



**I HEREBY GIVE NOTICE OF THE ANNUAL MEETING OF THE
AYLSHAM TOWN COUNCIL AND SUMMONS ALL MEMBERS
TO ATTEND. THE MEETING WILL BE HELD IN THE TOWN
HALL ON WEDNESDAY 6th May 2026 at 7.00 pm**

Faye LeBon

(Town Clerk)

Thursday 30th April 2026

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

AGENDA

1. To Elect Chairman of the Council for 2026/2027 and Receive Declaration of Acceptance of Office

Pursuant to LGA 1972 ss15 and 34

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

3. To Receive Apologies for Absence

4. To Receive Declarations of Interest and Requests for Dispensation

5. To Agree the Minutes of the Meeting held on 1st April 2026 (1-6).

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

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

To receive written and/or verbal Reports from Representatives. Maximum of 3 minutes per report.

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

9. IT Improvement Project (7-8)

- a) To receive update on project and presentation from IT Consultant
- b) To consider inclusion of Archives in IT improvement project

10. To Reaffirm Trustees of the Following (9)

- a) Cressey Henry Page Trust
- b) Aylsham Queen Elizabeth II Jubilee Trust

11. Committee Governance (10-34)

- a) To Appoint Members to the Following Committees and review Terms of Reference Thereof:
 - i) ACE Working Group (4 councillors)
 - ii) Christmas Lights Committee (3 councillors)
 - iii) Churchyard Committee (no fewer than 3 councillors)
 - iv) Cittaslow Committee (minimum of 1 to Chair)
 - v) Events Committee (minimum of 3, maximum of 6 councillors)
 - vi) Neighbourhood Plan working group (minimum of 4 councillors)
 - vii) Planning Committee (minimum of 5)
 - viii) Property Committee (up to 7)
 - ix) Staffing Committee (minimum of 7)
 - x) Visit Aylsham Working Group (at least 1)
 - xi) Internal Scrutineer (1)

12. To Appoint Members to Represent the Town Council on the Following External Bodies (35)

- a) Aylsham Twinning Association
- b) Aylsham Recreation Ground Liaison
- c) Blickling Stakeholders Meeting

13. Document Review

To Review:

- a) Scheme of Delegation (36-39)
- b) Aylsham Town Council Standing Orders (40-48)
- c) Aylsham Town Council Financial Regulations (49-57)
- d) Internal Control (58-62)

14. To Receive Town Clerk's Report (63-65)

15. To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals. (66-67)

16. Highways (68-73)

- a) To receive update on Transport Hub and consider additional funding for extra works on the planning application
- b) To receive verbal report from Transport Group Meeting and consider further actions
- c) To receive notification of aged Memorial Bench Project and Review Policy

17. Finance

- a) To receive bank reconciliation to 28th April 2026 (74)
- b) To receive detail of payments and receipts against budget (75-85)
- c) To agree detailed payments 25th March to 28th April 2026 (86-89)
- d) To agreed detailed receipts from 25th March to 28th April 2026 (90-92)
- e) To note schedule of reserves (93-94)

- f) To receive confirmation of the Town Council's insurance cover for all insurance risks (pursuant to Financial Regulations) (95)
- g) To review banking arrangements (96-97)

18. Social Media Responses

- a) To consider how responses should be made on social media to correct postings

19. Committee Reports

a) Aylsham Climate Emergency (ACE) (98-118)

- i) To receive Minutes of the meeting of 8th April and adopt decisions made
- ii) To consider extension of blister pack project to include stationery and dental products
- iii) To consider project for PEB Film Screening
- iv) To ratify projects for Green Infrastructure funding

b) Cittaslow Committee (119-122)

- i) To note the Minutes of the committee meeting of 28th April 2026

c) Planning Committee (123-131)

- i) To note the Minutes of the committee meeting of 9th April 2026

d) Visit Aylsham (132-134)

- i) To receive the minutes of 8th April 2026

e) Churchyard (135-136)

- i) To note the minutes of the Churchyard Committee held on 20th April 2026

f) Property (137-139)

- i) To note the minutes of the committee meeting of 28th April 2026

g) Events (140-141)

- i) To note the Minutes of the Events Committee of 15th April 2026

h) Neighbourhood Plan (142-144)

- i) To receive update on the Neighbourhood Plan Steering Group of 23rd April 2026

20. To Note Items for Information or Future Agenda

21. Meetings (145)

- a) To agree agenda for Annual Town Meeting
- b) To agree 2026/2027 full council ordinary meeting dates
- c) To confirm the date of the next Meeting as *Wednesday 3rd June 2026*.

22. Closure of the 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 23 and 24 in view of the confidential nature of the business to be transacted.

23. Staffing

- a) To note correspondence received on 17th April 2026
- b) To agree response to correspondence sent to councillors on 16th April 2026
- c) To agree whether Comms Officer role should be employed or contracted

24. To Consider Proposal for Additional Town Parking