



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 5th AUGUST 2026 at 7pm

PRESENT:

Kay Montandon (Chair)
Tim Briscoe
Mary Evans
Jon Minns

David Anderson
Gordon Clarke
Catherine Fletcher
Mitchell Philpott

Trevor Bennett
Kevin Cunnane
Michael Goodwin
Patrick Prekopp

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk) and Harry Clark (Deputy Clerk).
Sue Catchpole (Broadland Council and Norfolk County Council)
Sgt James Marrison and P.C. Denis Evans (Norfolk Constabulary)

1. To Receive Apologies for Absence

None received.

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

It was **agreed** to defer this item.

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

None raised.

4. To Agree the Minutes of the Meeting Held on 1st July 2026:

It was **agreed** to accept the Minutes of the Town Council Meeting held on 1st July 2026.
The Minutes were signed as a true and accurate record by the Chairman.

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

No matters raised.

6. To Welcome Sgt James Marrison and Receive Police Report

Sgt Marrison and P.C. Evans were welcomed to the meeting.

Sgt Marrison provided a report detailing:

- An update on the recent attack in the market place. A suspect was arrested and is currently on bail with strict conditions. There is not deemed to be any risk to the wider public.

- There have been two recorded possessions of weapons in Aylsham in the last three months. Again, there is not deemed to be any risk to the wider public.
- Domestic incidents can cause distortions in the reporting, as there can be multiple reports under one incident, such as an argument, an assault or criminal damage.
- There have been two incidents of arson in the last three months (not linked to each other). The fire service determines whether an incident is arson or an accident.
- There have been six incidents of theft reported in the last three months, mostly from shops.
- There have been two burglaries in the last three months, one being in a vacant building which has now been made secure.
- There have been two incidents of possession of cannabis, both occurred as a result of a search after an arrest was made. There has also been one incident of possession of a Class A drug.
- The police are aware of anti-social behaviour in the churchyard and are in the process of bringing together the relevant intelligence.
- The police are aware of a neighbourhood issue at Cottage End and is in the process of trying to empower the Housing Association to take action.
- The police are aware of anti-social behaviour / drug related behaviour on Marriotts Way.
- The Classic Ibiza event at Blickling was well organised and well policed. The only concerns were people crossing the road to walk back to Aylsham. It was suggested that people bring a torch so that they are more visible.
- The current local police priority is anti-social behaviour. Locally the police are patrolling the market place and the recreation ground, but they will also incorporate the churchyard into patrols. Everyone was encouraged to report crimes and anti-social behaviour.
- The police are operating the Neighbourhood Policing Guarantee, whereby a reply to a non-emergency event should be given within 72 hours.
- The police have given authority to re-open the public toilets after the incident on 24th July.
- Publicly accessible priority setting meetings are still held, which can be accessed in person and online. The next meeting will be 21st September.
- The police have a very good relationship with the school to help identify young people that are suspected of being involved in an incident.
- The Clerk will email Sgt Marrison details the recent anti-social behaviour in the Paupers' Graveyard to see if the council can design the area better to prevent this behaviour.
- Sgt Marrison will email the Clerk the publicly available detail of the recent crimes.

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

Sue Catchpole raised the success of the launch of the Heritage Snail Trail and was pleased to be part of the project. She extended thanks to all those involved. New ideas were encouraged as the Love Your Market Town funding is now open again.

The new administration continues to find its feet, and a letter has been sent to the Secretary of State requesting the cancellation of Local Government Reorganisation.

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

No matters raised.

9. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. The Clerk updated that there had been a vehicle strike of a street light on Church Terrace over the weekend.

The Clerk's report was *noted*.

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

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

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

The Clerk provided an update on Bank Barn, in that the Land Registry documents suggested that the Barn was in the same ownership as the rest of the Barclays site, whereas this has not been declared in the application for planning permission. The planning officer will ask the applicant to clarify.

11. Highways

a) To receive update on the Transport Hub

An invitation to meet has been extended to Norfolk Homes to move this project forwards. The Clerk will follow up on this invitation.

b) To receive update car parking around the Saturday Car Boot Sale Site.

The Clerk had made contact with the organiser of the car boot sales and had received a constructive response about the measures they are already putting in place and what their legal restrictions are. It was noted that there had been an improvement since last month. The organiser of the car boot sales had extended an invitation for councillors to attend on a Saturday to see the operation and discuss any improvements which could be made. If any councillor wishes to accept this offer they should contact the Clerk.

c) To Receive Update from Norfolk County Council regarding proposed A140 Speed Restrictions.

It was noted that a meeting has been arranged with Norfolk County Council on 25th August to discuss this further. The new development on Burgh Road and its impact on the A140 will be brought up. It was also noted that now the Norfolk County Council Ward Members

Fund had been withdrawn, any further safety survey is likely to have to be funded from the Town Council.

12. Finance

a) To receive bank Reconciliation to 28th July 2026

The bank reconciliation to 28th July, showing a balance of £550,583.05, was noted.

