



**MINUTES OF THE ANNUAL MEETING OF AYLSHAM TOWN COUNCIL  
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 3<sup>rd</sup> JUNE 2026 at 7pm**

**PRESENT:**

Kay Montandon (Chair)

Trevor Bennett

Gordon Clarke

Kevin Cunnane

Mary Evans

Catherine Fletcher

Michael Goodwin

Jon Minns

Mitchell Philpott

Patrick Prekopp

**ALSO IN ATTENDANCE:**

Faye LeBon (Town Clerk), Harry Clark (Deputy Clerk), Sue Catchpole (Broadland District Council and Norfolk County Council) and Mr Chris Tilley (Amerits Digital).

**1. To Receive Apologies for Absence**

Apologies were received from David Anderson, Cheryl Bould and Tim Briscoe.

**2. To Elect vice Chairman of the Council for 2026/2027**

It was *agreed* to defer this item.

**3. To Receive Declarations of Interest and Grant Requests for Dispensation**

None raised.

**4. To Agree the Minutes of the Meetings held on 6<sup>th</sup> May 2026:**

It was *agreed* to accept the Minutes of the Town Council Meeting held on 6<sup>th</sup> May 2026.

The Minutes were signed as a true and accurate record by the Chairman.

**5. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**

No matters raised.

**6. To Receive Reports from County and District Councillors, and other Partnership Organisations**

Sue Catchpole reported that she was proud to have been elected as the county councillor for the Aylsham Division. The size of the majority reflected the nature of Aylsham as a progressive town. She will be meeting with the Highways Engineer this week to discuss matters impacting Aylsham, and would take any outstanding queries from Aylsham Town Council. There are two upcoming road closures:

- A140 is to close between 15-20<sup>th</sup> June 7pm-5am for bridge repairs

- Red Lion street is to close between 9.30am and 3.30pm on 15<sup>th</sup> June for BT works. The Reform minority administration, supported by nine Great Yarmouth First councillors (now known as Great Yarmouth Restore) are looking at all climate change related projects. The desire to be carbon neutral by 2030 has now been revoked. It was queried whether the minority administration would apply for any net zero grants from central government.

Mitchell Philpott queried whether any decisions made at Norfolk County Council will impact what the Town Council does. It was confirmed that the Town Council's precept request will not be impacted, however it was unsure where any other funding is to be directed. The roles of political assistants have now been removed and these were roles which had a level of scrutiny and research.

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

No matters raised.

**8. To Receive Town Clerk's Report**

The Town Clerk's report had been previously circulated. The following update was provided:

- Form ET3 had been accepted by the Tribunal Service.

The Clerk's report was *noted*.

**9. Committee Governance**

**a) To Consider Formal Group to Develop an Aylsham 10 Year Development Plan, to Incorporate 10 year traffic planning**

Gordon Clarke introduced the idea, which was based upon the extension of the work by the Transport Group, in that there were 12 projects overlaid onto years. It was suggested that this format could be used for the whole business of the council, which will assist with funding and cash flow.

It was noted that the Transport Group would continue to as it is, as would ACE.

It was *agreed* that a 10 Year Development Plan working group would be set up. Gordon Clarke will liaise with Mitchell Philpott and the Clerk to take this project forwards.

**b) To Consider Amendment to the Terms of Reference for the Cittaslow Committee.**

It was *agreed* that the aim of the Cittaslow Committee should read as follows:

*The aim is to encourage the culture of good living and wellbeing through active citizenship to improve the quality of life in the town.*

**10. IT Improvement Project**

**a) To receive update on IT Improvement Project**

An update was provided to the council. 90% of the agreed formal proposal spend has been completed. The Chairman offered a vote of thanks to Mr Tilley for the work he has put into this project.

There had been no complaints about loss emails, therefore it was *agreed* that the email service from the previous provider could be cancelled.

**b) To agree to what extent external e-mail should be notified to councillors.**

As part of the IT improvement project, there is a warning message about emails which come to members from outside of the Town Council. Concerns had been raised about this message and its necessity as it could be perceived as tedious, and there is an argument that people become 'sign-blind' due to seeing it with such regularity.

It is in place to alert members to 'phishing' emails, such as those that often purport to being from the Chairman requesting a confidential discussion and then requesting the purchase of Amazon vouchers etc.

These external alerts can be turned off, but a council decision is required.

It was noted that the warning has now been toned down. As such, it was **agreed** to keep the external warning email in its current form.

**c) To consider addition of Digital Signage as part of the project**

A proposal had been put forward to install digital signage inside Aylsham Town Hall. The project would begin with a pilot to utilise the existing screen in the Town Hall foyer, but can then be expanded to signage outside the town hall, subject to planning permission. It was **agreed** to defer the decision on this matter until the Comms Officer is in post.

**11. To Consider Correspondence from the Cressey Henry Page Trust**

Correspondence from the Cressey Henry Page Trust had been received. In response to the request for a council email address for charity to be contacted, this was declined, however it was agreed to place the charities details on the Town Council website.

An annual donation to the charity from the Town Council was requested. It was agreed that the charity should be encouraged to apply to the Town Council in a similar manner to all other groups.

**12. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including New Proposals**

Updates were provided on the following potential capital and CIL projects and were **noted**:

Bank Barn	Community Lending Library
Market Place Greening	Inclusive Play Equipment at the Recreation Ground
Information Centre	Transport Hub
Skate / Wheeled Park	Aylsham Traffic Strategy
Sports and Fitness Provisions	New Pavilion for Recreation Ground
Council Waste Management	Council Building Disability Access Audit
Road safety survey – Burgh Road	Traffic lights on Burgh Road
Surfacing of Mileham Drive MUGA	Neighbourhood Plan
Community Information Bureau	Soame Pump traffic
Surfacing of Mileham Drive Play Area	
Road Safety at Burgh Road – Zebra Crossing	
Community Building Space	

Sue Catchpole will ask planning officers if it is possible to call in the Barclays Bank planning application, to prevent piecemeal development of the site.

**13. Highways**

**a) To receive update on the Transport Hub planning application**

It was reported that the target determination date for this application was 28<sup>th</sup> June.

**b) To receive correspondence about the extension of the Bus Shelter Improvement Project**

It was noted that Norfolk County Council has extended funding into the 2026/27 financial year to support the installation and refurbishment of bus shelters within town and parish council areas. This would be a 20%/80% funding split between the Town Council and Norfolk County Council.

The Clerk will chase up the installation of the new shelter near market surgery.

Complaints have been received about the removal of the bus shelter by Norfolk Homes.

Whilst they are obliged to replace the shelter later in the development, members of the public have nothing in the interim. Sue Catchpole has raised this with planning officers, and they have advised to contact Norfolk Homes directly. The Clerk will follow this up.

**c) To consider viability of land on Mileham Drive for Potential Car Parking**

The land registry title deeds for this land had been provided as part of the pack. The Clerk had applied for the title plans as these were too large to be available online.

Concerns had been raised about a potential easement across the land which is why it may remain in the ownership of Norfolk Homes. It was also noted that the surface water drain may be there for percolation and then piped to Spar Lane.

This will be reviewed when the title plans are received.

**d) To consider project for Happy to Chat Bench(es)**

An example was given about a local project for Happy to Chat seating to encourage those who sit there to engage in conversation. It was agreed to purchase two plaques, one each for the benches in the market square, to allocate these as 'Happy to Chat' benches.

Gordon Clarke will look at some possible plaques and wording.

**e) To Receive update on VAT Treatment for Memorial Benches**

VAT advice on the Town Council's memorial bench policy had been sought. The Town Council's current policy was ambiguous referencing both ownership of the bench by the Town Council and responsibility for repairs and maintenance being with the applicant, both of which have different VAT treatments. It was advised that it is more usual for a local authority to accept a donation from a member of the public, then the bench remains in the Town Council ownership and the Town Council remains liable for maintenance and repair. This would mean that the income is not subject to VAT, but VAT can be reclaimed on the bench. The Clerk will rewrite this policy and bring back to council for consideration.

#### **14. Finance**

**a) To receive bank Reconciliation to 27<sup>th</sup> May 2026**

The bank reconciliation revealed an error of £123.35 caused by a direct debit on 1<sup>st</sup> May, with no corresponding invoice. The Clerk will investigate further and the bank reconciliation was *noted*.

**b) To receive year to date payments and receipts against budget**

The budget document was *noted*.

**c) To agree the detailed payments from 29<sup>th</sup> April 2026 to 27<sup>th</sup> May 2026**

The payments were *agreed*.

**d) To agree the detailed receipts from 29<sup>th</sup> April 2026 to 27<sup>th</sup> May 2026**

The receipts were *agreed*.

**e) To note the schedule of reserves**

The level of reserves was *noted*.

**f) To consider investment into a 1 year bond.**

The Shawbrook account which resulted from the maturity of a bond was paying only 0.1% interest. It was **agreed** to reinvest into another Shawbrook 1 year bond at a rate of 4.3%

**g) To Receive Report Regarding Internal Audit 2025/2026 and Consider Resolution**

A report had been provided into the conduct of the appointed internal auditor, citing disagreements and discrepancies in the work provided. At a meeting between representatives of the Internal Auditor and Town Council, the Internal Auditor was instructed to cease work until the Town Council could consider its position at the Town Council meeting. Subsequently the Internal Auditor had chosen to email selected councillors with an inaccurate report, for which the Town Council is currently seeking legal advice on its content.

It was **agreed** that the services of this Internal Auditor were no longer required due to lack of confidence in the quality of work provided, poor behaviour towards Town Council representatives and the subsequent discovery of historical bullying of councillors and a clerk, accusations upheld by the Monitoring Officer. The Town Council will pay for works until 29<sup>th</sup> May when instruction was given to cease work.

Further to obtaining satisfactory references and noting the independence of the company from the council, it was **agreed** that Parish and Town Auditing Services should be commissioned as the Town Council Internal Auditor for 2025/2026. Parish and Town Auditing Services should also be asked to quote for additional works to investigate comments made by the previous Internal Auditor.

## **15. Committee Reports**

**a) Aylsham Climate Emergency**

**i) To receive the minutes of the meeting of 11<sup>th</sup> May 2026 and adopt decisions made.**

The minutes of the meeting of 11<sup>th</sup> May 2026 were **received**.

**ii) To consider proposition from ACE for a Library of Things**

A project proposal had been put forward for the piloting of a 'Library of Things' whereby a set of lockers would be located in the town which would store items used infrequently, such as tools, so that they could be borrowed by local residents to save purchasing. Possible locations suggested would be either the Buttlands or Burgh Road car parks. It was **agreed** to trial this project.

**iii) To consider proposition from ACE for support of the Plant Based Treaty**

Suggested proposals had been put forward for adoption by the council. The proposals were amended to reflect that the Town Council supports ACE, as a working group, signing up to the principles of the Plant Based Treaty.

**b) Planning Committee**

**i) To note the Minutes of the planning committee meeting of 14<sup>th</sup> May 2026**

The minutes of the Planning committee meeting of 14<sup>th</sup> May 2026 had been circulated and were **noted**. It was reported that LIDL had submitted their planning application which had a deadline for response of 16<sup>th</sup> June. A response from the Town Council will be considered by the planning committee on 11<sup>th</sup> June.

**c) Cittaslow Committee**

**i) To note the Minutes of the Cittaslow committee meeting on 19<sup>th</sup> May 2026**

The minutes of the Cittaslow Committee meeting of 19<sup>th</sup> May 2026 had been circulated and were **noted**.

**d) Visit Aylsham**

**i) To receive the Minutes of the Visit Aylsham Working Group 13<sup>th</sup> May 2026**

The minutes of 13<sup>th</sup> May 2026 had been circulated and were *received*.

**e) Churchyard Committee**

**i) To note the minutes of the committee meeting held on 18<sup>th</sup> May 2026**

The minutes of 18<sup>th</sup> May 2026 had been circulated and were *noted*.

**ii) To agree design for the plaques for the Memorial Garden**

It was agreed to support the Churchyard Committee's decision on the designs for the two plaques.

**f) Staffing Committee**

**i) To note the minutes of the committee meeting held on 7<sup>th</sup> May and 26<sup>th</sup> May 2026**

The minutes of 7<sup>th</sup> May 2026 and 26<sup>th</sup> May had been circulated and were *noted*.

**g) Events Committee**

**i) To note the minutes of the events committee meeting of the 20<sup>th</sup> May 2026**

The minutes of the events committee meeting of 20<sup>th</sup> May 2026 had been circulated and were *noted*.

**16. To Note Items for Information or Future Agendas**

No matters raised.

**17. To Confirm the Date of the Next Meeting as Wednesday 1<sup>st</sup> July 2026 and Extra Ordinary Meeting to Agree Accounts**

The next ordinary meeting of the Town Council was agreed as Wednesday 1<sup>st</sup> July 2026.

The clerk will advise the date of an extra ordinary meeting to complete the accounts process when the Internal Audit has been completed.

There being no further business to transact, the meeting closed at 8.55pm

\_\_\_\_\_ Signed \_\_\_\_\_ Date



**MINUTES OF THE ANNUAL MEETING OF AYLSHAM TOWN COUNCIL  
HELD IN AYLSHAM TOWN HALL, ON MONDAY 22<sup>nd</sup> JUNE 2026 at 7pm**

**PRESENT:**

Kay Montandon (Chair)  
Michael Goodwin  
Patrick Prekopp

Kevin Cunnane  
Jon Minns

Mary Evans  
Mitchell Philpott

**ALSO IN ATTENDANCE:**

Faye LeBon (Town Clerk) and Harry Clark (Deputy Clerk).

**1. To Receive Apologies for Absence**

Apologies were received from David Anderson, Cheryl Bould and Tim Briscoe.

**2. To Receive Declarations of Interest and Grant Requests for Dispensation**

None raised.

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

No matters raised.

**4. Finance**

**a) To Receive Internal Audit Report and Consider Recommendations**

The Internal Audit report had been distributed to councillors. It was noted that there was a typographical error which would be corrected. The following questions were asked by members:

- To confirm the correct date of the precept setting meeting. It was clarified that as this related to the 2025/2026 accounts, the meeting where the precept for this financial year was set was 19<sup>th</sup> December 2024 (item 4j)
- To elaborate on the item answered 'no' by the Internal Auditor relating to petty cash. It was noted that a report was presented to council on 3<sup>rd</sup> December 2025 (item 22) relating to an imbalance of petty cash. After all possible resolutions had been checked, the council agreed to write off the imbalance and cease the use of petty cash in favour of use of a credit card.

The Internal Audit performed by Parish and Town Audit Services was **accepted**.

The recommendations will be placed on the next agenda for a more detailed review.

**b) To Agree Annual Governance Statement for 2025/2026**

Sections 1-8 and section 10 on the Annual Governance Statement were read out individually, to each councillor agreed to respond affirmatively. Section 9 was agreed as 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

**c) To Agree Annual Accounting Statement for 2025/2026**

The Annual Accounting Statement, as prepared prior to the meeting by the Responsible Finance Officer, was **agreed** by members and signed by the Chair.

The Clerk will place the supporting documentation on the website. The website will be monitored to see how often this information is accessed.

**d) To Note the Dates of the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return as Wednesday 24<sup>th</sup> June to Tuesday 4<sup>th</sup> August 2026**

This item formed part of the Internal Auditor's recommendations. The dates for the exercise of public rights were **noted**.

**5. To Note Items for Information or a Future Agenda**

No matters raised.

**6. To Confirm the Date of the Next Meeting as Wednesday 1st July 2026**

This was agreed.

**7. Closure of Meeting to the Press and Public**

**To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 8 and 9 in view of the confidential nature of the business to be transacted.** This was **agreed**.

*The meeting was closed to the press and public*

**8. To Receive Correspondence from Cleaning Contractor and Consider Resolution**

The Town Council's appointed cleaning contractor has given notice to terminate the contract. To keep to the council's allocated budget, it was agreed to approach the contractor second on the list to see if they would hold their price. References had already been obtained from this contractor. Should this contractor decline, then the Town Council will offer multiple roles for employment.

**9. To Receive Correspondence of 17<sup>th</sup> June and Consider Response**

Correspondence from ACAS had been received. The Town Council considered this and agreed to retain its current stance on the matter.

In addition to this, Mitchell Philpott will draft correspondence to send about the outstanding intellectual property of the council.

*The meeting was reopened to the press and public*

There being no further business to transact, the meeting closed at 7.55pm.

\_\_\_\_\_ Signed \_\_\_\_\_ Date

Item 8

Clerk's Report for the Meeting of 1<sup>st</sup> July 2026

<u>ITEM</u>	<u>COMMENTS</u>
Town Hall	<p>Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action</p> <p>Contractor appointed for dilapidation report / future programme of repairs.</p> <p>Quotes received for window replacement. One contractor suggests that double glazing could be possible. Heritage officer has attended site and a report will be prepared for the property committee.</p> <p>Boiler quotes being revisited – will need to go to sealed tender. Heritage officer has attended site and the Town Council is limited as to where the flue can exit the building. The original exit is the chimney and this will require a new flue liner do to changes in legislation</p> <p>Roof repairs commenced to the south of the town hall. Further issues have been revealed as work has gone on, to be ratified under item 15e</p>
23 Market Place	<p>Roof slate replaced but other areas where tiles have slipped require further works. A quote has been requested. Condition of whole roof raised as a concern.</p> <p>Contractor appointed for dilapidation report / future programme of repairs.</p> <p>Contractor appointed for lease review</p>
Cemetery Cottage	<p>Contractor appointed for dilapidation report / future programme of repairs. This in the property that the contractor will start with</p>
Cemetery	<p>Concerns raised over the number of informal edgings that have been installed around graves. To be addressed.</p> <p>Burial procedures to be reviewed.</p>
Cittaslow	<p>Cittaslow AGM arranged for 6<sup>th</sup> July</p>
Allotments	<p>Review of arrangements for closure of Norwich Road to take place. Ensure the Secretary of State has signed off.</p> <p>Checking with planning team over land usage</p>
Churchyard	<p>Church wall detailed specification agreed and is being considered by Broadland District Council planning department. It was hoped that this would be decided by 8<sup>th</sup> May, after which the project could go out to sealed tender. However there has been a delay and the decision is now likely by 28<sup>th</sup> May. Further extension now until 31<sup>st</sup> July</p> <p><a href="https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SAA8VMOQQI00">https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SAA8VMOQQI00</a></p>
Market Place	<p>No matters to report</p>
Markets	<p>All Entertainment slots have now been booked for the Food and Craft Markets.</p> <p>4th July Caricaturist</p> <p>1st August Singer/Acoustic Guitarist</p> <p>5th September Violinist</p> <p>Several market traders have accepted payments in advance to take advantage of reduced fees.</p>

	Advice has been sought from the Heritage Officer over the siting of external wifi boosters, as part of a project that is hoped to come forward
Jannys Close Community Garden	Historical information to be sought to enable land registration
Staithe	No matters to report
"Little Staithe"	No matters to report
Highways	Highways engineer contacted for a possible grit bin on Buxton Road. Advised Highways review grit bins between April and June each year. Highways run a 'one in/one out' policy with grit bins so to put one in Buxton Road requires them to look at removing another, less well used, grit bin. They can tell by the amount of salt which has been required to top up the bins which ones are serving their purpose. Collapsed gullies on Penfold Street have been marked out by Highways for repair, however works done are negligible and the gullies remain badly silted. Suggested that there will be resurfacing works to Red Lion Street and Penfold Street. To speak with Norfolk County Council to try to get resurfacing done with materials that would suit the Town Council's Traffic strategy.
Paupers Graveyard	No matters to report
Norfolk Homes large area off Mileham Drive	Maintenance team to action matters identified in RoSPA report. To prioritise safety matting repairs. Barrier installed in car park area. Green infrastructure project in place approved
Recreation Ground	There remains a problem with transferring the electricity contract for the pavilion to the Recreation Ground committee. 2 <sup>nd</sup> instalment of grant payment arranged for 1 <sup>st</sup> July
St Michael's Way	Maintenance team to action matters identified in RoSPA report.
Car Parks	SORN'd / no MOT Van removed from Buttlands
Street Lighting	Resolution of reconnection of lights on Sir Williams Lane is still ongoing. Faulty street light on the junction of Penfold Street and Church Terrace reported. Column is iron and in an extensive condition of decay and is likely to require a full replacement. Clerk to enquire of contractor why this wasn't picked up as part of contractual visual inspections. Street lighting contract comes to an end in September. New tender to be spec'd
Public Toilets	Sanitary bins upgraded to unisex version so that incontinence products can be placed in there. To also be placed in men's cubicle
COMMA/Archives	Archives are now officially on the Aylsham Town Council network
Litter & Dog Waste Bins	No matters to reports
Bus Shelters	Application for new Bus shelter on Gashouse Hill was successful in receiving 80% funding. PO now received – clerk to chase for groundworks to be completed.

