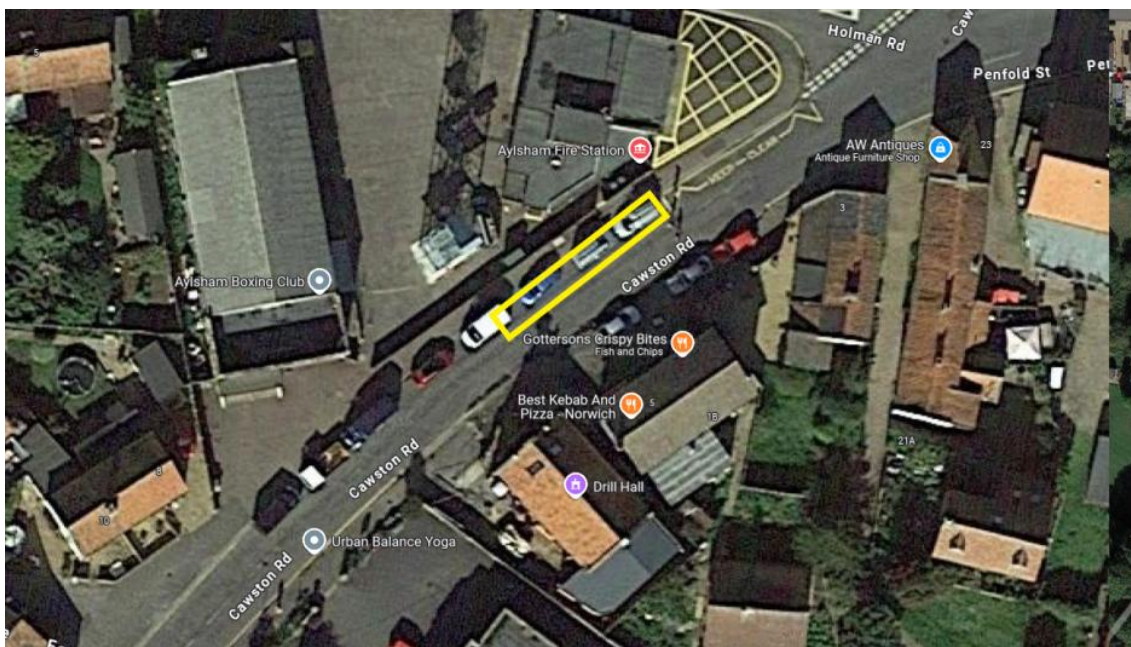


Jewels Lane



Fire Station

The original location was due to be Foxes Loke but was changed after public consultation:



The bus cages are proposed to restrict parking on Cawston Road.

With regards to the proposed H-Bars, Norfolk County Council was due to issue an order by 1st May. The contractors then have 82 days to complete the works, so this is anticipated by the end of July.

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 26/06/2025		
	Cash in Hand 01/04/2025		385,552.38
	ADD Receipts 01/04/2025 - 26/06/2025		291,151.49
	SUBTRACT Payments 01/04/2025 - 26/06/2025		676,703.87
			202,988.54
	Cash in Hand 26/06/2025 (per Cash Book)		473,715.33
B	Cash in hand per Bank Statements		
	Petty Cash	26/06/2025	250.00
	01 Barclays Current Account	26/06/2025	150,708.84
	02 Barclays Active Saver	26/06/2025	5,503.27
	Public Sector Deposit Fund	26/06/2025	120,806.42
	Shawbrook - Issue 7 Fixed Bond	26/06/2025	94,984.31
	Redwood Savings Account	26/06/2025	102,126.30
			474,379.14
	Less unrepresented payments		663.81
			473,715.33
	Plus unrepresented receipts		
	Adjusted Bank Balance		473,715.33
	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	Budgeted	Actual	+/- Under/over spend
01 General Purpose	148,520.00	84,187.81	143,871.00	40,709.72	38,829.09
02 Town Hall	77,750.00	28,431.00	97,750.00	26,407.99	22,023.01
03 Drill Hall	81,490.00	33,793.00	81,485.00	28,161.76	5,626.24
04 23 Market Place	5,600.00		0	0.00	
05 Cemetery Cottage	7,000.00	2,424.03	500.00	401.43	-4,477.40
06 Public Toilets			18,400.00	3,815.61	14,584.39
07 Other Properties	9,050.00	4,481.00	8,861.00	3,312.58	979.42
08 Cemetery	30,255.00	13,034.00	29,257.00	7,118.31	4,917.69
09 Allotments	35,380.00	15,767.00	35,383.00	8,066.61	7,703.39
10 Markets	9,000.00	1,434.69	2,400.00	699.20	-5,864.51
11 Open Spaces	192,220.00	82,196.00	177,618.00	61,930.07	5,663.93
12 Events		878.73	8,703.00	2,569.48	7,012.25
13 Churchyard		8,187.00	6,865.00	2,864.65	12,187.35
14 Street Scene	32,500.00	16,250.00	32,500.00	8,334.40	7,915.60
Earmarked Reserves				0.00	
NET TOTAL	628,765.00	291,064.26	643,593.00	194,391.81	111,500.45
Total for ALL Cost Centres		291,064.26		194,391.81	
V.A.T.		87.23		8,596.73	
GROSS TOTAL		291,151.49		202,988.54	

Aylsham Town Council

26 June 2025 (2025-2026)

Listing of Payments in each Code for All Cost Centres

(Between 28-05-2025 and 25-06-2025)

Cost Centre 01 General Purpose

Code Number 2 Bank Interest /Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
206	03/06/2025	1929		01 Barclays Currei		Bank Charges	Square	Z	4.25		4.25
Subtotal for Code: Bank Interest /Charges									£4.25		£4.25

Code Number 5 Recycling Credits/Bottle Bank

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
198	28/05/2025	SIV000915		01 Barclays Currei		Bottle Bank	URM	S	53.15	10.63	63.78
Subtotal for Code: Recycling Credits/Bottle Bank									£53.15	£10.63	£63.78

Code Number 7 Staff Costs

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
207	09/06/2025	2512773		01 Barclays Currei		Staff Costs	Brightpay	S	4.20	0.84	5.04
226	25/06/2025			01 Barclays Currei		Staff Costs	Wages	Z	7,336.09		7,336.09
Subtotal for Code: Staff Costs									£7,340.29	£0.84	£7,341.13

Code Number 10 Office Expenses

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
199	30/05/2025	M034 AK		01 Barclays Currei		Telephone & Broadband	British Telecom	S	453.33	90.67	544.00
202	02/06/2025	69132341210		01 Barclays Currei		Telephone & Broadband	Vodafone	S	76.05	15.21	91.26
204	02/06/2025	INV15228		01 Barclays Currei		Website	Hugo Fox Ltd	S	2.49	0.50	2.99
210	12/06/2025	1413		01 Barclays Currei		Website	Apps SMM	Z	28.80		28.80
211	12/06/2025	1767176		01 Barclays Currei		Water Machine	Cooleraid	S	14.93	2.99	17.92
212	12/06/2025	1767175		01 Barclays Currei		Water Machine	Cooleraid	S	22.41	4.48	26.89
214	12/06/2025	9626		01 Barclays Currei		Subscriptions & Memberships	Scribe	S	210.00	42.00	252.00
227	25/06/2025	5968496		01 Barclays Currei		Office Expenses	Viking	S	29.99	6.00	35.99
228	25/06/2025	5968495		01 Barclays Currei		Office Expenses	Viking	S	10.06	2.01	12.07
229	25/06/2025	805773		01 Barclays Currei		Computer/IT	Intouch	S	14.50	2.90	17.40
230	25/06/2025	805772		01 Barclays Currei		Computer/IT	Intouch	S	83.34	16.67	100.01
235	25/06/2025	805237		01 Barclays Currei		Computer/IT	Intouch	S	62.50	12.50	75.00
239	25/06/2025	233829		01 Barclays Currei		Photocopy Expenses	Mayday	S	22.00	4.40	26.40
242	25/06/2025	804172		01 Barclays Currei		Computer/IT	Intouch	S	14.50	2.90	17.40
243	25/06/2025	804189		01 Barclays Currei		Computer/IT	Intouch	S	83.34	16.67	100.01
245	25/06/2025	804338		01 Barclays Currei		Computer/IT	Intouch	S	31.18	6.24	37.42
246	25/06/2025	804339		01 Barclays Currei		Computer/IT	Intouch	S	83.88	16.78	100.66
247	25/06/2025	804401		01 Barclays Currei		Computer/IT	Intouch	S	50.00	10.00	60.00
249	25/06/2025	GB515DCCA		01 Barclays Currei		Office Expenses	Amazon	S	5.82	1.16	6.98
251	25/06/2025	5908521		01 Barclays Currei		Office Expenses	Viking	S	61.02	12.20	73.22