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

The budget document was *noted*.

c) To agree the detailed payments from 24th June 2026 to 28th July 2026

The payments totalling £97,524.0 were *agreed*.

d) To agree the detailed receipts from 24th June 2026 to 28th July 2026

The receipts totally £28,874.51 were *agreed*.

e) To note the schedule of reserves

The level of reserves was *noted*.

f) To receive update on Internal Audit Process

The Clerk reported that the Council's previous Internal Auditor had been asked if they would like the Council's decision of 3rd June (to pay for works until 29th May when instruction was given to cease work) to be reconsidered. This offer was declined with the further request that no further correspondence be entered into.

g) To consider recommendations from the Internal Audit

A table was provided with all recommendations:

- Investment Policy requires review (see item 12gi)
- Financial regulations be updated (see item 12gii)
- Standing Orders be reviewed. The Clerk reported that the latest NPTS model had been checked and they are identical to what the Town Council has and the updates regarding Data Protection and the Procurement Act have been taken account of. The website has now been updated to reflect May 2026 review. This was *accepted*.
- The Town Council should work towards increasing its general reserves. The Clerk reported that the Town Council adopted a general reserves policy in March, acknowledging a resolution over four years. This was *accepted*.
- Aged debtors to be reviewed (see item 12gii)
- Total balances of finance reports to be reported in the minutes. The Clerk reported that this practice commenced in July 2026 and will be ongoing. This was *accepted*.
- Pay Multiple and Fraud to be published as part of Transparency Code (see items 12giv and 12gv).
- Public notice dates to be reported in the minutes. This was completed at the meeting of 22nd June 2026 and will be ongoing annually. This was *accepted*.
- Data Retention Policy to be adopted. See item 12gvi.

i. To Review Investment Policy

A new Investment Policy had been circulated to council, detailing the necessity to consider yield after security and liquidity. It was *agreed* to adopt this policy.

ii. To Review Financial Regulations

Financial Regulations based upon the NALC model had been circulated to members, with relevant amendments to reflect the business of Aylsham Town Council. This document was *adopted*.

iii. To Review Aged Debtors

The Internal Auditor had noted two aged debtors, for £192 and £40 respectively. The debt for £192 had now been settled. It was agreed to write off the other £40 as it was deemed as an incorrect invoice for a booking that had been cancelled.

iv. To Note Pay Multiple for 2025/2026

This is required as part of the Transparency Code. The pay multiple for 2025/2026 was reported as 1.87:1 and this will be published on the Town Council's website.

v. To Note Fraud Report for 2025/2026

This is required as part of the Transparency Code. The incidents of fraud in 2025/2026 were reported as zero and this will be published on the Town Council's website.

vi. To Consider Adoption of Retention Policy

A draft retention policy had been circulated to members. It was **agreed** that this policy should be adopted.

13. Committee Reports

a) Aylsham Climate Emergency

i) To receive the minutes of the meeting of 6th July 2026 and adopt decisions made.

The minutes of the meeting of 6th July 2026 were **received**.

ii) To approve amendment to PEB project proposal to approve additional funding for musician

It was noted that a musician had been booked for the PEB event, which had not previously been approved. Council **agreed** additional expenditure of £100 to cover the cost of the musician at the event.

b) Planning Committee

i) To note the Minutes of the planning committee meeting of 9th July 2026

The minutes of the Planning committee meeting of 9th July 2026 had been circulated and were **noted**.

ii) To receive update regarding Lidl application

An update meeting was held with Lidl on 28th July to discuss amendments to their application as a result of consultation feedback. Lidl has also asked for any community mitigation measures to potentially include in a Section 106 agreement. This will be discussed further by the planning committee on 13th August.

c) Visit Aylsham

i) To receive verbal report of the Snail Trail Launch on 1st August

Mitchell Philpott reported that the launch of the trail was a great success and the whole project was an excellent example of collaborative working between organisations and members of the public to deliver something of value to the local community. The social media posts generated 11,000 views and there had been in excess of 2,000 visits to Visit Aylsham.

Michael Goodwin extended his thanks to Mitchell for his work on the project and on the day of the launch.

ii) To receive update on the Town of Culture Application

Regrettably the Aylsham had not progressed in the Town of Culture competition. Mitchell Philpott thanked all those involved in the application and noted that so many positives had come out of the process which can be taken forwards as future projects.

d) Cittaslow Committee

i) To note the Minutes of the Cittaslow committee meeting on 21st July 2026

The minutes of the Cittaslow Committee meeting of 21st July 2026 had been circulated and were **noted**.

ii) To receive verbal update on the Cittaslow UK AGM on 5th August.

Patrick Prekopp reported that both Mold and Llangollen had elected to leave the Cittaslow movement, leaving Aylsham as the sole Cittaslow town in the UK. Further work is required as to how to dismantle the CIC and options for Aylsham as a Cittaslow town in the future. Patrick will bring a proposal to the council on 2nd September as to how to progress.

e) Staffing Committee

i) To note the Minutes of the Staffing Committee of 22nd July 2026

The minutes of 22nd July 2026 had been circulated and were **noted**.

ii) To Consider Requirement for Safety Monitoring of Lone Workers and Agree Associated Budget

It was **agreed** to proceed with the proposal to supply 5 lone worker devices at a cost of £330.93 upfront and £79.90 per month for a period of 3 years. It was **agreed** to take this money from the staffing budget. This proposal is subject to a 7 day trial being successful.

f) Property Committee

i) To note the minutes of the committee meeting held on 7th July 2026

The Property Committee minutes of 7th July 2026 had been circulated and were **noted**. When the draft minutes are taken to committee for approval, they should be corrected to reflect that there were no declarations of interest.

g) Events Committee

i) To note the minutes of the events committee held on 15th July 2026

The minutes of the events committee meeting held on 15th July 2026 and were **noted** by the council.

14. IT Improvement Project

a) To Review Hardware / Software Project and Associated Budget

b) To Review Network Section of Project and Associated Budget

c) To Review Ongoing IT Support Requirements

All items were considered by the council en-bloc. It was reported that phase one was almost complete and phase 2 has been designed but not fully costed. A breakdown of proposed billable and non-billable work has been received which will require further consideration by the council. It was agreed, rather than defer the matter to the September meeting, that an extra-ordinary meeting be called with this as a single agenda item so that a response can be given to the contractor.