	<p>Highways agreed that the work is on their programme but haven't given a time frame for completion.</p> <p>Application for new Bus shelter on Norwich Road, outside Market surgery was successful in receiving 80% funding. PO received – shelter due to be installed in August.</p> <p>Clerk contacted Norfolk Homes over a temporary shelter on Norwich Road. Advised 'Sadly, we can't install a temporary shelter on land that isn't ours and that isn't agreed as part of the Section Agreements for the highway works. I will, however, have a chat our Site Manager, to see if there is anything, even small, we can do to help. However, sadly, we are so restricted in regard to this.'</p>
Pump	No matters to report
Pillboxes	To review land registry for Norwich Road Pill box.
War Memorial	No matters to report
Drill Hall	<p>Clerk and Maintenance manager to action items from Fire Risk Assessment</p> <p>Contractor appointed for dilapidation report / future programme of repairs.</p> <p>New licenses to be agreed by Property committee.</p> <p>Sanitary bins upgraded to unisex version so that incontinence products can be placed in there.</p> <p>Clerk and Maintenance Manager to review Lighting and CCTV to improve safety in this area.</p>
SAM2 and Community Speed Watch	SAM3 sign now operational
Vehicles	No matters to report
IT Project	Agenda item 10
Councillor Chats	To be arranged
Other Matters	Successful recruitment of Comms Officer
Future Meetings	<p>6<sup>th</sup> July – 7pm - Aylsham Climate Emergency (ACE)</p> <p>7<sup>th</sup> July – 2pm – Property Committee</p> <p>9<sup>th</sup> July – 10am – Planning Committee</p> <p>15<sup>th</sup> July – 2pm - Events Committee</p> <p>21<sup>st</sup> July – 11am - Cittaslow Committee</p> <p>22<sup>nd</sup> July – 11.15am – Staffing Committee</p>

## Meeting of Aylsham Town Council – 1<sup>st</sup> July 2026

### Item 11 - Capital and CIL Projects

Potential capital projects that CIL / Section 106 funds may be used for:

#### **Recreation and Play**

- a. Inclusive play equipment at the recreation ground.
- b. Skate/Wheel Park. *Clerk attended the Dereham Town Council consultation regarding their skate park upgrade. Consultant recommended visiting Activity First as a starting point (<https://www.activityfirst.org/>). Recreation Ground is also liaising with residents. See agenda item 13*
- c. New Pavillion for the Recreation Ground.
- d. Sports and Fitness Provisions.
- e. Surfacing of Mileham Drive MUGA
- f. Surfacing of Mileham Drive Play Area

#### **Highways**

- a. Transport Hub.
- b. Aylsham Traffic Strategy.
- c. Road Safety at Burgh Road – Zebra Crossing. **To be completed by Norfolk County Council Highways.**

#### **Local Amenity**

- a. Bank Barn. *Planning application now reflects the barn rather than private housing. Application has been reduced from 11 residential dwellings to 9 thus falling outside the scope of s106 obligations. The Town Council has responded to the application as follows “The Town Council notes the reduction of residential dwellings from 11 to 9, which would reduce the s106 obligations of the applicant. Should the LPA be minded to grant permission, the town council would request a condition to safeguard against piecemeal development, in that should any additional building in the control of the applicant/developer (a blue line plan has not been submitted) be converted to a C3 dwelling, this should be classed as cumulative to this application and so subject to s106 obligations as a 10+ dwelling development. This would include the storage barn and the conversion of any of the three proposed commercial units to residential use”*  
No update on planning application, with the exception of an updated plan to clarify that the barn does not form part of the planning application.  
**Unable to call in planning application, however planning officer has been asked for the reason why a blue line boundary plan has not been submitted. Applicant has advised that Bank Barn is not in their ownership. According to Land Registry the land and buildings have not changed hands since 05/07/2006 (although there can be delays with land registry). Unfortunately, the title plan is not available online and would have to be applied for manually.**
- b. Community Lending Library. **Clerk to meeting with representatives from Broadland Council to move forward a project for a ‘Library of Things’**

- c. Market Place Greening.
- d. Multifunction Information Centre / Community Building space
- e. Council Building Disability Access Audit. **Access to Green Room has been raised as an issue as has suitability for those with hearing impairments.**
- f. Town Council Waste Management.

***Other***

- a. Neighbourhood Plan (£30,000 of CIL allocation agreed, £27,585.10 remaining)

Visit Aylsham group considering reapplying for a Bank Hub. Information on cash access on their website isn't accurate. Public consultation to be considered.



# AYLSHAM TOWN COUNCIL

## MEMORIAL BENCH POLICY

### 1. Purpose

This policy establishes a consistent and fair approach to requests for memorial benches on land owned or managed by the Council.

The Council recognises that memorial benches can provide a lasting tribute to loved ones while enhancing public spaces for the benefit of residents and visitors. The Council must, however, balance individual requests with the need to manage public open spaces effectively and maintain their appearance for future generations.

### 2. Scope

This policy applies to all memorial benches located on Council-owned or Council-managed land, including parks, open spaces, cemeteries and other public areas. We will also act as liaison for land in ownership of the Highways Authority

### 3. General Principles

The Council will:

- Consider each application on its merits.
- Ensure memorial benches are appropriate to the character and use of the location.
- Maintain consistency in the style and quality of benches installed on public land.
- Manage the number and location of memorial benches to avoid overcrowding.
- Retain ownership and control of all memorial benches installed via this policy.

The Council reserves the right to refuse any application without providing detailed reasons where it considers a memorial bench unsuitable for the proposed location.

### 4. Applications

Applications for memorial benches must be submitted in writing using the Council's Memorial Bench Application Form.

Applications should include:

- Name and contact details of the applicant.
- Name of the person being commemorated.
- Preferred location (if any).
- Proposed wording for any plaque.
- Confirmation that the applicant agrees to the terms of this policy.

Applications will be considered by the Council or an authorised officer.

## **5. Location of Benches**

The Council will determine the final location of any memorial bench.

When considering locations, the Council will take into account:

- Existing benches and memorials.
- Accessibility and public use.
- Environmental and landscape considerations.
- Maintenance requirements.
- Future development plans.

The Council may identify specific locations where memorial benches are permitted and may decline requests for particular sites.

If the location of the bench is in the ownership of the Highways authority, the Town Council will apply for the appropriate street furniture license

## **6. Bench Design**

To ensure consistency, memorial benches must be of a design approved by the Council.

The Council may:

- Specify the type, style, material and colour of benches.
- Require benches to be purchased through the Council or an approved supplier.
- Refuse benches that are considered inappropriate or unsuitable.
- All benches are required to be of a commercial standard.
- Preference will be given to benches made of recyclable materials

## **7. Memorial Plaques**

A small memorial plaque may be permitted on the bench.

Plaques must:

- Be approved by the Council prior to installation.
- Contain wording that is appropriate and non-offensive.
- Normally be limited to the name of the individual and a brief inscription.

The Council reserves the right to refuse or require amendments to proposed wording.

## **8. Costs**

The applicant will be responsible for all costs associated with:

- Purchase of the bench.
- Memorial plaque.
- Delivery and installation.
- Any other associated administrative costs.

The Council will advise applicants of the current charges before approval is granted.

Payment must be received before any bench is ordered or installed.

Indicative costs for a bench, delivery, installation and any groundworks is between £650 and £1,000. This amount will be confirmed at the time due to variable supplier and delivery costs

## **9. Maintenance and Ownership**

Once installed, the bench becomes the property of the Council.

The Council will undertake routine maintenance as part of its normal inspection programme, subject to available resources and budgets.

The Council does not guarantee to repair, replace or maintain a memorial bench indefinitely.

### **10. Replacement and Removal**

Memorial benches may be removed, relocated or replaced if:

- They become unsafe.
- They are damaged beyond economic repair.
- The site is redeveloped or altered.
- The bench is no longer suitable for its location.
- Operational or management requirements make removal necessary.

Where practicable, the Council will endeavour to contact the original applicant before removal or relocation.

The Council is under no obligation to replace a bench at the end of its useful life.

### **11. Memorial Period**

The Council will normally permit memorial benches for a period of 10 years from the date of installation.

At the end of this period, the Council may:

- Offer the applicant or their representative the opportunity to renew the arrangement, subject to the policy in force at that time.
- Remove the plaque and retain, relocate or replace the bench as appropriate.

Where no contact can be established, the Council may proceed without further notice.

### **12. Flowers and Additional Memorial Items**

The placement of flowers, ornaments, photographs, toys, wind chimes, solar lights or other memorial items on or around a memorial bench is not permitted without prior approval.

The Council reserves the right to remove any unauthorised items without notice.

### **13. Liability**

The Council accepts no liability for loss of or damage to memorial plaques, flowers or other items placed at memorial benches.

### **14. Review**

This policy will be reviewed periodically and may be amended by the Council at any time.

---

### **Equality Statement**

The Council is committed to ensuring that all applications are considered fairly and consistently, without discrimination, and in accordance with relevant legislation and Council policies.

# AYLSHAM TOWN COUNCIL

## APPLICATION REQUEST FOR A MEMORIAL BENCH

Full Name:

---

Address:

---

---

Postcode:

---

Telephone:

---

E-mail:

*Please notify us of any change of name or address so we can contact you if we need to.*

Name of person for dedication:

---

Wording for Memorial Plaque:

---

---

---

Preferred location of bench:

---

**I have received the quote and design of the memorial bench and any associated plaque. Please provide and install a dedicated seat on my behalf. I agree to donate the required cost, and when the donation has been received, the dedicated seat will be ordered.**

Signed:

---

Date:

Please return to  
Aylsham Town Council, Town Hall, Market Place, Aylsham, NR11 6EL

TOWN COUNCIL USE ONLY	
Date of Installation	
Location	
Invoice Number and Date Paid	

## Faye Lebon

---

**From:** Faye Lebon <townclerk@aylsham-tc.gov.uk> on behalf of townclerk@aylsham-tc.gov.uk  
**Sent:** 26 June 2026 11:14  
**To:** 'Aidan Chase'  
**Cc:** Sue Catchpole; Kay Montandon  
**Subject:** RE: PRZ306 – Aylsham Bypass: Response regarding speed limit

Dear Aidan,

Thank you for your explanation. Would you be able to send me a copy of the assessment you refer to, as I've been unable to locate it as part of the planning comments for 2023/3003 (albeit, there is a lot of documentation on here and I could have easily missed it).

Thanks

Kind Regards

*Faye*

Faye LeBon  
Clerk to Aylsham Town Council  
Town Hall, Market Place  
Aylsham, Norwich NR11 6EL  
Tel: 01263 733354

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[www.aylsham-tc.gov.uk](http://www.aylsham-tc.gov.uk)

**General Data Protection Regulation:** The Council's Privacy Statements can be viewed at [here](#)

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---

**From:** Aidan Chase <aidan.chase@norfolk.gov.uk>  
**Sent:** 26 June 2026 09:44  
**To:** Faye Lebon <townclerk@aylsham-tc.gov.uk>  
**Cc:** Sue Catchpole <sue.catchpole.cllr@norfolk.gov.uk>  
**Subject:** PRZ306 – Aylsham Bypass: Response regarding speed limit

You don't often get email from [aidan.chase@norfolk.gov.uk](mailto:aidan.chase@norfolk.gov.uk). [Learn why this is important](#)

Dear Aylsham Town Council,

I am writing to address concerns regarding the proposed 50mph speed limit associated with the PRZ306 scheme on the Aylsham Bypass, including the introduction of a toucan crossing.

During the original development of the proposal, the potential for a 40mph speed limit was considered in detail. However, the Network Safety team have advised that there is no justification for reducing the speed limit below 50mph on this section of the A140. The presence of a signal-controlled toucan crossing does not alter this position, as such crossings are designed to safely accommodate higher approach speeds, with appropriate signal staging and visibility to manage driver response when activated.

The site in question is allocated for development under the Greater Norwich Local Plan (GNLP) Policy B.AY.1. A key requirement of this allocation is the provision of a suitable crossing of the A140. In support of this, Norfolk County Council was commissioned by Broadland District Council in 2021 to undertake a pedestrian crossing assessment, which was published in 2022. This report identified several potential crossing types, including a toucan crossing, as viable options.

In considering planning application 2023/3003 (development south of Burgh Road), the Highway Authority concluded that a toucan crossing represents the most appropriate solution to accommodate both pedestrians and cyclists, while meeting the policy requirement for a crossing of the A140. The same assessment recommended that the speed limit be reduced from 60mph to 50mph in association with such provision.

In summary:

- A reduction to 50mph is supported by the evidence and assessment work undertaken.
- A further reduction to 40mph is not considered appropriate or justified on this section of road.
- A signal-controlled toucan crossing is considered the most suitable crossing type to meet current and future needs.

I trust this provides clarity on the rationale behind the proposed arrangements. Please do not hesitate to get in touch if you require any further information.

Kind regards,

**Aidan Chase, Traffic Regulation Order Support Officer**

Highways

Tel: +44 1603 365819 | Contact: [Aidan.Chase@norfolk.gov.uk](mailto:Aidan.Chase@norfolk.gov.uk)

Martineau Ln, Norwich NR1 2DH



**flourish**

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## Aylsham Town Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 23/06/2026</b>		
	Cash in Hand 01/04/2026		402,714.27
	<b>ADD</b> Receipts 01/04/2026 - 23/06/2026		380,113.78
			782,828.05
	<b>SUBTRACT</b> Payments 01/04/2026 - 23/06/2026		163,574.79
<b>A</b>	<b>Cash in Hand 23/06/2026</b> (per Cash Book)		<b>619,253.26</b>
	Cash in hand per Bank Statements		
	Petty Cash	23/06/2026	0.00
	01 Barclays Current Account	23/06/2026	5,280.30
	02 Barclays Active Saver	23/06/2026	287,078.77
	Public Sector Deposit Fund	23/06/2026	125,663.99
	Shawbrook - Issue 7 Fixed Bond	23/06/2026	95,066.28
	Redwood Savings Account	23/06/2026	106,143.24
			<b>619,232.58</b>
	Less unrepresented payments		317.32
			618,915.26
	Plus unrepresented receipts		338.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>619,253.26</b>
	<b>A = B Checks out OK</b>		

Email: [info@aylsham-tc.gov.uk](mailto:info@aylsham-tc.gov.uk)  
Website: [www.aylsham-tc.gov.uk](http://www.aylsham-tc.gov.uk)

Report Number: 01/2627

Report to:	Aylsham Full Council
Date of Meeting:	01/07/2026
Authorship:	Deputy Clerk
Subject:	Trade UK/ Screwfix credit

## **Introduction**

1. Officers of Aylsham Town Council was unable to complete the Bank Reconciliation for May 2026 due to payments made in 2025 and prior.
2. Officers of Aylsham Town Council reviewed payments made to Trade UK/ Screwfix from January 2023 to May 2026. The findings of the officers show duplicate payments were made in addition of Direct Debit payments, and generated credit with Trade UK/ Screwfix.

## **Review**

3. Below is a table showing the information on the payments/ credit.

Invoice Number	Payment Date	Credit amount	Payments
2001162991	17/01/2025	£29.99	Duplicate payment made on 17/01/2025. Invoices allocated to this payment were 2010245620 on 27/01/2026 for £8.96 and 2010676874 on 12/02/2026 for £21.03
2000937937	09/01/2025	£43.47	Duplicate payment made on 11/02/2025. Invoices allocated to this payment 2010676874 on 12/02/2026 for £2.95, 2010962853 on 12/02/2026

			for £23.98, 2011243392 on 06/03/2026 for £5.27 and 2011277367 on 07/03/2026 for £11.27
2003481741	29/04/2025	£27.98	Duplicate payment made on 29/04/2025 Invoices allocated to this payment 2011277367 on 07/03/2026 for £35.71.
1482285541, 1483313573, 1484014820, 1487589417	31/08/2024	£84.38	Duplicate payment made on 31/08/2024. Invoices allocated to this payment were 2009807672 on 09/01/2026 for £54.98 and 2009843707 on 10/01/2026 for £29.40

#### **Summary**

4. The payments above show the traceability of the statement from Trade UK/ Screwfix dated 05/04/2026 and shows the outstanding balances of £123.35 (paid 01/05/2026) having no further outstanding credit assigned to the Aylsham Town Council account with Trade UK/ Screwfix.

# Aylsham Town Council

25 June 2026 (2026-2027)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 25/06/2026)

01 General Purpose		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	136,520.00	136,588.00												
2	Bank Interest /Charge:	12,000.00	10,656.96		160.46	10,000.00	4,241.52		4,241.52	300.00	58.55		58.55		
3	CIL		29,536.52				27,019.28		27,019.28						
4	Marquee		294.27	1,371.22	1,371.22	50.00				100.00					
6	Other Income														
7	Staff Costs			87,071.00	95,803.49										
10	Office Expenses (Gen			13,000.00	20,835.06					900.00	414.10		414.10		
11	Staff Training			1,000.00	971.00					3,000.00					
13	Equipment		100.00	500.00	539.49					500.00	1,253.54		1,253.54		
14	Advertising			500.00	1,360.00					4,200.00	1,050.00		1,050.00		
15	Audit Fees			2,200.00	1,735.00					2,500.00	575.00		575.00		
16	Election			500.00						2,000.00					
17	Subscriptions & Memt			3,100.00	3,666.19					4,000.00	1,427.00		1,427.00		
18	Professional Fees			2,500.00	4,175.00					3,000.00	186.00		186.00		
19	Insurance		30.39	11,800.00	13,520.05					15,000.00					
20	Chairman's Allowance			250.00	229.55					500.00					
21	Climate Change		6,918.94	5,000.00	1,110.83		177.80		177.80		202.04		202.04		
22	Cittaslow		737.00	1,500.00	1,608.67					1,500.00	1,000.00		1,000.00		
23	Traffic Group														
24	Youth Project														
25	Communications									2,000.00					
26	Van		307.43	6,600.00	7,342.26					5,217.56	1,208.36		1,208.36		
27	Miscellaneous		30.00	500.00	119.08					250.00					
28	Councillor Training			500.00	516.00					1,000.00					
29	Archive			250.00						250.00					
30	SAM2			700.00	30.00					500.00					
161	Christmas Lights Infas		964.33	2,000.00	2,505.79	1,000.00				1,500.00					

# Aylsham Town Council

25 June 2026 (2026-2027)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 25/06/2026)

162	VAT				10,805.90	10,805.90					
163	Legal Expenses	2,500.00	1,195.52				3,500.00				
176	Skate Park Fundraisin										
178	Staff Uniform / PPE		893.84				750.00	138.61		138.61	
181	Repairs & Maintenanc	4,000.00	3,595.16				4,000.00	138.22		138.22	
190	Warm Spaces										
196	Credit										
199	Community Speedwat		10.23								
200	CIL 2025/26	4,415.68									
205	ACE Film Screening	893.50	224.25		175.83	175.83		175.00		175.00	
207	CCTV	3,000.00	2,615.00								
209	Visit Aylsham	1,000.00	1,606.00	2,408.00			1,606.00	89.41		89.41	
216	Telephone and Broadt						7,734.00	1,089.63		1,089.63	
217	Office Software						5,000.00	2,384.42		2,384.42	
218	Printing and Secure D						2,250.00	552.33		552.33	
219	IT Support						3,723.00	578.24		578.24	
220	Website (Town Council)						499.00	301.80		301.80	
221	Stationery & Postage						1,000.00	108.75		108.75	
<b>SUB TOTAL</b>		<b>148,520.00</b>	<b>192,473.02</b>	<b>151,948.22</b>	<b>168,541.14</b>	<b>11,050.00</b>	<b>42,420.33</b>	<b>42,420.33</b>	<b>78,279.56</b>	<b>12,931.00</b>	<b>12,931.00</b>

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
02 Town Hall		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
41	Other Income														
42	Storage Rent	1,500.00	1,325.00			1,300.00	475.00		475.00						
43	Curtains	500.00				100.00									
44	Hirings - Town Hall	20,000.00	23,137.08		142.00	20,250.00	3,643.35		3,643.35						
45	Staff Costs			37,050.00	40,446.83										
48	Utilities			8,000.00	15,080.30					15,000.00	3,483.71		3,483.71		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 25/06/2026)

