



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 3rd DECEMBER 2025 at 7pm

PRESENT:

Kay Montandon (Chair)
Tim Briscoe
Mary Evans
Jon Minns

David Anderson
Gordon Clarke
Catherine Fletcher
Mitchell Philpott

Cheryl Bould
Kevin Cunnane
Michael Goodwin
Patrick Prekopp

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk)

1. To Receive Apologies for Absence

Apologies were received from Trevor Bennett.

Apologies were also noted from Steve Riley (Norfolk County Council) and Sue Catchpole (Broadland District Council).

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

None raised.

3. To Agree the Minutes of the Meeting held on 5th November 2025

It was **resolved** to accept the Minutes of the Town Council Meeting held 5th November 2025. The Minutes were signed as a true and accurate record by the Chairman.

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

No matters raised.

5. To Receive Reports from County and District Councillors, and the Police

Kay Montandon reported that Steve Riley had arranged for his members' grant to be used for the purchase of the SAM3 sign, rather than using the parish partnership scheme. Thanks were extended to Cllr Riley for his support with this project.

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

No matters raised.

7. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. In addition to the written report, the following was raised:

- The tax base has been released for 2026/2027. The tax base for Aylsham is 2757 which is 30 greater than the previous year. It was noted that some parishes had seen a reduction in tax base.
- There had been several media requests of the Town Council for comment about the pigs loose in the town. As the Town Council had not had not discussed the matter as a corporate body, the response to these requests was that the Town Council had no comment to make.
- The Clerk is to follow up with Norfolk County Council to find out if the real time information was installed in the Norwich Road bus shelter.

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

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

Mitchell Philpott queried whether an information centre for the town, which could encompass numerous services, including a full banking hub and Citizens Advice Bureau, would qualify as a CIL project. The Clerk was of the belief that it would.

The following potential capital and CIL projects were **noted**:

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

9. To Review Scheme of Delegation

The Town Council's Scheme of Delegation was reviewed. Amendments were approved by the Town Council and the document **adopted**.

10. To Appoint Member to the Cittaslow Committee

It was **agreed** that David Anderson should be appointed to the Cittaslow Committee.

11. Highways

a) To receive update on Transport Hub

The Clerk reported that the Town Council's consultant is in the process of sourcing details for the overhead solar panels. This has been invoiced for so the details are anticipated in the near future. Of the £10,000 grant received for this project, £2,270.75 remains. The

Clerk will follow up with the contractor to see if a price for the planning application has been obtained.

A more appropriate name for the project would be the transport interchange.

b) To receive report from Transport Group

Kay Montandon reported that the group had been discussing various options for enhancing the Market Square. Consultations have been held with Norfolk County Council regarding bus stops in the square and there are now 5-6 design iterations. A further meeting is sought with representatives from Norfolk County Council with regards to bus services in Aylsham and bus stop locations. Special mention was made to Gordon Clarke for drawing up all the design options and Chris Tilley for a highly useful set of interactive maps showing all the bus routes and stops between Aylsham and other local towns. Gordon Clarke noted that of the projects detailed in the Traffic Strategy, only two had not yet been started. These are the way finder signage and the cycle routes.

c) To consider correspondence on Bus Shelter Improvement Funding

A final round of funding has been released to install new, and improve existing, bus shelters. The Clerk will seek advice from Norfolk County Council about a new gold bus shelter for Norwich Road north, as the developer is only responsible for the Norwich Road south shelter.

Advice will also be sought about whether there is space for a shelter by the Market Surgery.

12. Finance

a) To receive bank Reconciliation to 25th November 2025

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 30th October 2025 to 25th November 2025

The payments were *agreed*.

d) To agree the detailed receipts from 30th October 2025 to 25th November 2025

The receipts were *agreed*.

e) To note the schedule of reserves and agree amendment to Events reserve or revenue budget.

The level of reserves were *noted*.

The earmarked reserves budget for events is currently recorded as £7,200. As part of the budgeting process for 25/26, it was anticipated that this reserve would close on 31st March 2025 at £7,700 (with an opening balance of £7,200, £2,000 income being moved into it, and £1,500 expenditure moving from it).

The revenue budget in the accounts is showing as a budgeted expenditure of £7,700 whereas the budget documentation agreed by councillors shows a precepted events budget of £2,000. Therefore, it is of the belief that the £7,700 has been accounted for twice, both in revenue and reserves.

It was *agreed* to amend the earmarked reserves to £7,700 and the revenue budget in accordance with the 2025/2026 budget agreement.

Further work is required on the reserves for deposits for allotments and hall hire.

f) To receive report from Internal Scrutineer

Catherine Fletcher provided two reports to the council based upon samples of financial paperwork which had been checked. All were found to have been in order. It was noted

that the orderly manner of the financial filing made the paperwork straightforward to check. Kay Montandon thanked Catherine for her work.

g) To appoint internal auditor

The Clerk reported that there was no requirement to change the internal auditor however a review was recommended. Prices were compared of local council auditing services. It was **agreed** to appoint Per Pro Services for an interim and final audit for the 2025/2026 financial year.

13. Neighbourhood Plan

a) To receive report from the Neighbourhood Plan group and consider appointment of Neighbourhood Plan consultant and funding thereof

Kay Montandon reported that the Neighbourhood Plan Steering Group has considered the task plan required to get the review completed in time for the GNLP to be revised (2027). The Broadland Council meeting on the Local Government Review and Neighbourhood Plans, attended by Chris Tilley, emphasized the urgency with which towns need to act to protect their area from development that is not of the type or with the required infrastructure for their town. The Steering Group is putting in a lot of effort, but it was agreed that the deadline would not be achieved without considerable technical input. The Steering Group would like to appoint the preferred consultant from the consultant presentations which took place prior to the removal of Locality funding. The Steering Group will define a tight brief for the work and maintain project tracking to ensure deadlines are met.

Councillors discussed the merits of Neighbourhood Planning along with their vulnerabilities should they become out of date or open to interpretation. There will be a call for sites as part of the GNLP imminently so it will soon become apparent as to which landowners are interested in development. Community Land Trusts were also discussed. It was **agreed**:

- i. To proceed with the review of the Neighbourhood Plan
- ii. To appoint Rachel Leggett, as the Steering Groups current contractor
- iii. To use CIL money to fund the Neighbourhood Plan, should external funding be insufficient, up to a maximum of £30,000
- iv. A terms of reference for the steering group would be agreed in the January meeting

b) To received feedback from Neighbourhood Plan group on Broadland District Council Design Code consultation and Consider Response

It was **agreed** not to make a comment from the Town Council on this consultation.

c) To Consider Response to GNLP Green Infrastructure Strategy Consultation

It was **agreed** not to make a comment from the Town Council on this consultation.

d) To Consider Response to the GNLP Sustainable Communities SPD consultation

It was **agreed** not to make a comment from the Town Council on this consultation.

14. To Consider Response to Government Consultation on Unitary Model(s)

It was **agreed** to defer this item until the January meeting.

15. To Consider Response to Norfolk County Council regarding Footway Lighting on the Burgh Road Development

Correspondence has been received from Norfolk County Council advising that the County Council will not accept responsibility for street lighting on the Burgh Road development as it is considered that there is no highway need. Norfolk County Council would like to know if the Town Council would like street lighting installed and would take subsequent responsibility for it.

It was noted that street lighting has been declined on the Norwich Road development due to the lights on houses being deemed sufficient. The Clerk is to contact Hopkins Homes to determine what kind of lights will be attached to the properties, then the matter can be determined at the January meeting.

16. To Consider Replacement of Town Planters.

An estimate had been received from the Community Shed to replace the town planters. It was agreed that more information would be required. Kay Montandon will speak to a representative from Aylsham in Bloom to determine:

- How many planters would be required?
- What the design would be? Would they require a water reservoir?
- How would they be maintained?

The Town Council maintenance staff would also have to be consulted over the ease of moving the planters, especially those to be located in the market place.

Mitchell Philipott advised that good examples of planters could be found at Oxford Planters and at Houghton Hall.

17. Committee Reports

a) Aylsham Climate Emergency

i) To receive Minutes of the meeting of 3rd November and adopt recommendations made

The minutes were received and recommendations **adopted**. It was noted that the group had recently been made aware that an application to the Tree Council for funding for hedge planting at Old Station Yard had been successful.

b) Churchyard Committee

i) To note the Minutes of the Churchyard meeting of 24th November 2025

The minutes of the committee meeting of the 24th November had been circulated. It was reported that the Clerk would be seeking fee proposals for the project to repair the church wall. The minutes were **noted**.

c) Planning Committee

i) To note the Minutes of the Planning Committee meeting on 13th November 2025

The minutes of the Planning Committee meeting of 13th November 2025 had been circulated and were **noted**. The Clerk advised that there were currently 17 planning applications to be considered at the next planning meeting on 11th December.

d) Property Committee

i) To note the minutes of the committee meeting of the 18th November 2025

The minutes of the Property committee meeting of 18th November had been circulated and were **noted**.

e) Christmas Lights Committee

i) To note the Minutes of the meeting of 4th November 2025

The minutes of the Christmas Lights Committee meeting of 4th November 2025 had been circulated and were **noted**.

It was noted that there were 52 volunteers in attendance for the installing of the Christmas Lights.

There will be a debrief at the next Events committee on 17th December to discuss the switch on event.

f) Visit Aylsham Working Group

i) To receive the Minutes of the meeting of 20th November and adopt recommendations made

The minutes of the meeting of the 20th November were received and recommendations **adopted**.

g) Staffing Committee

i) To note the Minutes of the Staffing Committee of 27th November 2025

The Minutes of the Staffing Committee meeting held on 27th November had been circulated and were **noted**.

h) Events Committee

i) To note the Minutes of the Events Committee of 20th November 2025

The Minutes of the Events Committee held on 20th November had been circulated and were **noted**.

18. To Receive Feedback from Chairs' Meeting

Kay Montandon reported that she had been meeting with the Chairs from the surrounding villages of Aylsham. These have been very productive meetings to share ideas and to find out information. This had been useful to find out information such as the proposed solar farm at Cawston and proposed anaerobic digester at Oulton. The Neighbourhood Plan was also discussed along with opportunities to collaborate.

19. To Note Items for Information or Future Agendas

Unitary consultation

Neighbourhood Plan Terms of Reference

Street Lighting on the Burgh Road development

Banking Hub/Information Centre (Mitchell Philpott to provide a note for this).

20. Meetings

a) To Confirm the Date of the Next Ordinary Meeting as Wednesday 7th January 2026

This was **agreed**.

b) To Agree date for Extra Ordinary Meeting to set Budget

This was **agreed** as Tuesday 13th January 2026 at 7pm

21. Closure of the Meeting to the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of item 22 due to the confidential nature of the business to be transacted.

22. Staffing

a) To Receive Update from the Staffing Committee on Confidential Staffing Matters from the Meeting of 27th November 2025 and Agree any Subsequent Actions

A report was provided on all decisions made by the staffing committee. Policies reviewed by the staffing committee were all adopted, subject to the clarity of the two year review date.

All decisions made by the staffing committee were endorsed.

A paper was provided on the requirement for workstation assessments for three members of staff who regularly work in front of screens. It was **agreed** that workstation assessments should be conducted for these staff.

b) To review risks associated with petty cash and agree amendment to Financial Regulations to remove facility

The report was received and **accepted** with Financial Regulations being amended when the credit card has been transferred.

The meeting closed at 9pm

Signed _____

Date _____

Item 7

Clerk's Report for the Meeting of 7th January 2026

<u>ITEM</u>	<u>COMMENTS</u>
Town Hall	Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action Initial quote received for window repair/replacement. Requested quote to isolate window in most urgent need of repair. Useful contact at Blickling with regards to maintenance and energy efficiency in a listed building. Clerk to follow up on. Clerk to locate energy efficiency report previously commissioned. Fee proposal requested for dilapidation report / programme of repairs.
23 Market Place	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. Fee proposal requested for dilapidation report / programme of repairs. Also for rent valuation
Cemetery Cottage	Fee proposal requested for dilapidation report / programme of repairs.
Cemetery	Shelter cordoned off. Concerns raised over the number of informal edgings that have been installed around graves. To be addressed. Burial procedures to be reviewed. Fees reviewed by Property Committee and will be presented as part of budgeting process.
Cittaslow	£1,000 has been granted by Ward Member Sue Catchpole to support the snail trail project.
Allotments	Review of arrangements for closure of Norwich Road to take place. Ensure the Secretary of State has signed off. Check of segregation for deposits to be done.
Churchyard	Churchyard committee (agenda item) Initial report received from surveyor for the church wall. Fee proposals being sought to take project forwards.
Market Place	Transport group discussing ideas for traffic around the market place, balancing with pedestrian realm
Markets	Grant obtained to bring entertainment to the Food and Craft market for 6 months in 2026. New fees for 2026/27 agreed by Property Committee
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 advise that H Bars on Cawston Road not completed because of cars parking. Town Council has offered to assist with a maildrop and has requested details of next visit. Escalated to ward member after further resident complaints received.