254	23/06/2025			01 Barclays Current		Telephone & Broadband	EE Limited	S	34.00	6.80	40.80
						Subtotal for Code:	Office Expenses		£1,394.14	£273.08	£1,667.22
Code Number	11 Staff Training										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
224	19/06/2025			01 Barclays Current		Staff Training	SLCC	Z	38.00		38.00
						Subtotal for Code:	Staff Training		£38.00		£38.00
Code Number	17 Subscriptions & Memberships										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
203	02/06/2025	INV10769		01 Barclays Current		Subscriptions & Memberships	Scribe	S	36.00	7.20	43.20
						Subtotal for Code:	Subscriptions & Memberships		£36.00	£7.20	£43.20
Code Number	21 Climate Change										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
223	19/06/2025	100		01 Barclays Current		ACE	Cornwall Climate Care	Z	50.00		50.00
225	19/06/2025	7858		01 Barclays Current		Blister packs	My Group Hull Ltd	S	375.00	75.00	450.00
						Subtotal for Code:	Climate Change		£425.00	£75.00	£500.00
Code Number	26 Van										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
200	30/05/2025			01 Barclays Current		Van	Volkswagen Commercial	S	307.43	61.49	368.92
						Subtotal for Code:	Van		£307.43	£61.49	£368.92
Code Number	27 Miscellaneous										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
194	30/05/2025	L0346L0606-		01 Barclays Current		Rent	Sequence	S	83.31	16.66	99.97
						Subtotal for Code:	Miscellaneous		£83.31	£16.66	£99.97
Code Number	28 Councillor Training										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
209	12/06/2025	21598		01 Barclays Current		Council training	Norfolk Parish Training	S	60.00	12.00	72.00
						Subtotal for Code:	Councillor Training		£60.00	£12.00	£72.00
Code Number	178 Staff Uniform										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
233	25/06/2025	2089		01 Barclays Current		Staff Uniform	Creative Lincs Ltd	S	86.25	17.25	103.50
						Subtotal for Code:	Staff Uniform		£86.25	£17.25	£103.50
Code Number	181 Repairs & Maintenance										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
231	25/06/2025	2005058922		01 Barclays Current		Repairs & Maintenance	Screwfix	S	5.82	1.17	6.99
238	25/06/2025	2004925116		01 Barclays Current		Repairs & Maintenance	Screwfix	S	5.82	1.17	6.99
241	25/06/2025	2004461571		01 Barclays Current		Repairs & Maintenance	Screwfix	S	29.02	5.81	34.83
						Subtotal for Code:	Repairs & Maintenance		£40.66	£8.15	£48.81

Subtotal for Cost Centre: 01 General Purpose 9,868.48 482.30 10,350.78

Cost Centre 02 Town Hall

Code Number		44 Hirings - Town Hall									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
236	25/06/2025			01 Barclays Currei		Hirings	Private Hirer (refund)	Z	42.00		42.00
Subtotal for Code: Hirings - Town Hall									£42.00		£42.00

Code Number		45 Staff Costs									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
226	25/06/2025			01 Barclays Currei		Staff Costs	Wages	Z	3,154.27		3,154.27
Subtotal for Code: Staff Costs									£3,154.27		£3,154.27

Code Number		48 Utilities									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
195	28/05/2025	2-05135535		01 Barclays Currei		Electricity	Engie Gas Limited	L	145.52	7.28	152.80
219	16/06/2025	IN000292108		01 Barclays Currei		Electricity	Corona	L	238.53	11.93	250.46
220	16/06/2025	IN000290377		01 Barclays Currei		Electricity	Corona	L	231.66	11.58	243.24
221	16/06/2025	CN00006629		01 Barclays Currei		Electricity	Corona	S	-266.83	-53.36	-320.19
258	23/06/2025	1-01699289		01 Barclays Currei		Gas	Engie Gas Limited	L	66.73	3.34	70.07
259	23/06/2025	1-01699291		01 Barclays Currei		Gas	Engie Gas Limited	L	27.63	1.38	29.01
Subtotal for Code: Utilities									£443.24	£-17.85	£425.39

Code Number		50 Cleaning/Sanitary/Refuse									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
215	12/06/2025	35479608		01 Barclays Currei		Sanitary Contract	Initial Washroom Hygiene	S	1,518.32	303.66	1,821.98
216	12/06/2025	096		01 Barclays Currei		Window Cleaning	Mr Brightside Pure Water Window	Z	40.00		40.00
244	25/06/2025	GB513RJPAI		01 Barclays Currei		Cleaning/Sanitary/Refuse	Amazon	S	34.38	6.88	41.26
260	23/06/2025	283T11757		01 Barclays Currei		Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	S	361.88	72.38	434.26
Subtotal for Code: Cleaning/Sanitary/Refuse									£1,954.58	£382.92	£2,337.50
Subtotal for Cost Centre: 02 Town Hall									5,594.09	365.07	5,959.16

Cost Centre 03 Drill Hall

Code Number		63 Staff Costs									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
226	25/06/2025			01 Barclays Currei		Staff Costs	Wages	Z	3,598.18		3,598.18
Subtotal for Code: Staff Costs									£3,598.18		£3,598.18

Code Number		67 Utilities									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
197	28/05/2025	2-05135541		01 Barclays Currei		Electricity	Engie Gas Limited	S	606.09	121.22	727.31
257	23/06/2025	1-01699288		01 Barclays Currei		Gas	Engie Gas Limited	L	19.58	0.98	20.56
Subtotal for Code: Utilities									£625.67	£122.20	£747.87

Code Number 68 PWLB

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
208	05/06/2025			01 Barclays Current		PWLB	PWLB	Z	9,041.02		9,041.02
Subtotal for Code: PWLB									£9,041.02		£9,041.02
Code Number		70 Cleaning/Sanitary/Refuse									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
217	12/06/2025	050		01 Barclays Current		Window Cleaning	Mr Brightside Pure Water Window	Z	18.00		18.00
218	12/06/2025	35479609		01 Barclays Current		Sanitary Contract	Initial Washroom Hygiene	S	1,090.69	218.14	1,308.83
261	23/06/2025	283T11756		01 Barclays Current		Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	S	105.36	21.07	126.43
Subtotal for Code: Cleaning/Sanitary/Refuse									£1,214.05	£239.21	£1,453.26
Subtotal for Cost Centre: 03 Drill Hall									14,478.92	361.41	14,840.33
Cost Centre		06 Public Toilets									
Code Number		85 Utilities									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
196	28/05/2025	2-05135537		01 Barclays Current		Electricity	Engie Gas Limited	L	250.88	12.54	263.42
Subtotal for Code: Utilities									£250.88	£12.54	£263.42
Code Number		88 Cleaning Contract									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
248	25/06/2025	0844		01 Barclays Current		Cleaning/Sanitary/Refuse	Barnett's Cleaning	S	775.00	155.00	930.00
Subtotal for Code: Cleaning Contract									£775.00	£155.00	£930.00
Subtotal for Cost Centre: 06 Public Toilets									1,025.88	167.54	1,193.42
Cost Centre		07 Other Properties									
Code Number		91 Staff Costs									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
226	25/06/2025			01 Barclays Current		Staff Costs	Wages	Z	1,024.37		1,024.37
Subtotal for Code: Staff Costs									£1,024.37		£1,024.37
Subtotal for Cost Centre: 07 Other Properties									1,024.37		1,024.37
Cost Centre		08 Cemetery									
Code Number		97 Memorials & Inscriptions									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
237	25/06/2025			01 Barclays Current		Memorials & Inscriptions	Nick Hindle Stonemasons	Z	150.00		150.00
Subtotal for Code: Memorials & Inscriptions									£150.00		£150.00
Code Number		99 Staff Costs									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
226	25/06/2025			01 Barclays Current		Staff Costs	Wages	Z	1,912.55		1,912.55
Subtotal for Code: Staff Costs									£1,912.55		£1,912.55

							Subtotal for Cost Centre: 08 Cemetery		2,062.55		2,062.55	
Cost Centre 09 Allotments												
Code Number		114 Staff Costs										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
226	25/06/2025			01 Barclays Current		Staff Costs	Wages	Z	2,509.08		2,509.08	
							Subtotal for Code: Staff Costs		£2,509.08		£2,509.08	
Code Number		180 Water										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
205	02/06/2025	40		01 Barclays Current		Water	SES Business	E	38.08		38.08	
							Subtotal for Code: Water		£38.08		£38.08	
							Subtotal for Cost Centre: 09 Allotments		2,547.16		2,547.16	

Cost Centre 11 Open Spaces											
Code Number		127 Recreation Ground									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
232	25/06/2025	408		01 Barclays Current		Storage Rent	Recreation Ground	Z	100.00		100.00
234	25/06/2025	89218		01 Barclays Current		Play Inspections	ROSPA Playsafety Ltd	S	240.00	48.00	288.00
Subtotal for Code:							Recreation Ground		£340.00	£48.00	£388.00
Code Number		128 Staff Costs									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
226	25/06/2025			01 Barclays Current		Staff Costs	Wages	Z	6,987.93		6,987.93
Subtotal for Code:							Staff Costs		£6,987.93		£6,987.93
Code Number		132 Repairs & Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
240	25/06/2025			01 Barclays Current		Repairs & Maintenance	Screwfix	S	20.82	4.17	24.99
Subtotal for Code:							Repairs & Maintenance		£20.82	£4.17	£24.99
Code Number		135 St Michaels Development									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
193	29/05/2025			01 Barclays Current		Tree Maintenance	Barcham Trees	S	250.00	50.00	300.00
Subtotal for Code:							St Michaels Development		£250.00	£50.00	£300.00
Code Number		139 Norfolk Homes									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
234	25/06/2025	89218		01 Barclays Current		Play Inspections	ROSPA Playsafety Ltd	S	444.00	88.80	532.80
Subtotal for Code:							Norfolk Homes		£444.00	£88.80	£532.80
Code Number		144 Equipment Loan (Grass Cutting)									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