49	Rates		17,800.00	18,602.72		19,000.00	8,301.14	8,301.14			
50	Cleaning/Sanitary/Refi		8,500.00	7,791.97		9,000.00	2,222.69	2,222.69			
51	Repairs & Maintenanc		5,000.00	3,359.51		18,500.00	5,721.69	5,721.69			
52	Licensing		500.00	1,356.28		1,500.00	70.00	70.00			
53	Furniture		500.00	94.91		500.00	255.74	255.74			
164	Pest Control		300.00	185.00		300.00					
165	Incidentals			100.00		100.00					
183	Precept	45,750.00	45,750.00								
194	Boiler Reserve										
195	Boiler Reserve	10,000.00	20,000.00								
<b>SUB TOTAL</b>		<b>77,750.00</b>	<b>70,212.08</b>	<b>97,750.00</b>	<b>87,059.52</b>	<b>21,650.00</b>	<b>4,118.35</b>	<b>4,118.35</b>	<b>63,900.00</b>	<b>20,054.97</b>	<b>20,054.97</b>

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
03 Drill Hall		Receipts		Payments		Receipts			Payments			Receipts	Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
61	Storage Rent	800.00	545.00			650.00	160.00		160.00						
62	Hirings - Drill Hall	33,000.00	38,427.00			34,000.00	10,775.00		10,775.00						
63	Staff Costs			41,435.00	45,407.67										
66	Broadband			600.00	600.00				650.00	100.00			100.00		
67	Utilities			10,000.00	11,785.40				13,000.00	2,519.01			2,519.01		
68	PWLB			18,300.00	18,009.77				18,000.00	8,896.48			8,896.48		
69	Rates		4,030.21	5,500.00	3,493.00				3,750.00	1,646.80			1,646.80		
70	Cleaning/Sanitary/Refi			3,500.00	2,717.73				4,000.00	416.99			416.99		
71	Repairs & Maintenanc			1,000.00	3,521.28				2,000.00	555.56			555.56		
72	Licensing			150.00	244.50				1,000.00						
73	Furniture			500.00					500.00						
74	Other Income														
166	Incidentals			250.00	7.47				250.00						
167	Pest Control			250.00	185.00				200.00						

# Aylsham Town Council

25 June 2026 (2026-2027)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 25/06/2026)

184	Precept	47,690.00	47,686.00											
<b>SUB TOTAL</b>		<b>81,490.00</b>	<b>90,688.21</b>	<b>81,485.00</b>	<b>85,971.82</b>	<b>34,650.00</b>	<b>10,935.00</b>	<b>10,935.00</b>	<b>43,350.00</b>	<b>14,134.84</b>	<b>14,134.84</b>			

04 23 Market Place		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
80	Rent/Insurance	5,600.00	5,675.03			5,600.00	1,227.64		1,227.64						
169	23 Market Place Repa			400.00						10,000.00					
<b>SUB TOTAL</b>		<b>5,600.00</b>	<b>5,675.03</b>	<b>400.00</b>		<b>5,600.00</b>	<b>1,227.64</b>		<b>1,227.64</b>	<b>10,000.00</b>					

05 Cemetery Cottage		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
81	Income	7,000.00	8,049.06			9,600.00	1,600.00		1,600.00						
82	Repairs/Maintenance			500.00	404.07					600.00	120.00		120.00		
203	Miscellaneous														
206	Management Fees				999.79					1,032.00	319.20		319.20		
224	Utilities										37.14		37.14		
<b>SUB TOTAL</b>		<b>7,000.00</b>	<b>8,049.06</b>	<b>500.00</b>	<b>1,403.86</b>	<b>9,600.00</b>	<b>1,600.00</b>		<b>1,600.00</b>	<b>1,632.00</b>	<b>476.34</b>		<b>476.34</b>		

06 Public Toilets		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
85	Utilities			6,500.00	5,268.35					6,500.00	1,155.73		1,155.73		
86	Repairs & Maintenanc			400.00	171.76					400.00	91.37		91.37		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 25/06/2026)

87	Sanitary/Refuse/Mater	2,000.00	14.39	2,000.00	749.49	749.49
88	Cleaning Contract	9,500.00	9,111.95	9,500.00	2,404.00	2,404.00
<b>SUB TOTAL</b>		<b>18,400.00</b>	<b>14,566.45</b>	<b>18,400.00</b>	<b>4,400.59</b>	<b>4,400.59</b>

07 Other

Properties

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
91	Staff Costs			8,461.00	13,326.21										
94	Other Income	50.00	50.00			50.00									
185	Precept	9,000.00	8,962.00												
<b>SUB TOTAL</b>		<b>9,050.00</b>	<b>9,012.00</b>	<b>8,461.00</b>	<b>13,326.21</b>	<b>50.00</b>									

08 Cemetery

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
96	Interments	3,000.00	5,245.00			3,100.00									
97	Memorials & Inscriptio	1,000.00	2,330.00		150.00	1,500.00	232.00		232.00						
98	Exclusive Rights	2,500.00	4,550.00			2,500.00	1,014.00		1,014.00						
99	Staff Costs			22,912.00	24,341.77										
102	Utilities			100.00						100.00					
103	Rates			1,700.00	1,981.19					2,100.00	1,105.00		1,105.00		
104	Drive Maintenance			500.00						500.00					
105	Grounds Maintenance			500.00	175.00					3,972.00					
106	Grass Cutting			3,045.00						3,045.00					
107	Repairs & Maintenan			500.00	24.16					250.00					
108	Equipment Loan (Gras														
109	Petrol Costs Grass Cu														

# Aylsham Town Council

25 June 2026 (2026-2027)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 25/06/2026)

186	Precept	23,755.00	23,758.00											
<b>SUB TOTAL</b>		<b>30,255.00</b>	<b>35,883.00</b>	<b>29,257.00</b>	<b>26,672.12</b>	<b>7,100.00</b>	<b>1,246.00</b>	<b>1,246.00</b>	<b>9,967.00</b>	<b>1,105.00</b>	<b>1,105.00</b>			

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
111	Rents Received	4,500.00	4,783.78		1.10	4,000.00	177.67		177.67		14.32		14.32		
112	Repairs & Maintenan			500.00	361.73					750.00	89.18		89.18		
113	Grass Cutting			508.00											
114	Staff Costs			34,000.00	31,818.11										
115	Equipment Loan (Gras														
116	Petrol Costs Grass Cu														
118	Rent-National Trust			275.00	300.00					300.00					
180	Water			100.00	313.95					200.00	7.38		7.38		
187	Precept	30,880.00	30,884.00												
223	Deposits						421.00		421.00		100.00		100.00		
<b>SUB TOTAL</b>		<b>35,380.00</b>	<b>35,667.78</b>	<b>35,383.00</b>	<b>32,794.89</b>	<b>4,000.00</b>	<b>598.67</b>		<b>598.67</b>	<b>1,250.00</b>	<b>210.88</b>		<b>210.88</b>		

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
120	Market Rents	6,000.00	4,837.37		2.03	5,000.00	1,726.50		1,726.50						
121	Farmers Market Rent	3,000.00	643.98			1,200.00	467.56		467.56						
122	Rates			1,500.00	1,397.20					1,500.00	392.00		392.00		
123	Repairs/Maintenance/									250.00	43.11		43.11		
124	Licensing			200.00						200.00					
170	Market Place Sundries			700.00	266.76										

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 25/06/2026)

171	Market Place Advertisi									770.00	770.00
208	Card Charges Market		2.86			20.00	20.00			8.79	8.79
<b>SUB TOTAL</b>		<b>9,000.00</b>	<b>5,481.35</b>	<b>2,400.00</b>	<b>1,668.85</b>	<b>6,200.00</b>	<b>2,214.06</b>	<b>2,214.06</b>	<b>1,950.00</b>	<b>1,213.90</b>	<b>1,213.90</b>

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
11 Open Spaces		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
126	Verges - Highway		12,084.07	5,243.00		12,100.00				2,979.00					
127	Recreation Ground	9,000.00	1,697.73	66,500.00	45,547.73					51,000.00	20,750.00		20,750.00		
128	Staff Costs	9,000.00	4,500.00	84,375.00	89,135.02										
131	Equipment			4,500.00	2,961.90					4,500.00	141.21		141.21		
132	Repairs & Maintenanc		332.00	500.00	727.67					600.00	97.60		97.60		
133	In House Grass Reser	15,000.00													
134	Tree Maintenance			15,000.00	9,363.31					15,000.00	4,582.00		4,582.00		
135	St Michaels Developm				430.50					1,000.00					
136	Staithe/Old Station Ya				980.00					100.00					
137	Sapwell Close									250.00					
138	Paupers Grave			500.00	58.20					749.00					
139	Mileham Drive				444.00					1,000.00					
140	Town Sign/Noticeboar									250.00					
141	Other Green Areas									500.00					
143	Pump									500.00					
144	Equipment Loan (Gras				16,005.00					7,944.00	4,665.00		4,665.00		
148	Petrol costs Grass Cur				2,300.77						826.13		826.13		
149	Verges - Equipment Lc														
150	Verges - Petrol Costs														
172	Replacement Furniture			500.00						500.00					
188	Precept	159,220.00	159,228.00												
197	Recreation Grounds M		16.00		2,251.00										

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 25/06/2026)

<b>SUB TOTAL</b>	<b>192,220.00</b>	<b>177,857.80</b>	<b>177,118.00</b>	<b>170,205.10</b>	<b>12,100.00</b>	<b>86,872.00</b>	<b>31,061.94</b>	<b>31,061.94</b>
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		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
160	General Events		1,826.23	2,000.00	3,562.31		358.00		358.00	2,000.00	399.56		399.56		
177	Christmas Events		1,586.19	1,003.00	2,876.84					1,003.00					
191	Events										114.16		114.16		
<b>SUB TOTAL</b>			<b>3,412.42</b>	<b>3,003.00</b>	<b>6,439.15</b>		<b>358.00</b>		<b>358.00</b>	<b>3,003.00</b>	<b>513.72</b>		<b>513.72</b>		

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
142	War Memorial			100.00						250.00					
145	Wall and Footpath Ma		2,000.00	4,000.00	1,541.00										
146	Clock			300.00	280.00					600.00					
147	Lychgate			100.00						500.00					
157	Repairs & Maintenanc				1,864.52					550.00	16.65		16.65		
168	Grass Cutting			1,015.00											
182	Grounds Maintenance				172.83		682.66		682.66						
198	Staff Costs			10,858.00	11,739.17										
201	Precept	16,415.00	16,374.00												
<b>SUB TOTAL</b>		<b>16,415.00</b>	<b>18,374.00</b>	<b>16,373.00</b>	<b>15,597.52</b>		<b>682.66</b>		<b>682.66</b>	<b>1,900.00</b>	<b>16.65</b>		<b>16.65</b>		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 25/06/2026)

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
14 Street Scene		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
151	Utilities			10,500.00	11,088.55					11,000.00	2,646.07		2,646.07		
152	Street Lighting Mainte			3,000.00	2,676.12					10,000.00					
153	Street Lighting Inspect			2,000.00	792.00					2,000.00	712.80		712.80		
154	Litter Bins			4,500.00	4,693.00					1,500.00					
155	Bus Shelter		3,139.30		3,925.66					250.00					
156	Replacement Column			1,500.00						10,000.00					
173	LED Replacement Prc														
174	Bin Installation														
175	Other Repairs			500.00						500.00					
179	Street Furniture			500.00						750.00					
189	Precept	32,500.00	32,500.00												
192	Salix Loan			10,000.00	10,000.00										
<b>SUB TOTAL</b>		<b>32,500.00</b>	<b>35,639.30</b>	<b>32,500.00</b>	<b>33,175.33</b>					<b>36,000.00</b>	<b>3,358.87</b>		<b>3,358.87</b>		

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
15 Staff Costs		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
213	Staff Costs (Admin)									195,892.25	35,019.33		35,019.33		
214	Staff Costs (Maintenar									213,106.73	52,654.43		52,654.43		
<b>SUB TOTAL</b>										<b>408,998.98</b>	<b>87,673.76</b>		<b>87,673.76</b>		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 25/06/2026)

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
215	Precept					627,715.00	313,857.50		313,857.50						
<b>SUB TOTAL</b>						<b>627,715.00</b>	<b>313,857.50</b>		<b>313,857.50</b>						

		Last Year 2025-2026				Current Year 2026-2027				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
5	Recycling Credits/Bott		2,238.59		393.84		252.40		252.40		47.90		47.90		
117	Allotment Deposits		1,425.00		691.69		500.00		500.00		640.00		640.00		
193	Grants and Donations			344.14	844.14										
202	Transport		10,000.00		10,486.65						1,332.50		1,332.50		
204	ACE - Pallet Fund				884.22						129.48		129.48		
210	IT Improvement Project				7,203.60		82.00		82.00		3,505.18		3,505.18		
211	EMR Green Infrastructure				227.55						207.10		207.10		
212	EMR Neighbourhood Initiative				1,035.70						1,379.20		1,379.20		
222	Church Wall Reserve										695.21		695.21		
<b>SUB TOTAL</b>			<b>13,663.59</b>	<b>344.14</b>	<b>21,767.39</b>		<b>834.40</b>		<b>834.40</b>		<b>7,936.57</b>		<b>7,936.57</b>		

Summary

<b>TOTAL</b>	<b>645,180.00</b>	<b>702,088.64</b>	<b>655,322.36</b>	<b>679,189.35</b>	<b>739,715.00</b>	<b>380,092.61</b>		<b>380,092.61</b>	<b>765,502.54</b>	<b>185,089.03</b>		<b>185,089.03</b>			
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**Listing of Payments in each Code for All Cost Centres**

(Between 28-05-2026 and 23-06-2026)

**Cost Centre 01 General Purpose**

**Code Number 2 Bank Interest /Charges**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
176	05/06/2026			01 Barclays Curre		Bank Charges	Barclays Bank	Z	14.00		14.00
Subtotal for Code: Bank Interest /Charges									£14.00		£14.00

**Code Number 10 Office Expenses (General)**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
169	05/06/2026	4410626753		01 Barclays Curre	7292964	Stationery	Viking	Z	20.59		20.59
169	05/06/2026	4410626753		01 Barclays Curre	7292964	Stationery	Viking	S	6.19	1.24	7.43
173	05/06/2026			01 Barclays Curre		Various	Barclaycard	S	4.29	0.86	5.15
173	05/06/2026			01 Barclays Curre		Various	Barclaycard	S	21.97	4.39	26.36
199	16/06/2026	2026-2027/8/3:		01 Barclays Curre	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	6.32	1.26	7.58
226	18/06/2026	2026-2027/20/		01 Barclays Curre	TTA687/688	Water Machine	Cooleraid	S	14.94	2.99	17.93
227	18/06/2026	2026-2027/21/		01 Barclays Curre	TTA687/688	Water Machine	Cooleraid	S	7.47	1.49	8.96
Subtotal for Code: Office Expenses (General)									£81.77	£12.23	£94.00

**Code Number 13 Equipment**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
180	05/06/2026	I27257		01 Barclays Curre	AYTOWNCO	Repairs & Maintenance	S & M Supplies	S	10.75	2.15	12.90
181	05/06/2026	I28186		01 Barclays Curre	AYTOWNCO	Repairs & Maintenance	S & M Supplies	S	1.98	0.40	2.38
181	05/06/2026	I28186		01 Barclays Curre	AYTOWNCO	Repairs & Maintenance	S & M Supplies	S	3.40	0.68	4.08
199	16/06/2026	2026-2027/8/3:		01 Barclays Curre	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	2.79	0.56	3.35
222	18/06/2026	2026-2027/39/		01 Barclays Curre	2012946732	Equipment	Screwfix	S	64.16	12.83	76.99
230	19/06/2026	2026-2027/33/		01 Barclays Curre	OR012588	Equipment	VergoUK	S	462.37	92.47	554.84
230	19/06/2026	2026-2027/33/		01 Barclays Curre	OR012588	Equipment	VergoUK	S	24.00	4.80	28.80
230	19/06/2026	2026-2027/33/		01 Barclays Curre	OR012588	Equipment	VergoUK	S	23.50	4.70	28.20
231	19/06/2026	2026-2027/34/		01 Barclays Curre	OR0125887	Equipment	VergoUK	S	462.37	92.47	554.84
231	19/06/2026	2026-2027/34/		01 Barclays Curre	OR0125887	Equipment	VergoUK	S	24.00	4.80	28.80
231	19/06/2026	2026-2027/34/		01 Barclays Curre	OR0125887	Equipment	VergoUK	S	23.50	4.70	28.20
Subtotal for Code: Equipment									£1,102.82	£220.56	£1,323.38

**Code Number 14 Advertising**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
223	18/06/2026	2026-2027/30/		01 Barclays Curre	0014318	Advertising	Just Regional	S	210.00	42.00	252.00
Subtotal for Code: Advertising									£210.00	£42.00	£252.00

**Code Number 15 Audit Fees**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
229	19/06/2026	2026-2027/23/		01 Barclays Curre	IA/0319/26	Audit Fees	Paul Russell (Trading as Parish & Tow	Z	395.00		395.00
Subtotal for Code: Audit Fees									£395.00		£395.00

**Code Number 18 Professional Fees**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
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**Listing of Payments in each Code for All Cost Centres**  
**(Between 28-05-2026 and 23-06-2026)**

215	08/06/2026	109084		01 Barclays Curre	109084	Planning	land registry	Z	11.00		11.00
232	19/06/2026	2026-2027/32/		01 Barclays Curre	OR012586	Professional charges	VergoUK	S	175.00	35.00	210.00
Subtotal for Code: Professional Fees									£186.00	£35.00	£221.00

**Code Number 21 Climate Change**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
170	05/06/2026	HHE3208		01 Barclays Curre	ACE Expenses	Litter Bins	ACE Group	S	7.92	1.59	9.51
170	05/06/2026	HHE3208		01 Barclays Curre	ACE Expenses	Litter Bins	ACE Group	S	7.92	1.58	9.50
170	05/06/2026	HHE3208		01 Barclays Curre	ACE Expenses	Litter Bins	ACE Group	S	7.91	1.58	9.49
173	05/06/2026			01 Barclays Curre		Various	Barclaycard	S	178.29	35.66	213.95
Subtotal for Code: Climate Change									£202.04	£40.41	£242.45

**Code Number 26 Van**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
189	18/06/2026	22973745		01 Barclays Curre	SQ2771753DDR	Van	ALD Automotive	S	393.13	78.63	471.76
Subtotal for Code: Van									£393.13	£78.63	£471.76

**Code Number 178 Staff Uniform / PPE**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
221	18/06/2026	2026-2027/38/		01 Barclays Curre	2012724780	Staff PPE	Screwfix	S	5.53	1.11	6.64
221	18/06/2026	2026-2027/38/		01 Barclays Curre	2012724780	Staff PPE	Screwfix	S	5.53	1.11	6.64
225	18/06/2026	2026-2027/13/		01 Barclays Curre	400363/300418	Staff PPE	Ben Burgess	S	13.48	2.70	16.18
Subtotal for Code: Staff Uniform / PPE									£24.54	£4.92	£29.46

**Code Number 181 Repairs & Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
181	05/06/2026	I28186		01 Barclays Curre	AYTOWNCO	Repairs & Maintenance	S & M Supplies	S	21.28	4.26	25.54
182	05/06/2026	I27645		01 Barclays Curre	AYTOWNCO	Equipment	S & M Supplies	S	4.96	0.99	5.95
182	05/06/2026	I27645		01 Barclays Curre	AYTOWNCO	Equipment	S & M Supplies	S	7.00	1.40	8.40
193	01/06/2026	2012429988		01 Barclays Curre		Repairs & Maintenance	Screwfix	S	3.91	0.78	4.69
213	01/06/2026			01 Barclays Curre	6331640022683	Repairs & Maintenance	Screwfix	S	-3.91	-0.78	-4.69
Subtotal for Code: Repairs & Maintenance									£33.24	£6.65	£39.89