	Request made to Highways for extra 20mph repeater signage on Bure Meadows.
Paupers Graveyard	<p>Application to fell TPO tree has been submitted (2025/2471) has been refused by Broadland District Council. To review tree again to see if any works can be done to cut back. Another application to Broadland District Council will be required.</p> <p>There continues to be problems with the apparent exercising of dogs in this area and the associated dog waste left onsite. The gate has been removed to discourage this, but there has been no reduction in dog waste so far. Clerk has reported to Broadland District Council. Churchyard committee agreed to lock up the area and explain to the public why this has been done. Access can be arranged through the Town Council.</p>
Norfolk Homes large area off Mileham Drive	<p>RoPSA reports reviewed by the Property committee. To prioritise safety matting repairs.</p> <p>Broadland District Council has signed the new Public Spaces Protection Order on 6th October in relation to dogs in enclosed play areas. New signage design has been received from Broadland District Council to reflect this. New signs to be arranged.</p>
Recreation Ground	Budget and grant request has been received from the Recreation Ground. To be considered by the Town Council as part of full budget.
St Michael's Way	<p>RoPSA reports reviewed by the Property committee.</p> <p>Broadland District Council has signed the new Public Spaces Protection Order on 6th October in relation to dogs in enclosed play areas. New signage design has been received from Broadland District Council to reflect this. New signs to be arranged.</p>
Car Parks	Three Sorn'd vehicles have now been removed from The Buttlands. Correspondence has been sent Broadland District Council to have a discussion about better management of the car parks. Reply received 26/11 – to review. On current timeline, 'sweet spot' for negotiation for any asset transfer is between April 26 and April 27 (with April 2027 being the planned date for a Section 24 order to assign assets to the new unitary council). Any budget implication could then be put in place for the 27/28 budget.
Street Lighting	<p>Resolution of reconnection of lights on Sir Williams Lane is still ongoing. Faulty street light on the junction of Penford 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.</p> <p>Hopkins Homes has been contacted with regards to the lighting specification on the houses on the Burgh Road development. They are making contact with their technical team and will revert back to the Town Council when they are in possession of the information required.</p>
Public Toilets	No matters to report
COMMA/Archives	No matters to report

Litter & Dog Waste Bins	Broadland District Council is looking to reinstall a litter bin in place of the one that was remove as a result of the Norwich Road development. Advice sought from Broadland District Council over the emptying of litter bins on Bure Meadows. Initial advice is that this should have been assigned to the Management Company.
Bus Shelters	New Bus shelter on Millgate installed. Gold standard shelter outside Tesco due to be installed and Real Time display operational by Mid November Application for new Bus shelter on Gashouse Hill was successful in receiving 80% funding. Possible to install a reverse facing 3 bay cantilever bus shelter outside Market Surgery. Quote requested for consideration under final stage of BSIP funding.
Pump	No matters to report
Pillboxes	To review land registry for Norwich Road Pill box. Complaints about graffiti on Bure Meadows pillbox – escalated to Management Company.
War Memorial	No matters to report
Drill Hall	Action points from Fire Risk Assessment seen by Property Committee. Clerk and Maintenance manager to action. Useful contact at Blickling with regards to maintenance and energy efficiency in a listed building. Clerk to follow up on. Clerk to locate previous energy efficiency report. Lease / license information reviewed by the property committee.
SAM2 and Community Speed Watch	Order placed for SAM3 sign after ward member funding by Cllr Steve Riley.
Vehicles	No matters to report
Councillor Chats	To be arranged
Other Matters	Mitchell is working with Intouch and BT to establish connections to the Town Hall. Review of IT hardware and software in progress. Work has started on the budget
Future Meetings	8 th January – 11am – Planning Committee 13 th January - 7pm – full council budget meeting 15 th January – 3pm – Visit Aylsham 19 th January – midday – Churchyard committee 20 th January - 11am – Cittaslow 21 st January – 7pm - Events 27 th January – 2pm – Property 2 nd February – 7pm – ACE 4 th February – 7pm – Full Council 9 th February – 7pm – Christmas Lights

Meeting of Aylsham Town Council – 7th January 2026

Item 8 - 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.
- 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
- g. Resurface/revise MUGA Car Park.

Highways

- a. Transport Hub. Agenda item
- b. Aylsham Traffic Strategy.
- c. Road Safety at Burgh Road – Zebra Crossing. (Confirmation awaited from highways)
- d. Traffic Lights on Burgh Road
- e. Cawston Road H-Bars and Bus Cages (Correspondence with Norfolk County Council about completion of this project)

Local Amenity

- a. Bank Barn.
- b. Community Lending Library.
- c. Market Place Greening.
- d. Multifunction Information Centre.
- e. Council Building Disability Access Audit.
- f. Town Council Waste Management.

Other

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

CIL balance as at 31st March 2021 stood at £0 (funds expended on street light replacement project), therefore there is no aged CIL which requires immediate expenditure. The Clerk will continue to reconcile the CIL account from 1st April 2021 ready for the budget setting.

Meeting of Aylsham Town Council

7th January 2026

Item 9 – Highways

Item a) To receive update on Transport Hub

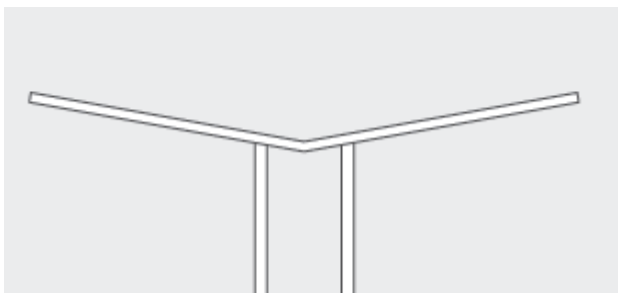
The following has been received in relation to possible solar roofing to part of the site:



Single mono 4 post design for the southern side:



Gull Wing Dual Post for the centre:



Estimated generation – 120,555kWh per annum

The budget for these works currently stands at:

Grant	£10,000.00
Canhams INV033517	£750.00
Canhams INV033587 (LLFA advice)	£239.25
Canhams INV033708	£2,100.00
Micro Geotechnical	£2,190.00
Canhams INV033862	£950.00
Canhams INV034076	£1,250.00
Canhams INV034277	£250.00
Canhams INV034464 (drainage strategy)	£1,000.00
	£8,729.25
Bal	£1,270.75

Item b) To Receive Update from Transport Group

The Transport Group met with Norfolk County Council bus services with regards to feasibility of any changes to the traffic management of the market place and options for further consultation.

In principle, Norfolk County Council would be willing to undertake a detailed feasibility study to develop concept designs that could be progressed to public consultation and, subject to outcomes, delivery. Before commissioning this work, however, it would be important to establish broad consensus on an agreed brief over the coming weeks, clearly setting out shared objectives, constraints and priorities for the Market Place. Early engagement with the local community would be strongly recommended, potentially using Gordon Clarke's concept as a discussion prompt, to help build agreement around the key principles that could then be formalised into a brief for NCC to develop.

The aspiration would be to issue a brief to the NCC highways design team around March.

In conjunction with this, the discussion around use of the town centre car parks has progressed with Broadland District Council. Broadland District Council has advised:

Currently, these car parks have no restrictions in place. Earlier this year, we explored introducing restrictions, but the analysis showed the proposed scheme would not cover the costs of administration and enforcement under a limited charging model. Informal consultation and historic feedback, including from Aylsham Town Council, consistently indicated strong opposition to paid parking due to its potential impact on the High Street. An alternative model with free short-stay and modest long-stay charges was also assessed but found to be financially unviable.

It's important to note that, regardless of costs, enforcement would require a Traffic Regulation Order (TRO). This is the legal mechanism that makes restrictions enforceable. Without a TRO, there is no statutory basis for penalties or action against non-compliance, which is why any formal consultation would need to occur through the TRO process if changes were proposed.

Please do continue to let us know about space blocking by SORN vehicles—we will assist with removal and have already removed three this year.

In response to your specific questions:

- **How would time limits ideally be enforced?**
 - o Through a Civil Parking Enforcement (CPE) regime with wardens or a ticketing system similar to Wymondham, supported by signage and back-office administration. Both options involve ongoing operational costs.
- **Could Broadland District Council help with advice or improvements?**
 - o We can provide advice and share findings from the previous review. However, implementing enforcement infrastructure or staffing would require a funded and approved scheme, which is not currently in place and would require informal and formal consultation with a wide range of stakeholders.
- **If improvements aren't possible, could we help with advice and a strategy for the Town Council to take over?**
 - o Yes, we would be happy to work with you on exploring a local management strategy, including guidance on the TRO process and practical steps involved.

It is recommended that the Transport Group meets with Broadland District Council to include the town centre car parks into the market place discussions.

Broadland District Council has advised that the 'sweet spot' for negotiation for any asset transfer is between April 2026 and April 2027 (with April 2027 being the planned date for a Section 24 order to assign assets to the new unitary council). Any budget implication could then be put in place for the 27/28 budget. But this was before the proposed delay to the mayoral elections.

Item c) To consider application for a 3 bay bus shelter at Market Surgery under the Bus Shelter Improvement Fund

It is feasible for a 2 or 3 bay cantilever bus shelter to be located in this location. A quote has been requested for a 3 bay cantilever with a bench seat. This will be presented to council when received:



Aylsham Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 23/12/2025		
	Cash in Hand 01/04/2025		385,552.38
	ADD		
	Receipts 01/04/2025 - 23/12/2025		683,130.21
			1,068,682.59
	SUBTRACT		
	Payments 01/04/2025 - 23/12/2025		547,949.69
	Cash in Hand 23/12/2025 (per Cash Book)		520,732.90
B	Cash in hand per Bank Statements		
	Petty Cash	23/12/2025	0.00
	01 Barclays Current Account	23/12/2025	2,753.28
	02 Barclays Active Saver	23/12/2025	196,152.03
	Public Sector Deposit Fund	23/12/2025	122,910.50
	Shawbrook - Issue 7 Fixed Bond	23/12/2025	94,984.31
	Redwood Savings Account	23/12/2025	103,932.78
			520,732.90
	Less unrepresented payments		
			520,732.90
	Plus unrepresented receipts		
	Adjusted Bank Balance		520,732.90
	A = B Checks out OK		

Aylsham Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
01 General Purpose	148,520.00	200,565.90	52,045.90 (35%)	150,686.36	128,663.50	22,022.86 (14%)	74,068.76
02 Town Hall	77,750.00	64,044.75	-13,705.25 (-17%)	97,750.00	68,897.17	28,852.83 (29%)	15,147.58
03 Drill Hall	81,490.00	78,723.71	-2,766.29 (-3%)	81,485.00	69,121.39	12,363.61 (15%)	9,597.32
04 23 Market Place	5,600.00	3,175.03	-2,424.97 (-43%)	400.00		400.00 (100%)	-2,024.97
05 Cemetery Cottage	7,000.00	4,949.06	-2,050.94 (-29%)	500.00	834.64	-334.64 (-66%)	-2,385.58
06 Public Toilets			0.00 (N/A)	18,400.00	10,954.99	7,445.01 (40%)	7,445.01
07 Other Properties	9,050.00	9,012.00	-38.00 (-0%)	8,461.00	10,063.53	-1,602.53 (-18%)	-1,640.53
08 Cemetery	30,255.00	28,203.00	-2,052.00 (-6%)	29,257.00	20,483.14	8,773.86 (29%)	6,721.86
09 Allotments	35,380.00	36,470.28	1,090.28 (3%)	35,383.00	25,286.54	10,096.46 (28%)	11,186.74
10 Markets	9,000.00	4,257.37	-4,742.63 (-52%)	2,400.00	1,667.07	732.93 (30%)	-4,009.70
11 Open Spaces	192,220.00	177,440.48	-14,779.52 (-7%)	177,118.00	137,002.02	40,115.98 (22%)	25,336.46
12 Events		3,361.27	3,361.27 (336127)	3,003.00	5,982.49	-2,979.49 (-99%)	381.78
13 Churchyard	16,415.00	18,374.00	1,959.00 (11%)	16,373.00	9,280.35	7,092.65 (43%)	9,051.65
14 Street Scene	32,500.00	35,639.30	3,139.30 (9%)	32,500.00	24,751.40	7,748.60 (23%)	10,887.90
Earmarked Reserves		10,000.00	10,000.00 (100000)		8,729.25	-8,729.25 (-87292)	1,270.75
NET TOTAL	645,180.00	674,216.15	29,036.15 (4%)	653,716.36	521,717.48	131,998.88 (20%)	161,035.03

Total for ALL Cost Centres

674,216.15

521,717.48

V.A.T.