15. Governance

a) To Agree Standard Email Disclaimer for the Town Council

A draft had been circulated to members. It was **agreed** to adopt the wording of the disclaimer, but further work would be required on the images.

b) To Review Town Council Privacy Policy

A new Privacy Policy to replace the 2018 version had been circulation. This was **adopted** by members.

c) To Agree Date, Time and Format for Councillors to Initiate Discussions on Long Term Strategy

It was **agreed** that councillors and the Clerk would participate in an informal discussion to bring forward ideas for the long term strategy for the council. The actual strategy would then be agreed in a formal meeting of the Town Council. The informal meeting will be held on Monday 9th November, 9am – 1pm.

It was agreed to waive Standing Order 17n to allow the meeting to extend over 2 hours

16. Council Events and Training

a) To Agree Delegates to attend the NPTS Autumn Seminar

It was **agreed** that Kay Montandon should attend, with the option for the Deputy Clerk to also attend. The Clerk showed a preference for alternative courses on specific subjects.

b) To Agree Delegate to attend the Norfolk Cadet Forces Employer Engagement Breakfast

It was **agreed** that the Deputy Clerk would attend.

17. To Note Items for Information or Future Agendas

Gordon Clarke will circulate future agenda items.

18. To Confirm the Date of the Next Meeting as Wednesday 2nd September 2026

This was **agreed**. The Clerk will circulate the date of the extra ordinary meeting to discuss the IT contract.

There being no further business to transact, the meeting closed at 9.10pm

Signed _____ Date



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON TUESDAY 25th AUGUST 2026 at 7pm

PRESENT:

Kay Montandon (Chair)
Kevin Cunnane
Mitchell Philpott

David Anderson
Michael Goodwin
Patrick Prekopp

Gordon Clarke
Jon Minns

ALSO IN ATTENDANCE:

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

1. To Receive Apologies for Absence

Apologies were received from Trevor Bennett, Tim Briscoe, Catherine Fletcher and Mary Evans.

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

None raised.

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

No matters raised.

4. Closure of the Meeting to the Press and Public

It was **agreed** to exclude the press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960 for the duration of items 5 and 6 in view of the commercial sensitivity of the business to be transacted.

The Meeting was Closed to the Press and Public

5. To Consider Correspondence Received Regarding IT Improvement Project and Agree Response

A paper on this agenda item had been circulated. Mitchell Philpott provided a recap of what was deemed in and out of scope for the project. It was noted that there was some area of work which were not anticipated but had been completed to ensure the council and groups electronically connected to the town hall could continue to function.

It was **agreed** that there were fifteen hours of work completed out of scope and this should be compensated at the agreed rate. This would be taken from the IT Improvement reserve.

6. To Consider Actions Regarding Ongoing IT Support

The necessity for ongoing IT support was emphasised to ensure that the council does not become vulnerable from an IT security perspective. The matter of phase two of the IT Improvement project was also discussed with the need for the network to extend from the immediate office area, through to the basement to connect the proposed new boiler system.

It was **agreed** that the Clerk would review the budgets available and put together a proposal that Mitchell Philpott can take to the IT contractor. Should this be acceptable to the contractor, then Full Council will consider the matter at its meeting on 2nd September.

The Meeting was Re-Opened to the Press and Public

7. To Note Items for Information or a Future Agenda

Items have been raised by Gordon Clarke and delegated to the relevant committees.

8. To Confirm the Date of the Next Meeting as Wednesday 2nd September 2026

This was agreed.

There being no further business to transact, the meeting closed at 8.15pm.

Signed _____ Date _____

Item 8**Clerk's Report for the Meeting of 2nd September 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 – escalated as a result of Fire Warden Training Contractor appointed for dilapidation report / future programme of repairs. Quotes received for window replacement. One contractor suggests that double glazing could be possible. Heritage officer has attended site and has raised concerns about double glazing but is suggesting secondary glazing (possibly removable). Boiler quotes being revisited – will need to go to sealed tender. Heritage officer has attended site and the Town Council is limited as to where the flue can exit the building. The original exit is the chimney and this will require a new flue liner due to changes in legislation Roof slate has become dislodged. Obtaining quotes for resiting. Premises license to be reconsidered under item 13
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. Contractor appointed for dilapidation report / future programme of repairs. Contractor has provided advice on new lease. This has been agreed by the property committee.
Cemetery Cottage	Contractor appointed for dilapidation report / future programme of repairs.
Cemetery	Concerns raised over the number of informal edgings that have been installed around graves. To be addressed. Burial procedures to be reviewed. Full review of cemetery, including manual topple test to be conducted in September to allow for notification to be placed in Just Aylsham. Report of a rough sleeper made to Broadland Council.
Cittaslow	Cittaslow AGM arranged for 16 th September. Mold and Llangollen have now agreed to cease membership.
Allotments	Review of arrangements for closure of Norwich Road to take place. Ensure the Secretary of State has signed off. Planning team has advised that area use class is allotments rather than cemetery
Churchyard	Church wall detailed specification agreed and is being considered by Broadland District Council planning department. It was hoped that this would be decided by 8 th May, after which the project could go out to sealed tender. However there has been a delay and the decision is now