**Code Number 209 Visit Aylsham**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
173	05/06/2026			01 Barclays Curre		Various	Barclaycard	S	9.00	1.80	10.80
184	05/06/2026	15828		01 Barclays Curre	ATC	Fencing	Filcris Limited	S	22.13	4.43	26.56
184	05/06/2026	15828		01 Barclays Curre	ATC	Fencing	Filcris Limited	S	22.13	4.42	26.55
184	05/06/2026	15828		01 Barclays Curre	ATC	Fencing	Filcris Limited	S	8.06	1.61	9.67
184	05/06/2026	15828		01 Barclays Curre	ATC	Fencing	Filcris Limited	S	15.40	3.08	18.48
201	16/06/2026	2026-2027/5/G		01 Barclays Curre	GB61EG0NABE	Advertising	Amazon	S	12.69	2.54	15.23
Subtotal for Code: Visit Aylsham									£89.41	£17.88	£107.29

**Code Number 216 Telephone and Broadband**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
177	02/06/2026	691323412117		01 Barclays Curre		Telephone & Broadband	Vodafone	S	81.58	16.31	97.89

**Listing of Payments in each Code for All Cost Centres**  
**(Between 28-05-2026 and 23-06-2026)**

178	01/06/2026	M046NU		01 Barclays Curre		Telephone & Broadband	British Telecom	Z			
206	01/06/2026	2026-2027/M0		01 Barclays Curre	GP001025521-0	Telephone & Broadband	British Telecom	S	412.56	82.51	495.07
237	22/06/2026	2026-2027/58/		01 Barclays Curre	Q582087617330	Telephone & Broadband	EE Limited	S	37.00	7.40	44.40
Subtotal for Code: Telephone and Broadband									£531.14	£106.22	£637.36

**Code Number 217 Office Software**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
188	05/06/2026	4339286		01 Barclays Curre	CARAR5MW-BR	Software	Brightpay	S	2.10	0.42	2.52
190	03/06/2026	17044		01 Barclays Curre	SCRIBE Refund	Software	Scribe	S	-210.00	-42.00	-252.00
196	01/06/2026	2026-2027/1/1/		01 Barclays Curre	Scribe-S8T4BAF	Software	Scribe	S	36.00	7.20	43.20
197	01/06/2026	2026-2027/2/1/		01 Barclays Curre	Scribe-S8T4BAF	Software	Scribe	S	52.00	10.40	62.40
209	01/06/2026	2026-2027/14/		01 Barclays Curre	SCRIBE-S8T4B/	Software	Scribe	S	17.50	3.50	21.00
210	01/06/2026	2026-2027/52/		01 Barclays Curre	SCRIBE-S8T4B/	Software	Civic.ly	S	157.00	31.40	188.40
Subtotal for Code: Office Software									£54.60	£10.92	£65.52

**Code Number 220 Website (Town Council)**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
173	05/06/2026			01 Barclays Curre		Various	Barclaycard	S	108.00	21.60	129.60
208	01/06/2026	2026-2027/22/		01 Barclays Curre		Website	Hugo Fox Ltd	S	3.99	0.80	4.79
Subtotal for Code: Website (Town Council)									£111.99	£22.40	£134.39

**Code Number 221 Stationery & Postage**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
169	05/06/2026	4410626753		01 Barclays Curre	7292964	Stationery	Viking	S	9.29	1.86	11.15
169	05/06/2026	4410626753		01 Barclays Curre	7292964	Stationery	Viking	S	5.95	1.19	7.14
173	05/06/2026			01 Barclays Curre		Various	Barclaycard	S	2.92	0.58	3.50
173	05/06/2026			01 Barclays Curre		Various	Barclaycard	Z	14.15		14.15
200	16/06/2026	2026-2027/6/G		01 Barclays Curre	GB61ERS3ABE\	Stationery	Amazon	S	33.92	6.78	40.70
202	16/06/2026	2026-2027/9/G		01 Barclays Curre	GB600C5DQNV\	Stationery	Amazon	S	5.82	1.16	6.98
230	19/06/2026	2026-2027/33/		01 Barclays Curre	OR012588	Equipment	VergoUK	Z			
231	19/06/2026	2026-2027/34/		01 Barclays Curre	OR0125887	Equipment	VergoUK	S			
Subtotal for Code: Stationery & Postage									£72.05	£11.57	£83.62
Subtotal for Cost Centre: 01 General Purpose									3,501.73	609.39	4,111.12

**Cost Centre 02 Town Hall**

**Code Number 48 Utilities**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
159	28/05/2026	2-06044680		01 Barclays Curre		Electricity	Engie Gas Limited	S	157.31	31.46	188.77
160	28/05/2026	2-06044679		01 Barclays Curre		Electricity	Engie Gas Limited	S	675.23	135.05	810.28
234	22/06/2026	2026-2027/45/		01 Barclays Curre	10297431001DC	Gas	Engie Gas Limited	L	189.32	9.47	198.79
235	22/06/2026	2026-2027/50/		01 Barclays Curre	10297433001 DI	Gas	Engie Gas Limited	L	26.50	1.32	27.82
Subtotal for Code: Utilities									£1,048.36	£177.30	£1,225.66

**Listing of Payments in each Code for All Cost Centres**  
**(Between 28-05-2026 and 23-06-2026)**

50 Cleaning/Sanitary/Refuse											
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	45.69	9.14	54.83
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	45.69	9.14	54.83
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	45.69	9.14	54.83
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	9.18	1.84	11.02
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	9.18	1.84	11.02
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	9.18	1.84	11.02
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	9.18	1.84	11.02
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	9.18	1.84	11.02
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	9.18	1.84	11.02
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	5.81	1.16	6.97
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	5.80	1.16	6.96
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	57.52	11.50	69.02
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	57.51	11.50	69.01
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	57.50	11.50	69.00
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	39.92	7.98	47.90
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	39.92	7.98	47.90
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	39.91	7.98	47.89
163	05/06/2026	35843174		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	39.91	7.98	47.89
164	05/06/2026	35849047		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	0.62	0.12	0.74
164	05/06/2026	35849047		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	0.62	0.12	0.74
164	05/06/2026	35849047		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	0.62	0.12	0.74
164	05/06/2026	35849047		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	0.62	0.12	0.74
164	05/06/2026	35849047		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	0.62	0.12	0.74
164	05/06/2026	35849047		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	0.62	0.12	0.74
164	05/06/2026	35849047		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	0.83	0.16	0.99
165	05/06/2026	35849048		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	44.98	9.00	53.98
165	05/06/2026	35849048		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	44.98	9.00	53.98
165	05/06/2026	35849048		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	44.98	9.00	53.98
165	05/06/2026	35849048		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	44.98	9.00	53.98
165	05/06/2026	35849048		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	44.98	9.00	53.98
165	05/06/2026	35849048		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	59.73	11.95	71.68
166	05/06/2026	35849426		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	-0.53	-0.11	-0.64
166	05/06/2026	35849426		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	-0.53	-0.10	-0.63
166	05/06/2026	35849426		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	-0.53	-0.10	-0.63
166	05/06/2026	35849426		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	-0.53	-0.10	-0.63
167	05/06/2026	35849427		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	-39.92	-7.98	-47.90
167	05/06/2026	35849427		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	-39.92	-7.98	-47.90
167	05/06/2026	35849427		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	-39.91	-7.98	-47.89
167	05/06/2026	35849427		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	-39.91	-7.98	-47.89
199	16/06/2026	2026-2027/8/3:		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	31.16	6.23	37.39

**Listing of Payments in each Code for All Cost Centres**  
**(Between 28-05-2026 and 23-06-2026)**

236	22/06/2026	2026-2027/56/	01 Barclays Curre	A24418 DDR	Waste (climate Change)	Biffa Waste Services Limited	S	382.80	76.56	459.36
Subtotal for Code: Cleaning/Sanitary/Refuse								£1,067.51	£213.53	£1,281.04

**Code Number 51 Repairs & Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
163	05/06/2026	35843174		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	85.59	17.12	102.71
179	05/06/2026	204-5666424-£		01 Barclays Curre	A2Q96QE/8LNI	Signs	Amazon	S	1.57	0.32	1.89
191	01/06/2026	2011932918		01 Barclays Curre		Repairs & Maintenance	Screwfix	S	13.14	2.64	15.78
198	16/06/2026	2026-2027/10/		01 Barclays Curre	AY04	Repairs & Maintenance	M D Thompson	S	13.45	2.69	16.14
199	16/06/2026	2026-2027/8/3:		01 Barclays Curre	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	21.19	4.24	25.43
213	01/06/2026			01 Barclays Curre	6331640022683	Repairs & Maintenance	Screwfix	S	-13.14	-2.64	-15.78
224	18/06/2026	2026-2027/12/		01 Barclays Curre	149	Repairs & Maintenance	LRW Lead Specialist Ltd	S	2,500.00	500.00	3,000.00
224	18/06/2026	2026-2027/12/		01 Barclays Curre	149	Repairs & Maintenance	LRW Lead Specialist Ltd	S	1,850.00	370.00	2,220.00
224	18/06/2026	2026-2027/12/		01 Barclays Curre	149	Repairs & Maintenance	LRW Lead Specialist Ltd	S	-875.00	-175.00	-1,050.00
Subtotal for Code: Repairs & Maintenance								£3,596.80	£719.37	£4,316.17	

**Code Number 53 Furniture**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
163	05/06/2026	35843174		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	127.87	25.57	153.44
163	05/06/2026	35843174		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	127.87	25.57	153.44
Subtotal for Code: Furniture								£255.74	£51.14	£306.88	
Subtotal for Cost Centre: 02 Town Hall								5,968.41	1,161.34	7,129.75	

**Cost Centre 03 Drill Hall**

**Code Number 67 Utilities**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
161	28/05/2026	2-06044684		01 Barclays Curre		Electricity	Engie Gas Limited	L	590.84	29.54	620.38
233	22/06/2026	2026-2027/44/		01 Barclays Curre	10297430001DC	Gas	Engie Gas Limited	L	150.73	7.54	158.27
Subtotal for Code: Utilities								£741.57	£37.08	£778.65	

**Code Number 68 PWLB**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
185	05/06/2026			01 Barclays Curre		PWLB	PWLB	Z	8,896.48		8,896.48
Subtotal for Code: PWLB								£8,896.48		£8,896.48	

**Code Number 70 Cleaning/Sanitary/Refuse**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
163	05/06/2026	35843174		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	9.18	1.83	11.01
163	05/06/2026	35843174		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	9.18	1.83	11.01
163	05/06/2026	35843174		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	9.18	1.83	11.01
163	05/06/2026	35843174		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	9.17	1.83	11.00
238	22/06/2026	2026-2027/57/:		01 Barclays Curre	A24418 DDR	Waste (climate Change)	Biffa Waste Services Limited	S	111.74	22.35	134.09
Subtotal for Code: Cleaning/Sanitary/Refuse								£148.45	£29.67	£178.12	

**Listing of Payments in each Code for All Cost Centres**  
(Between 28-05-2026 and 23-06-2026)

**Code Number 71 Repairs & Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
180	05/06/2026	I27257		01 Barclays Curre	AYTOWNCO	Repairs & Maintenance	S & M Supplies	S	5.16	1.03	6.19
181	05/06/2026	I28186		01 Barclays Curre	AYTOWNCO	Repairs & Maintenance	S & M Supplies	S	7.00	1.40	8.40
Subtotal for Code: Repairs & Maintenance									£12.16	£2.43	£14.59
Subtotal for Cost Centre: 03 Drill Hall									9,798.66	69.18	9,867.84

**Cost Centre 05 Cemetery Cottage**

**Code Number 82 Repairs/Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
212	01/06/2026	L0346L0606-6i		01 Barclays Curre	CemeteryCottag	Repairs & Maintenance	Sequence	Z	120.00		120.00
Subtotal for Code: Repairs/Maintenance									£120.00		£120.00

**Code Number 206 Management Fees**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
212	01/06/2026	L0346L0606-6i		01 Barclays Curre	CemeteryCottag	Repairs & Maintenance	Sequence	S	86.00	17.20	103.20
Subtotal for Code: Management Fees									£86.00	£17.20	£103.20
Subtotal for Cost Centre: 05 Cemetery Cottage									206.00	17.20	223.20

**Cost Centre 06 Public Toilets**

**Code Number 85 Utilities**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
162	28/05/2026	2-06044685		01 Barclays Curre		Electricity	Engie Gas Limited	S	218.09	43.62	261.71
Subtotal for Code: Utilities									£218.09	£43.62	£261.71

**Code Number 86 Repairs & Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
163	05/06/2026	35843174		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	85.59	17.12	102.71
192	01/06/2026	2012137548		01 Barclays Curre		Repairs & Maintenance	Screwfix	S	18.22	3.65	21.87
194	01/06/2026	2012536459		01 Barclays Curre		Repairs & Maintenance	Screwfix	S	6.39	1.28	7.67
195	01/06/2026	2012603431		01 Barclays Curre	6331640022683i	Repairs & Maintenance	Screwfix	S	14.05	2.81	16.86
213	01/06/2026			01 Barclays Curre	6331640022683i	Repairs & Maintenance	Screwfix	S	-18.22	-3.65	-21.87
213	01/06/2026			01 Barclays Curre	6331640022683i	Repairs & Maintenance	Screwfix	S	-6.39	-1.28	-7.67
213	01/06/2026			01 Barclays Curre	6331640022683i	Repairs & Maintenance	Screwfix	S	-14.05	-2.81	-16.86
220	18/06/2026	2026-2027/37i/		01 Barclays Curre	2012794827	Signs	Screwfix	S	5.78	1.16	6.94
Subtotal for Code: Repairs & Maintenance									£91.37	£18.28	£109.65

**Code Number 87 Sanitary/Refuse/Materials**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
163	05/06/2026	35843174		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	45.69	9.14	54.83
163	05/06/2026	35843174		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	45.70	9.14	54.84
163	05/06/2026	35843174		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	45.70	9.13	54.83



**Listing of Payments in each Code for All Cost Centres**  
(Between 28-05-2026 and 23-06-2026)

167	05/06/2026	35849427		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	-39.92	-7.98	-47.90
167	05/06/2026	35849427		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	-39.92	-7.98	-47.90
Subtotal for Code: Sanitary/Refuse/Materials									£719.52	£143.89	£863.41

**Code Number 88 Cleaning Contract**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
174	05/06/2026	INV-11010		01 Barclays Curre	11010	Cleaning/Sanitary/Refuse	Easy Clean (Norfolk) Ltd	S	644.00	128.80	772.80
174	05/06/2026	INV-11010		01 Barclays Curre	11010	Cleaning/Sanitary/Refuse	Easy Clean (Norfolk) Ltd	S	70.00	14.00	84.00
174	05/06/2026	INV-11010		01 Barclays Curre	11010	Cleaning/Sanitary/Refuse	Easy Clean (Norfolk) Ltd	S	90.00	18.00	108.00
174	05/06/2026	INV-11010		01 Barclays Curre	11010	Cleaning/Sanitary/Refuse	Easy Clean (Norfolk) Ltd	S			
Subtotal for Code: Cleaning Contract									£804.00	£160.80	£964.80
Subtotal for Cost Centre: 06 Public Toilets									1,832.98	366.59	2,199.57

**Cost Centre 09 Allotments**

**Code Number 180 Water**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
205	01/06/2026	2026-2027/19/!		01 Barclays Curre	9713700 DDR	Allotments	SES Business	Z	7.38		7.38
Subtotal for Code: Water									£7.38		£7.38

**Code Number 223 Deposits**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
186	05/06/2026	CR14B		01 Barclays Curre	Allotment Refunc	Allotment deposit		E	100.00		100.00
Subtotal for Code: Deposits									£100.00		£100.00
Subtotal for Cost Centre: 09 Allotments									107.38		107.38

**Cost Centre 10 Markets**

**Code Number 123 Repairs/Maintenance/Cleaning**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
180	05/06/2026	I27257		01 Barclays Curre	AYTOWNCO	Repairs & Maintenance	S & M Supplies	S	10.26	2.05	12.31
180	05/06/2026	I27257		01 Barclays Curre	AYTOWNCO	Repairs & Maintenance	S & M Supplies	S	32.85	6.57	39.42
Subtotal for Code: Repairs/Maintenance/Cleaning									£43.11	£8.62	£51.73

**Code Number 208 Card Charges Market**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
211	01/06/2026	01/06/2026		01 Barclays Curre	MDZPID125358	Bank Charges	Sumup	Z	0.34		0.34
214	02/06/2026	02/06/2026		01 Barclays Curre	MDZPID125450	Bank Charges	Sumup	E	0.25		0.25
216	08/06/2026	MDZPID12606		01 Barclays Curre	MDZPID126066	Sumup Fees	Sumup	E	0.17		0.17
217	10/06/2026	Square T3BJN		01 Barclays Curre	Square T3BJNN	card fee	Square	Z	2.40		2.40
218	15/06/2026	MDZPID12678		01 Barclays Curre	MDZPID126786	card fee	Sumup	E	0.34		0.34
219	16/06/2026	MDZPID12687		01 Barclays Curre	MDZPID126876	card fee	Sumup	E	0.25		0.25
239	22/06/2026	MDZPID12750		01 Barclays Curre	MDZPID127506	card fee	Sumup	E	0.34		0.34
240	23/06/2026	MDZPID12759		01 Barclays Curre	MDZPID127599	card fee	Sumup	E	0.25		0.25

**Listing of Payments in each Code for All Cost Centres**  
(Between 28-05-2026 and 23-06-2026)

Subtotal for Code:	Card Charges Market	£4.34		£4.34
Subtotal for Cost Centre:	10 Markets	47.45	8.62	56.07

**Cost Centre 11 Open Spaces**

**Code Number 131 Equipment**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
171	05/06/2026	35198		01 Barclays Curre	35198	Equipment	Halls Power Equipment Ltd	S	31.67	6.33	38.00
171	05/06/2026	35198		01 Barclays Curre	35198	Equipment	Halls Power Equipment Ltd	S	41.61	8.32	49.93
172	05/06/2026	35909		01 Barclays Curre	35909	Equipment	Halls Power Equipment Ltd	S	40.00	8.00	48.00
Subtotal for Code: Equipment									£113.28	£22.65	£135.93

**Code Number 144 Equipment Loan (Grass Cutting)**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.59	25.92	155.51
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.59	25.92	155.51
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.59	25.92	155.51
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.59	25.92	155.51
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.58	25.92	155.50
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.58	25.92	155.50
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.58	25.92	155.50
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.58	25.92	155.50
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.58	25.92	155.50
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.58	25.92	155.50
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.58	25.91	155.49
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.58	25.91	155.49
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.58	25.91	155.49
183	05/06/2026	411863		01 Barclays Curre	406853/300418	Tools	Ben Burgess	S	129.58	25.91	155.49
Subtotal for Code: Equipment Loan (Grass Cutting)									£1,555.00	£311.00	£1,866.00

**Code Number 148 Petrol costs Grass Cutting Equipment**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
173	05/06/2026			01 Barclays Curre		Various	Barclaycard	S	294.52	58.91	353.43
Subtotal for Code: Petrol costs Grass Cutting Equi									£294.52	£58.91	£353.43
Subtotal for Cost Centre: 11 Open Spaces									1,962.80	392.56	2,355.36

**Cost Centre 12 Events**

**Code Number 160 General Events**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
173	05/06/2026			01 Barclays Curre		Various	Barclaycard	Z	68.65		68.65
187	08/06/2026	The Jacks		01 Barclays Curre	The jacks	General Events	The Jacks Band	Z	50.00		50.00
Subtotal for Code: General Events									£118.65		£118.65

**Code Number 191 Events**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
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**Listing of Payments in each Code for All Cost Centres**  
(Between 28-05-2026 and 23-06-2026)

204	16/06/2026	2026-2027/11	01 Barclays Curren	MUSIC 6TH JUN	Farmers Market	Paul Thompson Music	Z	100.00		100.00
						Subtotal for Code: Events		£100.00		£100.00
						Subtotal for Cost Centre: 12 Events		218.65		218.65

**Cost Centre 14 Street Scene**

**Code Number 151 Utilities**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
228	19/06/2026	2026-2027/55/1		01 Barclays Curren	A000710443500	street light electricity	Npower Business Solutions	S	938.58	187.72	1,126.30
						Subtotal for Code: Utilities		£938.58	£187.72	£1,126.30	
						Subtotal for Cost Centre: 14 Street Scene		938.58	187.72	1,126.30	

**Cost Centre Earmarked Reserves**

**Code Number 210 IT Improvement Project**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
168	08/06/2026	GB61B5L4ABE		01 Barclays Curren		IT Improvements	Amazon	S	1,781.16	356.23	2,137.39
173	05/06/2026			01 Barclays Curren		Various	Barclaycard	S	123.03	24.61	147.64
						Subtotal for Code: IT Improvement Project		£1,904.19	£380.84	£2,285.03	