8,914.06

26,232.21

GROSS TOTAL

683,130.21

547,949.69

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/12/2025)

01 General

Purpose

		Last Year 2024-2025				Current Year 2025-2026								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	120,000.00	120,000.00			136,520.00	136,588.00		136,588.00						
2	Bank Interest /Charge:	4,000.00	18,653.98		264.16	12,000.00	6,964.16		6,964.16		146.73		146.73		
3	CIL		11,423.19		9,214.40		29,536.52		29,536.52						
4	Marquee		104.17				294.27		294.27	1,371.22	1,371.22		1,371.22		
5	Recycling Credits/Bott		2,729.34	2,000.00	1,668.63		1,912.53		1,912.53		278.58		278.58		
6	Other Income		6,750.00												
7	Staff Costs			78,400.00	77,837.05					87,071.00	72,508.69		72,508.69		
10	Office Expenses			7,500.00	15,834.04					13,000.00	15,217.51		15,217.51		
11	Staff Training			500.00	1,527.00					1,000.00	915.00		915.00		
13	Equipment				225.80		100.00		100.00	500.00	314.39		314.39		
14	Advertising		58.33	500.00	1,901.02					500.00	310.00		310.00		
15	Audit Fees			2,300.00	1,735.00					2,200.00	1,735.00		1,735.00		
16	Election			500.00						500.00					
17	Subscriptions & Memt			2,500.00	2,428.87					3,100.00	1,729.52		1,729.52		
18	Professional Fees				2,724.00					2,500.00	592.00		592.00		
19	Insurance			11,500.00	11,183.20		30.39		30.39	11,800.00	13,440.45		13,440.45		
20	Chairman's Allowance			250.00	270.00					250.00	229.55		229.55		
21	Climate Change	200.00	1,160.53	5,000.00	3,280.86		1,379.90		1,379.90	5,000.00	233.09		233.09		
22	Cittaslow			1,500.00	1,500.00		1,500.00		1,500.00	1,500.00	1,371.67		1,371.67		
23	Traffic Group														
24	Youth Project														
25	Communications														
26	Van			5,500.00	4,812.99		307.43		307.43	6,600.00	6,162.87		6,162.87		
27	Miscellaneous		11,576.97	500.00	6,773.46		30.00		30.00	500.00	119.08		119.08		
28	Councillor Training			500.00						500.00	460.00		460.00		
29	Archive			250.00						250.00					
30	SAM2									700.00	30.00		30.00		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/12/2025)

161	Christmas Lights Infas	408.20	2,000.00	1,677.20	964.33	964.33	2,000.00	2,093.46	2,093.46		
162	VAT			330.00	15,649.19	15,649.19					
163	Legal Expenses		1,000.00				2,500.00	1,195.52	1,195.52		
176	Skate Park Fundraisin										
178	Staff Uniform			611.27				847.06	847.06		
181	Repairs & Maintenanc			4,223.50			4,000.00	3,258.84	3,258.84		
190	Warm Spaces										
193	Donations	-82.97					344.14	444.14	444.14		
196	Credit			-671.77							
199	Community Speedwat							10.23	10.23		
200	CIL 2025/26				4,415.68	4,415.68					
204	ACE - Pallet Fund							884.22	884.22		
205	ACE Film Screening				893.50	893.50		149.68	149.68		
207	CCTV						3,000.00	2,615.00	2,615.00		
209	Visit Aylsham						1,606.00				
SUB TOTAL		124,200.00	172,781.74	122,200.00	149,350.68	148,520.00	200,565.90	200,565.90	152,292.36	128,663.50	128,663.50

02 Town Hall		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
41	Other Income														
42	Storage Rent	1,500.00	1,225.00			1,500.00	1,075.00		1,075.00						
43	Curtains	1,000.00				500.00									
44	Hirings - Town Hall	17,000.00	19,298.04		195.25	20,000.00	17,219.75		17,219.75		142.00		142.00		
45	Staff Costs			37,400.00	34,826.92					37,050.00	30,431.19		30,431.19		
48	Utilities			8,000.00	13,051.41					8,000.00	8,608.57		8,608.57		
49	Rates			17,500.00	18,461.70					17,800.00	18,602.72		18,602.72		
50	Cleaning/Sanitary/Refi			7,000.00	8,274.39					8,500.00	6,171.79		6,171.79		
51	Repairs & Maintenanc			5,000.00	2,806.92					5,000.00	3,333.79		3,333.79		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/12/2025)

52	Licensing			500.00	1,072.36			500.00	1,327.20	1,327.20	
53	Furniture			500.00	200.00			500.00	94.91	94.91	
164	Pest Control			250.00	175.00			300.00	185.00	185.00	
165	Incidentals			50.00	270.96			100.00			
183	Precept	66,700.00	66,700.00			45,750.00	45,750.00	45,750.00			
194	Boiler Reserve				96.37						
195	Boiler Reserve	10,000.00		20,000.00		10,000.00		20,000.00			
SUB TOTAL		96,200.00	87,223.04	96,200.00	79,431.28	77,750.00	64,044.75	64,044.75	97,750.00	68,897.17	68,897.17

Last Year 2024-2025						Current Year 2025-2026								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	1,000.00	740.00			800.00	425.00		425.00						
62	Hirings - Drill Hall	35,000.00	30,920.00			33,000.00	26,582.50		26,582.50						
63	Staff Costs			39,560.00	36,989.30					41,435.00	34,043.91		34,043.91		
66	Broadband			500.00	100.00					600.00	400.00		400.00		
67	Utilities			5,000.00	12,405.34					10,000.00	7,115.94		7,115.94		
68	PWLB			18,700.00	18,298.83					18,300.00	18,009.77		18,009.77		
69	Rates			5,500.00	5,489.00		4,030.21		4,030.21	5,500.00	3,493.00		3,493.00		
70	Cleaning/Sanitary/Refi			4,500.00	2,536.03					3,500.00	2,327.95		2,327.95		
71	Repairs & Maintenanc			4,000.00	587.14					1,000.00	3,322.93		3,322.93		
72	Licensing			150.00	120.00					150.00	215.42		215.42		
73	Furniture			500.00						500.00					
74	Other Income														
166	Incidentals			250.00	32.11					250.00	7.47		7.47		
167	Pest Control			250.00	175.00					250.00	185.00		185.00		
184	Precept	42,900.00	42,900.00			47,690.00	47,686.00		47,686.00						

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/12/2025)

SUB TOTAL		78,900.00	74,560.00	78,910.00	76,732.75	81,490.00	78,723.71	78,723.71	81,485.00	69,121.39	69,121.39				
04 23 Market Place		Last Year 2024-2025				Current Year 2025-2026							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	5,500.00	7,438.80			5,600.00	3,175.03		3,175.03						
169	23 Market Place Repa			400.00						400.00					
SUB TOTAL		5,500.00	7,438.80	400.00		5,600.00	3,175.03		3,175.03	400.00					
05 Cemetery Cottage		Last Year 2024-2025				Current Year 2025-2026							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	Rent	7,000.00	4,611.30			7,000.00	4,949.06		4,949.06						
82	Repairs/Maintenance			2,000.00						500.00	401.43		401.43		
203	Miscellaneous														
206	Management Fees										433.21		433.21		
SUB TOTAL		7,000.00	4,611.30	2,000.00		7,000.00	4,949.06		4,949.06	500.00	834.64		834.64		
06 Public Toilets		Last Year 2024-2025				Current Year 2025-2026							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			3,000.00	6,284.08					6,500.00	3,846.28		3,846.28		
86	Repairs & Maintenanc				1,069.07					400.00	171.76		171.76		
87	Sanitary/Refuse/Mater			2,500.00	800.00					2,000.00					
88	Cleaning Contract			9,000.00	8,150.00					9,500.00	6,936.95		6,936.95		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/12/2025)

SUB TOTAL															14,500.00		16,303.15		18,400.00				10,954.99		10,954.99	
07 Other Properties															Last Year 2024-2025				Current Year 2025-2026				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			7,700.00	6,901.06					8,461.00	10,063.53		10,063.53													
94	Other Income	50.00	50.00			50.00	50.00		50.00																	
185	Precept	12,050.00	12,050.00			9,000.00	8,962.00		8,962.00																	
SUB TOTAL		12,100.00	12,100.00	7,700.00	6,901.06	9,050.00	9,012.00		9,012.00	8,461.00	10,063.53		10,063.53													
08 Cemetery															Last Year 2024-2025				Current Year 2025-2026				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	4,550.00			3,000.00	1,330.00		1,330.00																	
97	Memorials & Inscriptio	3,000.00	920.00			1,000.00	1,490.00		1,490.00		150.00		150.00													
98	Exclusive Rights	2,500.00	3,575.00			2,500.00	1,625.00		1,625.00																	
99	Staff Costs			17,800.00	17,937.72					22,912.00	18,327.79		18,327.79													
102	Utilities			100.00	17.61					100.00																
103	Rates			600.00	1,584.95					1,700.00	1,981.19		1,981.19													
104	Drive Maintenance			1,500.00						500.00																
105	Grounds Maintenance			500.00	222.74					500.00																
106	Grass Cutting			1,500.00	1,411.48					3,045.00																
107	Repairs & Maintenanc			1,000.00	10.65					500.00	24.16		24.16													
108	Equipment Loan (Gras																									
109	Petrol Costs Grass Cu																									
186	Precept	14,500.00	14,500.00			23,755.00	23,758.00		23,758.00																	

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/12/2025)

SUB TOTAL		23,000.00	23,545.00	23,000.00	21,185.15	30,255.00	28,203.00		28,203.00	29,257.00	20,483.14		20,483.14		
Last Year 2024-2025					Current Year 2025-2026								Next Year		
09 Allotments		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	4,631.67			4,500.00	4,361.28		4,361.28		1.10		1.10		
112	Repairs & Maintenan			1,200.00	2,092.30					500.00	361.73		361.73		
113	Grass Cutting			1,000.00	518.21					508.00					
114	Staff Costs			31,430.00	27,967.00					34,000.00	23,917.98		23,917.98		
115	Equipment Loan (Gras														
116	Petrol Costs Grass Cu														
117	Allotment Deposits		1,300.00		850.00		1,225.00		1,225.00		445.00		445.00		
118	Rent-National Trust			275.00	275.00					275.00	300.00		300.00		
180	Water			100.00	92.91					100.00	260.73		260.73		
187	Precept	29,500.00	29,500.00			30,880.00	30,884.00		30,884.00						
SUB TOTAL		34,000.00	35,431.67	34,005.00	31,795.42	35,380.00	36,470.28		36,470.28	35,383.00	25,286.54		25,286.54		
Last Year 2024-2025					Current Year 2025-2026								Next Year		
10 Markets		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	5,837.69			6,000.00	3,705.37		3,705.37		1.06		1.06		
121	Farmers Market Rent	3,000.00	1,155.53			3,000.00	560.85		560.85						
122	Rates			1,500.00	1,397.20					1,500.00	1,397.20		1,397.20		
123	Repairs/Maintenance/														
124	Licensing			200.00	70.00					200.00					
170	Market Place Sundries		8.85	700.00						700.00	266.76		266.76		
171	Market Place Advertisi														

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/12/2025)

208	Card Charges Market	2.05										2.05			
SUB TOTAL		9,000.00	7,002.07	2,400.00	1,467.20	9,000.00	4,266.22	4,266.22		2,400.00	1,667.07	1,667.07			

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 29/12/2025)

SUB TOTAL	198,800.00	236,840.81	193,450.00	237,429.98	192,220.00	177,440.48	177,440.48	177,118.00	137,002.02	137,002.02	

12 Events		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
160	General Events		588.36		103.03		1,766.23		1,766.23	2,000.00	3,369.96			3,369.96	
177	Christmas Events		1,921.50		1,901.04		1,586.19		1,586.19	1,003.00	2,612.53			2,612.53	
191	Events		1,885.95	2,000.00	1,497.91										
SUB TOTAL			4,395.81	2,000.00	3,501.98		3,352.42		3,352.42	3,003.00	5,982.49			5,982.49	

All Cost Centres and Codes (Between 01/04/2025 and 29/12/2025)

Summary

Aylsham Town Council

29 December 2025 (2025-2026)

Listing of Payments in each Code for All Cost Centres

(Between 26-11-2025 and 23-12-2025)

Cost Centre 01 General Purpose

2 Bank Interest /Ch

Date	Description	Supplier	Net	Vat	Total
28/11/2025	Bank Charges	Sumup	0.85		0.85
01/12/2025	Bank Charges	Square	1.70		1.70
16/12/2025	Bank Charges	Sumup	21.29		21.29
15/12/2025	Bank Charges	Sumup	0.39		0.39
	Subtotal for Code:	Bank Interest /Charges	£24.23		£24.23

5 Recycling Credits

Date	Description	Supplier	Net	Vat	Total
28/11/2025	Bottle Bank	URM	15.45	3.09	18.54
	Subtotal for Code:	Recycling Credits/Bottle	£15.45	£3.09	£18.54

7 Staff Costs

Date	Description	Supplier	Net	Vat	Total
22/12/2025	Staff Costs	Staff Costs	7,575.99		7,575.99
	Subtotal for Code:	Staff Costs	£7,575.99		£7,575.99

10 Office Expenses

Date	Description	Supplier	Net	Vat	Total
01/12/2025	Telephone & Broadband	British Telecom	453.33	90.67	544.00
01/12/2025	Computer/IT	Scribe	36.00	7.20	43.20
01/12/2025	Website	Hugo Fox Ltd	2.49	0.50	2.99
10/12/2025	Various	Petty Cash	58.87		58.87
10/12/2025	Various	Petty Cash	19.06	3.81	22.87
11/12/2025	Water Machine	Cooleraid	20.47	4.09	24.56
11/12/2025	Water Machine	Cooleraid	14.94	2.98	17.92
11/12/2025	Office Expenses	J B Postle	16.67	3.33	20.00
11/12/2025	Photocopy Expenses	Mayday	22.00	4.40	26.40
11/12/2025	Office Expenses	Viking	21.99	4.40	26.39
11/12/2025	Office Expenses	Viking	52.98		52.98
11/12/2025	Office Expenses	Viking	15.94	3.19	19.13
09/12/2025	Staff Costs	Brightpay	4.20	0.84	5.04
08/12/2025	Various	Barclaycard	64.95	12.99	77.94
03/12/2025	Telephone & Broadband	Vodafone	76.05	15.21	91.26

16/12/2025	Computer/IT	Intouch	62.50	12.50	75.00
18/12/2025	Office Expenses	ATC Employee	8.89	1.78	10.67
18/12/2025	Office Expenses	Viking	15.49	3.10	18.59
18/12/2025	Office Expenses	Amazon	24.99	5.00	29.99
22/12/2025	Computer/IT	Intouch	14.50	2.90	17.40
22/12/2025	Computer/IT	Intouch	83.34	16.67	100.01
22/12/2025	Telephone & Broadband	EE Limited	34.00	6.80	40.80
	Subtotal for Code:	Office Expenses	£1,123.65	£202.36	£1,326.01

14 Advertising

Date	Description	Supplier	Net	Vat	Total
18/12/2025	Advertising	Just Regional	210.00	42.00	252.00
	Subtotal for Code:	Advertising	£210.00	£42.00	£252.00