	likely by 28th May. Further extension now until 31st July. Chased Broadland Council for decision. Church Wall planning application All funding now received for Memorial Garden project. Faculty required for plaques. Manual topple test of gravestones to be done in September to allow for notification in Just Aylsham. Reports of antisocial behaviour and rough sleeping. Request put in to Sgt Marrison to request advice from the police architectural liaison officer.
Market Place	License to be reconsidered under item 13
Markets	All Entertainment slots have now been booked for the Food and Craft Markets. 5th September Violinist Advice has been sought from the Heritage Officer over the siting of external wifi boosters, as part of a project that is hoped to come forward. Norfolk County Council has opened the 2026/2027 round of funding. To discuss with Visit Aylsham.
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	Collapsed gullies on Penfold Street have had a temporary repair, but will be completed when Penfold Street is resurfaced (expected 2027). Meeting with new Director of highways arranged on 24th August (see item 10d) Meeting to discuss A140 speed limit with Norfolk County Council arranged for 25th August (see item 10e)
Paupers Graveyard	Reports that area is continued to be used as a dog exercise area, after reopening in April. Request put in to Sgt Marrison to request advice from the police architectural liaison officer.
Norfolk Homes large area off Mileham Drive	Maintenance team to action matters identified in RoSPA report. To prioritise gates and safety matting repairs. Green infrastructure project in place approved
Recreation Ground	There remains a problem with transferring the electricity contract for the pavilion to the Recreation Ground committee.
St Michael's Way	Maintenance team to action matters identified in RoSPA report.
Car Parks	No matters to report
Street Lighting	Resolution of reconnection of lights on Sir Williams Lane is still ongoing. Additional quotes sought. Vehicle strike on street light on Church Terrace / Penfold street – currently collating information for insurance claim Tender specification for maintenance contract now on 'Find a Contract'. Decision to be made by full Council in September (see item 18).

Public Toilets	New cleaners appointed. Contract requires decision on pay scale (see item 19).
COMMA/Archives	Archives are now officially on the Aylsham Town Council network
Litter & Dog Waste Bins	No matters to reports
Bus Shelters	Application for new Bus shelter on Gashouse Hill was successful in receiving 80% funding. PO now received – clerk to chase for groundworks to be completed (anticipated 2027). Highways agreed that the work is on their programme but haven't given a time frame for completion. Application for new Bus shelter on Norwich Road, outside Market surgery was successful in receiving 80% funding. PO received – shelter due to be installed in August. Clerk contacted Norfolk Homes over a temporary shelter on Norwich Road. Advised 'Sadly, we can't install a temporary shelter on land that isn't ours and that isn't agreed as part of the Section Agreements for the highway works. I will, however, have a chat our Site Manager, to see if there is anything, even small, we can do to help. However, sadly, we are so restricted in regard to this.'
Pump	Street light strike has impacted electricity supply to pump used for Christmas lights,.
Pillboxes	To review land registry for Norwich Road Pill box.
War Memorial	No matters to report
Drill Hall	Clerk and Maintenance manager to action items from Fire Risk Assessment Contractor appointed for dilapidation report / future programme of repairs. New licenses to be agreed by Property committee. License to be reconsidered under item 13
SAM2 and Community Speed Watch	No matters to report
Vehicles	No matters to report
IT Project	See agenda item
Councillor Chats	To be arranged
Other Matters	Clerk and Maintenance Manager have met with a Health and Safety advisor for a programme of support. Proposal to be considered by can only be costed for next year. Staff have attended courses on: • First aid at work (all staff) • Fire warden (all staff) • Play area equipment inspection (CO and RJ)
Future Meetings	7th September – 7pm - Aylsham Climate Emergency (ACE) 8th September – 11am – Churchyard Committee 9th September – 11.15am – Staffing Committee

	10 th September – 10am – Planning Committee 10 th September – 7pm – Christmas Lights Committee 15 th September – 2pm – Property Committee 16 th September – 2pm – Events Committee 22 nd September – 11am - Cittaslow Committee
--	--

Meeting of Aylsham Town Council – 2nd September 2026

Item 9 - Capital and CIL Projects

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

Recreation and Play

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

Highways

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

Local Amenity

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

- b. Community Lending Library. *Clerk to meet with representatives from Broadland Council to move forward a project for a 'Library of Things' Productive Meeting. Broadland Council to arrange an onsite meeting with provider of lockers to consider prospective locations. **Neither the Town Hall nor the two car parks have been deemed suitable for the project – alternative suggestions encouraged***
- c. Market Place Greening.
- d. Multifunction Information Centre / Community Building space
- e. Council Building Disability Access Audit. *Access to Green Room has been raised as an issue as has suitability for those with hearing impairments.*
- f. Town Council Waste Management. Food waste collections need to be in place by 31st March 2027 in line with Simpler Recycling legislation

Other

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

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

Meeting of Aylsham Town Council - 2nd September 2026

Item 10 – Highways

Item a - To receive update on Transport Hub

A meeting is being arranged (date and time tba) between representatives of the Town Council and the Land and Planning Manager and the Site Manager of the Norwich Road site. Items to be discussed include:

- Where utilities/drainage should be put in and whether NH could help us with any of this as part of their site works.
- What surfacing materials could be available to us from NH and at what sort of cost.
- What machinery / labour would be available onsite and at what sort of cost.
- What NH's timescales are for utilising the current site as a compound.

Item b - To receive report regarding site meeting with Cllr Tom Dickerson, Norfolk County Council Cabinet Member for Highways and Transport

Norfolk County Council Member for Highways and Transport Cllr Tom Dickerson visited Aylsham on 24th August to be briefed on two projects being worked on by the Transport Group. These were:

- 1) The direction of traffic around the Soame Pump. Gordon Clarke briefed Cllr Dickerson on the proposed plan and the work that had been put into the project so far. This has included testing the reverse direction with a bus and a fire appliance. Whilst onsite, evidence was seen of traffic backing up to the market place, Cllr Dickerson will discuss the reason why the traffic was planned in its current direction with the Norfolk County Council safety team and feed back to the Town Council. Should it be possible to change the direction to a roundabout format, this could be done in conjunction with the proposed Penfold Street resurfacing.
- 2) Options for Red Lion Street. Cllr Dickerson was able to see problems caused by traffic in this area, including buses and delivery lorries causing congestion, and cars going on the pavement as a result, making the already narrow paths dangerous. Cllr Dickerson will discuss this further with the Highways Engineer.