**Code Number 212 EMR Neighbourhood Plan**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
203	16/06/2026	2026-2027/4/21		01 Barclays Curren	AYLSHAM NP	Professional charges	Emma Harrison	Z	800.00		800.00
						Subtotal for Code: EMR Neighbourhood Plan		£800.00		£800.00	
						Subtotal for Cost Centre: Earmarked Reserves		2,704.19	380.84	3,085.03	

**TOTALS . . . . . £27,286.83    £3,193.44    £30,480.27**

**Aylsham Town Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 28-05-2026 and 23-06-2026)**

25 June 2026 (2026-2027)

**Cost Centre 01 General Purpose**

**Code Number 2 Bank Interest /Charges**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
167	08/06/2026	For Period 2M		02 Barclays Active	For Period 2Mar	Bank Interest Received	Barclays Bank	Z	487.59		487.59
168	23/06/2026			Redwood Savings		Bank Interest Received	Redwood Savings account	Z	308.26		308.26
169	23/06/2026			Public Sector Depc		Bank Interest Received	CCLA	Z	789.45		789.45
Subtotal for Code: Bank Interest /Charges									£1,585.30		£1,585.30

**Code Number 21 Climate Change**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
131	29/05/2026			01 Barclays Curren		Blister packs	ACE Group	Z	3.30		3.30
Subtotal for Code: Climate Change									£3.30		£3.30

**Code Number 205 ACE Film Screening**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
154	11/06/2026			01 Barclays Curren		Cash Banked	Various	S	70.83	14.17	85.00
Subtotal for Code: ACE Film Screening									£70.83	£14.17	£85.00
Subtotal for Cost Centre: 01 General Purpose									1,659.43	14.17	1,673.60

**Cost Centre 02 Town Hall**

**Code Number 44 Hirings - Town Hall**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
133	01/06/2026	2025-2026/243		01 Barclays Curren		Hirings	Tracy Mitton Stage School	Z			
142	02/06/2026	2026-2027/259		01 Barclays Curren	2593	Hirings	Aylsham WI	Z	36.00		36.00
149	09/06/2026	2026-2027/260		01 Barclays Curren	2604	Hirings		Z	50.00		50.00
151	10/06/2026	2026-2027/254		01 Barclays Curren	Square T3BJNN	Hirings	World Association of Wrestling	Z	96.00		96.00
152	11/06/2026	2026-2027/260		01 Barclays Curren		Hirings	Lawless Pizza	Z	60.00		60.00
155	12/06/2026	2026-2027/259		01 Barclays Curren		Hirings	Aylsham Flower Club	Z	36.00		36.00
155	12/06/2026	2026-2027/259		01 Barclays Curren		Hirings	Aylsham Flower Club	S	35.00	7.00	42.00
156	23/06/2026	2026-2027/262		01 Barclays Curren		Hirings	Aylsham Country Market	Z			
156	23/06/2026	2026-2027/262		01 Barclays Curren		Hirings	Aylsham Country Market	Z			
156	23/06/2026	2026-2027/262		01 Barclays Curren		Hirings	Aylsham Country Market	Z			
157	15/06/2026	2026-2027/259		01 Barclays Curren	INV 2597	Hirings		Z	32.00		32.00
157	15/06/2026	2026-2027/259		01 Barclays Curren	INV 2597	Hirings		Z	32.00		32.00
158	15/06/2026	2026-2027/260		01 Barclays Curren	2600	Hirings		Z	128.00		128.00
161	17/06/2026	2026-2027/259		01 Barclays Curren		Hirings	Aylsham & District U3A	Z	36.00		36.00
162	18/06/2026	2026-2027/259		01 Barclays Curren		Hirings	East of England Community Health C	Z	252.00		252.00
162	18/06/2026	2026-2027/259		01 Barclays Curren		Hirings	East of England Community Health C	Z	78.00		78.00
Subtotal for Code: Hirings - Town Hall									£871.00	£7.00	£878.00
Subtotal for Cost Centre: 02 Town Hall									871.00	7.00	878.00

**Aylsham Town Council**  
**Listing of Receipts in each Code for All Cost Centres**  
 (Between 28-05-2026 and 23-06-2026)

25 June 2026 (2026-2027)

**Cost Centre 03 Drill Hall**

**Code Number 61 Storage Rent**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
143	03/06/2026	2026-2027/254		01 Barclays Curre	Invoice 2545	Hirings	Aylsham Scouts	Z	20.00		20.00
146	04/06/2026	2026-2027/258		01 Barclays Curre	East Anglia RFC	Hirings	RFCA East Anglia	Z	20.00		20.00
Subtotal for Code: Storage Rent									£40.00		£40.00

**Code Number 62 Hirings - Drill Hall**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
136	17/06/2026	2026-2027/261		01 Barclays Curre		Hirings	Kettlebell Fitness	Z			
138	01/06/2026	2026-2027/258		01 Barclays Curre	June Rent 2588	Hirings	Jiggers	Z	120.00		120.00
138	01/06/2026	2026-2027/258		01 Barclays Curre	June Rent 2588	Hirings	Jiggers	Z	60.00		60.00
143	03/06/2026	2026-2027/254		01 Barclays Curre	Invoice 2545	Hirings	Aylsham Scouts	Z	120.00		120.00
145	03/06/2026	2026-2027/255		01 Barclays Curre	Inv No 2554	Hirings	Extend	Z	15.00		15.00
146	04/06/2026	2026-2027/258		01 Barclays Curre	East Anglia RFC	Hirings	RFCA East Anglia	Z	100.00		100.00
147	05/06/2026	2026-2027/258		01 Barclays Curre		Hirings	Sutton School of Dance	Z	500.00		500.00
148	08/06/2026	2026-2027/254		01 Barclays Curre	SuttonDancingF	Hirings	Sutton School of Dance	Z	60.00		60.00
153	11/06/2026	2026-2027/258		01 Barclays Curre	2589	Hirings	Menscraft	Z	120.00		120.00
164	23/06/2026	2026-2027/261		01 Barclays Curre	May 2612	Hirings	Aylsham Boxing Club	Z	250.00		250.00
164	23/06/2026	2026-2027/261		01 Barclays Curre	May 2612	Hirings	Aylsham Boxing Club	Z	250.00		250.00
165	23/06/2026	2026-2027/262		01 Barclays Curre	2622	Hirings	Alexandra Watson Fitness	Z	60.00		60.00
Subtotal for Code: Hirings - Drill Hall									£1,655.00		£1,655.00
Subtotal for Cost Centre: 03 Drill Hall									1,695.00		1,695.00

**Cost Centre 05 Cemetery Cottage**

**Code Number 81 Income**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
141	01/06/2026	L0346L0606-6i		01 Barclays Curre	CemeteryCottagi	Rent	Sequence	E	800.00		800.00
Subtotal for Code: Income									£800.00		£800.00
Subtotal for Cost Centre: 05 Cemetery Cottage									800.00		800.00

**Cost Centre 08 Cemetery**

**Code Number 98 Exclusive Rights**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
135	15/06/2026	2026-2027/260		01 Barclays Curre		Memorial		Z	338.00		338.00
Subtotal for Code: Exclusive Rights									£338.00		£338.00
Subtotal for Cost Centre: 08 Cemetery									338.00		338.00

**Cost Centre 09 Allotments**

**Aylsham Town Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 28-05-2026 and 23-06-2026)**

25 June 2026 (2026-2027)

**Code Number 111 Rents Received**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
129	28/05/2026	2026-2027/260		01 Barclays Curre		Allotments	██████████	Z	10.00		10.00
134	05/06/2026	CR14B		01 Barclays Curre	Allotment Refund	Allotment Rent	██████████	E	-10.00		-10.00
137	02/06/2026	2026-2027/261		01 Barclays Curre	Allotments x 2	Allotments	██████████	E	50.00		50.00
Subtotal for Code: Rents Received									£50.00		£50.00

**Code Number 223 Deposits**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
129	28/05/2026	2026-2027/260		01 Barclays Curre		Allotments	██████████	Z	100.00		100.00
139	01/06/2026	2026-2027/257		01 Barclays Curre	2571	Allotments	██████████	Z	9.00		9.00
Subtotal for Code: Deposits									£109.00		£109.00
Subtotal for Cost Centre: 09 Allotments									159.00		159.00

**Cost Centre 10 Markets**

**Code Number 120 Market Rents**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
130	29/05/2026			01 Barclays Curre		Market Rent	Market Rent	Z	135.00		135.00
144	02/06/2026	2026-2027/261		01 Barclays Curre	MDZPID1254506	Market Rent	Sumup	E	15.00		15.00
154	11/06/2026			01 Barclays Curre		Cash Banked	Various	Z	181.50		181.50
159	15/06/2026	MDZPID12678		01 Barclays Curre	MDZPID1267866	Market Rent	Sumup	E	20.00		20.00
160	16/06/2026	MDZPID12687		01 Barclays Curre	MDZPID1268766	Market Rent	Sumup	E	15.00		15.00
166	23/06/2026	MDZPID12759		01 Barclays Curre	MDZPID1275996	Market Rent	Market Rent	E	15.00		15.00
Subtotal for Code: Market Rents									£381.50		£381.50

**Code Number 121 Farmers Market Rent**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
150	08/06/2026			01 Barclays Curre		Market Rent	Sumup	E	10.00		10.00
154	11/06/2026			01 Barclays Curre		Cash Banked	Various	Z	37.00		37.00
163	22/06/2026	MDZPID12750		01 Barclays Curre	MDZPID1275066	Market Rent	Sumup	E	20.00		20.00
Subtotal for Code: Farmers Market Rent									£67.00		£67.00

**Code Number 208 Card Charges Market**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
140	01/06/2026	01/06/2026		01 Barclays Curre	MDZPID1253586	Market Rent	Market Rent	Z	20.00		20.00
Subtotal for Code: Card Charges Market									£20.00		£20.00
Subtotal for Cost Centre: 10 Markets									468.50		468.50

**Cost Centre Earmarked Reserves**

**Code Number 210 IT Improvement Project**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
132	29/05/2026			01 Barclays Curre		IT Improvements	Chris Tilley	Z	12.00		12.00

**Aylsham Town Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 28-05-2026 and 23-06-2026)**

25 June 2026 (2026-2027)

154	11/06/2026	01 Barclays Currer	Cash Banked	Various	Z	60.00	60.00	
				Subtotal for Code:	IT Improvement Project	£72.00	£72.00	
				Subtotal for Cost Centre:	Earmarked Reserves	72.00	72.00	
<b>TOTALS .....</b>						<b>£6,062.93</b>	<b>£21.17</b>	<b>£6,084.10</b>

**Aylsham Town Council**  
**Reserves Balance**  
**2026-2027**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Bottle Bank	4,829.32		47.90	252.40	5,033.82
Cittaslow	452.09				452.09
Community Events	7,700.00	-7,700.00			0.00
Christmas Decorations	2,096.82				2,096.82
Election	3,000.00	2,000.00			5,000.00
Marquees	561.31				561.31
Drill Hall	13,500.00	-5,000.00			8,500.00
Town Hall	29,500.00	-10,600.00			18,900.00
Properties					0.00
Public Toilets	2,500.00				2,500.00
Cemetery	10,269.35				10,269.35
Open Spaces	50,400.00	-15,000.00			35,400.00
Recreation Ground	47,765.00				47,765.00
Churchyard	57,964.00		695.21		57,268.79
Street Furniture	7,068.70				7,068.70
Allotment Deposits	7,418.31		640.00	500.00	7,278.31
Hall Hire Deposit					0.00
CIL	668.36	-668.36			0.00
Cemetery Cottage	10,000.00				10,000.00
Youth					0.00
Skate Park	1,148.67				1,148.67
Communications	1,654.00				1,654.00
Boiler Reserve	29,903.63	5,000.00			34,903.63
Climate Group	5,619.85		331.52	177.80	5,466.13
ACE Events	669.25		175.00	175.83	670.08
CIL 2025.2026	33,952.20	25,687.64			59,639.84
Transport Hub Reserve	513.35	2,000.00	1,332.50		1,180.85
Neighbourhood Plan	28,964.30		1,379.20		27,585.10
IT Reserve	12,796.40	1,000.00	3,505.18	82.00	10,373.22
23 Market Place	5,600.00	-2,000.00			3,600.00
Green Infrastructure and Veolia	5,497.45		207.10		5,290.35
Visit Aylsham	4,248.00				4,248.00
<b>Total Earmarked</b>	<b>386,260.36</b>	<b>-5,280.72</b>	<b>8,313.61</b>	<b>1,188.03</b>	<b>373,854.06</b>
<b>TOTAL RESERVE</b>	<b>386,260.36</b>	<b>-5,280.72</b>	<b>8,313.61</b>	<b>1,188.03</b>	<b>373,854.06</b>

**Aylsham Town Council**  
**Reserves Balance**  
2026-2027

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>GENERAL FUND</b>					239,385.31
<b>TOTAL FUNDS</b>					613,239.37



## Aylsham Town Council

### Internal Scrutiny Report For the quarter period 2025/26 Q4 January to March 2026

The Internal Scrutineer is to be a person not involved either in the Council's financial processes or in preparing and completing the Council's Statement of Accounts.

Check Required	Date Check Completed	Result of Check		Report Result to Council Meeting
		Satisfactory	See note	
Bank reconciliation of accounts.	16th June 2026	Yes	-	1st July 2026
<b>INCOME:</b> Receipts and Bank Statements	16th June 2026	Yes	-	1st July 2026
<b>EXPENDITURE:</b> Invoices and Payments for: 1) Payments by BACs/Cheques/Direct Debits/Standing Orders/Credit Cards 2) Staff Salaries 3) Pension/HMRC Returns	16th June 2026	Yes	-	1st July 2026
	16th June 2026	Yes	-	1st July 2026
	16th June 2026	Yes	-	1st July 2026
<b>Notes:</b>  The checks found the records to be well produced and accurate.				

Signed: CFL

Name: C Fletcher

Date: 23rd June 2026

**Internal Audit Recommendations 2025/2026**

<b>Recommendation Number</b>	<b>Recommendation</b>	<b>Action Point</b>
1	As the Council holds balances over £100,000 has adopted an investment policy which is published on the Council website. <a href="#">IP</a> This does need to be reviewed as it was last updated in 2023.	Clerk to review and bring back to council for consideration
2	Recommend that the Financial Regulations be updated and suggest consideration is given to basing them on the latest NALC template.	Clerk to review and bring back to council for consideration
3	Recommend that Standing Orders be reviewed and updated to ensure that they cover all recent legislative amendments.	Clerk to review and bring back to council for consideration
4	It is strongly recommended that the Town Council begins to work towards increasing its General Reserve over the next two years to meet this minimum requirement.	The Town Council adopted a General Reserves policy in March which acknowledges the current position and committing to resolve over a 4 year period. 2 years may be too ambitious, but this can be reviewed when the budget is set.
5	The Debtors report indicates that the following two debts are over 3 months old. Recommend that Council makes a decision on collection or write off: Date            Amount 03/09/2025    £192.00 13/03/2024    £40.00	Clerk to write a report with recommendations for council to consider
6	Recommend that a reference to total balances held be included as part of the minutes to improve transparency and enable cross referencing.	Clerk to arrange going forwards
7	Information to be published annually	Clerk to arrange

	<p>The following information should be published annually:</p> <ul style="list-style-type: none"> <li>• Local authority land: Published. Land</li> <li>• Social housing assets Not applicable</li> <li>• Grants to voluntary, community and social enterprise organisations Published</li> <li>• Organisation chart (Staff structure with Council and Committee structure) Published Chart</li> <li>• Trade union facility time (only applicable if you provide facilities for union representatives) Not applicable</li> <li>• Parking account (to be published if parking income received) Not applicable</li> <li>• Parking spaces (publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces) Not applicable.</li> <li>• Senior salaries (Salaries over £50k per annum) Published as part of organisational chart.</li> <li>• Constitution (Standing Orders) Published.</li> <li>• Pay multiple (see the code) Not published</li> <li>• Fraud (see the code) Not published.</li> </ul> <p>Recommend that the Transparency page be updated with links or explanations to all the above information as required by the Code.</p>	
8	It is recommended that the dates of the Public Notice be reported and recorded in the minutes to improve transparency.	Addressed at the Meeting of 22 <sup>nd</sup> June 2026
9	Data Retention Policy: To be adopted.	Clerk to create and bring back to council for consideration

## **Meeting of Aylsham Town Council - 1<sup>st</sup> July 2026**

### **Item 14 – To Consider Membership to Community Action Norfolk**

An enquiry has been made of Community Action Norfolk regarding Play Area Inspection Training, as we require training for one member of staff and a refresher for another.

Their training sessions run from 10:00 AM to 1:00 PM at their office in Dereham. The training lasts for 2 hours and includes a visit to a local playground.

For these office-based sessions, the fees are as follows:

- £40 for members
- £60 for non-members

Additionally, they offer bespoke training sessions at our preferred location. To book a bespoke session, we must be a member of Community Action Norfolk, which requires an annual membership fee of £20.

Community Action Norfolk is an independent charity. The long term focus for their work is on building a stronger, fairer Norfolk. They do this through support, empowerment and strategic partnership with local voluntary, community, social enterprise organisations as well as other key stakeholders.

Membership benefits include:

- regular updates on the latest developments in government, regional and local policies, projects, and proposals that impact upon communities across Norfolk
- governance and constitutional advice and guidance
- local consultation services
- skills-sharing with like-minded organisations
- resource and information sheets on operational issues
- discounts on training events and seminars
- networking opportunities
- regular newsletters and e-bulletins with sector news and information
- events and conference news
- funding updates
- oil bulk-buying scheme

There are three levels of membership.

- Bronze offers a monthly e-newsletter, funding opportunities updates, quarterly Signpost magazine, invitations to events and training seminars, along with a 10% discount on events, equipment and room hire. **COST £20 PER ANNUM**
- Silver has the additional benefit of 20% discount, a free community profile, legal updates, village hall information sheets, policy examples and planning toolkits. **COST £50 PER ANNUM**
- Gold is the highest offering, with a 24 hours legal advice line and buildings and liability insurance at competitive rates, in addition to all the benefits of Bronze and Silver. **COST £150 PER ANNUM**

### ***Recommendation***

That Aylsham Town Council joins Community Action Norfolk. Even with the basic membership, the money will be recouped on discounted training costs.



# Minutes of the **Aylsham Climate Emergency Group Meeting held on 1<sup>st</sup> June 2026**



**Present:**

Grizelda Tyler (Chair)  
Bryce Davies  
Jenny Haycocks

Sue Catchpole  
Heather Davies-Walters  
Corrinne Houlden

Kevin Cunnane  
Michael Goodwin  
Hilary Lucier

**Also Present:** Faye LeBon (Town Clerk).

**1. To Receive Apologies for Absence**

Apologies were received from Catherine Fletcher, Kay Montandon and Yvonne Stewart.

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

None received.

**3. To Agree the Minutes of the 11<sup>th</sup> May 2026**

The minutes of the meeting held on 11<sup>th</sup> May 2026 were **agreed** as a true record of the business conducted.

**4. To Note Matters Arising from the Minutes, not Included on the Agenda**

None raised.

**5. Existing Projects.**

**a) To receive update on projects for Green Infrastructure funding**

It was confirmed that £5,000 had been received for the Nature Trail project. The projects for Swift Streets, the low hedging on Mileham Drive, Improvement of Old Station Yard and other areas to benefit nature and the wildflower creation areas are part of a different fund and will be paid on receipt of invoice. Invoices made out to Aylsham Town Council should be sent to The Clerk.

**b) To Receive Update on PEB Film Screening**

The PEB film screening is on Saturday 4<sup>th</sup> July. Discussions occurred about reaching different sectors of the local population that wouldn't normally attend the ACE film screenings. It was suggested that all ACE members should try to personally invite someone that they know, but who wouldn't normally attend. Approaching different sectors, such as sports clubs, community organisations and schools were discussed (although it was noted that the film is rated as 16+ due to its hard hitting nature). Jenny has already reached out to the church.

It was also noted how important it was to have information ready about the next steps. This could include:

- Details of someone to talk to, due to the hard hitting nature of the film.