21 Climate Change

Date	Description	Supplier	Net	Vat	Total
11/12/2025	ACE	Aylsham Community Shed	50.00		50.00
	Subtotal for Code:	Climate Change	£50.00		£50.00

26 Van

Date	Description	Supplier	Net	Vat	Total
18/12/2025	Van	ALD Automotive	393.13	78.63	471.76
	Subtotal for Code:	Van	£393.13	£78.63	£471.76

27 Miscellaneous

Date	Description	Supplier	Net	Vat	Total
10/12/2025	Petty Cash	Petty Cash	119.08		119.08
	Subtotal for Code:	Miscellaneous	£119.08		£119.08

178 Staff Uniform

Date	Description	Supplier	Net	Vat	Total
26/11/2025	Staff PPE	Screwfix	20.82	4.16	24.98
01/12/2025	Staff PPE	Amazon	13.32	2.66	15.98
10/12/2025	Staff PPE	Amazon	7.07	1.42	8.49
08/12/2025	Various	Barclaycard	129.40	25.88	155.28
	Subtotal for Code:	Staff Uniform	£170.61	£34.12	£204.73

181 Repairs & Maintenance

Date	Description	Supplier	Net	Vat	Total
26/11/2025	Repairs & Maintenance	Ben Burgess	12.50	2.50	15.00
26/11/2025	Repairs & Maintenance	S & M Supplies	59.04	11.81	70.85
10/12/2025	Repairs & Maintenance	Amazon	21.43	4.29	25.72
08/12/2025	Various	Barclaycard	24.99	5.00	29.99
	Subtotal for Code:	Repairs & Maintenance	£117.96	£23.60	£141.56

193 Donations

Date	Description	Supplier	Net	Vat	Total
------	-------------	----------	-----	-----	-------

05/12/2025	Donations Made	The Matthew Project	100.00		100.00
		Subtotal for Code: Donations	£100.00		£100.00

204 ACE - Pallet Fund

Date	Description	Supplier	Net	Vat	Total
18/12/2025	ACE	Starlings Transport	59.22	11.84	71.06
		Subtotal for Code: ACE - Pallet Fund	£59.22	£11.84	£71.06
		Subtotal for Cost Centre: 01 General Purpose	9,959.32	395.64	10,354.96

Cost Centre 02 Town Hall

44 Hirings - Town Hall

Date	Description	Supplier	Net	Vat	Total
26/11/2025	Hirings	SEVENTEEN	100.00		100.00
		Subtotal for Code: Hirings - Town Hall	£100.00		£100.00

45 Staff Costs

Date	Description	Supplier	Net	Vat	Total
22/12/2025	Staff Costs	Staff Costs	3,332.13		3,332.13
		Subtotal for Code: Staff Costs	£3,332.13		£3,332.13

48 Utilities

Date	Description	Supplier	Net	Vat	Total
27/11/2025	Electricity	Engie Gas Limited	784.37	156.87	941.24
27/11/2025	Electricity	Engie Gas Limited	152.61	30.52	183.13
22/12/2025	Gas	Engie Gas Limited	436.85	87.37	524.22
22/12/2025	Gas	Engie Gas Limited	82.70	16.54	99.24
		Subtotal for Code: Utilities	£1,456.53	£291.30	£1,747.83

50 Cleaning/Sanitary

Date	Description	Supplier	Net	Vat	Total
11/12/2025	Window Cleaning	Mr Brightside Pure Water Window	40.00		40.00
08/12/2025	Various	Barclaycard	151.60	30.32	181.92
18/12/2025	Cleaning/Sanitary/Refuse	Amazon	9.66	1.93	11.59
22/12/2025	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	361.88	72.38	434.26
		Subtotal for Code: Cleaning/Sanitary/Refus	£563.14	£104.63	£667.77

51 Repairs & Maintenance

Date	Description	Supplier	Net	Vat	Total
11/12/2025	Repairs & Maintenance	J B Postle	291.66	58.33	349.99
18/12/2025	Repairs & Maintenance	Screwfix	33.32	6.66	39.98
18/12/2025	Repairs & Maintenance	Screwfix	1.66	0.33	1.99
18/12/2025	Repairs & Maintenance	Screwfix	10.88	2.18	13.06
18/12/2025	Repairs & Maintenance	Screwfix	2.96	0.59	3.55
18/12/2025	Repairs & Maintenance	Screwfix	2.07	0.41	2.48

		Subtotal for Code:	Repairs & Maintenance	£342.55	£68.50	£411.05
164 Pest Control						
Date	Description	Supplier		Net	Vat	Total
18/12/2025	Pest Control	Pest Express Ltd		185.00	37.00	222.00
		Subtotal for Code:	Pest Control	£185.00	£37.00	£222.00
		Subtotal for Cost Centre:	02 Town Hall	5,979.35	501.43	6,480.78
Cost Centre	03 Drill Hall					
63 Staff Costs						
Date	Description	Supplier		Net	Vat	Total
22/12/2025	Staff Costs	Staff Costs		3,750.46		3,750.46
		Subtotal for Code:	Staff Costs	£3,750.46		£3,750.46
67 Utilities						
Date	Description	Supplier		Net	Vat	Total
27/11/2025	Electricity	Engie Gas Limited		709.33	141.87	851.20
22/12/2025	Gas	Engie Gas Limited		370.65	74.13	444.78
		Subtotal for Code:	Utilities	£1,079.98	£216.00	£1,295.98
68 PWLB						
Date	Description	Supplier		Net	Vat	Total
05/12/2025	PWLB	PWLB		8,968.75		8,968.75
		Subtotal for Code:	PWLB	£8,968.75		£8,968.75
70 Cleaning/Sanitary						
Date	Description	Supplier		Net	Vat	Total
11/12/2025	Window Cleaning	Mr Brightside Pure Water Window		18.00		18.00
22/12/2025	Cleaning/Sanitary/Refuse	Biffa Waste Services Limited		105.36	21.07	126.43
		Subtotal for Code:	Cleaning/Sanitary/Refus	£123.36	£21.07	£144.43
167 Pest Control						
Date	Description	Supplier		Net	Vat	Total
18/12/2025	Pest Control	Pest Express Ltd		185.00	37.00	222.00
		Subtotal for Code:	Pest Control	£185.00	£37.00	£222.00
		Subtotal for Cost Centre:	03 Drill Hall	14,107.55	274.07	14,381.62
Cost Centre	05 Cemetery Cottage					
206 Management Fees						
Date	Description	Supplier		Net	Vat	Total
02/12/2025	Rent	Sequence		-99.97		-99.97
02/12/2025	Rent	Sequence		83.31	16.66	99.97
02/12/2025	Rent	Sequence		83.31	16.66	99.97
		Subtotal for Code:	Management Fees	£66.65	£33.32	£99.97

		Subtotal for Cost Centre: 05 Cemetery Cottage	66.65	33.32	99.97
Cost Centre	06 Public Toilets				
	85 Utilities				
Date	Description	Supplier	Net	Vat	Total
27/11/2025	Electricity	Engie Gas Limited	268.42	53.68	322.10
	Subtotal for Code:	Utilities	£268.42	£53.68	£322.10
	88 Cleaning Contrac				
Date	Description	Supplier	Net	Vat	Total
11/12/2025	Cleaning/Sanitary/Refuse	Barnett's Cleaning	750.00	150.00	900.00
	Subtotal for Code:	Cleaning Contract	£750.00	£150.00	£900.00
	Subtotal for Cost Centre:	06 Public Toilets	1,018.42	203.68	1,222.10
Cost Centre	07 Other Properties				
	91 Staff Costs				
Date	Description	Supplier	Net	Vat	Total
22/12/2025	Staff Costs	Staff Costs	1,095.98		1,095.98
	Subtotal for Code:	Staff Costs	£1,095.98		£1,095.98
	Subtotal for Cost Centre:	07 Other Properties	1,095.98		1,095.98
Cost Centre	08 Cemetery				
	99 Staff Costs				
Date	Description	Supplier	Net	Vat	Total
22/12/2025	Staff Costs	Staff Costs	2,013.08		2,013.08
	Subtotal for Code:	Staff Costs	£2,013.08		£2,013.08
	107 Repairs & Mainte				
Date	Description	Supplier	Net	Vat	Total
10/12/2025	Repairs & Maintenance	Amazon	24.16	4.83	28.99
	Subtotal for Code:	Repairs & Maintenance	£24.16	£4.83	£28.99
	Subtotal for Cost Centre:	08 Cemetery	2,037.24	4.83	2,042.07
Cost Centre	09 Allotments				
	112 Repairs & Mainte				
Date	Description	Supplier	Net	Vat	Total
18/12/2025	Allotments	Amazon	17.50	3.50	21.00
	Subtotal for Code:	Repairs & Maintenance	£17.50	£3.50	£21.00
	114 Staff Costs				
Date	Description	Supplier	Net	Vat	Total
22/12/2025	Staff Costs	Staff Costs	2,629.19		2,629.19

		Subtotal for Code:	Staff Costs	£2,629.19	£2,629.19	
117 Allotment Deposits						
Date	Description	Supplier		Net	Vat	Total
26/11/2025	Allotment deposit	Allotment tenant		30.00		30.00
18/12/2025	Allotment deposit	Allotment tenant		70.00		70.00
		Subtotal for Code:	Allotment Deposits	£100.00		£100.00
180 Water						
Date	Description	Supplier		Net	Vat	Total
01/12/2025	Water	SES Business		26.61		26.61
		Subtotal for Code:	Water	£26.61		£26.61
		Subtotal for Cost Centre:	09 Allotments	2,773.30	3.50	2,776.80
Cost Centre	10 Markets					
120 Market Rents						
Date	Description	Supplier		Net	Vat	Total
09/12/2025	Bank Charges	Sumup		0.42		0.42
22/12/2025	Bank Charges	Sumup		0.39		0.39
		Subtotal for Code:	Market Rents	£0.81		£0.81
		Subtotal for Cost Centre:	10 Markets	0.81		0.81
Cost Centre	11 Open Spaces					
127 Recreation Ground						
Date	Description	Supplier		Net	Vat	Total
02/12/2025	Electricity	Engie Gas Limited		379.59	18.98	398.57
		Subtotal for Code:	Recreation Ground	£379.59	£18.98	£398.57
128 Staff Costs						
Date	Description	Supplier		Net	Vat	Total
22/12/2025	Staff Costs	Staff Costs		7,368.66		7,368.66
		Subtotal for Code:	Staff Costs	£7,368.66		£7,368.66
131 Equipment						
Date	Description	Supplier		Net	Vat	Total
08/12/2025	Various	Barclaycard		540.83	108.17	649.00
		Subtotal for Code:	Equipment	£540.83	£108.17	£649.00
132 Repairs & Maintenance						
Date	Description	Supplier		Net	Vat	Total
26/11/2025	Repairs & Maintenance	Ben Burgess		138.74	27.75	166.49
01/12/2025	Repairs & Maintenance	Screwfix		14.16	2.83	16.99
08/12/2025	Various	Barclaycard		187.20	37.44	224.64
		Subtotal for Code:	Repairs & Maintenance	£340.10	£68.02	£408.12

144 Equipment Loan (

Date	Description	Supplier	Net	Vat	Total
01/12/2025	Grass Cutting	Ben Burgess	1,355.00	271.00	1,626.00
	Subtotal for Code:	Equipment Loan (Grass	£1,355.00	£271.00	£1,626.00

148 Petrol costs Gras

Date	Description	Supplier	Net	Vat	Total
08/12/2025	Various	Barclaycard	218.20	43.64	261.84
	Subtotal for Code:	Petrol costs Grass Cutti	£218.20	£43.64	£261.84
	Subtotal for Cost Centre:	11 Open Spaces	10,202.38	509.81	10,712.19

Cost Centre 12 Events**160 General Events**

Date	Description	Supplier	Net	Vat	Total
26/11/2025	General Events	Amazon	123.73	24.75	148.48
01/12/2025	General Events	Amazon	38.95	7.79	46.74
10/12/2025	Various	Petty Cash	39.43		39.43
10/12/2025	General Events Kitchen	Amazon	4.04	0.81	4.85
10/12/2025	General Events Kitchen	Amazon	16.22	3.25	19.47
11/12/2025	Office Expenses	Viking	32.99	6.60	39.59
11/12/2025	Office Expenses	Viking	14.95	2.99	17.94
	Subtotal for Code:	General Events	£270.31	£46.19	£316.50

177 Christmas Events

Date	Description	Supplier	Net	Vat	Total
26/11/2025	Christmas light infastructure	Access Plant	96.00	19.20	115.20
26/11/2025	Christmas light infastructure	M D Thompson	20.93	4.19	25.12
26/11/2025	Christmas light infastructure	Suffield Xmas Trees	150.00		150.00
28/11/2025	Bands	Sumup	2.84		2.84
10/12/2025	Christmas	Amazon	9.98	2.00	11.98
11/12/2025	Christmas light infastructure	Screwfix	6.64	1.33	7.97
11/12/2025	Christmas	East Anglian Fire & Rescue	450.00		450.00
08/12/2025	Bank Charges	Sumup	0.95		0.95
08/12/2025	Bank Charges	Sumup	0.17		0.17
08/12/2025	Various	Barclaycard	279.12	55.83	334.95
18/12/2025	Christmas	Saturn Audio Visual Lrd	1,000.00	200.00	1,200.00
	Subtotal for Code:	Christmas Events	£2,016.63	£282.55	£2,299.18
	Subtotal for Cost Centre:	12 Events	2,286.94	328.74	2,615.68