Item c - To receive update from meeting with Norfolk County Council regarding proposed A140 speed restrictions

A meeting was held with Norfolk County Council Officers on 25th August to discuss the proposed A140 speed restriction, which was originally suggested to go to 40mph, but is now proposed as 50mph.

The Town Council maintains its objections to 50mph due to:

- A new toucan crossing requiring slower traffic
- The existing dangerous junction to Buxton Road
- Additional housing along the A140
- Data taken during Covid -19 to evidence vehicle and pedestrian counts and vehicle speeds.

The officers did not accept these arguments, citing that the plan adhered to the Norfolk Speed Management Strategy. Therefore the matter will be passed to the member for Highways and Transport for a decision. Cllr Sue Catchpole will contact Cllr Dickerson so that he can be appraised of the Town's position.

Transport meeting notes 10 August 2026

Present:

Gordon Clarke

Catherine Fletcher,

David Harry

Kay Montandon

Pat Prekopp

1. Terms of Reference for a Working Group or Committee

The group discussed the terms of reference to put forward to the council. A draft was agreed.

a) Title of Group/Committee: Safe Sustainable Streets or Safer Aylsham Streets (SAS) - to be decided.

b) The group decided that it would be beneficial to have a budget for feasibility studies if possible in the next budget round. For example the £4k for the Soames Pump feasibility and the £6k roughly for the safety survey in Red Lion Street if we want to design some changes.

c) Objectives:

i) To improve the experience of moving around, parking, exploring and spending time in Aylsham.

ii) To improve opportunities for safe active transport in Aylsham – walking and cycling.

iii) To improve access to public transport.

There should be a maximum of 9 members with voting rights and a minimum of 3 councillors. The Chair should be a councillor.

The Group would report directly to the Council.

The Group should meet monthly and at least 10 times a year.

The need for an additional ACE Transport Group to look at behavioural and promotional aspects of sustainable transport in town was proposed for improving the overall sustainability of Aylsham.

2. The Group discussed the upcoming meeting with the County Council lead for Highways and decided that Sue C should be consulted on the projects we can include. The options were: Soames Pump, Red Lion Street pedestrian safety and traffic flow, Burgh Road traffic flow in narrow sections, Mill Road pedestrian safety and Cawston Road on-street parking issues.
3. David Harry gave a report on the results from the Speedwatch surveys. In the 20mph zone, 20 cars were speeding. The presence of the Speedwatch team is an active deterrent to speeders. The locations of the Speedwatch surveys is very restricted and the area around Mill Road and Gashouse Hill have been looked at and rejected by the police.

4. Items for a future agenda: Signage around town – removing the superfluous ones for eg the Hospital sign and improving the car park signs – changing FREE to LONG STAY for eg.
5. Next meeting 28th September 7pm Town Hall.

KM 13/08/2026



My ref: HI/12/GEN/PF3041/DN

Your ref:

Phone: 0344 800 8020

Text relay: 18001 0344 800 8020

www.norfolk.gov.uk

Email: ppschemes@norfolk.gov.uk

Date: August 2026

From the Cabinet Member for Highways & Transport

Dear Sir or Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last twelve years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2027/28. Further supporting information, including possible funding sources for your share of the bid, is available on our [webpage](#).

The County Council has provisionally allocated £500,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. **The closing date for submissions will be 01 December 2026.** Please contact your local Highway Engineer based at your local Area Office for agreement as early as you can, ideally by the end of September, to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2027 following approval by the Norfolk County Council Cabinet.

With the government's proposed Local Government Reorganisation programme and timeline, any schemes **will need to be delivered on the ground by the end of December 2027**. Therefore, we would ask that parishes supply their funding by end of April 2027 to prevent lapse of grant.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Bids will also be accepted from the unparished wards of Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Further details are in the relevant committee report on our [webpage](#).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2/SAM3 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times. Please note that these signs are advisory only and cannot be enforced.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school). Please note that these markings are not enforceable by Civil Parking Enforcement without a Traffic Regulation Order (which is outside the scope of the parish partnership scheme).
- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council. Please note, that a bus shelter grant for 80% funding grant is currently available. Please email busshelters@norfolk.gov.uk for more information.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A [webpage](#) containing useful information is now live.

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

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

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

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

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones
- Air quality units
- Parish Car parks / extensions
- Public notice boards
- Play areas
- CCTV
- Brown tourist signs
- Ditch clearing/ drainage cleansing

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost (and outline estimate – not just a summary) and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support: -
 - essential from your Local Member
 - frontages and landowners.
 - your local highway engineer
- For 'off highway' schemes, your proposals for future maintenance.

Please find a bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemas@norfolk.gov.uk. If you need further information on the bid process, please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours faithfully

A handwritten signature in cursive script that reads "T Dickerson".