- Information on volunteering (eg: Eves Hill / Community Shed)
- An information board on what ACE is doing
- A data collection point to collect contact information of people who would like to know more.
- A display board of '7 Top Tips'
- Details of the local PEB WhatsApp group
- A follow up 'People's Assembly' of how to respond.

It was agreed that someone should be on the door to welcome people to the event, as it was important to let people know that they are not alone. It was also important to understand that people lead busy lives, and in some cases, they may be time limited to what they can do after the event.

Jenny, Grizelda, Anna and Yvonne will take these ideas and discuss further.

The Clerk will add 'Follow up to PEB' to the next ACE agenda.

Promotion of the event was discussed. Posters are being put up and there will be a campaign on social media. The event is listed on the PEB website. Jenny will send the details to the Clerk for inclusion on the Visit Aylsham website. It would also be useful to do promotion at the mangling session at the Saturday Food and Craft market. The Clerk is to arrange for some leaflets to be handed out.

**c) To Receive Update on Pen and Dental Recycling**

This project is now up and running. A table has been donated to allow for ease of sorting blister packs, dental products and stationery on a Friday morning.

**d) To receive update on 'Library of Things' Project**

Michael was to feed back to Broadland Council the possible location for this pilot project. The Clerk is taking the project to full council on Wednesday and will feed back the council's support to Michael.

**e) To receive update on Gardens for Wildlife competition**

It was reported that the competition is now live. The project requires more publicity.

**f) To agree actions for other planned events**

Bryce and Heather will volunteer for the Family Learning Day on 20<sup>th</sup> June, but more help is required. The Clerk will check that the 'hook-a-duck' is in the basement.

Ideas can be collected from the children on environmental matters, and these can be displayed at the PEB film.

**6. To Receive Lidl Planning Application and Agree Response to Aylsham Town Council**

It was noted that Lidl had submitted its formal planning application for land south of Henry Page Road. ACE can submit a group response to the Town Council ready for their planning meeting on 11<sup>th</sup> June, however personal responses direct to Broadland Council were encouraged. The plans can be found on Broadland Council's website under reference 2026/0911.

The Clerk will send the applications to the ACE group to raise awareness.

**7. To Consider Construction of a Volunteer Rota**

This would be mainly for the covering of the blister pack collections on a Friday, however, could also be used for the film nights and other events. The Town Council has recently changed IT services to Microsoft 365 and so could now use Microsoft Forms. These could be used to collect volunteer availability.

## 8. To Receive Group Updates, not elsewhere covered in the agenda

### ***Transport & Energy***

Sue reported that a car park survey had now been completed for the Buttlands. There had also been an increase in the number of complaints about vehicles parked on Cawston Road and Mill Road.

Grizelda reported that the work of the energy group would be more prominent in November.

## 9. Finance

### a) To receive updated ACE budget

The Clerk provided an update on the ACE budgets:

<b>ACE Earmarked Reserve</b>	<b>£5,591.58</b>
<b>ACE Events Reserve</b>	<b>£699.25</b>
<b>Projects – Green Trail Reserve</b>	<b>£4,565.35</b>
<b>Projects – Veolia / Allotment</b>	<b>£725.00</b>
Green Infrastructure s106 Projects agreed:	
Swift Streets	£1,913.00
Wildflower Creation Areas	£1,223.65
Improvements to OSY and other open spaces	£698.00
Low hedge planting at Mileham Drive	£2,096.06
<b>TOTAL</b>	<b>£5,930.71</b>

Income has not yet been received for these projects. Broadland District Council will pay on receipt of valid invoices.

The finance report was ***noted***.

## 10. Items for Future Agendas

Follow Up to PEB

Discussions occurred regarding:

- Concerns about the new administration at Norfolk County Council and the impact on net zero targets.
- Community Energy Trusts.
- Biodiversity audits.
- Solar panels on the Town Hall roof

Project proposals were requested.

**11. To Agree the Date of the Next Meeting as Monday 6<sup>th</sup> July at 7pm**

This was *agreed*

There being no further business the meeting was closed at 8.05pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_

DRAFT



**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE  
HELD AT THE TOWN HALL ON THURSDAY 11<sup>th</sup> June 2026 AT 10am**

**PRESENT:** Catherine Fletcher                      Mary Evans  
                    Kay Montandon

Also in attendance:  
Harry Clark, Deputy Clerk to Aylsham Town Council

**1. To Receive Apologies for Absence**

Apologies were received from Patrick Prekopp and David Anderson.

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

None raised.

**3. To Agree the Minutes of the 14<sup>th</sup> May 2026**

The Minutes of the meeting held on 14<sup>th</sup> May 2026 were *agreed* by the committee and signed as a true and accurate record by the meeting Chair.

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

No matters raised.

**5. To Receive Updates on Existing Applications**

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

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Town Council Response</i>	<i>Status</i>
<a href="#">2025/2418</a>	Barclays Bank 1-2 Market Place NR11 6EW	Conversion of former Barclays Bank to part residential (11 Units)	Aylsham Town Council is broadly supportive of additional housing in the town centre, although would query why there is no affordable provision. Clarification is sought on the central building in the existing layout plan marked up as 'private dwellings, three storey brick construction'. This building is	Pending

			believed to be in the same ownership as the development site, although hasn't been marked up as such. Rather than private dwellings its existing usage is that of a barn construction. The town council would like to see this building forming part of a s106 agreement for community use.	
<a href="#">2025/3274</a>	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Approval with Conditions
<a href="#">2025/3275</a>	<i>12-13 Market Place</i>	Change of use of the former TSB Bank building into a mixed-use facility providing both commercial and short-stay accommodation. To include 6 short-stay accommodation rooms to support the nearby restaurant and hotel (The Black Boys, Aylsham). Creation of a retail unit at ground level. Fabric	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the market place, especially on market days.	Approval with Conditions

		alterations are proposed internally, with no removal of historically significant features, as described in the listed building entry <b>Listed Building Consent</b>		
<a href="#">2026/0336</a>	<i>3 Abbots Close, NR11 6HQ</i>	First floor side extension	No objections	Approval with Conditions
<a href="#">2026/0293</a>	<i>37 Town Lane, NR11 6HH</i>	Roof replacement to create a first floor for additional bedrooms	Objection on the grounds of loss of amenity to the neighbouring properties. Numbers 1 and 3 Wrights Close, to the rear of the applicant, will be overlooked. In particular number 3 as the new rear windows will look directly into the windows of this property. Should the local planning authority be minded to grant permission, the Town Council would request a condition to provide a construction management plan to detail how large deliveries (eg: roof trusses) and trades can be accommodated on a narrow town centre single track road with no pavement, so that there can be no danger to pedestrians nor inconvenience to vehicular access to other Town Lane residents	Refusal
<a href="#">2025/2418</a>	<i>Barclays Bank 1-2 Market Place</i>	Conversion of former Barclays Bank to part residential (9 Units - Use Class C3) with retention of part of ground floor for continued Commercial, Business and Service use (Use Class E))	Objection to this revised application. The plans still remain factually incorrect despite the Town Council raising this in the previous response. The building to the west of the commercial car park is not 'private housing' as detailed in the plans. This is a barn used for storage. This	Pending

		<b>Amended application Change of description and amended plans (now 9 residential units)</b>	plan needs to be corrected, or clarified as to whether this is part of the proposal for private housing. The Town Council also supports the response from Anglian Water. The Town Council notes the reduction of residential dwellings from 11 to 9, which would reduce the s106 obligations of the applicant. Should the LPA be minded to grant permission, the town council would request a condition to safeguard against piecemeal development, in that should any additional building in the control of the applicant/developer (a blue line plan has not been submitted) be converted to a C3 dwelling, this should be classed as cumulative to this application and so subject to s106 obligations as a 10+ dwelling development. This would include the storage barn and the conversion of any of the three proposed commercial units to residential use	
<a href="#">2026/0406</a>	<i>Land Adj. former Aylsham Lodge Hotel</i>	Transport Hub, car parking and cycle parking. Covered parking in some areas with solar panels.	As this is the Town Council's application, no comment will be made. It was noted that an amended application will be forthcoming with the addition of the substation.	Pending
<a href="#">2025/4001</a>	<i>Land North of Aylsham Road</i>	Retention of existing tarmac bell mouth on Heydon Road created by RWE for the Norfolk Vanguard Offshore Wind Farm Project ( <b>additional information supplied</b> )	There is nothing in the additional information to mitigate the original objection of the Town Council. The council continues to object to the application on the grounds of lost agricultural land and ecology. Assurance of reversion to the original condition prior to operations	Pending

			was given, and the town council would like to see this adhered to. In addition to this, the council supports the comments of the highways officer consulted with regards to the suitability of the bell mouth on this road, without appropriate traffic management.	
<a href="#">2026/0575</a>	<i>4 The Maltings, Millgate, NR11 6GX</i>	Erection of Hazel Hurdle fencing on one side of the garden	No objections	Approval with Conditions
<a href="#">2026/0729</a>	<i>Bure House, 56 Millgate, NR11 6HX</i>	Erection of a free standing greenhouse	No objections	Approval with Conditions
<a href="#">2026/0768</a>	<i>2 Jegon Close, NR11 6JP</i>	Single storey side and front extensions. Side carport and a garage replacement at the rear.	No objections	Pending
<a href="#">2026/0689</a>	<i>Flat 14, Market Place, NR11 6EH</i>	Internal reconfiguration to provide one additional HMO-Compliant Bedroom, the works will involve relocating the shared kitchen, relocating the communal WC and bathroom and undertaking minor internal partition adjustments. <b>(Listed Building Application)</b>	No objections	Approval with Conditions
<a href="#">2024-0791</a>	<i>St Michael's Church</i>	Rebuild part of churchyard boundary wall (Amended application)	The committee declined to make a comment as this was the Town Council's application.	Pending
<a href="#">2026/0928</a>	<i>Hungate Lodge, Hungate Street, NR11 6JZ</i>	change of surface material (retrospective) of permission 20181340 (which consented to Variation of Condition 2 of Previous Permission 20142017 (Approved Plans) -	No objections	Pending

		Revised Phasing Plan, Reduce Plot Numbers to Eight, Revised Dwelling Details Plots 3, 4, 5, 6, 7 and 8 and Details of Visitor Car Parking Area, Bin Storage Area and Electricity Sub-Station)		
<a href="#">2026/0920</a>	<i>Various</i>	Plaques for Heritage Snail Trail (Listed building permissions)	The committee declined to make a comment as this was the Town Council's application.	Pending
<a href="#">2026/0922</a>	<i>Land south of church farm cottages, Banningham Road,</i>	To erect a new agricultural storage building	No objections	Pending
<a href="#">2026/1096</a>	<i>9 Oakfield Road</i>	Replacement of timber windows with UPVC to front side and rear of existing house	No objections	Approval with Conditions
<a href="#">2026-1077</a>	<i>12 Clover Road</i>	Extensions and modifications works	No objections	Pending
<a href="#">2026/1216</a>	<i>16 Forster Way</i>	Single-storey rear and side extensions	The committee declined to make a comment as this was the Town Council's application.	Pending
<a href="#">2026/1171</a>	<i>12 Hungate Street, NR11 6AA</i>	External fabric repairs and redecoration, installation of secondary glazing and installation of a new a/c condenser. ( <b>Full Planning Application</b> )	No objections	Pending
<a href="#">2026/1172</a>	<i>12 Hungate Street, NR11 6AA</i>	External fabric repairs and redecoration, installation of secondary glazing and installation of a new a/c condenser. ( <b>Listed Building Application</b> )	No objections	Pending

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

The following were considered by the committee:

<b>Reference</b>	<b>Address</b>	<b>Details</b>	<b>Committee Decision</b>
<a href="#">2026/0911</a>	<i>Land At Orchard Lane Orchard Lane Aylsham Norfolk</i>	Erection of a foodstore with associated vehicle access, car parking, landscaping, engineering and drainage works. (LIDL)	The committee objects to the application on the grounds that the application is not in accordance with the Great Norwich Local Plan, it is counter to Aylsham Neighbourhood plan and it is outside of the settlement boundary.
<a href="#">2026/1330</a>	<i>Woodgate Farmhouse Woodgate Aylsham Norfolk NR11 6UJ</i>	Variation of approved Listed Building Consent 2025/3533 for minor amendments to rooflights on main roof, including an increase in size (no change to number or position)	No objections
<a href="#">2026/0406</a>	<i>Land Adjacent Aylsham Lodge Hotel Norwich Road Aylsham Norfolk</i>	Transport Hub, car parking and cycle parking. Covered parking in some areas with solar panels. (amended application)	The committee declined to make a comment as this was the Town Council's application.
<a href="#">2026/0922</a>	<i>Land South Of Church Farm Cottages Banningham Road Aylsham Norfolk</i>	Change of use of land from agricultural to residential and erection of outbuilding	No objections
<a href="#">2026/1361</a>	<i>29 Buckenham Road Aylsham Norfolk NR11 6GB</i>	Rear Single-Storey Extension	No objections
<a href="#">2026/1228</a>	<i>33 Cawston Road Aylsham Norfolk NR11 6EB</i>	Change of use from Class C3 dwelling house to holiday let	The committee supports the comments made by the Environmental officers' comments.
<a href="#">2026/1323</a>	<i>3 Purdy Way Aylsham Norfolk NR11 6DH</i>	Single-storey front extension to create sunroom/entrance, with lobby/porch to side.	No objections
<a href="#">2026/0768</a>	<i>2 Jegon Close Aylsham Norfolk NR11 6JP</i>	Single storey side and front extensions.	No objections
<a href="#">2026/1374</a>	<i>The Beeches 54 Holman Road Aylsham Norfolk NR11 6BZ</i>	One door opening enlargement, two new doors and new roof windows.	No objections

**7. To Consider Responses to the Local Planning Authority on Applications Received Since the Agenda was Issued.**

The committee considered the following applications:

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
<a href="#"><u>2026/1200</u></a>	<i>Bure Valley Meadow Burgh Road Aylsham Norfolk</i>	Change of use from leisure (campsite) to residential. Installation of new hardstanding to accommodate a static caravan, and associated external works	The committee objects to the application as it goes against the Aylsham Neighbourhood plan and is outside the settlement boundary.
<a href="#"><u>2026/1118</u></a>	<i>17 Sir Williams Close Aylsham Norfolk NR11 6AP</i>	Proposed single storey rear extension and conversion of garage to gym and storage room, with two roof windows in west elevation.	No objections

Cllr Trevor Bennett entered the Hall and joined the committee at 10:30am

**8. To Receive any Updates on Large Town Developments**

**a. Norwich Road Site.**

There was no update for the Norwich Road Site.

**b. Burgh Road Site.**

It was **noted** that an Extension of time to 26<sup>th</sup> June 2026 was agreed.

**9. To Receive any Update to 2026/0282 – Construct an Anaerobic Digestion (AD) plant, with landscaping, drainage and associated development, infrastructure and works (Oulton Parish)**

There is no update to this item

**10. To Receive Update on the Greater Norwich Local Plan**

The call for sites has been extended until mid-July 2026.

**11. To Receive Update on the Neighbourhood Plan**

There is no update for this item

**12. To Receive Update on Community Resilience Planning**

There was no update to this item.

**13. To Note Items for Information or Future Agendas**

No matters raised.

**14. To Confirm the Next Meeting as Thursday 9<sup>th</sup> July 2026, 10am in the Town Hall**

This was **agreed**.

**15. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and Public for the Duration of Item 17 in View of the Confidential Nature of the Business to be Transacted.** The Local Planning Authority advises that enforcement reports are for the information of the Town Council and should not be passed on, shared or published in any way. It was **agreed** to close the meeting to the press and public.

*The Meeting was Closed to the Press and Public*

**16. To Note Planning Enforcement Cases from the Local Planning Authority**

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

There being no further business the meeting was closed at 10.41am

Signed \_\_\_\_\_ Date \_\_\_\_\_



## MINUTES OF THE MEETING OF THE **CITTASLOW** AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 16<sup>th</sup> June 2026 AT 11am.

**PRESENT:** Pat Prekopp (Chair) - Aylsham Slow Food, Town Council  
Mo Anderson-Dungar – Cittaslow UK and Aylsham Country Markets  
Kevin Cunnane – Aylsham Town Council  
Giles Margarson - Aylsham Community Partnership  
Wendy Sadler – Aylsham in Bloom  
Jean St Clair – U3A  
Mike Downes – Aylsham Rotary Club  
Jo Tuttle – Aylsham High School

Also in Attendance: Faye LeBon, Town Clerk - Aylsham Town Council.  
Harry Clark, Deputy Town Clerk – Aylsham Town Council.

**1. To Receive Apologies for Absence**

Apologies were received from Mary Evens, Graham Peers and Grizelda Tyler.

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

None raised.

**3. To Agree the Minutes of the Cittaslow Aylsham Committee held on 19<sup>th</sup> May 2026**

The minutes from the meeting held on the 19<sup>th</sup> May 2026 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting with the amended that in item 8 the wording is to be changed to “within Cittaslow network” and were signed by the Chairman.

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

No matters raised.

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

No members of the public in attendance.

**6. To Receive reports from Cittaslow UK and Cittaslow internation and Receive notification of Cittaslow UK meeting.**

Verbal reports were received from Mo and It was **noted** Cittaslow UK have a meeting on 6<sup>th</sup> July 2026 to discuss Mold leaving the Cittaslow movement. Mo continued that

the Cittaslow International shall be holding the international assembly in Greve, Chianti on the 19<sup>th</sup> - 21<sup>st</sup> of June 2026.

## **7. To Receive Market Updates**

### **a) Food and Craft Market**

A written report was provided. Despite challenging weather conditions, last month's Food & Craft Market attracted 11 stalls, including charity organisations. Attendance remained encouraging given the wet conditions. Entertainment was provided by Paul Thompson, whose performance was very well received by visitors and contributed positively to the atmosphere throughout the event. Looking ahead, July's market will feature caricaturist Phil Cole as the guest entertainer. Stall numbers are expected to remain consistent, with a similar level of attendance anticipated.

### **b) General Markets on Monday and Friday**

A written report was provided.

The Monday market continues to trade steadily, with eight stalls attending each week. One of the previously vacant pitches has recently been taken up by former employee, leaving just one small pitch currently available. The Friday market has experienced a slight decline in stall numbers, with average attendance currently ranging between four and five stalls. Efforts to attract new traders continue, with the markets Facebook page, managed by one of the existing stallholders, actively promoting available opportunities.

### **c) Country Markets**

Mo reported that Debbie will be stepping down as market manager and is very proud of the 32 years Debbie has given to Aylsham along with her mother and helped put Aylsham market on the map. Mo continued that Jane Coats is to be the new market manager and adds that there is a need for new people to join them for the market on Fridays.

### **d) To Receive Report from Patrick Prekopp on Meeting with Wymondham Markets Promoter**

Patrick reported that he met with the promoter and queried how Wymondham Markets are successful, which he was informed it is to advertise and promote the markets.

## **8. Visit Aylsham.**

### **a) To receive update on Heritage Snail Trail**

Patrick reported that the feature snail will be at the Family Learning Day. Patrick continues that promotion of the snail trail shall be put on social media and posters to promote naming of the snail. Patrick continued that the snail will be unveiled by the two artists who helped in the making of the snail and the plaques, the unveiling will be at 10:30 at Aylsham High School at the Family Learning Day.

- b) To receive update on Entertainment at the Food and Craft Markets**  
Patrick reported of the caricaturist Phil Cole, shall be the entertainer of the next Food & Crafts market for members of the public free of charge.
- c) To receive update on Visit Aylsham website**  
Patrick updated that the website is progression and is live, he continues to encourage people to sign up to the newsletter and for people to email in with their news to add to the website and newsletter.
- 9. Town of Culture**  
No decision on the Town of Culture until the end of July 2026 and made by the Department for Culture, Media and Sport.
- 10. To Note the Minutes from the Aylsham Climate Emergency Working Group (1<sup>st</sup> June 2026)**  
The minutes were noted by the committee.
- 11. To Note the Minutes from the Aylsham Community Events Committee (20<sup>th</sup> May 2026)**  
The minutes were noted by the committee.
- 12. To Receive the Following Group Reports**
- a) Slow Food Aylsham**  
Patrick reported that the Snail Trail plans were progressing. Slow food shall be at the Snail race and the Family Learning Day.
- b) Aylsham High School**  
Jo Tuttle gave a verbal report which contained an update on the Family Learning Day and thanks the Rotary Club and Slow Food for their sponsorship. Jo continued that they had obtained a funding of £20k from Broadland District Council for the Family Hub to be placed near the Sports Hub. Jo added the numbers of members now with the Sports Hub being over 800.
- c) Aylsham in Bloom**  
Wendy report that she shall be at the high school on the 20<sup>th</sup> June and the 27<sup>th</sup> of June and the 27<sup>th</sup> is the Open Gardens event where tickets are available from the Heritage Centre at 9am and the gardens to be open at 11am.
- d) Aylsham Business Consortium (ABC)**  
No report available.
- e) Aylsham Parish Church**  
No report available
- f) Aylsham Rotary Club**  
Mike gave verbal report on the town table, and its 1<sup>st</sup> use last week, and explained its usage to the committee. Mike continued to about new membership type to the Rotary club where an 'Associate' membership is available for those wishing to join.
- g) Aylsham U3A**  
Jean reported that the AGM will be on the 23<sup>rd</sup> of June and some trips are currently being planned with the U3A members now being at 410.