Cost Centre 13 Churchyard**182 Grounds Mainten**

Date	Description	Supplier	Net	Vat	Total
08/12/2025	Various	Barclaycard	172.83	34.57	207.40

		Subtotal for Code:	Grounds Maintenance (c	£172.83	£34.57	£207.40
198 Staff Costs						
Date	Description	Supplier		Net	Vat	Total
22/12/2025	Staff Costs	Staff Costs		975.39		975.39
		Subtotal for Code:	Staff Costs	£975.39		£975.39
		Subtotal for Cost Centre:	13 Churchyard	1,148.22	34.57	1,182.79
Cost Centre	14 Street Scene					
151 Utilities						
Date	Description	Supplier		Net	Vat	Total
19/12/2025	Electricity	Npower Business Solutions		1,226.12	245.22	1,471.34
		Subtotal for Code:	Utilities	£1,226.12	£245.22	£1,471.34
192 Salix Loan						
Date	Description	Supplier		Net	Vat	Total
01/12/2025	Salix Loan	Salix Finance Limited		5,000.00		5,000.00
		Subtotal for Code:	Salix Loan	£5,000.00		£5,000.00
		Subtotal for Cost Centre:	14 Street Scene	6,226.12	245.22	6,471.34
Cost Centre	Earmarked Reserves					
202 Transport						
Date	Description	Supplier		Net	Vat	Total
18/12/2025	Professional charges	Canham Consulting		1,000.00	200.00	1,200.00
		Subtotal for Code:	Transport	£1,000.00	£200.00	£1,200.00
		Subtotal for Cost Centre:	Earmarked Reserves	1,000.00	200.00	1,200.00
TOTALS				£57,902.28	£2,734.81	£60,637.09

Aylsham Town Council

29 December 2025 (2025-2026)

Listing of Receipts in each Code for All Cost Centres

(Between 26-11-2025 and 23-12-2025)

Cost Centre	01 General Purpose					
	2 Bank Interest /Charges					
Date	Description	Supplier	Net	Vat	Total	
08/12/2025	Bank Interest Received	Barclays Bank	615.70		615.70	
	Subtotal for Code:	Bank Interest /Charges	£615.70		£615.70	
	21 Climate Change					
Date	Description	Supplier	Net	Vat	Total	
16/12/2025	ACE	Veolia	725.00		725.00	
	Subtotal for Code:	Climate Change	£725.00		£725.00	
	22 Cittaslow					
Date	Description	Supplier	Net	Vat	Total	
12/12/2025	Cittaslow	Broadland District Council	1,000.00		1,000.00	
	Subtotal for Code:	Cittaslow	£1,000.00		£1,000.00	
	Subtotal for Cost Centre:	01 General Purpose	2,340.70		2,340.70	
Cost Centre	02 Town Hall					
	42 Storage Rent					
Date	Description	Supplier	Net	Vat	Total	
09/12/2025	Hirings	Town Hall Hirer	350.00		350.00	
	Subtotal for Code:	Storage Rent	£350.00		£350.00	
	44 Hirings - Town Hall					
Date	Description	Supplier	Net	Vat	Total	
02/12/2025	Hirings	Town Hall Hirer				
01/12/2025	Hirings	Town Hall Hirer	48.00		48.00	
02/12/2025	Hirings	Town Hall Hirer	105.00		105.00	
26/11/2025	Hirings	Town Hall Hirer	36.00		36.00	
27/11/2025	Hirings	Town Hall Hirer	36.00		36.00	
26/11/2025	Hirings	Town Hall Hirer	70.00		70.00	
02/12/2025	Hirings	Town Hall Hirer	60.00		60.00	
03/12/2025	Hirings	Town Hall Hirer	24.00		24.00	
03/12/2025	Hirings	Town Hall Hirer	72.00		72.00	
04/12/2025	Christmas	Town Hall Hirer	36.00		36.00	

08/12/2025	Hirings	Town Hall Hirer	42.00	42.00
09/12/2025	Hirings	Town Hall Hirer	240.00	240.00
09/12/2025	Hirings	Town Hall Hirer	240.00	240.00
09/12/2025	Hirings	Town Hall Hirer	240.00	240.00
02/12/2025	Hirings	Town Hall Hirer	28.00	28.00
15/12/2025	Hirings	Town Hall Hirer	126.00	126.00
15/12/2025	Hirings	Town Hall Hirer	126.00	126.00
15/12/2025	Hirings	Town Hall Hirer	126.00	126.00
15/12/2025	Hirings	Town Hall Hirer	126.00	126.00
15/12/2025	Hirings	Town Hall Hirer	126.00	126.00
15/12/2025	Hirings	Town Hall Hirer	126.00	126.00
15/12/2025	Hirings	Town Hall Hirer	126.00	126.00
15/12/2025	Hirings	Town Hall Hirer	126.00	126.00
15/12/2025	Hirings	Town Hall Hirer	126.00	126.00
15/12/2025	Hirings	Town Hall Hirer	126.00	126.00
15/12/2025	Hirings	Town Hall Hirer	126.00	126.00
16/12/2025	Hirings	Town Hall Hirer	107.00	107.00
19/12/2025	Hirings	Town Hall Hirer		
18/12/2025	Hirings	Town Hall Hirer	48.00	48.00
18/12/2025	Hirings	Town Hall Hirer	78.00	78.00
18/12/2025	Hirings	Town Hall Hirer	42.00	42.00
Subtotal for Code: Hirings - Town Hall			£2,812.00	£2,812.00
Subtotal for Cost Centre: 02 Town Hall			3,162.00	3,162.00

Date	Description	Supplier	Net	Vat	Total
10/12/2025	Hirings	Drill Hall Hirer	20.00		20.00
		Subtotal for Code: Storage Rent	£20.00		£20.00

Date	Description	Supplier	Net	Vat	Total
01/12/2025	Hirings	Drill Hall Hirer	50.00		50.00
01/12/2025	Hirings	Drill Hall Hirer			
01/12/2025	Hirings	Drill Hall Hirer			
02/12/2025	Hirings	Drill Hall Hirer			
26/11/2025	Hirings	Drill Hall Hirer	50.00		50.00
02/12/2025	Hirings	Drill Hall Hirer	40.00		40.00
02/12/2025	Hirings	Drill Hall Hirer	60.00		60.00
02/12/2025	Hirings	Drill Hall Hirer	30.00		30.00
03/12/2025	Hirings	Drill Hall Hirer	160.00		160.00
03/12/2025	Hirings	Drill Hall Hirer	40.00		40.00
05/12/2025	Hirings	Drill Hall Hirer	500.00		500.00
05/12/2025	Hirings	Drill Hall Hirer	30.00		30.00
10/12/2025	Hirings	Drill Hall Hirer	75.00		75.00
10/12/2025	Hirings	Drill Hall Hirer	30.00		30.00
16/12/2025	Hirings	Drill Hall Hirer	40.00		40.00

15/12/2025	Hirings	Drill Hall Hirer	20.00	20.00
15/12/2025	Hirings	Drill Hall Hirer	45.00	45.00
22/12/2025	Hirings	Drill Hall Hirer	250.00	250.00
22/12/2025	Hirings	Drill Hall Hirer	15.00	15.00
22/12/2025	Hirings	Drill Hall Hirer	250.00	250.00
22/12/2025	Hirings	Drill Hall Hirer	20.00	20.00
22/12/2025	Hirings	Drill Hall Hirer	40.00	40.00
Subtotal for Code: Hirings - Drill Hall			£1,745.00	£1,745.00
Subtotal for Cost Centre: 03 Drill Hall			1,765.00	1,765.00

Cost Centre 05 Cemetery Cottage

81 Rent

Date	Description	Supplier	Net	Vat	Total
02/12/2025	Rent	Sequence	775.00		775.00
Subtotal for Code: Rent			£775.00		£775.00
Subtotal for Cost Centre: 05 Cemetery Cottage			775.00		775.00

Cost Centre 09 Allotments

111 Rents Received

Date	Description	Supplier	Net	Vat	Total
26/11/2025	Allotments	Allotment Tenant			
26/11/2025	Allotments	Allotment Tenant			
09/12/2025	Allotments	Allotment Tenant			
28/11/2025	Allotments	Allotment Tenant	50.00		50.00
28/11/2025	Allotments	Allotment Tenant	30.00		30.00
27/11/2025	Allotments	Allotment Tenant	10.00		10.00
26/11/2025	Allotments	Allotment Tenant	50.00		50.00
26/11/2025	Allotments	Allotment Tenant	50.00		50.00
Subtotal for Code: Rents Received			£190.00		£190.00
Subtotal for Cost Centre: 09 Allotments			190.00		190.00

Cost Centre 10 Markets

120 Market Rents

Date	Description	Supplier	Net	Vat	Total
01/12/2025	Market Rent	Market Rent	30.00		30.00
10/12/2025	Market Rent	Market Rent	90.00		90.00
09/12/2025	Market Rent	Sumup	25.00		25.00
16/12/2025	Market Rent	Market Rent	105.00		105.00
15/12/2025	Market Rent	Market Rent	22.50		22.50
23/12/2025	Market Rent	Market Rent	90.00		90.00
22/12/2025	Market Rent	Sumup	22.50		22.50
Subtotal for Code: Market Rents			£385.00		£385.00

121 Farmers Market Rent

Date		Description	Supplier	Net	Vat	Total
06/12/2025		Farmers Market	Farmers Market	40.50		40.50
		Subtotal for Code:	Farmers Market Rent	£40.50		£40.50
		Subtotal for Cost Centre:	10 Markets	425.50		425.50
Cost Centre	11 Open Spaces					
	127 Recreation Ground					
Date		Description	Supplier	Net	Vat	Total
23/12/2025		Electricity	Recreation Ground	379.59	18.98	398.57
		Subtotal for Code:	Recreation Ground	£379.59	£18.98	£398.57
		Subtotal for Cost Centre:	11 Open Spaces	379.59	18.98	398.57
Cost Centre	12 Events					
	160 General Events					
Date		Description	Supplier	Net	Vat	Total
05/12/2025		General Events	Broadland District Council	300.00		300.00
		Subtotal for Code:	General Events	£300.00		£300.00
	177 Christmas Events					
Date		Description	Supplier	Net	Vat	Total
01/12/2025		Christmas	Christmas Stallholder	15.00		15.00
28/11/2025		Christmas	Sumup	81.25	16.25	97.50
28/11/2025		Christmas Lights Kitchen	Sumup	139.17	27.83	167.00
27/11/2025		Christmas	Christmas Stallholder	40.00		40.00
27/11/2025		Christmas	Christmas Stallholder	40.00		40.00
10/12/2025		Christmas	Christmas	100.00		100.00
10/12/2025		Christmas	Christmas	47.92	9.58	57.50
10/12/2025		Christmas Lights Kitchen	Christmas	153.75	30.75	184.50
10/12/2025		Christmas	Christmas	40.00	8.00	48.00
08/12/2025		Christmas	Sumup	56.00		56.00
08/12/2025		Christmas	Christmas Stallholder	10.00		10.00
03/12/2025		Craft Fair Table Charge	Christmas Stallholder	20.00		20.00
04/12/2025		Craft Fair Table Charge	Christmas Stallholder	40.00		40.00
05/12/2025		Christmas	Christmas Stallholder	40.00		40.00
09/12/2025		Craft Fair Table Charge	Christmas Stallholder	20.00		20.00
16/12/2025		Craft Fair Table Charge	Christmas Stallholder			
22/12/2025		Craft Fair Table Charge	Christmas Stallholder			
19/12/2025		Christmas	Christmas Stallholder	15.00		15.00
19/12/2025		Christmas	Christmas Stallholder	144.25		144.25
		Subtotal for Code:	Christmas Events	£1,002.34	£92.41	£1,094.75
		Subtotal for Cost Centre:	12 Events	1,302.34	92.41	1,394.75
TOTALS				£10,340.13	£111.39	£10,451.52

Aylsham Town Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	5,312.93	-444.14	1,162.80	1,912.53	5,618.52
Cittaslow	573.76				573.76
Community Events	7,200.00	500.00			7,700.00
Christmas Decorations	1,820.26				1,820.26
Election	2,500.00				2,500.00
Marquees	1,638.26		1,371.22	294.27	561.31
Drill Hall	10,000.00				10,000.00
Town Hall	17,000.00				17,000.00
Properties	19,100.00				19,100.00
Public Toilets					0.00
Cemetery	24,769.35				24,769.35
Open Spaces	70,400.00				70,400.00
Highway Verges	14,102.88	-14,102.88			0.00
Recreation Ground	50,000.00		2,251.00	16.00	47,765.00
Churchyard	46,000.00	9,505.00			55,505.00
Street Furniture	7,853.50	-784.80			7,068.70
Allotment Deposits	6,685.00		445.00	1,225.00	7,465.00
Hall Hire Deposit					0.00
CIL	31,668.36	-30,000.00			1,668.36
Cemetery Cottage	2,000.00				2,000.00
Youth	3,000.00				3,000.00
Skate Park	1,148.67				1,148.67
Communications	4,730.00	-3,076.00			1,654.00
In House Grass	10,000.00	-10,000.00			0.00
Boiler Reserve	29,903.63				29,903.63
Climate Group	909.00				909.00
ACE Events			149.68	893.50	743.82
CIL 2025.2026		33,952.20			33,952.20
Transport Hub Reserve			8,729.25	10,000.00	1,270.75
Neighbourhood Plan		30,000.00			30,000.00
Total Earmarked	368,315.60	15,549.38	14,108.95	14,341.30	384,097.33
TOTAL RESERVE	368,315.60	15,549.38	14,108.95	14,341.30	384,097.33
GENERAL FUND					160,979.42
TOTAL FUNDS					545,076.75

Aylsham Neighbourhood Plan Steering Group

Terms of Reference

1. Purpose

The Neighbourhood Plan Steering Group (the *Steering Group*) is established by Aylsham Town Council to lead, manage and oversee the preparation, review and delivery of the Neighbourhood Plan in accordance with the relevant legislation and guidance.