Tom Dickerson
Cabinet Member for Highways & Transport

Copy to: Local County Councillor
Enclosed: Parish Partnership bid application form 2027/28

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 25/08/2026		
	Cash in Hand 01/04/2026		404,675.93
	ADD Receipts 01/04/2026 - 25/08/2026		422,795.00
	SUBTRACT Payments 01/04/2026 - 25/08/2026		827,470.93
	Cash in Hand 25/08/2026 (per Cash Book)		314,004.69
B			513,466.24
	Cash in hand per Bank Statements		
	Petty Cash 25/08/2026	0.00	
	01 Barclays Current Account 25/08/2026	6,856.25	
	02 Barclays Active Saver 25/08/2026	178,311.12	
	Public Sector Deposit Fund 25/08/2026	126,469.69	
	Shawbrook - Issue 7 Fixed Bond 25/08/2026	95,117.07	
	Redwood Savings Account 25/08/2026	106,712.11	
			513,466.24
	Less unrepresented payments		
B			513,466.24
	Plus unrepresented receipts		
	Adjusted Bank Balance		513,466.24
	A = B Checks out OK		

Aylsham Town Council

26 August 2026 (2026-2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 26/08/2026)

01 General

Purpose

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	136,520.00	136,588.00												
2	Bank Interest /Charge:	12,000.00	10,656.96		160.46	10,000.00	3,705.22		3,705.22	300.00	99.42		99.42		
3	CIL		29,536.52				27,019.28		27,019.28						
4	Marquee		294.27	1,371.22	1,371.22	50.00				100.00					
6	Other Income														
7	Staff Costs			87,071.00	95,803.49										
10	Office Expenses (Gen			13,000.00	20,835.06					900.00	668.15		668.15		
11	Staff Training			1,000.00	971.00					3,000.00	1,130.00		1,130.00		
13	Equipment		100.00	500.00	539.49					2,500.00	1,803.40		1,803.40		
14	Advertising			500.00	1,360.00					4,200.00	1,680.00		1,680.00		
15	Audit Fees			2,200.00	1,735.00					2,500.00	575.00		575.00		
16	Election			500.00						2,000.00					
17	Subscriptions & Memt			3,100.00	3,666.19					4,000.00	2,353.35		2,353.35		
18	Professional Fees			2,500.00	4,175.00					3,000.00	193.00		193.00		
19	Insurance		30.39	11,800.00	13,520.05					15,000.00					
20	Chairman's Allowance			250.00	229.55					500.00					
21	Climate Change		6,918.94	5,000.00	1,110.83		216.47		216.47		212.54		212.54		
22	Cittaslow		737.00	1,500.00	1,608.67					1,500.00	1,000.00		1,000.00		
23	Traffic Group														
24	Youth Project														
25	Communications									11,905.92					
26	Van		307.43	6,600.00	7,342.26					5,217.56	2,357.12		2,357.12		
27	Miscellaneous		30.00	500.00	119.08					250.00	18.00		18.00		
28	Councillor Training			500.00	516.00					1,000.00					
29	Archive			250.00						250.00					
30	SAM2			700.00	30.00					500.00	9.10		9.10		
161	Christmas Lights Infas		964.33	2,000.00	2,505.79	1,000.00				1,500.00	41.67		41.67		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 26/08/2026)

162	VAT					10,805.90		10,805.90			
163	Legal Expenses	2,500.00	1,195.52						3,500.00		
176	Skate Park Fundraisin										
178	Staff Uniform / PPE		893.84					750.00	469.94	469.94	
181	Repairs & Maintenanc	4,000.00	3,595.16					4,000.00	163.63	163.63	
190	Warm Spaces										
196	Credit										
199	Community Speedwat		10.23								
200	CIL 2025/26	4,415.68									
205	ACE Film Screening	893.50	224.25			158.33	158.33		261.50	261.50	
207	CCTV	3,000.00	2,615.00								
209	Visit Aylsham	1,000.00	1,606.00	2,408.00				1,606.00	3,713.34	3,713.34	
216	Telephone and Broadt							7,734.00	3,060.94	3,060.94	
217	Office Software							8,500.00	4,181.23	4,181.23	
218	Printing and Secure D							2,250.00	1,094.95	1,094.95	
219	IT Support							223.00	31.18	31.18	
220	Website (Town Counci							499.00	338.47	338.47	
221	Stationery & Postage							1,000.00	160.52	160.52	
SUB TOTAL		148,520.00	192,473.02	151,948.22	168,541.14	11,050.00	41,905.20	41,905.20	90,185.48	25,616.45	25,616.45

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
41	Other Income														
42	Storage Rent	1,500.00	1,325.00			1,300.00	475.00		475.00						
43	Curtains	500.00				100.00									
44	Hirings - Town Hall	20,000.00	23,137.08		142.00	20,250.00	6,388.35		6,388.35						
45	Staff Costs			37,050.00	40,446.83										
48	Utilities			8,000.00	15,080.30					15,000.00	5,162.94		5,162.94		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 26/08/2026)

49	Rates			17,800.00	18,602.72			19,000.00	8,301.14	8,301.14	
50	Cleaning/Sanitary/Refi			8,500.00	7,791.97			9,000.00	3,444.16	3,444.16	
51	Repairs & Maintenanc			5,000.00	3,359.51			17,600.00	9,666.80	9,666.80	
52	Licensing			500.00	1,356.28			1,500.00	70.00	70.00	
53	Furniture			500.00	94.91			500.00	255.74	255.74	
164	Pest Control			300.00	185.00			300.00			
165	Incidentals			100.00				100.00			
183	Precept	45,750.00	45,750.00								
194	Boiler Reserve										
195	Boiler Reserve	10,000.00		20,000.00							
225	Defib							1,850.00			
SUB TOTAL		77,750.00	70,212.08	97,750.00	87,059.52	21,650.00	6,863.35	6,863.35	64,850.00	26,900.78	26,900.78