**h) Aylsham WI**

Mo gave a verbal report on June's speaker will be Tony Brown talking about Wildflower Meadows, and that July's meeting will be the 104<sup>th</sup> Annual meeting which will be a celebratory event.

**13. To Note any Items for the Next Agenda**

Town Tent for the Aylsham Show

**14. To Agree the Date of the next Meeting**

This was agreed as Tuesday 21<sup>st</sup> July 2026, 11am at the Drill Hall.

There being no further business the meeting was closed at 11.50am

Signed \_\_\_\_\_ (Chairman) Date \_\_\_\_\_



## MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE DRILL HALL ON WEDNESDAY 3<sup>rd</sup> JUNE 2026 AT 10am

### PRESENT:

Kay Montandon (Chair)	Trevor Bennett	Mary Evans
Michael Goodwin	Mitchell Philpott	Patrick Prekopp

Also in attendance: Faye LeBon (Town Clerk) and Harry Clark (Deputy Clerk).

#### 1. To Receive Apologies for Absence

Apologies were received from David Anderson, Cheryl Bould and Catherine Fletcher.

#### 2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

#### 3. To Agree Minutes from the Meeting of 26<sup>th</sup> May 2026

The minutes of the meeting of 26<sup>th</sup> May 2026 were **agreed** by the committee and signed as a true and accurate record by the Chair.

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

No matters raised.

#### 5. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for the duration of items 6 and 7, in view of the confidential nature of the business to be transacted.

*The meeting was closed to the press and public*

#### 6. Recruitment

##### a) To Shortlist Applications for the role of Communications Officer

Twenty three applications had been received. These had been anonymised, numbered and circulated to the committee. It was **agreed** to interview applicants 1, 2, 5, 10, 13 and 15.

##### b) To Agree Interview Panel

It was **agreed** that the Interview Panel should consist of Mitchell Philpott, Tim Briscoe and Patrick Prekopp, with the Events Manager in support. Should any of the councillors not be able to attend, Cheryl Bould or Kay Montandon could substitute.

**c) To Agree Date, Times and Format for Interviews for Communications Officer**

It was **agreed** that the interviews would take place over the 18<sup>th</sup> and 19<sup>th</sup> of June. A task would be set for candidates to send to the Town Council in advance of the interview, which would be based upon a campaign for the forthcoming Snail Trail. Mitchell Philpott will refine the task, but it should include a press release, posts for facebook and Instagram and an article for the website. Mitchell Philpott will also create the interview questions and send to panel members for discussion.

**7. To Review Staff Member TOIL for 2025/2026 and Agree Treatment of this Time**

The Clerk presented a paper on findings to date. Further work is to be completed on this matter and presented to members at the next meeting.

*The meeting was reopened to the press and public*

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

Receive recommendation from the Interview Panel and appoint the Communications Officer.

Staff member TOIL

Review of Staff Contracts

**9. Date of Next Meeting**

Wednesday 24<sup>th</sup> June at 11.15am

There being no further business to conduct the meeting was closed at 11.20am

Signed \_\_\_\_\_ Date \_\_\_\_\_



## MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE DRILL HALL ON WEDNESDAY 22<sup>nd</sup> JUNE 2026 AT 11.15am

### PRESENT:

Kay Montandon (Chair)  
Mitchell Philpott

Trevor Bennett  
Patrick Prekopp

Mary Evans

Also in attendance: Faye LeBon (Town Clerk).

### 1. To Receive Apologies for Absence

Apologies were received from David Anderson, Catherine Fletcher and Michael Goodwin.

### 2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

### 3. To Agree Minutes from the Meeting of 3<sup>rd</sup> June 2026

The minutes of the meeting of 3<sup>rd</sup> June 2026 were **agreed** by the committee and signed as a true and accurate record by the Chair.

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

No matters raised.

### 5. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for the duration of items 6 to 8, in view of the confidential nature of the business to be transacted.

*The meeting was closed to the press and public*

### 6. To Received Recommendation from Interview Panel and Appoint Comms Officer

It was noted that all candidates, including those who did not make the shortlist were of a high quality. All six applicants shortlisted attended an interview and provided a response to the requested task. Three of the candidates interviewed were exceptionally good but the interview panel was able to provide a unanimous recommendation. The Interview Panel had provided a recommendation to the committee and it was **agreed** that Claire Butler should be appointed.

**7. To Review Staff Member TOIL for 2025/2026 and Agree Treatment of this Time**

The Clerk presented a paper on the 2025/2026 payment and TOIL accumulation based upon the agreed process and the process followed. It was *agreed* that there was TOIL owed, which should be paid to the staff member. There was also a small overpayment which would be deducted.

The cause of the TOIL had been rectified by the new staffing structure so this should not be repeated.

Staff contracts for Facilities Staff should reflect double time payments when required to work after 10.30pm.

**8. To Receive Report of Incident of 19<sup>th</sup> June and Consider Initial Loan Working Recommendations**

A report had been circulated to members. The Clerk will liaise with the Maintenance Manager about the following:

- The possibility of better lighting at the Drill Hall
- The possibility of improved CCTV coverage at the Drill Hall
- Liaison with alarm professionals about alarm systems incorporating personal alarms.

Whilst some roles allow for flexibility in working hours, it is also important that staff take into account their own health and safety when choosing these hours. If work cannot be completed by midnight, it should be programmed in the early hours of the morning.

*The meeting was reopened to the press and public*

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

The Clerk advised that staff were taking precautions in the heatwave. Outdoor staff were not working outside in the hottest part of the day. Fans are in the office, however, have limited effect. Staff have been advised that for the remainder of this week, to finish work early if the heat becomes too much.

Paternity leave was reported to the committee.

The opening of the public toilets was to be discussed on a future agenda.

**10. Date of Next Meeting**

Wednesday 22<sup>nd</sup> July at 11.15am at the Drill Hall

There being no further business to conduct the meeting was closed at 12.35pm

Signed \_\_\_\_\_

Date \_\_\_\_\_



## MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE DRILL HALL ON TUESDAY 2<sup>nd</sup> JUNE 2026 AT 2PM

**PRESENT:** Trevor Bennett                      Kevin Cunnane                      Mary Evans  
                 Michael Goodwin                      Jon Minns                      Kay Montandon

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

**1. To Elect Committee Chairman for the Forthcoming Year**

It was **agreed** that Trevor Bennett should be the Committee Chairman for the forthcoming year.

**2. To Receive Apologies for Absence**

Apologies were received from David Anderson and Gordon Clarke.

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

None raised.

**4. To Agree the Minutes of the Meeting of 28<sup>th</sup> April 2026**

The minutes from the previous meeting held on the 28<sup>th</sup> June 2026 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

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

No matters raised.

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

No members of the public in attendance. No matters raised.

**7. To Receive Update on Town Hall Window Replacement**

It was reported that the Heritage Officer at Broadland Council has been contacted with the request of an informal opinion over double glazing for the Town Hall windows. Once an informal opinion has been received, a listed building planning application can be submitted. The Clerk will call the Heritage Officer to follow up.

**8. To Receive Update on Lease Renewal Negotiations of 23 Market Place**

Brown and Co has been appointed to conduct the lease renewal negotiations of 23 Market Place. The contractor has requested contact details for the tenant which have been subsequently provided. The result of the review is awaited.

**9. To Receive Update on Property Forward Maintenance Plan Project**

The contractor has reviewed Cemetery Cottage and was due to review 23 Market Place and the public toilets on 26th May.

**10. To Receive Update on Town Hall Roof Repair**

LRW was appointed to replace the valleys to address roof leaks to the south of the Town Hall. However, when the tiles were removed and the valleys replaced more substantial damage became apparent. There is a requirement to strip the right side of the valley, re-felt and re-baton, dispose of old felt and batons, reuse the existing lead under the copings and fit new lead soakers and re-cement the ridge back on. The existing batons are not sufficient to affix the new tiles to. The cost of this would be £1895 + VAT, with a caveat that the other side of the roof over the southern entrance may require similar works. It was **agreed** to proceed with the additional works quoted for as an item of urgent work because the scaffolding is already in situ and the roof is in a condition whereby it risks causing water damage to the interior of the building. Furthermore, it was **agreed** to proceed with similar repairs to the right side of the entrance roof, subject to the contractor's report being received.

**11. To Receive Update on Town Hall Boiler Replacement**

The Maintenance Manger contacted the Heritage Officer at Broadland Council in April for advice on the location of the exit flues proposed as part of the boiler replacement project. Ideally, the council would require the exit flue on the east side of the Town Hall but, subject to a site visit, the preference of the Heritage Officer would be for it on the north (Loke) side. This would substantially change the scope of works. It is important to get the specification right, prior to going out to tender. A site visit has been requested of the Heritage Officer.

**12. To Agree Project(s) for Assistance with Probation Service**

The Probation Service manager has been to visit the suggested sites, with the following conclusions:

- The clearing of the compost area in the churchyard would be a good project to do.
- The Grounds and Green Spaces officer would prefer to retain control of the memorial garden project.
- The weeding and tidying of the old part of the cemetery would be a good project, along with similar works at the MUGA.
- The repainting of the play area fencing is a possibility but would require testing of the existing paintwork to ensure that it does not contain lead.

**13. To Receive Update on Drill Hall Licenses**

The boxing club is content with the new licence and has only requested that it be made out in the name of the Boxing Club and not the individual. The Town Council's solicitor is checking this to ensure the Boxing Club is a valid legal entity.

The Town Council's solicitor is also reviewing the Dance School's request for better longevity of the licence and whether this can be made into a rolling licence without creating a lease.

**14. To Note Items for Information or for Inclusion in Future Agendas**

Roll current items forwards  
RoSPA reports

**14. To Confirm Date and Time of Next Meeting**

Tuesday 7<sup>th</sup> July 2026 at 2pm at the Drill Hall

There being no further business the meeting was closed at 2.45pm

Signed \_\_\_\_\_ (Chairman) Date \_\_\_\_\_

## Meeting of Aylsham Town Council - 1<sup>st</sup> July 2026

### Item 16 – To Review Town Council Premises Licenses

Community buildings (such as village halls, church halls, or community centres) are legally required to have a Designated Premises Supervisor (DPS) to sell alcohol. However, the Licensing Act 2003 allows these groups to apply for an exemption, transferring responsibility from a named individual to the management committee

To remove the mandatory DPS requirement, your building's management committee can apply to "disapply" the condition on the venue's premises licence.

- **Eligibility:** Your premises must be predominantly used for community benefit and broadly accessible to the public, rather than restricted to private members.
- **Responsibility:** If successful, the management committee as a whole takes collective legal responsibility for lawful alcohol sales. This means that a single named personal licence holder does not need to be present at all times.

The Town Council holds three premises licenses, which are appended to this report, one of which is in the name of the Town Council and two of which are in the name of a private individual.

Council is being asked to consider the necessity for these licenses, on the basis that the council does not hold any events where alcohol is sold, with the exception of ACE films where alcohol forms part of the ticket price and is therefore deemed as a sale, and mulled wine at the Christmas event.

This should be balanced against the risk of having little control over the alcohol sold at events. The DPS is ultimately responsible for any incidents involving alcohol at the venue which relate to the 4 licensing objectives (preventing crime/disorder, public safety, preventing public nuisance, and protecting children from harm). One of the most serious offences is serving an underage person, where the possible penalties are:

#### For the Individual Server

- **Fixed Penalty Notice:** Police or Trading Standards Officers can issue an on-the-spot penalty of £80 to £90.
- **Prosecution:** If the case is taken to a Magistrates' Court, the seller faces an unlimited fine and a potential criminal record.
- **Personal Licence:** If the server holds a Personal Licence, it can be suspended or revoked.

### **For the Business and Licence Holder**

- **Unlimited Fines:** If a business fails test purchases or persistently sells alcohol to children (three or more times in three months), Magistrates can impose an unlimited fine.
- **Premises Licence Review:** A licence can be reviewed by the local authority, leading to strict conditions, a suspension of alcohol sales for up to three months, or complete revocation of the licence.
- **Voluntary Closure:** Police may offer a voluntary closure of the premises (between 2 days and 2 weeks) as an alternative to prosecution

This can be serious for the business and DPS.

For those who wish to sell alcohol at a function (bringing your own alcohol in, or serving alcohol free of charge is not a problem), then a TENS license can be applied for by the individual at a cost of £21 per event, so it is not as if events that wish to sell alcohol cannot continue to do so. But they should do so on the basis that the event organiser takes responsibility for the sale of alcohol, not the Town Council or a specified member of staff.

**Part B  
Premises Licence Summary**

**Premises Licence Number:** 581516/62319

**Premises Details**

Postal address of the premises, or if none, ordnance survey map reference or description.  The Drill Hall Cawston Road Aylsham	
Post Town Norwich	Post code NR11 6BX
Telephone number 01263 733354	

**Where the Licence is time limited the dates**

This premises licence is not time limited.

**Licensable activities authorised by the licence**

Plays, Films, Indoor sporting events, Live Music, Recorded Music, Performances of Dance, Activity like music/dance, Supply of Alcohol

**The times the licence authorises the carrying out of licensable activities**

**Plays**

Monday to Sunday: 00.00 to 23.59  
Indoors

**Films**

Monday to Sunday: 00.00 to 23.59  
Indoors

**Indoor sporting events**

Monday to Sunday: 00.00 to 23.59

**Live Music**

Monday to Sunday: 00.00 to 23.59  
Indoors



**Performances of Dance**

Monday to Sunday: 00.00 to 23.59  
Outdoors

**Activity like music/dance**

Monday to Sunday: 00.00 to 23.59  
Outdoors

**Supply of Alcohol**

Monday to Sunday: 00.00 to 23.59

**The opening hours of the premises**

Monday to Sunday: 00.00 to 23.59

**Where the licence authorises the supplies of alcohol whether these are on and/or off supplies**

On and Off the Premises

**Name, (registered) address of holder of premises licence**

Aylsham Town Council, Council Office, Town Hall, Market Place, Aylsham,  
Norwich NR11 6EL

LICENSING ACT 2003

**Registered number of holder, for example company number, charity number (where applicable)**

**Name of designated premises supervisor where the premises licence authorises for the supply of alcohol**

Ryan Jeckell

**State whether access to the premises by children is restricted or prohibited**

Access to the premises by children may also be restricted or prohibited by other statutory provisions, including the provisions of the Licensing Act 2003.



**Part B**

**Premises Licence Summary**

**Premises Licence Number:**

**581523/62419**

**Premises Details**

Postal address of the premises, or if none, ordnance survey map reference or description.  Market Place & Red Lion Street Aylsham	
Post Town Norwich	Post code NR11 6EL
Telephone number	

**Where the Licence is time limited the dates**

This premises licence is not time limited

**LICENSING ACT 2003**

**Licensable activities authorised by the licence**

Plays, Recorded Music, Performances of Dance, Activity like music/dance,  
Supply of Alcohol

**The times the licence authorises the carrying out of licensable activities**

**Plays**

Monday to Sunday: 00.00 to 23.59

Outdoors

**Films**

Monday to Sunday: 00.00 to 23.59

Outdoors

**Live Music**

Monday to Sunday: 00.00 to 23.59

Outdoors

**Recorded Music**

Monday to Sunday: 00.00 to 23.59

Outdoors



**Recorded Music**

Monday to Sunday: 00.00 to 23.59  
Indoors

**Performances of Dance**

Monday to Sunday: 00.00 to 23.59  
Outdoors

**Activity like music/dance**

Monday to Sunday: 00.00 to 23.59  
Indoors

**Supply of Alcohol**

Monday to Sunday: 00.00 to 23.59

**The opening hours of the premises**

Monday to Sunday: 00.00 to 23.59

**Where the licence authorises the supplies of alcohol whether these are on and/or off supplies**

On and Off the Premises

**Name, (registered) address of holder of premises licence**

Aylsham Town Council, Council Office, Town Hall, Market Place, Aylsham, Norwich, NR11 6EL.

**Registered number of holder, for example company number, charity number (where applicable)**

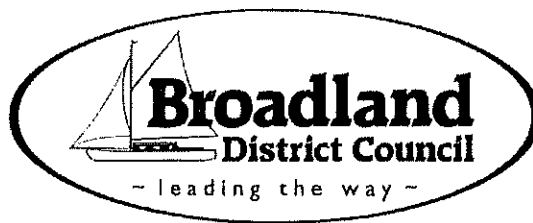
**Name of designated premises supervisor where the premises licence authorises for the supply of alcohol**

Ryan Jeckell

**State whether access to the premises by children is restricted or prohibited**

Access to the premises by children may also be restricted or prohibited by other statutory provisions, including the provisions of the Licensing Act 2003.





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**Part B  
Premises Licence Summary**

**Premises Licence Number:**

**335842/48212**

**Premises Details**

<b>Postal address of the premises, or if none, ordnance survey map reference or description.</b>  Town Hall Market Place Aylsham	
<b>Post Town</b> Norfolk	<b>Post code</b> NR11 6EL
<b>Telephone number</b> 01263 733354	

**Where the Licence is time limited the dates**

This premises licence is not time limited.

**Licensable activities authorised by the licence**

Plays, Films, Indoor sporting events, Live Music, Recorded Music,  
Performances of Dance, Activity like music/dance, Supply of alcohol

**The times the licence authorises the carrying out of licensable activities**

**Plays, Films, Indoor sporting events, Live Music, Recorded Music,  
Performances of Dance, Activity like music/dance, Supply of Alcohol**

Monday: 00.00 to 23.59

Tuesday: 00.00 to 23.59

Wednesday: 00.00 to 23.59

Thursday: 00.00 to 23.59

Friday: 00.00 to 23.59

Saturday: 00.00 to 23.59

Sunday: 00.00 to 23.59

Indoors

**Supply of alcohol**

Monday: 08.00 to 02.00

Tuesday: 08.00 to 02.00

Wednesday: 08.00 to 02.00

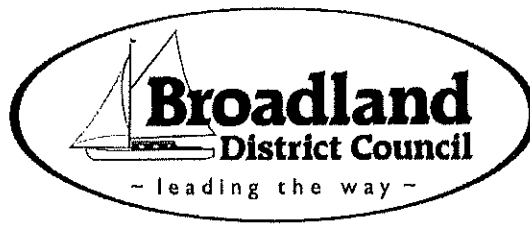
Thursday: 08.00 to 02.00

Friday: 08.00 to 02.00

Saturday: 08.00 to 02.00

Sunday: 08.00 to 02.00





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**The opening hours of the premises**

Monday: 00.00 to 23.59  
Tuesday: 00.00 to 23.59  
Wednesday: 00.00 to 23.59  
Thursday: 00.00 to 23.59  
Friday: 00.00 to 23.59  
Saturday: 00.00 to 23.59  
Sunday: 00.00 to 23.59

**Where the licence authorises the supplies of alcohol whether these are on and/or off supplies**

On the Premises

**Name, (registered) address of holder of premises licence**

Aylsham Town Council, Council Office, Town Hall, Market Place, Aylsham, Norwich, Norfolk, NR11 6EL

**Registered number of holder, for example company number, charity number (where applicable)**

**Name of designated premises supervisor where the premises licence authorises for the supply of alcohol**

Aylsham Town Council, Council Office, Town Hall, Market Place, Aylsham, Norwich, Norfolk, NR11 6EL

**State whether access to the premises by children is restricted or prohibited**

(Access to the premises by children may also be restricted or prohibited by other statutory provisions, including the provisions of the Licensing Act 2003.)