The Steering Group will act on behalf of the Town Council to ensure that the Neighbourhood Plan:

- Reflects the vision, needs and aspirations of the local community;
- Is prepared in compliance with statutory requirements;
- Aligns with the adopted Local Plan and national planning policy; and
- Is supported by appropriate consultation and evidence.

2. Status and Authority

The Steering Group is an advisory body of the Town Council and has no executive powers. All key decisions, including approval of consultation documents and submission stages, remain the responsibility of the Town Council.

The Steering Group will make recommendations to the Town Council and its committees as appropriate.

3. Scope of Responsibilities

The Steering Group will:

- Oversee the review and/or preparation of the Neighbourhood Plan;
- Define the scope, objectives and programme for the Neighbourhood Plan;
- Commission and oversee supporting evidence and studies, within agreed budgets;
- Ensure meaningful community and stakeholder engagement throughout the process;
- Consider consultation feedback and recommend responses and amendments;
- Liaise with statutory bodies, neighbouring councils and other stakeholders;
- Monitor progress against the project plan and report regularly to the Town Council;
- Work with the Town Council appointed consultant to ensure compliance with relevant legislation, regulations and guidance; and
- Support the Neighbourhood Plan through examination and referendum stages.

4. Membership

The Steering Group shall comprise:

- A minimum of [X] Town Councillors appointed by the Town Council;
- Up to [X] co-opted members from the local community or relevant organisations;
- The Town Clerk (or nominated officer) in an advisory and administrative role.

Membership should reflect a balance of skills, experience and community representation.

5. Chair and Vice-Chair

The Steering Group shall appoint a Chair and Vice-Chair from among the Town Councillor members.

The Chair will:

- Provide leadership to the Steering Group;
- Agree agendas with the Town Clerk;
- Chair meetings in a fair and inclusive manner; and
- Act as the primary point of liaison with the Town Council.

6. Co-option and Advisors

The Steering Group may invite specialist advisors, consultants or representatives of partner organisations to attend meetings in a non-voting capacity where their expertise is required.

7. Quorum

The quorum for meetings shall be [X] members, of whom at least [X] must be Town Councillors.

8. Meetings

- Meetings will be held as required to meet the project timetable, normally at least monthly.
- Meetings may be held in person or online
- Agendas and papers will be circulated in advance.
- Minutes will be recorded and made available to the Town Council.

9. Decision-Making

The Steering Group will seek to make recommendations by consensus wherever possible.

Where a vote is required, each member shall have one vote. In the event of a tie, the Chair shall have a casting vote. Recommendations will be recorded in the minutes.

10. Reporting and Accountability

The Steering Group will:

- Report progress and key issues to the Town Council on a regular basis, including provision or information to the Town Council to enable councillors to make key decisions about the plan;
- Refer significant matters, risks or budgetary implications to the Town Council for decision; and
- Provide updates as requested by relevant committees.

11. Code of Conduct and Declarations of Interest

Town Councillor members are bound by the Town Council's Code of Conduct.

All members must declare any personal or pecuniary interests relevant to the Neighbourhood Plan and act in a transparent and impartial manner.

12. Budget and Resources

The Steering Group will operate within budgets approved by the Town Council.

Any expenditure must comply with the Town Council's financial regulations and procurement procedures.

13. Confidentiality and Data Protection

Members must respect confidentiality where appropriate and ensure compliance with data protection legislation when handling personal data.

14. Review of Terms of Reference

These Terms of Reference shall be reviewed by the Town Council as required and at least annually.

Adopted by the Town Council on: [Date]

Meeting of Aylsham Town Council

7th January 2026

Item 12 – To Agree Structure of Cost Saving Event

Live Well for Less

Cost-saving fair

Free lunch and give-aways*

*Broadland District Council Grant-funded (while stocks last)



January
31st



Try healthy budget meal ideas



Learn how to cut the cost of energy at home



10am
2pm

Aylsham
Town Hall



Recycle electrical items & textiles, refill station, buy second hand uniforms



Opportunities at this event:

- 1) To consult with residents over the objectives of the Neighbourhood Plan
- 2) To consult with residents over potential changes to market place traffic / town centre car parks.

Meeting of Aylsham Town Council

7th January 2026

Item 13 To Consider Response to Government Consultation on Unitary Model(s)

This statutory consultation seeks views on the proposals that the Ministry of Housing Communities and Local Government (MHCLG) has received following the Secretary of State's invitation to councils in Norfolk and Suffolk to submit proposals for unitary local government for their areas. You can find full details of the consultation, including a privacy statement, at: [Local government reorganisation in Norfolk and Suffolk - GOV.UK](https://www.gov.uk/government/consultations/local-government-reorganisation-in-norfolk-and-suffolk)

The 3 proposals in this consultation were made by the following councils on 26 September 2025:

Proposals from Councils in the Norfolk Area

1. Norfolk County Council proposed one unitary council across the whole of the area of Norfolk comprising the current district areas of:

- Breckland, Broadland, Great Yarmouth, King's Lynn and West Norfolk, North Norfolk, Norwich, and South Norfolk

You can find the proposal at: www.norfolk.gov.uk/onecouncil

2. South Norfolk District Council proposed 2 unitary councils across the whole of the area of Norfolk comprising the current district areas of:

- **East Norfolk:** Broadland, Great Yarmouth, Norwich, and South Norfolk
- **West Norfolk:** Breckland, King's Lynn and West Norfolk and North Norfolk.

You can find the proposal at: [South Norfolk Council: Local Government Reorganisation \(LGR\) in Norfolk | Broadland and South Norfolk](https://www.south-norfolk.gov.uk/consultations/local-government-reorganisation-lgr-in-norfolk-broadland-and-south-norfolk)

3. Breckland District Council, Broadland District Council, Great Yarmouth Borough Council, King's Lynn and West Norfolk Borough Council, North Norfolk District Council, and Norwich City Council, proposed 3 unitary councils. This includes a request to modify the proposal to split existing districts between the new unitary councils:

- **West:** Breckland, and King's Lynn and West Norfolk (plus 9 parishes from South Norfolk).
- **Norwich:** Norwich, (plus 19 parishes from Broadland and 16 parishes from South Norfolk).
- **East:** Broadland (less 19 parishes), Great Yarmouth, North Norfolk, and South Norfolk (less 25 parishes.)

You can find the proposal at: <https://www.futurenorfolk.com/people-place-progress>

For each of the 3 proposals, the consultation asks whether the Town Council strongly agrees, somewhat agrees, neither agrees or disagrees, somewhat disagrees or strongly disagrees with the following questions:

1. To what extent do you agree or disagree that the proposal suggests a council that is based on a sensible geography and economic area?
2. To what extent do you agree or disagree that the proposed council will be able to deliver the outcomes they describe in the proposal?
3. To what extent do you agree or disagree that the proposed council is the right size to be efficient, improve capacity and withstand financial shocks?
4. To what extent do you agree or disagree that the proposed council will deliver high quality, sustainable public services?
5. To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?
6. To what extent do you agree or disagree that establishing the council in this proposal will support devolution arrangements, for example, the establishment of a strategic authority?
7. To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?
8. Any other comments

Deadline for consultation is 11th January 2026

Meeting of Aylsham Town Council

7th January 2026

Item 15 - To Consider Replacement of Town Planters

The Town Council is coming under increased pressure to replace the planters in the town. These were purchased during lockdown and, being of softwood, have perished considerably and many are now beyond repair.

Discussions have been had with the Community Shed and it is possible that this group can make these planters from hardwood at a cost of £259 per planter (the cost of materials).

A National Lottery grant was submitted for this project, but regrettably was not successful.

Item deferred from the meeting of 3rd December



Minutes of the **Aylsham Climate Emergency** Group Meeting held on **1st December 2025**



Present:

Grizelda Tyler (Chairman)
Bryce Davies
Kate Mackenzie
Heather Walters

Sue Catchpole
Catherine Fletcher
Kay Montandon

Adam Curtis
Lousie Harlow
Yvonne Stewart

Also Present: Faye LeBon (Town Clerk) and Biddy Fisher (Felbeck Trust)

1. To Receive Apologies for Absence

Apologies were noted from Lilie Ferrari and Corinne Houlden

2. To Receive Declarations of Interest and Requests for Dispensation

None received.

3. To Agree the Minutes of the 3rd November 2025

The minutes of the meeting held on 3rd November 2025 were **agreed** as a true record of the business conducted at the meeting.

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

None raised.

5. To Receive Update on Hedge Planting at the Old Station Yard

Adam reported that the application to the Tree Council for funding at the Old Station Yard had been successful, with a total of £3,963 grant funding and additional £602 in planting aids to be allocated between the Town Council and Corpusty Council for their respective projects as detailed in the application.

The tree guards to be used are made of vegetable plastic, and so will biodegrade naturally.

It was agreed to make the planting a community event, with consideration being given to either holding the event in term time so that the school can participate, or in the half term holidays to encourage families to attend.

Aylsham Town Council will own the planting event for the purposes of risk assessments and insurance.

Adam, Yvonne and Andy will get together to agree the logistics of the event.

6. To Agree Application(s) to Broadland District Council's Future Fund for Nature (deadline extension to 5th December) and other Green Infrastructure Funding.

Kate reported that the community shed has agreed to make bird, bat and hedgehog boxes for the nature trail project. Bug boxes can also be arranged to complement the

sites.

Costs of some guided tours have also been included in the proposal, along with bulb planting of native species, and some extra trees and hedges.

It was agreed to replace three semi mature trees on St Michaels which had been vandalised, as part of the project.

The Clerk will arrange for a map of Aylsham to be sent to Kate, so that the trail can be marked up. The Clerk will also enquire of Broadland District Council to see if they can assist with the design of a leaflet.

Kate will complete the timeline and milestones and establish whether the church is part of the Eco-Church project.

Ongoing problems with dog fouling in the Paupers' Graveyard were discussed. The Town Council is to temporarily lock the area, with access being available through the Town Council, to break the routine of those using the area to allow their dogs to foul.

7. To Receive Updated Fund Raising Code of Practice

It was reported that the Fund Raising Regulator brought about a new Code of Practice on 1st November 2025. This covers some aspects of raising money for events. New collection boxes used during the mangling sessions would be required as they need to be sealed. The Clerk is to arrange this.

8. Planned Events

a) To Agree Actions in regards to the Cost Saving Event in January 2026

This event is to be held on Saturday 31st January between 10am and 2pm. £300 has been granted from Broadland District Council's Winter Pressures fund to go towards this event. A further £300 has been applied for from Broadland District Council's 'Get it Started' fund. Current partners to the event include:

- Community Action Norfolk to do energy saving sessions
- Slow Food to show how to cook two different types of stew
- Country Markets will do a free soup for lunch
- There will be a sustainable food representative from Broadland District Council
- The community shed to talk about upcycling
- Reephams Fixery to talk about electronics
- Stitchers and Knitters to talk about recycling wool

It is hoped to get further partners to attend to talk about, amongst other matters, bike renovation and solar panels.

Volunteers are needed for the event, as is more publicity. A name is also required for the event – any suggestions should be fed back to Kay.

The Clerk will send out the 'save the date' information to ACE members.

b) Publicising Green success stories from local businesses

The Town Council and ACE has agreed to a joint project to promote good news stories from local business regarding how they have taken action to support the environment and what else they have planned. Kay will produce the letters for businesses in due course.

c) To Agree Future Films

Climate Scam has been booked for 6th February. Ticket prices and what is to be included are to be determined. An appeal was made for volunteers to help clean up after the event.

The Clerk will check which films have been paid for.

For 2026/2027, it is hoped to screen:

15th May – Norfolk Wildlife Trust is arranging a film, and the effect of the sea on Happisburgh, a film by Joseph Harrington

11th September – Power Station

13th November – Plastic Ocean

It is also hoped to screen 'Don't Look Up' to appeal to a different demographic.

Yvonne emphasised the need to make everyone who has attended a film screening leave knowing they can do something to make a difference.

d) To Agree Actions for other Planned Events

Grizelda has written to Just Aylsham enquiring if ACE can have a regular panel.

9. Finance

a) To receive update on ACE budget

The Clerk provided an update on the ACE budget in both the earmarked reserves and the revenue budget, along with committed funds.

b) To consider items for the ACE budget 2026/2027

At the last meeting it was suggested that there was no requirement for any money to be precepted to ACE in the 26/27 financial year, subject to unspent money in this financial year being transferred to earmarked reserves at year end. Presently, this would stand at:

Existing Reserve	£909.00
Revenue Budget Balance	£4763.60
Events Balance	£643.82
Blister Pack Donations	£654.90
Balance	£6971.32

Now that Andy has negotiated a more favourable deal for transporting the packs, it was **agreed** that the expenditure for blister packs can come from the ACE donations in 2026/27 rather than the recycling credits.