Last Year 2025-2026						Current Year 2026-2027								Next Year	
03 Drill Hall		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
61	Storage Rent	800.00	545.00			650.00	280.00		280.00						
62	Hirings - Drill Hall	33,000.00	38,427.00			34,000.00	18,464.50		18,464.50						
63	Staff Costs			41,435.00	45,407.67										
66	Broadband			600.00	600.00					650.00	250.00		250.00		
67	Utilities			10,000.00	11,785.40					13,000.00	3,758.20		3,758.20		
68	PWLB			18,300.00	18,009.77					18,000.00	8,896.48		8,896.48		
69	Rates		4,030.21	5,500.00	3,493.00					3,750.00	1,646.80		1,646.80		
70	Cleaning/Sanitary/Refi			3,500.00	2,717.73					4,000.00	1,633.38		1,633.38		
71	Repairs & Maintenanc			1,000.00	3,521.28					2,000.00	568.88		568.88		
72	Licensing			150.00	244.50					1,000.00					
73	Furniture			500.00						500.00	41.66		41.66		
74	Other Income														
166	Incidentals			250.00	7.47					250.00	89.30		89.30		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 26/08/2026)

167	Pest Control			250.00	185.00				200.00			
184	Precept	47,690.00	47,686.00									
SUB TOTAL		81,490.00	90,688.21	81,485.00	85,971.82	34,650.00	18,744.50	18,744.50	43,350.00	16,884.70	16,884.70	

04 23 Market Place		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
80	Rent/Insurance	5,600.00	5,675.03			5,600.00	1,227.64		1,227.64						
169	23 Market Place Repa			400.00			1,250.00		1,250.00	10,000.00					
SUB TOTAL		5,600.00	5,675.03	400.00		5,600.00	2,477.64		2,477.64	10,000.00					

05 Cemetery Cottage		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
81	Income	7,000.00	8,049.06			9,600.00	3,200.00		3,200.00						
82	Repairs/Maintenance			500.00	404.07					600.00	133.32		133.32		
203	Miscellaneous														
206	Management Fees				999.79					1,032.00	504.00		504.00		
224	Utilities										37.14		37.14		
SUB TOTAL		7,000.00	8,049.06	500.00	1,403.86	9,600.00	3,200.00		3,200.00	1,632.00	674.46		674.46		

06 Public Toilets		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
85	Utilities			6,500.00	5,268.35					6,500.00	2,213.54		2,213.54		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 26/08/2026)

86	Repairs & Maintenanc	400.00	171.76	400.00	200.50	200.50
87	Sanitary/Refuse/Mater	2,000.00	14.39	2,000.00	794.18	794.18
88	Cleaning Contract	9,500.00	9,111.95		3,941.00	3,941.00
SUB TOTAL		18,400.00	14,566.45	8,900.00	7,149.22	7,149.22

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

08 Cemetery		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
96	Interments	3,000.00	5,245.00			3,100.00	1,165.00		1,165.00						
97	Memorials & Inscriptio	1,000.00	2,330.00		150.00	1,500.00	816.00		816.00						
98	Exclusive Rights	2,500.00	4,550.00			2,500.00	3,016.00		3,016.00						
99	Staff Costs			22,912.00	24,341.77										
102	Utilities			100.00						100.00					
103	Rates			1,700.00	1,981.19					2,100.00	1,105.00		1,105.00		
104	Drive Maintenance			500.00						500.00					
105	Grounds Maintenance			500.00	175.00										
106	Grass Cutting			3,045.00											
107	Repairs & Maintenanc			500.00	24.16					250.00					
108	Equipment Loan (Gras														

Aylsham Town Council

26 August 2026 (2026-2027)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 26/08/2026)

109	Petrol Costs Grass Cu												
186	Precept	23,755.00	23,758.00										
SUB TOTAL		30,255.00	35,883.00	29,257.00	26,672.12	7,100.00	4,997.00	4,997.00	2,950.00	1,105.00	1,105.00		

		Last Year 2025-2026				Current Year 2026-2027								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	4,783.78		1.10	4,000.00	281.43		281.43		204.32		204.32		
112	Repairs & Maintenanc			500.00	361.73					750.00	110.83		110.83		
113	Grass Cutting			508.00											
114	Staff Costs			34,000.00	31,818.11										
115	Equipment Loan (Gras														
116	Petrol Costs Grass Cu														
118	Rent-National Trust			275.00	300.00					300.00					
180	Water			100.00	313.95					200.00	48.33		48.33		
187	Precept	30,880.00	30,884.00												
223	Deposits						621.00		621.00		100.00		100.00		
SUB TOTAL		35,380.00	35,667.78	35,383.00	32,794.89	4,000.00	902.43		902.43	1,250.00	463.48		463.48		

		Last Year 2025-2026				Current Year 2026-2027								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	4,837.37		2.03	5,000.00	2,929.25		2,929.25						
121	Farmers Market Rent	3,000.00	643.98			1,200.00	523.06		523.06						
122	Rates			1,500.00	1,397.20					1,500.00	392.00		392.00		
123	Repairs/Maintenance/									250.00	43.11		43.11		
124	Licensing			200.00						200.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 26/08/2026)

170	Market Place Sundries			700.00	266.76						
171	Market Place Advertisi								770.00	770.00	
208	Card Charges Market				2.86		20.00	20.00	13.03	13.03	
SUB TOTAL		9,000.00	5,481.35	2,400.00	1,668.85	6,200.00	3,472.31	3,472.31	1,950.00	1,218.14	1,218.14