213	12/06/2025			01 Barclays Currei		Equipment	Ben Burgess	S	1,285.00	257.00	1,542.00
							Subtotal for Code:	Equipment Loan (Grass Cuttin	£1,285.00	£257.00	£1,542.00
							Subtotal for Cost Centre:	11 Open Spaces	9,327.75	447.97	9,775.72
Cost Centre 12 Events											
Code Number	160	General Events									
Vchr.	Date	Invoice No	Minut e	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
222	19/06/2025			01 Barclays Currei		General Events	Aylsham Country Market	Z	50.00		50.00
250	25/06/2025	1W6G-CTCG		01 Barclays Currei		General Events	Amazon	S	3.32	0.67	3.99
252	25/06/2025	GB514CKNA		01 Barclays Currei		General Events	Amazon	S	20.72	4.14	24.86
							Subtotal for Code:	General Events	£74.04	£4.81	£78.85
							Subtotal for Cost Centre:	12 Events	74.04	4.81	78.85
Cost Centre 13 Churchyard											
Code Number	198	Staff Costs									
Vchr.	Date	Invoice No	Minut e	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
226	25/06/2025			01 Barclays Currei		Staff Costs	Wages	Z	944.74		944.74
							Subtotal for Code:	Staff Costs	£944.74		£944.74
							Subtotal for Cost Centre:	13 Churchyard	944.74		944.74
Cost Centre 14 Street Scene											
Code Number	151	Utilities									
Vchr.	Date	Invoice No	Minut e	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
255	20/06/2025	IN13296145		01 Barclays Currei		Electricity	Npower Business Solutions	S	650.17	130.03	780.20
256	20/06/2025	IN13306445		01 Barclays Currei		Electricity	Npower Business Solutions	S	138.04	27.61	165.65
							Subtotal for Code:	Utilities	£788.21	£157.64	£945.85
Code Number	192	Salix Loan									
Vchr.	Date	Invoice No	Minut e	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
201	02/06/2025			01 Barclays Currei		Salix Loan	Salix Finance Limited	E	5,000.00		5,000.00
							Subtotal for Code:	Salix Loan	£5,000.00		£5,000.00
							Subtotal for Cost Centre:	14 Street Scene	5,788.21	157.64	5,945.85
TOTALS									£52,736.19	£1,986.74	£54,722.93

Aylsham Town Council

26 June 2025 (2025-2026)

Listing of Receipts in each Code for All Cost Centres

(Between 28-05-2025 and 25-06-2025)

Cost Centre 01 General Purpose

Code Number 2 Bank Interest /Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
137	31/05/2025			Redwood Savings		Bank Interest Received	Redwood Savings account	Z	386.13		386.13
138	03/06/2025			Public Sector Dep		Bank Interest Received	CCLA	Z	442.73		442.73
142	02/06/2025			02 Barclays Active		Bank Interest Received	Barclays Bank	Z	28.50		28.50
Subtotal for Code: Bank Interest /Charges									£857.36		£857.36

Code Number 21 Climate Change

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
157	17/06/2025			01 Barclays Currer		ACE	ACE Group	Z	102.77		102.77
Subtotal for Code: Climate Change									£102.77		£102.77

Code Number 22 Cittaslow

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
168	12/06/2025			01 Barclays Currer		Grants & Donations Received	Cittaslow	Z	500.00		500.00
Subtotal for Code: Cittaslow									£500.00		£500.00
Subtotal for Cost Centre: 01 General Purpose									1,460.13		1,460.13

Cost Centre 02 Town Hall

Code Number 44 Hirings - Town Hall

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
123	28/05/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	140.00		140.00
124	28/05/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	112.00		112.00
127	29/05/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	28.00		28.00
132	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	45.00		45.00
132	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	60.00		60.00
132	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	45.00		45.00
132	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	60.00		60.00
132	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	36.00		36.00
134	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	36.00		36.00
135	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	36.00		36.00
136	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	36.00		36.00
146	11/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	60.00		60.00
153	05/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	60.00		60.00
154	05/06/2025			01 Barclays Currer		Hirings	Hirer	Z	42.00		42.00
158	17/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z			
160	18/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	48.00		48.00

162	16/06/2025	2025-2026/1£	01 Barclays Currer	Hirings	Hirer	Z	42.00	42.00
163	16/06/2025	2025-2026/1£	01 Barclays Currer	Hirings	Hirer	Z	140.00	140.00
164	13/06/2025	2025-2026/1£	01 Barclays Currer	Hirings	Hirer	Z	15.00	15.00
165	12/06/2025	2025-2026/1£	01 Barclays Currer	Hirings	Hirer	Z	36.00	36.00
169	19/06/2025	2025-2026/20	01 Barclays Currer	Hirings	Hirer	Z		
181	24/06/2025	2025-2026/20	01 Barclays Currer	Hirings	Hirer	Z	24.00	24.00
182	24/06/2025	2025-2026/20	01 Barclays Currer	Hirings	Hirer	Z	240.00	240.00
182	24/06/2025	2025-2026/20	01 Barclays Currer	Hirings	Hirer	Z	300.00	300.00
182	24/06/2025	2025-2026/20	01 Barclays Currer	Hirings	Hirer	Z	240.00	240.00
184	24/06/2025	2025-2026/1£	01 Barclays Currer	Hirings	Hirer	Z	336.00	336.00
185	24/06/2025	2025-2026/1£	01 Barclays Currer	Hirings	Hirer	Z	336.00	336.00
					Subtotal for Code: Hirings - Town Hall		£2,553.00	£2,553.00
					Subtotal for Cost Centre: 02 Town Hall		2,553.00	2,553.00

Cost Centre 03 Drill Hall

Code Number		61 Storage Rent									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
152	04/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	20.00		20.00
						Subtotal for Code: Storage Rent			£20.00		£20.00
Code Number		62 Hirings - Drill Hall									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
125	28/05/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	30.00		30.00
126	29/05/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	250.00		250.00
126	29/05/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	20.00		20.00
128	29/05/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	15.00		15.00
129	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	160.00		160.00
131	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	50.00		50.00
133	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	80.00		80.00
133	02/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	40.00		40.00
145	11/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	40.00		40.00
147	06/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	500.00		500.00
152	04/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	100.00		100.00
155	05/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	20.00		20.00
155	05/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	90.00		90.00
156	12/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z			
156	12/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z			
166	13/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	60.00		60.00
167	13/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	60.00		60.00
167	13/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	60.00		60.00
173	20/06/2025	2025-2026/1£		01 Barclays Currer		Hirings	Hirer	Z	120.00		120.00
174	20/06/2025	2024-2025/1£		01 Barclays Currer		Hirings	Hirer	Z	120.00		120.00
177	23/06/2025	2025-2026/20		01 Barclays Currer		Hirings	Hirer	Z	40.00		40.00
						Subtotal for Code: Hirings - Drill Hall			£1,855.00		£1,855.00
						Subtotal for Cost Centre: 03 Drill Hall			1,875.00		1,875.00

Cost Centre 05 Cemetery Cottage

Code Number		81 Rent									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

121	30/05/2025	L0346L0606-H		01 Barclays Currer	Rent	Sequence	Z	775.00		775.00
122	28/05/2025			01 Barclays Currer	Rent	Sequence	Z	399.03		399.03
175	24/06/2025			01 Barclays Currer	Rent	Sequence	E	1,250.00		1,250.00
					Subtotal for Code:	Rent		£2,424.03		£2,424.03
					Subtotal for Cost Centre:	05 Cemetery Cottage		2,424.03		2,424.03

Cost Centre 08 Cemetery

Code Number		96 Internments		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
143	03/06/2025	2025-2026/1£		01 Barclays Currer		Interment	Name withheld	Z	170.00		170.00
						Subtotal for Code:	Internments		£170.00		£170.00
Code Number		97 Memorials & Inscriptions		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
148	09/06/2025	2025-2026/2£		01 Barclays Currer		Memorials & Inscriptions	Nick Hindle Stonemasons	Z	190.00		190.00
171	19/06/2025	2025-2026/2£		01 Barclays Currer		Memorials & Inscriptions	Cromer Memorials	Z	190.00		190.00
						Subtotal for Code:	Memorials & Inscriptions		£380.00		£380.00
						Subtotal for Cost Centre:	08 Cemetery		550.00		550.00