Adam encouraged further reapplications to the Tree Council for tree planting projects. Queries were raised as to whether budget would be required for publicity for the cost saving event and whether there should be a competition for children, with a prize. It was also queried as to whether the transport group would require a budget.

c) To receive updated on the Veolia Sustainability Fund grant

It was reported that the group had been successful in obtaining a grant for £725 to utilise an allotment for growing food for the community fridge. The Clerk will work with Heather and Bryce to fund the project.

d) To Receive Group Updates

Nature and Biodiversity

Updates had been provided on the proposed films

Waste

Heather reported that a project is being drawn up to work with MyGroup, as opposed to Terracycle, to support the recycling of toothbrushes within dentists, and pens within schools. Collection boxes range from £70 to £120 depending on size, although there is a 20kg weight limit on collections.

The group is also working with Broadland District Council to create a central point for recycling collections.

A larger presence at the food and craft market would also be useful. Discussions occurred about the possibility of an ACE gazebo or teardrop flags. Display boards would also be useful for the food and craft market, or indeed for any ACE event. Grizelda will speak to Creative Lincs.

Transport and Energy

The transport group have put together several options for traffic and buses in the town centre. These are to be discussed with Norfolk County Council to establish feasibility prior to consulting further.

There have been several enquiries to borrow the thermal imaging camera from outside of Aylsham and the surrounding villages. These enquiries will be redirected.

10. Items for Future Agendas

Publicity and volunteers for 6th February
Gazebo, flags and display boards.

11. To Agree the Date of the Next Meeting as Monday 2nd February 2026 at 7pm

This was ***agreed***.

There being no further business the meeting was closed at 8.25pm.

Signed _____

Date _____



MINUTES OF THE MEETING OF THE **PLANNING COMMITTEE HELD AT THE TOWN HALL, ON THURSDAY 11th DECEMBER 2025 AT 10am**

PRESENT: Trevor Bennett (Chairman) Mary Evans
Catherine Fletcher Kay Montandon
Patrick Prekopp

Also in attendance: Faye LeBon, Clerk to Aylsham Town Council and Simon Faraday-Drake, Community Resilience Officer from Broadland District Council.

1. To Receive Apologies for Absence

Apologies were received from David Anderson.

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

None raised.

3. To Agree the Minutes of the 13th November 2025

The Minutes of the meeting held on 13th November 2025 were **agreed** by the committee and signed as a true and accurate record by the Chair.

4. To Welcome Representative from Broadland District Council to Discuss Community Emergency Planning

Simon Faraday-Drake presented the District Council's role in Community Resilience planning. Whilst this is the responsibility of the District Council, local assistance can help to support residents in the short term when something goes wrong. Examples of events which may require a local response are fire, extreme weather and loss of power. Local people should be encouraged to look out for their neighbours or vulnerable people. Local examples where a local response has been required included the use of the Diamond Centre in Sprowston when a utility company struck a suspected bomb, and the use of Poringland Community Centre when there was a fire in fields nearby to houses.

Aylsham high School is the designated emergency rest centre for Aylsham, however it would be useful to have smaller venues for short term rest centres to avoid disruption to children.

Action Points:

- A Community Resilience Plan template is to be sent to the Town Council to help in the formulation of the plan.
- Consideration should be given to offering the Town Hall and Drill Hall as rest centres in the event of a local emergency.
- The Clerk will liaise with the Recreation Ground to establish their thoughts on offering the pavilion. In some ways this is a more useful building as it is fitted with showers.
- Consideration should be given to a lead should the plan need to be enacted, and a deputy.
- Thought is to be given on how to promote the plan to local residents should they need it.

Mr Faraday-Drake was thanked for his time and useful presentation in support of Aylsham residents.

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

No matters raised.

6. To Receive Updates on Existing Applications

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

Reference	Address	Details	Town Council Response	Status
2024/3433	<i>Shepherds Huts Green Lane Off Banningham Road</i>	Placement of 2 shepherd huts (1 for holiday accommodation and 1 for a shower block) and change of use of land (retrospective)	No Objections	Pending
2024/3764	<i>20 - 22 Market Place NR11 6EL</i>	Installation of 2 louvres intake and extract within top section of windows to side elevation	No Objections	Pending
2025/1103	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) FULL PLANNING PERMISSION	No objections	Pending
2025/1104	<i>The Feathers 54 Cawston Road NR11 6EB</i>	Conversion of outbuilding to games room (retrospective) LISTED BUILDING CONSENT	No objections, subject to the design and materials being in keeping and sympathetic to the original building	Pending

2025/1097	15 Red Lion Street NR11 6ER	Demolition of redundant outbuildings and erection of new single storey building	Application supported	Pending (amended application submitted)
2025/1748	The Retreat, 40 Hungate Street NR11 6AA	Re-design and update of the current buildings on site and change of use to C3	No objections	Pending
2024/3707	20-22 Market Place NR11 6EL	AMENDED APPLICATION Installation of 2 louvres intake and extract within top section of windows to side elevation	<p>Queries have arisen as to the application:</p> <p>1) The noise guidance report cites policies in North Norfolk District Council's local plan. As this application is within the District of Broadland, do the noise levels comply with the relevant local planning policies?</p> <p>2) Whilst the whole of the building is Grade 2 listed, the opposite side of the building where development is proposed is a lot less aesthetically pleasing and has significantly less footfall, only serving a car park. Whereas the footfall on the side of the building to be developed leads to Grade 1 listed church and a market place surrounded by listed buildings. Given the local strength of feeling, is there any merit to a system which will allow the intake and extract to be on the opposite side of the building?</p>	<p>Pending</p> <p>Certificate of Lawful Development issued for minor repairs and maintenance to the exterior of the building 2025/2507</p>
2025/2418	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.	Pending

			Clarification is sought on the central building in the existing layout plan marked up as 'private dwellings, three storey brick construction'. This building is 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.	
2025/2970	26 Jannys Close, NR11 6DL	Single storey side and rear extensions	No objections	Approval with conditions
2025/3009	Clyde Cottage, 14 Cromer Road, NR11 6HE	Listed Building Consent Rear extension and remodelling works to the existing ground floor room	No objections	Pending
2025/2777	Abbots House, 25 White Hart Street, NR11 6HG	Repair/replace existing sashes to all windows	No objections	Pending
2025/3401	15 Red Lion Street, NR11 6ER	Demolition of redundant outbuildings and erection of new single-storey building.	No objections	Pending (amended application submitted)
2025/3276	17 Millgate, NR11 6HX	Internal alterations and change one window into a set of small double doors	No objections	Approval with conditions
2025/3063	The Cottage, Petersons Lane, NR11 6HD	Replacement of existing sheds with a new shed.	No objections	Pending

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

The following were considered by the committee:

<i>Reference</i>	<i>Address</i>	<i>Details</i>	<i>Committee Decision</i>
2025/1097	15 Red Lion Street, NR11 6ER	Demolition of redundant outbuildings and erection of new single-storey building. Amended application	No objections
2025/3401	15 Red Lion Street, NR11 6ER	Demolition of redundant outbuildings and erection of new single-storey building. Amended application (listed building consent)	No objections
2025/3532	Woodgate Farmhouse, Woodgate, NR11 6UJ	Installing rooflights, demolishing a lean-to cover and replacing with a shed, internal alterations and repairs, replacement of doors and one window	No objections
2025/3533	Woodgate Farmhouse, Woodgate, NR11 6UJ	Installing rooflights, demolishing a lean-to cover and replacing with a shed, internal alterations and repairs, replacement of doors and one window. (Listed Building Consent)	No objections
2025/3089	8 St Michael's Close	Proposed first floor side and front extension above existing garage.	No objections
2025/3536	The Grain Store, Banningham Road, NR11 6LS	Variation of conditions 2, 3 & 5 - Change of design, external materials and on-site car parking arrangements of consented permission 20212024 (Proposed demolition of existing barn, which has been granted class Q permission under reference 20191719, and the erection of a new dwelling with integrated garaging, workshops & pool) dated 23 March 2023	Objection to the application on the grounds of: 1) Outside the settlement boundary 2) Development not in a sustainable location (access to services by car encouraged) 3) Loss of agricultural land
2025/3485	Pendelfin, 1 Forster Way, NR11 6BE	Removal of existing dead conifer hedges and replace with 6ft wooden fence.	No objections
2025/3008	Clyde Cottage, 14 Cromer Road, NR11 6HE	Rear extension and remodelling works to the existing ground floor room Amended Application – Amended plans and tree survey	No objections, subject to the review of the proposed wall with the neighbouring property
2025/3009	Clyde Cottage, 14 Cromer Road, NR11 6HE	Rear extension and remodelling works to the existing ground floor room (Listed Building Consent) Amended Application – Amended plans and tree survey	No objections, subject to the review of the proposed wall with the neighbouring property

2025/3642	6 Holman Road, NR11 6BY	Demolition of rear extension and conservatory and replacement with new single storey extension. Single storey front extension including porch, lean-to car port and cartshed style garage. Widening of existing access and addition of new single swing gate.	No objections
2025/3162	Land at Dunkirk	Replacement office cabin constructed of steel and insulated cladding	No objections
2025/1103	The Feathers, 54 Cawston Road, NR11 6EB	Conversion of outbuilding to games room (retrospective) Amended Application – Noise management plan submitted	No objections
2025/3641	49 Sir Williams Close, NR11 6AP	Single-storey ground floor shower room extension	No objections
2025/3282	9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)	Rear extension, installation of extraction and ventilation equipment and minor external alterations.	No objections
2025/3581	14 Aegel Gardens, NR11 6GQ	Single storey rear ground floor extension, ASHP and AC condenser unit in rear garden	Objection on the grounds of overdevelopment of the site. The area proposed for development is large compared to the size of the plot.
2025/3274	12-13 Market Place	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.
2025/3275	12-13 Market Place	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	No objections, subject to there being a construction management plan in place to mitigate the impact of building works upon the

		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 Listed Building Consent	market place, especially on market days.
--	--	--	--

8. 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>
2025/3283	9-11 Hungate Street, NR11 6AA (Kings Kebab and Pizza)	Rear extension, installation of extraction and ventilation equipment and minor external alterations. Listed Building Consent	No objections
2025/3063	The Cottage, Petersons Lane, NR11 6HD	Replacement of existing sheds with a new shed. Amended application to show existing and proposed north elevations of shed	No objections

Trevor Bennett left the meeting. It was **agreed** that Kay Montandon should Chair the remainder of the meeting.

9. To Receive any Updates on Large Town Developments

a. Norwich Road Site.

There was no update on the development. The Town Council's planning consultant had sent proposed plans for the Transport Interchange with solar panels over some of the parking spaces.

b. Burgh Road Site.

The Town Council's Freedom of Information request regarding correspondence about the s106 agreement had been declined on the grounds of Legal Professional Privilege.

Broadland District Council's planning portal showed an extension of time agreed until a decision should be made until 7th November, but there has been no update since then.

10. To Receive any Update on the GNLP

The call for sites is expected in the New Year.

11. Budget

a. To Consider any Items for the Budget 2026/2027

Legal fees to challenge the GNLP should any aspect of the proposed plan not be acceptable for Aylsham.

Councillor planning training

b. To Consider any Projects for the Aylsham Master Plan

No matters raised.

12. To Receive Update on the Neighbourhood Plan

The Town Council had agreed to Rachel Leggett to be commissioned to support the Neighbourhood Plan. The Clerk is to feed this back and extend an invitation to a meeting to establish the full requirements.

A terms of reference for the Steering Group are to be created.

13. To Note Items for Information or Future Agendas

Patrick stressed the need to ensure that the future use of Bank Barn is kept on the radar.

14. To Confirm the Next Meeting as Thursday 8th January 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 16 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 11.30am

Signed _____

Date _____

Community Emergency Plan 2024

Remember – In an emergency call 999 and never put yourself or anyone else in danger.

Contents

	Page
Main Contact	
Distribution	
Useful Contacts	
Key Locations	
Community Risks	
Plan Trigger /Plan Actions	
Resources/Volunteers	
Specialist Skills	
Local Clubs/Societies/Groups	
Map	
Notes	

DATA PROTECTION

The contents of this plan are subject to Data Protection Legislation. 'Data Protection Legislation' means the Data Protection Act 1998 as long as it is in force and thereafter the General Data Protection Regulation (EC) 2016/679 and any national implementing laws.

Please ensure that only people on the distribution list hold a copy of the ***** Community Emergency Plan and that the personal information it contains, is only used in an emergency situation for the purpose in which it was collected. Please ensure that this document is securely stored and safely disposed of in line with Retention Guidelines as required under Data Protection Legislation.