**Meeting of Aylsham Town Council - 1<sup>st</sup> July 2026**

**Item 17 – To Consider Physical Recognition of Aylsham as a Mindful Town**

With Aylsham’s success at achieving Mindful Town, consideration could be given to a physical recognition based upon the Broadland Council design:



This could be a plaque, or form part of the email signature on council emails?

If agreed, perhaps the new Comms Officer could assist with this.



## **MINUTES OF THE ANNUAL TOWN MEETING HELD IN AYLSHAM TOWN HALL ON WEDNESDAY 19<sup>th</sup> MAY 2026, 7pm**

The meeting was chaired by Chairman of the Town Council, Kay Montandon.

The voting strength of electors in attendance was 35 (including 8 town councillors).

Also in attendance, Faye LeBon (Town Clerk)

### **1. WELCOME**

Kay Montandon welcomed everyone to the meeting and explained the purpose of the Annual Town Meeting and its difference to a Town Council meeting.

### **2. MINUTES FROM THE MEETING OF 15<sup>th</sup> MAY 2025**

The minutes were accepted by the meeting and signed by the Chairman.

### **3. CHAIRMAN'S REPORT**

Kay Montandon read her annual report, citing a busy year for the Town Council, but supported by a full complement of councillors, all with varied skill sets of great benefit to the town.

The council has done a considerable amount of consulting during the year. This is nothing to be concerned about and is an important part of the Town Council's role in understanding the needs of the community.

The council is currently in the process of upgrading its IT systems. This is an important part of new requirements of Town and Parish councils to be able to defend against cyberattacks and keep data held on the council's systems safe. Another current project is reviewing council contracts, to ensure best value is obtained for the taxpayer.

The Events team has been very busy this year. The trademark events of the Christmas Lights switch on and the Street Party (attended by 1200-1500 and 600-800 people respectively) were once again a resounding success. The closure of Red Lion Street improved the atmosphere of the events, so will be repeated in the future. Other events included Healthy Town, Live Well for Less, the Community Fayre and the Jobs, Training and Benefits Forum. Feedback is always welcome on events,

After a successful grant application to Norfolk County Council's Love Your Market Town fund, a new Heritage Snail Trail will be launching on 1<sup>st</sup> August. The feature snail will be at the Family Learning Day on 20<sup>th</sup> June as part of the competition to name it.

Parking remains problematic in the town but the Town Council is working hard to resolve this. The council is to be gifted an area of land from the Norwich Road development and the council now has a design for a transport interchange. This is located next to a bus stop which will make travel to and from Norwich and Cromer simpler. The area is also a short walk to the town centre. The council's transport group has been doing surveys of people using the existing town car parks to see if users could be accommodated in other areas of the town.

New bus stops have been added to the town, and some existing stops have been upgraded to include shelters, some of which now have real time information to assist those using those bus stops.

The Visit Aylsham Working Group, consisting of town councillors, local business representatives and the Heritage Centre has been working hard to increase footfall to the town.

The Town Council has put a lot of work into managing its estates. Rents have not increased in recent years, despite running costs rising, and this has had to be addressed to obtain best value for the taxpayer. Forward plans are in the process of being put in place to ensure the Town Council's buildings are kept in good order. The Town Council is also responsible for the churchyard maintenance which includes the church wall, repairs for which will be going out to tender shortly.

The committees of the council are important because that is where democracy starts. All discussions about how the Town Council's money is spent are made in public with the minutes of which published on the Town Council's website.

#### **4. HOW THE TOWN COUNCIL SPENDS YOUR MONEY**

The Town Clerk gave a presentation to the meeting on how the precept is spent. This included:

- The four precepting authorities and what services they provide, and Aylsham Town Council making up less than 9% of the total council tax bill.
- The provision of community buildings in the form of the Town Hall and the Drill Hall and their upkeep. The Town Hall is grade II listed and therefore needs to be upkept sympathetically to its surroundings. The Town Council is looking at ways to improve the running costs of these buildings, which support local community groups and community banking facilities to Barclays and TSB.
- The provision of parks and open spaces. They provide opportunities for unstructured exercise and imaginative play. But they are not just a provision for the young, they are a provision for all ages to take in the fresh air and nature, to meet up with friends and enjoy walks. It's also a form of green prescribing that can help with mental wellbeing.
- The provision of a cemetery. The Town Council does not have a duty to provide a cemetery, it is something the Town Council chooses to do to support its residents. The Town Council works hard to keep this area well maintained, as an area of respect to those who have passed, and for quiet contemplation for those who wish to reflect.
- The provision of three allotment sites. Just like the parks, the allotment sites allow for residents to spend time in the fresh air and connect with nature.

- The maintenance of the closed churchyard. In support of this grade 1 community building, Aylsham Town Council has taken on responsibility for maintenance of the churchyard. The Town Council operates under the same Ecclesiastical Law as the Parochial Church Council does and in order for this function of the council to work effectively, the council works in partnership with the church. A current project is working alongside the church and Aylsham in Bloom to create a Memorial Garden in the church grounds. This garden will provide a memorial to those lost in the Covid-19 pandemic and also commemorate those of the town who helped secure votes for women.
- Provision of community events. Community events help to make Aylsham, Aylsham. They take a significant amount of planning but are worth all the time and effort for the social wellbeing of residents and for the boost they provide to local businesses. Event organisation is becoming increasingly complicated. The Terrorism (Protection of Premises) Act 2025 is impacting community events nationwide. Otherwise known as Martyn's Law, named in memory of Martyn Hett, who was killed in the 2017 Manchester Arena attack, the law requires public venues and events across the UK to prepare for and mitigate the threat of terrorist attacks. This has resulted in numerous local community events being cancelled, but Aylsham Town Council has risen to the challenge to support our community events and safeguard our community.
- Supporting local climate and environment projects. The Aylsham Climate Emergency Group (ACE) runs as a working group of the Town Council. This group is very proactive in supporting the important natural environment of Aylsham and beyond. They have recently obtained funding of nearly £11,000 to support green infrastructure in the town, to create a nature walk, swift streets and habitat corridors. The group is also in the process of extending its blister pack recycling programme to include stationery items and dental products.
- Managing local markets. The Town Council is responsible for running the general markets every Monday and Friday, and the Saturday Food and Craft markets. Running markets is a balance between keeping local tradition alive and supporting the local businesses in the town centre. The local businesses have the benefit of permanency, but must pay for the privilege through rents, utilities and business rates (the latter of which do not go the Town Council). The market traders pay minimal pitch fees but have the benefit of a prime spot in the town centre of Aylsham, but on a temporary basis.
- The Visit Aylsham project intends to increase footfall to the town. Attendees of the meeting were encouraged to visit the [www.visitaylsham.org](http://www.visitaylsham.org) website.

The Town Council does this around a strict framework of governance.

The cost to the average household in Aylsham of these services comes at a cost of less than £4.50 per week.

### Budget Q&A

Q: Could the council look to reduce its insurance premiums by reducing its cover for cash being held?

A: Most of the council's insurance premiums are covering high risk areas such as our vehicles, buildings and play equipment, but the council could certainly look at this.

## 5. HOW WOULD YOU LIKE TO USE THE MARKET PLACE?

The Chairman explained the conflicting requests from members of the public and businesses about how the market place could be improved. These include:

- Increase to pedestrian safety
- Movement of buses away from the town centre
- More pedestrian realm
- More market place greening
- More car parking spaces

There is conflict to these requests so it is important to consult on the matter. Gordon Clarke has kindly worked up some schemes which would each accommodate some of these requests and it is important to get quantitative data on each of the schemes. It may be that none of the schemes are acceptable and the decision could be to keep the existing set up. Consultation is key to making any decision and attendees were encouraged to complete the market place consultation forms.

### Market Place Q&A

Q: Are there any plans to better manage the town car parks eg: better enforcement.

A: The Town Council does not manage any car parks. The Buttlands and Burgh Road are managed by Broadland Council the market place is Norfolk County Council highways. Signage could be improved for Burgh Road.

Comment: In European countries the market squares are filled with café tables rather than cars. It's a shame that cars are prioritised over active travel.

Comment: The need for car parking was emphasised.

Comment: The buses staying too long in the market place is problematic

Comment: The polarised views in the room show that there is no simple answer to this problem.

## 6. HOW AYLSHAM REST BY MIND HELPS PEOPLE

A presentation was given by the Aylsham REST centre, part of Norfolk and Waveney MIND. REST is a partnership project that brings together mental health support, local services and a place where everyone can feel welcome. REST stands for Recover, Eat, Support, and Talk, reflecting the different ways mental health support can be accessible. REST provides options for mental health support, which include coming to the hub to talk and just step away from the world, with no appointment needed. There is also the option for more structured support in the form of 1:1 sessions. REST also has very good connections with the library and Eves Hill, and has an art group every Wednesday.

A local volunteer and service user for REST also provided a presentation, emphasising how attending the hub provided strength when it was most needed. There is currently a campaign to make Aylsham a Mental Health friendly town and this is being backed by the local MP and Lady Dannant. 74 people are now trained as local wellbeing champions, courtesy of Broadland Council.

It was agreed that the REST centre provides an essential service for the town, and all in the meeting showed their thanks and appreciation for the two presenters and the services that REST provides.

## **7. NEIGHBOURHOOD PLAN UPDATE**

The Town Clerk updated the meeting on the progress of the Neighbourhood Plan review. The draft vision is:

*'That residents will have opportunities to live, work, study and play in an inclusive community that is well designed, connected and flourishing. Through good planning, the distinctive character of the market town will be respected and enhanced, whilst responding to climate change.*

*To meet the needs of residents, visitors and local parishes, it will have an appropriate mix of homes, a wide range of employment opportunities, with excellent access to public services.*

*Growth of the town will respect the landscape, biodiversity, green spaces and historic environment, with appropriate infrastructure. Aylsham will have good routes for walking and cycling within the town and beyond.'*

The Neighbourhood Plan Working group has recently been working on a Design Code which is intended to provide specific, detailed parameters for the physical development of an area. This will be broken down into 7 sections: Liveability, Climate, Nature, Movement, Built Form, Public Space and Identity.

There will be extensive consultation in various accessible formats when the draft plan has been completed.

## **8. Q&A SESSION**

No further Q&A

With no more business to transact, the meeting close at 8.20pm. Tea, coffee and biscuits were served.

## **Meeting of Aylsham Town Council - 1<sup>st</sup> July 2026**

### **Item 18 -Community Engagement**

#### **a) To Agree Rota for Councillor Chats**

Could councillors consider their availability for councillor chats at 6.30pm before council meetings, and at country markets on a Friday morning?

#### **b) To Agree Date to Visit Community Sports Hub**

Jo Tuttle has offered the council an opportunity to have a look at the community gym. This is an important facility for the town, so could councillors please consider:

1. If you would like to visit the gym to see what is there
2. When you might be able to do it. Options are evening or morning til 1pm.

#### **c) To Receive Draft Minutes for the Annual Town Meeting**

Appended



## **MINUTES OF THE ANNUAL TOWN MEETING HELD IN AYLSHAM TOWN HALL ON WEDNESDAY 19<sup>th</sup> MAY 2026, 7pm**

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### **1. WELCOME**

Kay Montandon welcomed everyone to the meeting and explained the purpose of the Annual Town Meeting and its difference to a Town Council meeting.

### **2. MINUTES FROM THE MEETING OF 15<sup>th</sup> MAY 2025**

The minutes were accepted by the meeting and signed by the Chairman.

### **3. CHAIRMAN'S REPORT**

Kay Montandon read her annual report, citing a busy year for the Town Council, but supported by a full complement of councillors, all with varied skill sets of great benefit to the town.

The council has done a considerable amount of consulting during the year. This is nothing to be concerned about and is an important part of the Town Council's role in understanding the needs of the community.

The council is currently in the process of upgrading its IT systems. This is an important part of new requirements of Town and Parish councils to be able to defend against cyberattacks and keep data held on the council's systems safe. Another current project is reviewing council contracts, to ensure best value is obtained for the taxpayer.

The Events team has been very busy this year. The trademark events of the Christmas Lights switch on and the Street Party (attended by 1200-1500 and 600-800 people respectively) were once again a resounding success. The closure of Red Lion Street improved the atmosphere of the events, so will be repeated in the future. Other events included Healthy Town, Live Well for Less, the Community Fayre and the Jobs, Training and Benefits Forum. Feedback is always welcome on events,

After a successful grant application to Norfolk County Council's Love Your Market Town fund, a new Heritage Snail Trail will be launching on 1<sup>st</sup> August. The feature snail will be at the Family Learning Day on 20<sup>th</sup> June as part of the competition to name it.

Parking remains problematic in the town but the Town Council is working hard to resolve this. The council is to be gifted an area of land from the Norwich Road development and the council now has a design for a transport interchange. This is located next to a bus stop which will make travel to and from Norwich and Cromer simpler. The area is also a short walk to the town centre. The council's transport group has been doing surveys of people using the existing town car parks to see if users could be accommodated in other areas of the town.

New bus stops have been added to the town, and some existing stops have been upgraded to include shelters, some of which now have real time information to assist those using those bus stops.

The Visit Aylsham Working Group, consisting of town councillors, local business representatives and the Heritage Centre has been working hard to increase footfall to the town.

The Town Council has put a lot of work into managing its estates. Rents have not increased in recent years, despite running costs rising, and this has had to be addressed to obtain best value for the taxpayer. Forward plans are in the process of being put in place to ensure the Town Council's buildings are kept in good order. The Town Council is also responsible for the churchyard maintenance which includes the church wall, repairs for which will be going out to tender shortly.

The committees of the council are important because that is where democracy starts. All discussions about how the Town Council's money is spent are made in public with the minutes of which published on the Town Council's website.

#### **4. HOW THE TOWN COUNCIL SPENDS YOUR MONEY**

The Town Clerk gave a presentation to the meeting on how the precept is spent. This included:

- The four precepting authorities and what services they provide, and Aylsham Town Council making up less than 9% of the total council tax bill.
- The provision of community buildings in the form of the Town Hall and the Drill Hall and their upkeep. The Town Hall is grade II listed and therefore needs to be upkept sympathetically to its surroundings. The Town Council is looking at ways to improve the running costs of these buildings, which support local community groups and community banking facilities to Barclays and TSB.
- The provision of parks and open spaces. They provide opportunities for unstructured exercise and imaginative play. But they are not just a provision for the young, they are a provision for all ages to take in the fresh air and nature, to meet up with friends and enjoy walks. It's also a form of green prescribing that can help with mental wellbeing.
- The provision of a cemetery. The Town Council does not have a duty to provide a cemetery, it is something the Town Council chooses to do to support its residents. The Town Council works hard to keep this area well maintained, as an area of respect to those who have passed, and for quiet contemplation for those who wish to reflect.
- The provision of three allotment sites. Just like the parks, the allotment sites allow for residents to spend time in the fresh air and connect with nature.

- The maintenance of the closed churchyard. In support of this grade 1 community building, Aylsham Town Council has taken on responsibility for maintenance of the churchyard. The Town Council operates under the same Ecclesiastical Law as the Parochial Church Council does and in order for this function of the council to work effectively, the council works in partnership with the church. A current project is working alongside the church and Aylsham in Bloom to create a Memorial Garden in the church grounds. This garden will provide a memorial to those lost in the Covid-19 pandemic and also commemorate those of the town who helped secure votes for women.
- Provision of community events. Community events help to make Aylsham, Aylsham. They take a significant amount of planning but are worth all the time and effort for the social wellbeing of residents and for the boost they provide to local businesses. Event organisation is becoming increasingly complicated. The Terrorism (Protection of Premises) Act 2025 is impacting community events nationwide. Otherwise known as Martyn's Law, named in memory of Martyn Hett, who was killed in the 2017 Manchester Arena attack, the law requires public venues and events across the UK to prepare for and mitigate the threat of terrorist attacks. This has resulted in numerous local community events being cancelled, but Aylsham Town Council has risen to the challenge to support our community events and safeguard our community.
- Supporting local climate and environment projects. The Aylsham Climate Emergency Group (ACE) runs as a working group of the Town Council. This group is very proactive in supporting the important natural environment of Aylsham and beyond. They have recently obtained funding of nearly £11,000 to support green infrastructure in the town, to create a nature walk, swift streets and habitat corridors. The group is also in the process of extending its blister pack recycling programme to include stationery items and dental products.
- Managing local markets. The Town Council is responsible for running the general markets every Monday and Friday, and the Saturday Food and Craft markets. Running markets is a balance between keeping local tradition alive and supporting the local businesses in the town centre. The local businesses have the benefit of permanency, but must pay for the privilege through rents, utilities and business rates (the latter of which do not go the Town Council). The market traders pay minimal pitch fees but have the benefit of a prime spot in the town centre of Aylsham, but on a temporary basis.
- The Visit Aylsham project intends to increase footfall to the town. Attendees of the meeting were encouraged to visit the [www.visitaylsham.org](http://www.visitaylsham.org) website.

The Town Council does this around a strict framework of governance.

The cost to the average household in Aylsham of these services comes at a cost of less than £4.50 per week.

### Budget Q&A

Q: Could the council look to reduce its insurance premiums by reducing its cover for cash being held?

A: Most of the council's insurance premiums are covering high risk areas such as our vehicles, buildings and play equipment, but the council could certainly look at this.

## 5. HOW WOULD YOU LIKE TO USE THE MARKET PLACE?

The Chairman explained the conflicting requests from members of the public and businesses about how the market place could be improved. These include:

- Increase to pedestrian safety
- Movement of buses away from the town centre
- More pedestrian realm
- More market place greening
- More car parking spaces

There is conflict to these requests so it is important to consult on the matter. Gordon Clarke has kindly worked up some schemes which would each accommodate some of these requests and it is important to get quantitative data on each of the schemes. It may be that none of the schemes are acceptable and the decision could be to keep the existing set up. Consultation is key to making any decision and attendees were encouraged to complete the market place consultation forms.

### Market Place Q&A

Q: Are there any plans to better manage the town car parks eg: better enforcement.

A: The Town Council does not manage any car parks. The Buttlands and Burgh Road are managed by Broadland Council the market place is Norfolk County Council highways. Signage could be improved for Burgh Road.

Comment: In European countries the market squares are filled with café tables rather than cars. It's a shame that cars are prioritised over active travel.

Comment: The need for car parking was emphasised.

Comment: The buses staying too long in the market place is problematic

Comment: The polarised views in the room show that there is no simple answer to this problem.

## 6. HOW AYLSHAM REST BY MIND HELPS PEOPLE

A presentation was given by the Aylsham REST centre, part of Norfolk and Waveney MIND. REST is a partnership project that brings together mental health support, local services and a place where everyone can feel welcome. REST stands for Recover, Eat, Support, and Talk, reflecting the different ways mental health support can be accessible. REST provides options for mental health support, which include coming to the hub to talk and just step away from the world, with no appointment needed. There is also the option for more structured support in the form of 1:1 sessions. REST also has very good connections with the library and Eves Hill, and has an art group every Wednesday.

A local volunteer and service user for REST also provided a presentation, emphasising how attending the hub provided strength when it was most needed. There is currently a campaign to make Aylsham a Mental Health friendly town and this is being backed by the local MP and Lady Dannant. 74 people are now trained as local wellbeing champions, courtesy of Broadland Council.

It was agreed that the REST centre provides an essential service for the town, and all in the meeting showed their thanks and appreciation for the two presenters and the services that REST provides.

## **7. NEIGHBOURHOOD PLAN UPDATE**

The Town Clerk updated the meeting on the progress of the Neighbourhood Plan review. The draft vision is:

*'That residents will have opportunities to live, work, study and play in an inclusive community that is well designed, connected and flourishing. Through good planning, the distinctive character of the market town will be respected and enhanced, whilst responding to climate change.*

*To meet the needs of residents, visitors and local parishes, it will have an appropriate mix of homes, a wide range of employment opportunities, with excellent access to public services.*

*Growth of the town will respect the landscape, biodiversity, green spaces and historic environment, with appropriate infrastructure. Aylsham will have good routes for walking and cycling within the town and beyond.'*

The Neighbourhood Plan Working group has recently been working on a Design Code which is intended to provide specific, detailed parameters for the physical development of an area. This will be broken down into 7 sections: Liveability, Climate, Nature, Movement, Built Form, Public Space and Identity.

There will be extensive consultation in various accessible formats when the draft plan has been completed.

## **8. Q&A SESSION**

No further Q&A

With no more business to transact, the meeting close at 8.20pm. Tea, coffee and biscuits were served.