Cost Centre 10 Markets

Code Number		120 Market Rents		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
119	30/05/2025			01 Barclays Currer		Market Rent	Market Rent	Z	52.50		52.50
120	28/05/2025			01 Barclays Currer		Market Rent	Market Rent	Z	22.11		22.11
130	02/06/2025			01 Barclays Currer		Market Rent	Market Rent	Z	14.74		14.74
140	11/06/2025			01 Barclays Currer		Market Rent	Market Rent	Z	156.00		156.00
144	10/06/2025			01 Barclays Currer		Market Rent	Sumup	Z	17.70		17.70
149	09/06/2025			01 Barclays Currer		Market Rent	Sumup	Z	14.74		14.74
159	16/06/2025			01 Barclays Currer		Market Rent	Market Rent	Z	66.00		66.00
161	17/06/2025			01 Barclays Currer		Market Rent	Sumup	Z	8.85		8.85
170	23/06/2025			01 Barclays Currer		Market Rent	Market Rent	Z	93.00		93.00
183	24/06/2025			01 Barclays Currer		Market Rent	Sumup	Z	35.40		35.40
						Subtotal for Code:	Market Rents		£481.04		£481.04
Code Number		121 Farmers Market Rent		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
141	07/06/2025			01 Barclays Currer		Farmers Market	Farmers Market	Z	54.00		54.00
150	09/06/2025			01 Barclays Currer		Farmers Market	Sumup	Z	13.27		13.27
						Subtotal for Code:	Farmers Market Rent		£67.27		£67.27
						Subtotal for Cost Centre:	10 Markets		548.31		548.31

Cost Centre 12 Events

Code Number		160 General Events		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								

139	07/06/2025		01 Barclays Currer	General Events Kitchen	General Events	Z	76.50	76.50
151	09/06/2025		01 Barclays Currer	General Events Kitchen	General Events	Z	11.80	11.80
172	19/06/2025	2025-2026/2C	01 Barclays Currer	Street Food Festival	Chef Norgate	Z	25.00	25.00
176	23/06/2025	2025-2026/2C	01 Barclays Currer	Street Food Festival	Porters Arms	Z	25.00	25.00
178	24/06/2025	2025-2026/2C	01 Barclays Currer	Street Food Festival	Owies	Z	25.00	25.00
179	24/06/2025	2025-2026/2C	01 Barclays Currer	Street Food Festival	Broadside Pizza	Z	25.00	25.00
180	23/06/2025	2025-2026/2C	01 Barclays Currer	Street Food Festival	The Nest	Z	25.00	25.00
				Subtotal for Code:	General Events		£213.30	£213.30
				Subtotal for Cost Centre:	12 Events		213.30	213.30

TOTALS	£9,623.77	£9,623.77
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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>
Earmarked					
Bottle Bank	5,312.93	496.79	350.00		5,459.72
Cittaslow	573.76				573.76
Community Events	7,200.00				7,200.00
Christmas Decorations	1,820.26				1,820.26
Election	2,500.00				2,500.00
Marquees	1,638.26				1,638.26
Drill Hall	10,000.00				10,000.00
Town Hall	17,000.00				17,000.00
Properties	19,100.00				19,100.00
Public Toilets					0.00
Cemetery	24,769.35				24,769.35
Open Spaces	70,400.00				70,400.00
Highway Verges	14,102.88				14,102.88
Recreation Ground	50,000.00		2,235.00		47,765.00
Churchyard	46,000.00				46,000.00
Street Furniture	7,853.50				7,853.50
Allotment Deposits	6,685.00				6,685.00
Hall Hire Deposit					0.00
CIL	31,668.36				31,668.36
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	1,148.67				1,148.67
Communications	4,730.00				4,730.00
In House Grass	10,000.00				10,000.00
Boiler Reserve	29,903.63				29,903.63
Climate Group	909.00				909.00
ACE Events		621.00			621.00
CIL 2025.2026		4,415.68			4,415.68
Transport Hub Reserve					0.00
Total Earmarked	368,315.60	5,533.47	2,585.00		371,264.07
TOTAL RESERVE	368,315.60	5,533.47	2,585.00		371,264.07
GENERAL FUND					117,986.46
TOTAL FUNDS					489,250.53



AYLSHAM TOWN COUNCIL GRANT APPLICATION FORM

Aylsham Town Council operates a grant scheme, utilising the income received from recycling, to promote a diverse and active community in the town. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community and provides financial support for local organisations working for the benefit of residents.

This form should be completed after reading the Aylsham Town Council Grant Awarding Policy

Contact Details

Name of Organisation	North Norfolk Community Transport
Contact Name	[REDACTED]
Position of Contact	Chief Executive
Address for Correspondence	15, Cornish Way, North Walsham NR28 0AW
Telephone Number	01692 500840
Email Address	[REDACTED]

Organisation Details

Brief description of your organisation's aims:

Our mission is to enhance quality of life by supporting people to access local services, connect with their community and see their friends and families. This year we celebrate 25 years as an independently registered charity. We provide transport initiatives which are accessible, affordable and aimed at reducing social isolation.

How long has your organisation been in existence? We are 25 years old.

Is your organisation run by a committee? We have a board of 7 Trustees who oversee the running of the charity and decide strategic directions. The Chief Executive reports to them on a bi-monthly basis.

Do you have a formal constitution? Is so please enclose. Please find attached our Memorandum of Association.

Do you keep up to date accounts? If so please enclose the latest accounts
Yes. Please find attached our latest published accounts.

Can anyone join? If not, what are the restrictions?

We have no criteria for joining, we are open to anyone. We do have a voluntary membership scheme for our Dial-a-Ride service only, in which people are invited to give us a voluntary donation of £10 for a year.

How many members do you have? Any how many, or what percentage, live in Aylsham?
We have 1,118 people currently registered to use one or more of our services. 81 of these live in Aylsham which equates to 7.25%.

How do Aylsham residents benefit from your organisation?

Our mission is to help anyone who does not have their own vehicle or access to suitable public transport. Many of the people who use our services are older people with mobility issues. We currently have 81 people registered to use one or more of our services in Aylsham and we currently run a twice weekly 'Dial-a-Ride' bus from the town. This service collects people from their own home and takes them into town so they can get to the shops, bank or other essential services. Many people we support live alone, and an important element of the service for them is making friends on the bus and seeing them regularly.

We also have three wheelchair accessible cars which are constantly in high demand to get people to medical appointments. Unfortunately, demand far outweighs how many requests we can fulfil. Our drivers wait with people until they need to return home and this really helps to reduce any worry. People tell us they feel safe and looked after. We also provide a minibus and driver for Aylsham Care Trust to enable them to carry out social outings to places of interest, and we provide lifts to members of Aylsham Older People's Association so they can meet on Friday afternoons for their 'Friendship Club'. We charge a small fare to passengers, but this only covers 10% of our running costs.

Consequently, we are heavily reliant on grants and donations to keep providing our crucial services.

Your Project

Please give details about the proposed project you are requesting funding for?
We are seeking a grant for a good quality portable tyre inflator for our minibuses as our existing one has broken. We would also need to purchase two batteries as part of the kit. (One would be in the unit and the other kept on charge in the office.) Although they are well maintained, issues with the tyres can happen from time to time, such as punctures.

What is the total project cost?

DEWALT 18V XR 4Ah Battery, DCB182-X £33.32 + vat (x2) = £66.64
DEWALT 18V XR Inflator- Tool only, DCC018N-XJ £102.50 + vat = £102.50
= £169.14

How much are you applying to Aylsham Town Council for?
=£169.14

Have you received funding from any other source for this project? No

Have you previously received a grant from Aylsham Town Council? If so, when?
Yes, we received a grant in June 2023 for two fold up wheelchairs for our wheelchair accessible cars.

Signature of Applicant

Signed



Date

23rd June 2025

Position in organisation

Chief Executive

Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole.

Please return to townclerk@aylsham-tc.gov.uk

Or post to Aylsham Town Council, Town Hall, Market Place, Aylsham, NR11 6EL

All information submitted to Aylsham Town Council on this form will be used only for the purpose of this grant application. For more information on how your data is processed, please see Aylsham Town Council's Privacy Policy



Minutes of the **Aylsham Climate Emergency** Group Meeting held on 2nd June 2025.



Present:

Cheryl Bould (Chairman)
Shelley Hudson

Adam Curtis
Kay Montandon

Jenny Haycocks
Yvonne Stewart

Also Present: Faye LeBon (Town Clerk)

1. TO NOTE APOLOGIES FOR ABSENCE

Apologies were noted from Grizelda Tyler, Kate Mackenzie, Lilie Ferrari, Patrick Prekopp, Lou Harlow and Reannon Tapp

2. DECLARATIONS OF INTEREST

None.

3. MINUTES

The minutes of the meeting held on 12th May 2025 were **agreed** as a true record of the business conducted at the meeting.

4. MATTERS ARISING

It was noted that, due to the timing of both the ACE and the Town Council meetings, the projects agreed at the previous ACE meeting had yet to be formally approved by Aylsham Town Council. The town clerk will contact Yvonne and Jenny as soon as a decision has been made.

It was noted that there was no agenda item for public speaking. This is to be raised under item 9 – terms of reference.

5. PROJECT WORK

On behalf of the Transport Group, Kay reported that Gordon will be doing further work on the Penfold Pump proposal prior to the next group meeting on 30th June.

Jenny requested assistance with use of a video camera to do some promotional short videos. The town clerk confirmed that the council did not have one. U3A do have one and they will be in attendance at the Community Fayre on 6th June.

Cheryl advised that it is part of the Town Council's aspirations to have a community lending library for equipment that community groups or members of the public may need to use infrequently.

Adam reported that he had met with the Andy Bell, the Town Council Grounds Officer, to put in a grant application for trees at the old station yard.

Yvonne reported that the Nature and Biodiversity group had met and had set a date of 20th June for the plant survey. Botanist Chris Roberts will be assisting with this project.