Main Contact - Plan Co-ordinator & Deputy

Name	Address	Telephone	Email
Co-ordinator			
Deputy Co-ordinator			

Distribution *(List of people or places currently holding plan)*

Please see Data Protection on page 1

1. Co-ordinator –
2. Deputy Co-ordinator –
3. Clerk to Parish Council –
4. Chairman – Parish Council –
5. Vice-Chairman – Parish Council –
6. South Norfolk and Broadland Councils – Emergency Planning Team

Useful Contacts

Service / Role	Additional info	Telephone	Website / email
Emergency Planning		BDC 01603 430 434 SNC 01508 533 607	emergencyplanning@southnorfolkandbroadland.gov.uk
Police	(non emergency)	101	
Norfolk Fire & Rescue Service	(non - emergency)		www.norfolkfireservice.gov.uk
NHS Direct	(non – emergency)	111	www.nhs.uk/111
EA Floodline		0345 988 1188	www.environment-agency.gov.uk
Local Doctors Surgery			
Water - Anglian Water	24hr Control	03457 145 145	www.anglianwater.co.uk
Electricity - UK Power Networks	Supply interruption. 24hr fault line Substation issues. (Vandalism or unauthorized entry) Powerline damage	105	www.ukpowernetworks.co.uk
Gas - National Grid	24hr emergency number for gas safety	0800 111 999	www.nationalgrid.com/uk
Telephones loss of service	Individuals will need to contact their own service provider.		
Telephones Damage to Infrastructure	BT Openreach Damage to phone lines, poles, street cabinets, man-hole covers etc	0800 023 2023 (option 1)	

Always call 999 if it's an emergency

Key Locations – *This should include somewhere to meet and co-ordinate your actions from as well as keeping people safe and warm for a short time during an emergency.*

Name	Address	Telephone	Other Info

Community Risks - *Think about the things which could affect your community*

	Very Likely	Likely	Less Likely	Negligible
Flooding Coastal, River, Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Severe Weather Storms & Gales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility Failure Loss of water, electricity Gas, telephones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport Issues Main routes in or out blocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Health Pandemic Flu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plan Triggers – *Think about when you will activate your plan*

- Environment Agency Flood Warning / Met Office Severe Weather Warning
- Call from Police
- Call from Local Authority
- Call or message from a Local Resident

Plan Actions – *These are just examples but it's good to have some pre-arranged actions.*

- Call round volunteers and organise meeting or give telephone briefing
- Meet at pre-arranged location and discuss actions
- Carry out actions (e.g. check on vulnerable neighbours)
- Report back to plan co-ordinator
- Liaise with Local Authority Emergency Planner if assistance required (i.e. help from voluntary sector such as 4x4 Response)

Resources

Name	Contact	Info
Medical/First Aid		
Visit/Monitor		
Deliveries		
Cook/Refreshments		
Accommodation for a Pet		
Emergency Accommodation		
Lifting/carrying sand bags etc		
Submersible Pump		
Portable Lighting		
Portable Heater		
Portable Generator		
Chainsaw		

4 x 4 Vehicle		
Camping Gas Stove or LPG Cooker		
Lifting Equipment		
Compressor		
Inflatable Mattress		
First Aid Kit		
Tractor		

Specialist Skills

Name	Skill(s)	Telephone

Confidential

Assistance Required

Name	Contact	Info

Local Clubs / Societies / Groups – These may be able to offer all sorts of assistance.

Resource	Contact Name	Contact Number	Info
Scouts			
Rotary / Lions			
Womens' Institute			
Football / Rugby			
Pub Teams			
Church Groups			
Social Media e.g. Facebook / X			

Map



Notes



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE TOWN HALL ON TUESDAY 9th DECEMBER 2025 AT 2PM

PRESENT: Trevor Bennett (Chairman) David Anderson
 Gordon Clarke Kay Montandon

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

1. Election of Chairman

Item not required as it was previously agreed that Trevor Bennett should Chair this committee.

2. To Receive Apologies for Absence

Apologies were received from Kevin Cunnane, Mary Evans and Michael Goodwin.

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

Gordon Clarke declared an interest in the allotments due to his partner being a tenant.

4. To Agree the Minutes of the Meeting of 18th November 2025

The minutes from the previous meeting held on the 18th November 2025 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

None 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. Closure of the Meeting to the Press and Public

It was **agreed** to close the meeting 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 commercial sensitivity of the business to be transacted.

The Meeting was Closed to the Press and Public

8. To Review Exclusive Use Leases

It was **agreed** that all of the Town Council's exclusive use leases should be reviewed on an annual basis as part of the budget process.

a) Sutton School of Dance

Discussions occurred as to the cost of running the Drill Hall. A proposed rental was **agreed**. The Clerk is to seek professional advice as to the most appropriate form of lease agreement as part of the review.

b) Boxing Club

A proposed rental was **agreed**. The Clerk is to seek professional advice as to the most appropriate form of lease agreement as part of the review.

c) Bank Hubs

The proposed rental for Barclays, agreed at the previous meeting, had been accepted by Barclays. TSB cannot commit to a further year at the Drill Hall until they review their business case in March.

d) 23 Market Place

The Clerk is to obtain an up to date valuation and present this to the budget meeting in January.

e) Cemetery Cottage

The future repairs and maintenance for this property were discussed. A proposed rental was **agreed**.

A need for a programme of works to be created for each property was **agreed**

9. To Consider Property Committee Budget for 2026/2027

The earmarked reserves for the properties were considered. There is £19,100 accounted for in 'other properties' which should be allocated to the main properties (including public toilets) as part of the budgeting process.

An urgent matter regarding the roofing of the Town Hall was raised and it was **agreed** that this needs to be addressed at the earliest opportunity, to preserve the building from further damage and to reduce risk to members of the public.

Each revenue budget line was considered by committee members.

The Town Council's licenses were discussed and it was **agreed** that named members of staff should be removed from the licenses.

An additional budget for sanding and resealing of the Town Hall floor was agreed, as these works were significantly overdue. Also agreed was the requirement of a fob system to enter the Town Hall, required as a matter of security.

Contract works were discussed and the need to obtain quotes to ensure that best value is being obtained for the taxpayer. The Maintenance Manager is to assist the Clerk with specifications so that quotes can be obtained.

The budget for the town's streetlights was considered, with concerns being raised about the cost to repair the lighting on Sir Williams Lane. This would require budgeting for.

The Clerk is to obtain a quote from Broadland District Council to empty the public litter bins owned by the Town Council.

The Clerk is to obtain a fee for a dilapidation survey for all the Town Council's properties, from which a schedule of works can be created.

The Clerk will follow up on the location of the previously commissioned energy reports.

The budget for each property was **agreed** and will be put forward to the Town Council for review at its budget meeting on 13th January 2026.

The meeting was reopened to the press and public

10. To Note Items for Information or for Inclusion in Future Agendas

Advice on leases for exclusive use.
Valuation for 23 Market Place.
Fees for dilapidation survey.

11. To Confirm Date and Time of Next Meeting

Tuesday 27th January 2026 at 2pm

There being no further business the meeting was closed at 3.50pm



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON THURSDAY 19th DECEMBER 2025 AT 10AM

PRESENT:

Kay Montandon (Chair)
Mitchell Philpott

David Anderson

Mary Evans

Also in attendance: Faye LeBon (Town Clerk).

1. To Receive Apologies for Absence

Apologies were received Cheryl Bould.

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

None raised.

3. To Agree Minutes from the Meeting of 27th November 2025

The draft minutes of the previous meeting had been previously circulated. These were **agreed** by the committee and signed by the Chairman as a true and accurate record of the meeting.

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

No matters raised.

5. Review of Selected Policies

The following draft policies were considered for adoption by the council.

Holiday Policy. It was clarified that an employee has the right to reclaim holiday if they are sick whilst on annual leave. The holiday policy was **agreed**.

Wellbeing Policy. This was **agreed**.

Absence Management Policy. This was **agreed** subject to:

- Adding to section 3 'Where practicable, the Town Council will expect you to make reasonable efforts to pass over any information/hardware which will enable work to be handed over in your absence'.
- The removal of reference to SSP in favour of specifying that the contract of employment sets out the pay entitlements
- Specifying that it is the Staffing Committee that will make considerations under 7.3 and 7.4.

Religious and National Holiday Celebration Policy. This was **agreed**.

Short Term Sickness Absence Policy. This was **agreed** subject to:

- The trigger points being replaced with the Bradford formula, as detailed in the absence management policy.
- Changes to when contractual sick pay will be withheld

Long Term Sickness Absence Policy. This was **agreed** subject to:

- Changes to when contractual sick pay will be withheld
- Agreement that the final decision on a Stage 3 formal review meeting will be made by the Staffing Committee or an extra ordinary meeting of the Town Council.

6. To Consider Adoption of Councillor / Officer Protocol

The risk to a council of imbalance between the councillor and officer roles was discussed. It was **agreed** to adopt the Councillor/Officer Protocol, designed as part of the Civility and Respect project, to allow all parties to better appreciate the roles in the council and what expectations should be.

7. To Agree date of December salary payment

It was **agreed** that this should be 22nd December 2025.

8. 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 items 9 to 11, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

9. Staff Appraisals

a) To Consider Updated Job Descriptions

Feedback from staff appraisals was that the job descriptions required updating. Proposed amendments were presented to the committee and **agreed**.

b) To Receive Clerk's Appraisal

The Clerk's appraisal and probation meeting form was presented to the committee. It was **agreed** that the Clerk's probation should be passed.

c) To Agree Committee Member(s) to Sign Off Appraisals

Committee Members to comment on and sign individual appraisals were **agreed**.

10. Budget 2026/2027

a) To Receive Business Cases for Staffing Structure

Business cases and job descriptions for additional posts to support the council were **agreed**. This is to be put forward to full council as part of the budgeting process.

b) To Consider Staffing Budget for 2026/2027

The staffing budget was agreed and will be put forward to full council for its budget meeting on 13th January 2026.

11. To Receive Update on Confidential Staffing Matters and Agree Subsequent Actions

An update was provided to the committee. Due to delays in the process, alternative provision was ***agreed***.

The meeting was reopened to the press and public

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

Adoption of HR Policies

13. Date of Next Meeting

The next meeting will be Thursday 22nd January 2026 at 10am.

There being no further business to conduct the meeting was closed at 12.30pm

MODEL COUNCILLOR-OFFICER PROTOCOL

Contents

INTRODUCTION	2
BACKGROUND	3
ROLES OF COUNCILLORS AND OFFICERS	3
Councillors	3
Chairs and vice-chairs of council and committees	5
Officers	5
The Relationship: General	6
Expectations	7
Some general principles	7
COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS	8
CORRESPONDENCE	8
PRESS AND MEDIA	9
IF THINGS GO WRONG	10
Procedure for officers:	10
Procedure for councillors:	10

INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority."

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In

turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly

- comply, at all times, with the policies or procedures approved by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.

Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the

foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked "confidential". In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 17TH DECEMBER 2025 at 7:00pm

PRESENT:

Cheryl Bould (Chairman)	-	Councillor
David Anderson	-	Councillor
Kevin Cunnane	-	Councillor
Patrick Prekopp	-	Councillor
Kay Montandon	-	Town Council Chairman
Joan Bennett	-	Town Resident
Giles Margaron	-	Town Resident
Donna Butcher	-	Town Council Office & Events Manager

1. WELCOME INTRODUCTIONS & APOLOGIES

The chair welcomed the committee. No apologies received.

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

None received.

3. TO CONFIRM MINUTES OF MEETING HELD ON WEDNESDAY 17TH SEPTEMBER 2025

The minutes of the meeting held on Wednesday 20th November 2025, as previously circulated were **confirmed** and signed.

4. INFORMATION ON MATTERS ARISING

None raised.

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

None present.

6. TO RECEIVE A DEBRIEF OF THE CHRISTMAS LIGHTS SWITCH ON EVENT

Cheryl advised the committee of the incidents recorded on the Safety Officer's Log:

- Members of staff from Stamp moved the barrier to access their car park, another car followed behind and tried to get through to the market place – asked to stop by the steward, very aggressive response, turned round eventually. The local beat manager informed Cheryl to take a photo of the car's registration plate and pass to him to deal with if it happens at future events.

- Underage drinking at the pump – Onsite police presence spoke to the individuals involved.

It was **agreed** that improved communication was needed with both Stamp and the Black Boys regarding access to their car parks during the event. Giles reported that the new signage at Bure Valley Railway car park worked well. Kay reported that no vehicles used Aylsham High School car park. It was **agreed** that earlier advertising and better signage is needed for next year, should the school agree to our use of the car park again. Donna voiced her concerns over the barriers being manned and that leading to confrontation and traffic being expected to be let through. It was **agreed** that a bigger advance notice would be put in Just Aylsham prior to the event, in addition to the letters that Joan delivers to the residents. It was discussed that Rodney from East Anglian Fire & Rescue experienced some comments from the public over the placement of his first aid vehicle and that it was blocking the view of the Christmas tree. Donna advised the committee that this had been the area where the vehicle has been parked for a number of years. The reason being that it is on the edge of the market place and enables an easy exit in an emergency situation. It was **agreed** that this is the best place for the vehicle and that anyone with a comment or complaint should be directed to the Event Manager. Underage drinking was raised as a concern this year and seemed to be more prevalent than in previous years – onsite police to be advised of this ahead of next year's event. Some issues were reported with the walkie talkies, mostly the ear pieces and interference, but overall were considered very useful and much needed for the event.

Other points discussed:

Premises licences to be available for the kitchen staff to produce if required

ID requirements sign for the kitchen when serving alcohol

More bins needed – **Donna** to get cost from Biffa

Confirm trailer again for next year – **Donna** to email

Write to traders re Red Lion Street – **Cheryl** to draft letter

Thank BVR for use of car park – **Cheryl** to email Andrew

Thank Ray Gilding for being Santa – **Donna** to send letter

Get costing for scene projection/light show – **Giles** to speak to Olly

7. TO DISCUSS COST SAVING EVENT

Kay outlined the objective of the event and gave a brief explanation of who will be taking part and what they will provide. A request for volunteers was made. Donna and Kay to agree a date for a meeting regarding the hall set up. A name for the event also needs to be decided upon.

8. FINANCE – TO AGREE BUDGET FOR 2026/2027

The committee had received a copy of the draft budget, circulated prior to the meeting. Donna to check with Faye what is included with the seasonal market grant for entertainment and advertising. The costing for first aid was thought to be very expensive, it was **agreed** to keep this in the budget for the time being but to investigate pricing nearer to the events. Grants to be investigated as part of funding the Street Party. With all of this in mind the budget was **agreed**.

- 9. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**
Review all events currently planned for 2026. Cost cutting event update.
- 10. TO AGREE DATE OF NEXT MEETING**
Wednesday 21st January 2026 at 7pm
- 11. CLOSURE OF THE MEETING**
There being no further business the Chairman closed the meeting at 8:20pm

DRAFT