Signs had been put up around the town explaining why certain areas of grass had not been cut. A vote of thanks was recorded to Andy for his proactiveness with this and his general assistance to the ACE group.

Kay advised that Andy will be putting together a Grass Management policy for the council to agree, which would help local residents understand why certain areas are maintained in a certain fashion.

6. GROUP UPDATES

Waste

No representative at the meeting, but will be in attendance at the Community Fayre with regards to recycling blister packs.

Transport

Kay reported that a safety survey will be conducted by Norfolk County Council on Burgh Road.

There were no objections to the energy and transport groups being merged.

Nature and Biodiversity

There are five active members of the group. Awaiting approval from the Town Council to proceed with projects

Comms

Concerns were raised about the size of the comms role and the time required to continually update social media. Groups in attendance favoured having more freedom to post. It was agreed to extend the number of admins on social media to enable representatives of the different sub groups to post.

The town clerk will create a social media policy for the group to consider at the next meeting.

It was noted that the website will be reviewed in the autumn.

Jenny offered to do some training on non-violent communication and the way to do this, which would empower people to respond to posts. It was agreed that this would be useful.

7. EVENTS

Community Fayre – 7th June 10am – 2pm

Jenny and Louise will man the stall inside. Sue Catchpole can assist if required.

The Waste team will be outside with the blister pack recycling. Cheryl will chase Jerome Mayhew's office to see if he can attend the fayre, as there is a good political story in the blister pack recycling.

Jenny is to send any pictures she needs printing to the town clerk.

A simple survey will be conducted on the day around transport, asking how people travelled to the event. Not only does this collect important information, it helps with engagement and starting a conversation.

Jenny will contact Broadland District Council to obtain leaflets on grants available for heat pumps, insulation and solar. Sue may be able to assist if officers cannot.

Cheryl will find out from the Events Manager if bird song can be played on the stand.

Cheryl will ask someone from ACE Energy if they have any information about the loan of the thermal imaging camera.

The town clerk will locate the ACE Banner and Kay and Cheryl will get the ACE box from the basement on the day.

Family Learning Day – 27th June

Jenny is unable to do this event. Cheryl will contact Bryce, Heather and Reannon to ensure they are still ok for this date.

Aylsham Show – Monday 25th August

To defer until the next meeting

8. BROADLAND COMMUNITY AWARDS

It was established that the ACE Group could be nominated for a community award, in particular the 'Green at Heart' award. It was agreed to encourage people to nominate the group. Nominations close on 31st August.

9. ACE TERMS OF REFERENCE

It was reported that the Town Council is reviewing the terms of reference for all committees and working groups. The group reviewed the terms of reference presented and agreed amendments to be considered by the Town Council.

10. ITEMS FOR FUTURE DISCUSSION

ACE Social Media policy
Aylsham Show

11. DATE OF NEXT MEETING

This was agreed as Monday 7th July commencing at 7pm.

There being no further business the meeting was closed at 8.50pm.



MINUTES OF THE MEETING OF THE **CITTASLOW** AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 24th JUNE 2025 AT 11am.

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
Cheryl Bould – Aylsham Town Council
Kevin Cunnane - Aylsham Town Council
Mary Evans – Aylsham Town Council
Giles Margarson - Aylsham Community Partnership
Mo Anderson-Dungar - W.I. and Country Markets
Wendy Sadler – Aylsham in Bloom
Jo Tuttle – Aylsham High School

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council

1. **APOLOGIES FOR ABSENCE**

Apologies were received and noted from Jayne Andrew, Graham Peers, Jean St Clair and Grizelda Tyler.

2. **MEMBERS' DECLARATIONS OF INTEREST AND DISPENSATIONS**

None raised.

3. **MINUTES**

The minutes from the previous meeting held on the 20th May 2025 had been circulated. These were **agreed** as a true and accurate record of the meeting and were signed by the Chairman.

4. **MATTERS ARISING**

There was no update received on the WAVE project. Graham due to liaise with Kate.

5. **PUBLIC PARTICIPATION**

No members of the public in attendance.

6. **CITTASLOW UK AND CITTASLOW INTERNATIONAL**

a) To receive any updates regarding Cittaslow UK and Cittaslow International

Mo reported that the Board meeting and AGM were held on 4th June. The Directors were confirmed and Companies House has been updated.

A grant application from Aylsham Town Council was discussed, and it was agreed to waive the membership fee for this year (worth £1500) and apply a grant of £500, meaning that there was £2000 available for the Cittaslow 2025 celebrations. There was no local attendance to the assembly in Wando, South Korea, due to travel arrangements not being viable.

7. CITTASLOW 2025

a) To receive update on 2025 celebrations

Patrick reported that the merchandise for food and drink week is being arranged. The clerk advised that now the grant has been agreed, the wood carver can be engaged for the Cittaslow tree carving. A recommendation was made for a signage company for the tree carving sign. The clerk will circulate the wording for the sign before commissioning.

8. MARKETS

a) To receive and update on the Food and Craft Market

It was reported that there has been some interest in the three months for £30 offer for July, August and September. Four new traders had expressed an interest but had yet to complete the booking forms. Seven current traders had taken up the offer, thus guaranteeing the income.

b) To receive an update on the general markets on Monday and Friday

It was hoped to get firmer with existing traders in regards to space taken up in the market, particularly with vehicles.

It was noted that there was only one trader on Friday 19th June, but several traders were on holiday.

d) Country Markets

Mo reported that Country Markets had provided refreshments at the Community Fayre, and will be providing a similar service at the forthcoming Jobs Forum. They will also be providing canapes at the Twinning Reception.

The 50th anniversary will be on 15th August.

9. TO RECEIVE UPDATE ON MARKET TOWNS PROJECT

a) To receive notes from the meeting of 18th June 2025.

These had been circulated.

Patrick has continued to work on the greening of the market place.

A meeting is being arranged with all relevant parties to discuss buses in the market place.

Patrick showed a leaflet from Melton Mowbray detailing a map of the town and links to associated food retailers.

b) To receive information on Norfolk High Streets Matter project

Details of this project had been circulated within the agenda pack. This was a six point project to:

- Deliver upskilling for retailers
- Follow a programme for accelerated growth
- A retail web kit

- Free expert advice to grow businesses using digital tools
- A 'Love your Market Town' conference
- Pride in Place grant funding to increase footfall.

c) To consider projects for Love Your Market Town's Pride of Place (funding for grants between £1,000 and £5,000).

Project suggestions were:

- A permanent 'snail trail'
- Fibre festival heritage event
- Greening of the market place
- Entertainment for the food and craft market
- Seasonal markets
- 'Taste Adventure' leaflets

Applications need to be made by 31st August, so a decision will be made at the next meeting as to what projects to take forwards.

10. CLIMATE EMERGENCY

The draft minutes from the most recent ACE meeting had been circulated. Grizelda had sent a report which stated:

- The 'Hungry for Change' film will be shown on 11th July at the Town Hall.
- The energy and transport groups have merged.
- RWE and UEA are holding a COP for primary schools. Grizelda will email to see if ACE can link in.
- The Riverlands film will be shown on 1st November in partnership with the National Trust.
- Climate Scam will be shown on 6th February to try to generate a conversation about feelings towards climate change.
- The films are instead of Green Day.

Patrick advised that the Comms group needed more support.

11. AYLSHAM COMMUNITY EVENTS COMMITTEE

The minutes of the last meeting were circulated. Kevin advised that the discussions were primarily about the Street Party and Christmas Lights. It was noted that the Chairman is likely to be leaving due to relocation. This will be a hard act to follow due to her high energy for events.

12. PROJECTS

a) To receive update on the Community Fayre

Cheryl reported that was very well attended. A post event questionnaire was very positive and the confirmations for next year were already building, including two new groups. The staff team were thanked for their help on the day, as was Bake Addiction for providing the prize for the best iced snail. There will be an article in Just Aylsham about the event.

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

b) To receive update on the Job, Training and Benefits Forum

Cheryl reported that she had been meeting with local businesses about the event and had received a very warm response.

£300 had been received from Broadland Council to advertise the event.

Country Markets will be providing refreshments.

The Library is looking to launch a Jobs Club in September and this can be launched on the back of the forum.

Nineteen partners have booked in already.

c) To received update on Visit Aylsham website

This is now online and is an ongoing project. The Town Council website now has a community safety section.

The Cittaslow UK website has been transferred and Patrick is in the process of updating. New content is required.

d) Norfolk's Rural Capital of Food

This is ongoing with Dan and Graham.

13. GROUP REPORTS

a) Slow Food Aylsham

Patrick provided a written report. It advised that:

- The hamper raffle on the 7th June received mixed feelings. Traders were happy to contribute, but not every month. The next raffle will be in October.
- The Family Learning day café was very successful and the Rotary volunteers were thanked. However a decision was made to discontinue running the café. Jo thanked Pat for his support.
- The planned events for Cittaslow 2025 were going well.
- Slow food will not participate in the history day on 28th September.
- The Town Tent for the Aylsham Show now has 7 organisations involved.
- The Saturday Market for the food festival will have entertainment and 'Mini Donks' were being considered.
- Agreed to sponsor the Snail Trail.
- The next meeting is on 14th July.

b) Aylsham in Bloom

Wendy reported that the summer planting had been completed and the snail plaques had been placed in the tubs. An article will be place in Just Aylsham in July. The group had successful days at the Community Fayre and Family learning day. There had not been a response about the lottery grant, but a decision is due three months from application.

Discussions occurred as to the potential trees in the market place, as Bloom would not be able to water these. The Clerk will see if the Town Council can resource this. The Unicorn could give advice on how they maintain their potted trees.

c) Aylsham Business Consortium (ABC)

No report received.

d) Aylsham Parish Church

No report received.

e) Aylsham Rotary Club

No report received.

f) Aylsham U3A

No report received. It was noted that the group held an open day on Saturday.

g) Aylsham WI

Mo reported that a local speaker attended in June to speak about Life on the Home Front. The group will be celebrating it's 123rd anniversary in July.

A secretary is required for November.

14. AYLSHAM SHOW

This had already been discussed.

15. ITEMS FOR INFORMATION / NEXT AGENDA

- Terms of Reference. The Clerk will circulate the draft that Mary had kindly put together.
- Networking Group. Cheryl advised that Sue Catchpole will meet with the organiser of the North Walsham Community Network and feed back to Cittaslow.
- Market Towns matter grant applications.

16. DATE OF NEXT MEETING

The next meeting will be Tuesday 15th July at 11am at the Drill Hall.

There being no further business the meeting was closed at 12.25pm

Visit Aylsham (Market Town Project Group) Meeting

Held in the Council Chamber on
Wednesday 18 JUNE 2025 at 2pm

Attendees:

Pat Prekopp
Mary Evans
Tim Briscoe (ABC)
Jayne Andrew (Heritage Centre)
Graham Peers (Broadland Council)
Ryan Jeckell
Faye LeBon

1. Welcome and Apologies

Pat welcomed everyone to the meeting. He advised that Dan Apps would be late.

2. Notes of the Previous Meeting

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

3. Matters Arising

Pat advised that he is working with Blickling and the local nursery regarding trees in the market place. He is yet to make contact with Norfolk Makers with regards to possible market stall holders.

4. The Project

Market Place

The Clerk will check with Broadland District Council and Norfolk County Council highways about adding plants to the town centre. A proposal and plan will be required. It was suggested that an area outside the town hall and an area outside Postles would be best.

Engagement is to be had with local cyclists to ensure that the cycle racks in the market place are in the right location.

The Clerk will arrange a meeting between representatives of the Town Council, Sanders buses, Norfolk County Council and ABC to discuss the impact of buses in the town centre. Ideally Tim and Kay would meet beforehand to discuss alignment of the Town Council and ABC ideas.

The Clerk will check the status of the Living Room's pavement license application.

Markets

A report was made on the 3 months for £30 offer for the Food and Craft markets. A lot of people were already fully booked for the dates in July, August and September. Four new traders had expressed interest and had been sent booking forms but none as yet confirmed.

Seven current traders had taken up the offer therefore securing three months income. The Monday markets are now full, but more stalls were needed on a Friday. It was agreed to put forward that a pop up stall would be available on a Friday, free of charge for one occasion to try out the market. A gazebo and table will be provided.

Graham advised of a recent 'Young Traders' competition in Diss which had been well received. Graham will send on details of this.

Discussions occurred as to the availability of parking when the market is not full and how the market could be sectioned off accordingly.

It was agreed that a strategy programme should be put in place for next year. This would involve formalising the space that stall holders are permitted and a review of charges.

The Clerk has spoken with the Heritage Officer from Broadland Council. It was suggested that ACE could use the noticeboard to the east of the Town Hall, which is not being utilised. He had also looked favourably upon a noticeboard in a similar style to that of Heydon, to the south of the Town Hall, to promote shops in Red Lion Street and replace the clutter of A-boards. The Clerk will speak with Highways as it will involve the movement of an existing no-stopping sign.

Seasonal Events

Patrick has yet to make contact with Norfolk Makers.

It was noted that the Town Council events officer and ABC are working well together.

Discussions occurred as to whether to prioritise independent stalls at the Christmas light switch on, or to help facilitate existing local businesses at a loss of income for the Town Council. This will be placed on the ABC agenda as to whether a contribution could be made by local businesses.

Neighbourhood Plan

It was noted that the government had ceased all funding for Neighbourhood Plans. However, there could be some scope for looking at individual aspects of local planning such as a spatial strategy. The clerk will add Tim to the Neighbourhood Plan mailing list.

5. Items for Information / Next Agenda

Patrick provided a leaflet detailing a map of a market town and associated links to food and drink locations. This could be tweaked for a leaflet on 'Norfolk's Rural Capital of Food'. Cittaslow and Slow Food could lead on this.

Mary suggested an event utilising the historic links Aylsham has with textiles. Jayne raised concerns that there are few tangible links left in Aylsham.

The recent correspondence about Market Towns Matter and the associated funding was discussed. Jayne suggested a permanent 'snail trail'. This is to be placed on the next Cittaslow agenda.

Discussions were had about a Town Crier for Aylsham. This was not supported at present with other priorities, but could be considered in the future.

6. Date of Next Meeting

16th July 3.30pm in the Council Chamber.





Norfolk's High Streets Matter

Norfolk County Council is proud to support a new programme designed to help our High Streets thrive.

What's on offer:

- **Retail Excellence programme** – deliver upskilling for 100 retailers, in 8 pilot towns.
- **Follow up programme for High Growth** – 12 businesses to accelerate success and help grow the next retail superstars.
- **Love Your Market Town – Pride of Place** grant funding. Create and deliver unique projects to celebrate Pride of Place, engage communities, increase footfall and raise awareness of our High Streets.
- **Retail web tool kit** – available to all retail businesses.
- **Go Digital** – free expert advice about how to use digital tools to grow your business.
- **Love Your Market Town conference** – bring stakeholders together to raise awareness of best practice within and outside the county.

For more information, please email nhsm@norfolk.gov.uk
www.newangliagrowthhub.co.uk/business-support

April 2025-April 2026 Programme



Norfolk County Council



Get in touch, please email
nhsm@norfolk.gov.uk

[www.newangliagrowthhub.co.uk/
norfolk-high-streets-matter/](http://www.newangliagrowthhub.co.uk/norfolk-high-streets-matter/)

Norfolk's High Streets Matter

Retail Excellence Programme



What's on offer:

- Free, impartial targeted training and support for local retailers.
- Mix of online and in-person workshops.
- Further support and opportunity to join the follow up Retail High Growth programme.



Norfolk County Council

We offer a series of workshops, free for anyone with a keen interest in retail

- **Workshop 1:** Love your town.
- **Workshop 2:** Strategic planning & financial literacy.
- **Workshop 3:** Marketing for retailers.
- **Workshop 4:** Operational excellence.
- **Workshop 5:** Merchandising and customer service.
- **Workshop 6:** Moving Forward: Collaboration and community impact.

Retail Excellence Programme details:

Workshop 1: Love your town, in-person in each town

- Local identity, civic pride, shared challenges.
- Learn about the individual challenges, offer solutions to immediate problems, understand individual level of skills.
- Reconnect with place, collaborate on town-wide ideas.

Workshop 2: Strategic Planning & Financial Literacy; online

- Understand your market position.
- Develop a tailored growth strategy.
- Strengthen financial literacy.
- Improve financial management skills.

Workshop 3: Marketing for Retailers; online

- Be introduced to a full suite of digital and traditional marketing tools, tailored for independent retailers in market towns.
- Gain the knowledge and confidence to create a practical Digital Marketing Strategy.
- Develop a personalised Sales Activity Planner to support promotional efforts year-round.

Workshop 4: Operational Excellence; online

- Enhance operational standards in retail shops to drive efficiency, improve customer experience, and boost profitability.
- Gain a clearer understanding of inventory management, including digital solution.
- Increase awareness and implementation of team safety and Health & Safety (H&S) practices.

Workshop 5: Merchandising and Customer Service; online

- Learn practical skills to build strong product ranges, implement effective merchandising, and deliver outstanding customer service.
- Improve understanding of shop layout and product placement to drive sales.
- Retail pricing strategies and margin management.
- Merchandising techniques and promotional activity planning.

Workshop 6: Moving Forward: Collaboration and Community Impact; in person

- Includes Love your Market Town funding for Pride of Place project ideas.
- Next steps for each shop owner and the town.

Package of support launched to support Norfolk's rural high street businesses

A hundred businesses in eight pilot towns will take part in a Retail Excellence programme as part of a Norfolk County Council initiative to develop skills and accelerate footfall.

Community groups and individuals will also be able to apply for funding for projects designed to raise awareness of their market town and instil pride in the area.

Market towns and other business districts are pivotal to the rural landscape and the county's economic prosperity and High Streets Matter has been introduced to equip businesses for success and help these areas to flourish.

Last year, the FSB (Federation of Small Businesses) report The Future of the High Street called for more support for small firms and unveiled a plan to help transform them into places that meet future needs and support the next generation of entrepreneurs.

Norfolk County Council has already piloted support measures including the Love Your Market Town programme in Breckland and held a West Norfolk and a Market Towns Conference. This year it has ambitions to go further with a more targeted offer.

Alexandra Hemen, a High Growth Business Advisor with New Anglia Growth Hub and former Head of Retail at Adnams, is using her expertise to deliver a **Retail Excellence programme** for 100 businesses in eight pilot towns, starting this summer.

A dozen companies will be invited to join a follow-up **High Growth programme** to accelerate success and build a pipeline for retail awards.

Love Your Market Town has already backed projects to promote high streets such as Dereham where businesses have been encouraged to let shoppers use their toilets through the Spend a Penny scheme. This year community groups and individuals can create projects to raise awareness of their high street and attract more visitors through a **Pride of Place** scheme.

Other support available includes an **online retail toolkit, Go Digital** – a free programme showing SMEs how to better use online tools to identify opportunities to grow – and a **Market Towns Conference** in Fakenham.

The new package of support was officially launched at Swaffham Assembly Rooms on 8 May in partnership with New Anglia Growth Hub and the FSB.

Cllr Fabian Eagle, Cabinet Member for Economic Growth, says: "Norfolk is blessed with some fantastic market towns and this package of support is the next step in our campaign to ensure businesses can access the expertise they need to grow.

"They will have the chance to sign up for the Retail Excellence programme and apply for Love Your Market Town funding for projects that will celebrate Price of Place and promote our high streets.

“This is an opportunity not only to support our businesses but build closer relationships in our market towns and develop a keener sense of community.”

To find out more about High Streets Matter, email nhsm@norfolk.gov.uk or visit <https://www.newangliagrowthhub.co.uk/norfolk-high-streets-matter/>

Ends

Love Your Market Town grant – Pride of Place funding



Norfolk County Council

HIGH STREETS MATTER

Create and deliver unique projects to
celebrate Pride of Place, engage
communities, increase footfall and raise
awareness of our High Streets.

project must be a **new idea** and should support multiple areas or services within a local town.

There are no restrictions to the kind of activities that can be funded but the ideas must have a link to creating interest or increasing footfall in town centres. The **Love Your Market Town grant scheme** is to part-fund or fully-fund projects that will have a positive impact on Norfolk's local high streets. The grant can fund up to 100% of project costs and the **maximum award is £5,000**. The minimum award is £1,000.

Your project must be located within the boundaries of Norfolk County Council. Deadline for applications is **Sunday 31 August 2025**.

Please read the **Frequently Asked Questions** (FAQ) before applying for a Love Your Market Town grant.

To find out more, contact us at: nhsm@norfolk.gov.uk.

How do I apply for funding?

To help us assess your eligibility and move your enquiry forward, please email the Norfolk's High Streets Matter team at: nhsm@norfolk.gov.uk with the following information:

1. Short overview of your project idea – including location
2. Timeline for project completion. For maximum economic growth impact, our primary focus will be on projects that are set to be delivered by the end of March 2026.
3. Your estimated total project cost and the amount of grant that you're requesting (between £1,000 and £5,000)
4. Confirmation that your project is located within the Norfolk County Council boundaries.

If you have any questions at this stage, feel free to get in touch — we're here to help.

Are you running a retail business?

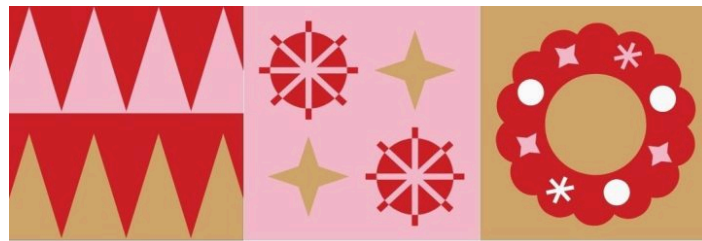
Find out more about our [Retail Excellence Programme](#) we are holding this summer and later this year to develop business skills and help attract more customers.

Sign up to New Anglia Growth Hub's newsletter 'The Loop' to keep informed. Join [here](#)!

In 2024, Love Your Market Town grants were awarded to towns in Breckland and West Norfolk to help attract more visitors. Enjoy reading about the successful projects.



Thetford Treasure Trails



THE DOWNHAM MARKET GINGERBREAD TRAIL

FUNDED BY LOVE YOUR TOWN GRANTS FROM THE
BOROUGH COUNCIL OF KINGS LYNN & WEST NORFOLK,
NORFOLK COUNTY COUNCIL AND MABEL BAKERY

Gingerbread models of local shops



Who we are ▾

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- Statistics – New Anglia

Contact

0300 333 6536

info@newangliagrowthhub.co.uk

Love Your Market Town Pride of Place Grant Funding

Support your local high street - attract new people to the town and improve the experience for residents and visitors.

Frequently Asked Questions

Applications are welcome from local groups and businesses. Your project must be a new idea and should support multiple areas or services within a local town. There are no restrictions to the kind of activities that can be funded but the ideas must have a link to creating interest or increasing footfall in town centres.

For maximum economic growth impact, our primary focus will be on projects that are set to be delivered by the end of March 2026. While we certainly welcome longer-term projects with completion dates extending to the end of 2026, the first round of funding will be concentrated on those that can be completed by the end of March 2026.

The Love Your Market Town grant scheme is to part-fund or fully-fund projects that will have a positive impact on Norfolk's local high streets.

The grant can fund up to 100% of project costs and the maximum award is £5,000. The minimum award is £1,000.

Your project must be located within the boundaries of Norfolk.

Expected outcomes

Following completion of a grant supported project, we would expect to see:

- Increased town centre footfall
- Diversification to attract new people to the town
- Enhancement of existing services to significantly increase people's experience in a town
- Introduction of ideas, concepts or events to create awareness of the town

Examples of suitable projects

Please visit our webpage for information on projects we have funded in the past.
[Love Your Market Town grant - Pride of Place funding - New Anglia Growth Hub](#)

The following costs are not supported through this scheme:

- VAT, unless it is not recoverable
- Any costs incurred before a grant offer is made
- Items that are not directly required to deliver the proposed project (i.e. general operating costs)

- Those that benefit a private individual such as enhancement of personal premises or assets

How do I apply for funding?

Organisations wishing to apply for support should first contact the Norfolk's High Streets Matter team at: nhsm@norfolk.gov.uk.

Following an initial project assessment, an application form will be sent to you.

Timeline

- Applications accepted from 16 June through to 31 August 2025
- Independent panel will review applications in September 2025
- Applicants will be notified of their outcome by 30 September 2025
- Applications will be accepted until 31 October 2025 if funds are available; these will be on a first come first served basis

Things you should know

- There are limited funds available, and they are awarded on a first come first served basis
- If your application is successful, you will need to make the full investment yourself and then claim the grant payment once the project is complete
- The fund will run from 16 June 2025 to 30 November 2025 and all projects are expected to be fully completed and claimed for by 31 December 2026
- This discretionary grant is awarded by an independent panel, and after presentation to the panel, it may take up to 28 days for you to be notified of a decision
- The panel's decision is final
- All projects will need to demonstrate value for money and there will be a requirement to provide a minimum of one quote for each contract
- Funding is subject to Subsidy Control under Minimal Financial Assistance (MFA) and businesses will be required to declare any previous subsidy received
- You will receive advice and support as required during the application process





MINUTES OF THE MEETING OF THE **PLANNING COMMITTEE** HELD AT THE TOWN HALL, ON THURSDAY 12TH JUNE AT 6pm

PRESENT: Trevor Bennett Mary Evans
Kay Montandon

ALSO PRESENT: Faye LeBon (Town Clerk)

1. TO NOTE APOLOGIES FOR ABSENCE

Apologies for absence were received from David Anderson and Patrick Prekopp.

2. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None raised.

3. TO AGREE THE MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 8th May 2025 were **agreed** and signed as a true and accurate record by the Chair.

4. INFORMATION ON MATTERS ARISING FROM THE PREVIOUS MINUTES

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
2024/3376	47 Cawston Road NR11 6EE	Notification for prior approval for change of use and conversion of existing commercial building (class E) into 1no dwelling (class C3)	No Objections	Pending

	<i>Estate NR11 6SS</i>	20220654- New offices and industrial units. Revised plans and elevations.		
2025/1039	<i>6 Bure Way NR11 6HL</i>	Demolition of rear conservatory and rear chimney, new roof lantern and single storey rear extension, replace render with render/insulation and install roof mounted solar panels	No objections.	Approval with conditions
2025/1004	<i>36 Holman Road NR11 6BZ</i>	Single storey side extension, single storey front extension to replace existing conservatory, replacement windows and doors and changes to the external appearance	No objections.	Approval with conditions
2025/0809	<i>11c Market Place NR11 6EH</i>	Change of use from residential property to commercial use	No objections subject to conservation advice	Approval with conditions
2025/1103	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending
2025/1104	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) LISTED BUILDING CONSENT	No objections, subject to the design and materials being in keeping and sympathetic to the original building	Pending.
2025/1180	<i>Talmin, Bure Valley Lane, NR11 6UA</i>	Rear extension and garage conversion	No objections.	Approval with conditions
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

7. TO CONSIDER NEW APPLICATIONS

The Committee considered the following new planning applications:

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 Aylsham Norfolk NR11 6BY</i>	1.5 storey rear extension, new single storey link room extension and roof mounted solar panel arrangement	Objection	Pending
2025/0654	<i>Pen-y-clawdd 1 Bure Valley Lane NR11 6UA</i>	Replacement dwelling	No objections, subject to compliance with conditions recommended by the Environmental Quality Officer	Approval with conditions
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
2025/0674	<i>Clyde Cottage 14 Cromer Road NR11 6HE</i>	Full refurbishment including internal and external alterations, incorporating new openings to the rear	Attention to be drawn to concerns about incomplete detail regarding intended remodelling work. Examples include s5.3.3 (a) – unclear as to whether walls are being stripped and whether walls are being replaced and insufficient detail of materials. Same issue with s5.4.3 (a). Regarding s5.6.1 (c) and s5.6.2 (f) are new staircases in keeping with the listed property.	Approval with Conditions
2025/0918	<i>19 Aylsham Industrial</i>	Variation of condition 2- Revised plans of original planning permission	No objections.	Pending

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
2025/1097	15 Red Lion Street NR11 6ER	Demolition of redundant outbuildings and erection of new single storey building	Application supported.
2025/1483	43 Jannys Close, NR11 6DL	Single storey front extension	No objections.
2025/1640	36 Holman Road, NR11 6BZ	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.

8. LATEST APPLICATIONS

Applications received after the agenda was prepared.
None received.

9. LARGE TOWN DEVELOPMENTS

a. *Norwich Road Site.*

To consider latest revision for play area

The updated design was circulated to members. It was acknowledged that Norfolk Homes had worked well with Cheryl Bould over this matter to the result was a good inclusive play area design. It was **agreed** to feedback to Broadland Council, the agreement of the council over the submitted design.

Norfolk Homes has yet to contact local residents with the details of the Site Manager. Kay Montandon has chased them via email, and the Clerk has seen a representative from Norfolk Homes earlier today, and reminded them that this needs to be done.

b. *Burgh Road.*

A positive meeting had been held with the Local Education Authority about the proposed primary school on the Burgh Road site. As a result there was confidence that the site will be retained for education provision.

The Section 106 agreement has yet to be signed off.

The Clerk will chase Steve Riley about the safety survey for Burgh Road.

It was noted that there was traffic calming planned for Burgh Road as part of the planning application.

It was suggested that there needs to be a brainstorming meeting between representatives of Aylsham Town Council, Aylsham Business Consortium, Sanders and Norfolk County Council to discuss the problem of buses in the market place.

10. TO NOTE ITEMS FOR INFORMATION OR FUTURE AGENDA

No matters raised.

11. DATE OF NEXT MEETING

Discussions occurred as to the feasibility of a day time meeting. It was **agreed** that the next meeting should be Thursday 10th July at 10am, subject to venue availability.

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.

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 were circulated and **noted**.

There being no further business the meeting was closed at 7.35pm

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 18TH JUNE 2025 at 7:00pm

PRESENT:

Fiona O'Hara	-	Chair (Town Resident)
Patrick Prekopp	-	Councillor
Kevin Cunnane	-	Councillor
Giles Margaron	-	Town Resident
Faye Le Bon	-	Town Clerk
Caron Lawrence	-	Aylsham Business Consortium
Donna Butcher	-	Office & Events Manager

1. WELCOME INTRODUCTIONS & APOLOGIES

Apologies received from Joan Bennett

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON 15TH NOVEMBER 2023

The minutes of the meeting held on Wednesday 22nd May 2025, as previously circulated were then confirmed and signed.

4. INFORMATION ON MATTERS ARISING

None

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

None present.

6. TO RECEIVE A REPORT FOR THE COMMUNITY FAYRE

In the absence of a report from Cheryl Bould, Fiona informed the committee that, having been working at the event, it was a success. It was understood that there was networking conversations between the attendees. Fiona expressed concern that the aisle width was slightly narrow, which may not be accessible for wheelchair or mobility scooter users. It was agreed that if we took away the centre tables to allow more room, that it would cut down on attendees and discourage the public from entering if the hall didn't look busy. Faye commented that, as a first time attendee to this type of event by the Town Council, it was excellent. Thanks were noted to Aylsham Slow Food for their donation for the cakes.

7. TO DISCUSS FINAL ARRANGMENTS FOR THE STREET FOOD FESTIVAL

Donna requested that any volunteers to help put out the barriers should meet in the Market Place at 7:30am. Fiona and Ryan will be leading the event on the day. Caron to liaise with Dan Howes at SEVENTEEN regarding moving the barriers back at 10pm when Red Lion Street needs to open. This will be done before if the event is not busy and has finished before then. The point was raised that extra bins would be useful with there being food vendors. A reminder email will be sent out to all vendors to ask that they bring their own rubbish bins for their pitch. No parking and advance road closure signs to be put out as previously for the Street Party.

8. TO DISCUSS PLANS FOR CHRISTMAS LIGHTS SWITCH ON

It was proposed to reduce the number of food vendors in the Market Place on the night. This is to make it safer for the large amount of people now attending the event. Donna discussed the entertainment for the event, suggestions for a band/singer needed. Donna to contact Vocallights and Aylsham High School regarding performing. Giles was concerned about the signage for Bure Valley Railway parking, Donna agreed to arrange a new sign with the closing time of the car park on it. Caron to communicate with ABC regarding the business owners who wish to have a stall outside of their premises to make a contribution (£10) to the Events Committee.

9. TO DISCUSS PLANS FOR THE QUIZ NIGHT

It was agreed that this event should possibly be re-arranged for later in the year.

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

To discuss re-arranging the quiz night. Fiona informed the committee that she may be moving out of Aylsham in the near future and will therefore have to resign as Chair.

11. TO AGREE DATE OF NEXT MEETING

The next meeting will be held on Wednesday 16th July 2025 at 7pm in the Council Chamber.

12. CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 7:40pm

Meeting of Aylsham Town Council – 2nd July 2025

Item 17 – To Consider Whole Council Training

With a number of new councillors coming on board, and interest from existing councillors in redoing councillor training, information has been sought from NPTS on whole council training. They can provide training on the following subjects:

- Background to Local Councils (including all tiers of local government)
- Roles and responsibilities – Clerk/RFO, Councillors, The Corporate Body, Chairperson, the Council as an employer
- Powers and duties
- Meetings (including voting and public participation), minutes and agendas
- The two annual meetings, elections and co-option
- Governance and financial management (including transparency rules if relevant)
- Risk management and insurance
- Data Protection
- Freedom of Information
- The Code of Conduct
- Planning overview

Options for the council are:

- 1) Choose 6 of the above subjects and this can be delivered in 1 evening. (cost £295)
- 2) Choose all subjects and this can be delivered over 2 evenings or one day (cost £550)

From a budget perspective, the following relevant budgets are available:

Budget Name	Budget	Used	Available
Councillor Training	£500	£296	£204
Staff Training	£1,000	£38	£962

It is recommended that

- 1) All subjects are covered
- 2) Staff be invited to attend (if members are in agreement) to help them with queries which may come from parishioners and to better understand and appreciate the role of the councillor.
- 3) £100 is taken from Cllr training and £450 is taken from staff training. It is important that some budget remains for councillors.
- 4) The training budget is reviewed in the 26/27 budget

Meeting of Aylsham Town Council – 2nd July 2025

Item 18 – To Consider Proposal for Replacement Van

The lease on the works van expired in March 2025. The lease company have allowed a 6 month extension to allow the Town Council to make the necessary arrangements. The Town Council currently pays £307.43 per month for rental.

The maintenance team has been consulted on their preference for vehicles. They are satisfied that the current electric vehicle serves the needs of the Town Council, with the exception of the limited range which is to be expected of the age of the vehicle, and the need for a towbar.

Due to the limited range of the existing vehicle, there was no appetite to purchase the vehicle.

A new equivalent of the existing van, along with a towbar, will serve the needs of the council. With improvements in electric technology, a new van will provide increased range and will give the ability to tow the works trailer.

Quotes have been sought for the vehicle:

Volkswagen Transporter

24 month contract (6,000 miles per annum)

5 year manufacturer's warranty

17 year battery warranty

Road tax included

Towbar

Company	Initial Deposit	23 monthly payments of	Total Contract
Existing lease company	£2,295.36	£382.56	£11,094.24
Alternative lease company	£3,174.00	£352.66	£11,285.18

It is recommended that the Town Council sources the new vehicle with the existing lease company.

The Town Council will have to consider viring money from an alternative budget to allow for the contractual obligations in 2025/2026

Budget Name	Budget	Used (to 30 th June)	Available	Required for 25/26	Shortfall + doc fee
Van	£4,500	£922.29	£3,577.71	£5,355.84	£2,053.13

After review of the reserves budget, it appears that the Highway verges reserve is artificially inflated. This ought to reflect the grant received by Norfolk County Council, and then the relevant expenditure to cut the gross put against it. In 2024/2025 this reserve showed an opening balance of £4,939.45, income of £11,675.43 and expenditure of £2,512 leaving a balance carried over to 25/26 of £14,102.88. In 2023/2024 the expenditure on highway verges was £11,120.98, which is more in keeping with the cost of this maintenance. It is suspected that not all of the cost of verge maintenance was applied to the 2024/2025 reserve figure leaving it artificially inflated (the 25/26 payment has yet to be received).

Therefore it is recommended that:

- 1) £2,100 be moved from the Highway Verge reserve
- 2) The Clerk review the Highway Verge reserve for accuracy.