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
11 Open Spaces		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
126	Verges Grant		12,084.07	5,243.00		12,100.00	12,591.60		12,591.60						
127	Recreation Ground	9,000.00	1,697.73	66,500.00	45,547.73					51,000.00	30,950.00		30,950.00		
128	Staff Costs	9,000.00	4,500.00	84,375.00	89,135.02										
131	Equipment			4,500.00	2,961.90					5,500.00	208.08		208.08		
132	Repairs & Maintenanc		332.00	500.00	727.67					600.00	97.60		97.60		
133	In House Grass Reser	15,000.00													
134	Tree Maintenance			15,000.00	9,363.31					15,000.00	4,582.00		4,582.00		
135	St Michaels Developm				430.50					1,000.00					
136	Staithe/Old Station Ya				980.00					100.00					
137	Sapwell Close									250.00					
138	Paupers Grave			500.00	58.20					749.00					
139	Mileham Drive				444.00					1,000.00	332.00		332.00		
140	Town Sign/Noticeboar									250.00					
141	Other Green Areas									500.00					
143	Pump									500.00					
144	Equipment Loan (Gras				16,005.00					16,260.00	7,861.19		7,861.19		
148	Petrol costs Grass Cui				2,300.77					2,600.00	1,361.36		1,361.36		
149	Verges - Equipment Lc														
150	Verges - Petrol Costs														
172	Replacement Furniture			500.00						500.00					
188	Precept	159,220.00	159,228.00												

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 26/08/2026)

197	Recreation Grounds M		16.00		2,251.00									
SUB TOTAL		192,220.00	177,857.80	177,118.00	170,205.10	12,100.00	12,591.60	12,591.60	95,809.00	45,392.23	45,392.23			

12 Events		Last Year 2025-2026				Current Year 2026-2027								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		1,826.23	2,000.00	3,562.31		358.00		358.00	2,000.00	447.30		447.30		
177	Christmas Events		1,586.19	1,003.00	2,876.84		175.00		175.00	1,003.00					
191	Events										114.16		114.16		
SUB TOTAL			3,412.42	3,003.00	6,439.15		533.00		533.00	3,003.00	561.46		561.46		

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

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 26/08/2026)

14 Street Scene															
Last Year 2025-2026						Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
151	Utilities			10,500.00	11,088.55					11,000.00	3,260.28		3,260.28		
152	Street Lighting Mainte			3,000.00	2,676.12					10,000.00	1,400.56		1,400.56		
153	Street Lighting Inspect			2,000.00	792.00					2,000.00	712.80		712.80		
154	Litter Bins			4,500.00	4,693.00					1,500.00					
155	Bus Shelter		3,139.30		3,925.66					250.00					
156	Replacement Columns			1,500.00						10,000.00					
173	LED Replacement Pro														
174	Bin Installation														
175	Other Repairs			500.00						500.00					
179	Street Furniture			500.00						750.00					
189	Precept	32,500.00	32,500.00												
192	Salix Loan			10,000.00	10,000.00										
SUB TOTAL		32,500.00	35,639.30	32,500.00	33,175.33					36,000.00	5,373.64	5,373.64			

15 Staff Costs																
Last Year 2025-2026						Current Year 2026-2027								Next Year		
		Receipts		Payments		Receipts				Payments				Receipts	Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget	
213	Staff Costs (Admin)									186,086.33	62,745.13		62,745.13			
214	Staff Costs (Maintenar						237.31		237.31	224,106.73	90,001.25		90,001.25			
SUB TOTAL						237.31				237.31	410,193.06	152,746.38	152,746.38			

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 26/08/2026)

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

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
5	Recycling Credits/Bott		2,238.59		393.84		518.29		518.29		100.43		100.43		
117	Allotment Deposits		1,425.00		691.69		500.00		500.00		500.00		500.00		
193	Grants and Donations			344.14	844.14										
202	Transport		10,000.00		10,486.65						1,807.50		1,807.50		
204	ACE - Pallet Fund				884.22		123.27		123.27		191.55		191.55		
210	IT Improvement Project				7,203.60		82.00		82.00		8,147.31		8,147.31		
211	EMR Green Infrastructure				227.55						627.68		627.68		
212	EMR Neighbourhood Fund				1,035.70						1,379.20		1,379.20		
222	Church Wall Reserve										695.21		695.21		
SUB TOTAL			13,663.59	344.14	21,767.39		1,223.56		1,223.56		13,448.88		13,448.88		

Summary

TOTAL	645,180.00	702,088.64	655,322.36	679,189.35	739,715.00	412,688.06		412,688.06	771,972.54	297,551.47		297,551.47			
-------	------------	------------	------------	------------	------------	------------	--	------------	------------	------------	--	------------	--	--	--

Listing of Payments in each Code for All Cost Centres
(Between 29-07-2026 and 25-08-2026)

Cost Centre 01 General Purpose**Code Number 2 Bank Interest /Charges**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
330	03/08/2026			01 Barclays Currer		Bank Charges	Barclays Bank plc	Z	11.91		11.91
Subtotal for Code: Bank Interest /Charges									£11.91		£11.91

Code Number 10 Office Expenses (General)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
346	29/07/2026	2026-2027/120		01 Barclays Currer	TTA687	Water Machine	Cooleraid	S	89.30	17.86	107.16
380	05/08/2026	2026-2027/157		01 Barclays Currer	80000649615III5	Office Expenses	Co-op Aylsham Store	Z	1.85		1.85
397	05/08/2026	2026-2027/165		01 Barclays Currer	80000649615III5	Office Expenses	Co-op Aylsham Store	Z	1.65		1.65
411	11/08/2026	2026-2027/192		01 Barclays Currer	TTA687	Water Machine	Cooleraid	S	29.88	5.98	35.86
412	11/08/2026	2026-2027/191		01 Barclays Currer	TTA688	Water Machine	Cooleraid	S	22.41	4.48	26.89
Subtotal for Code: Office Expenses (General)									£145.09	£28.32	£173.41

Code Number 11 Staff Training

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
410	11/08/2026	2026-2027/201		01 Barclays Currer	CANPT	Staff Training	Community Action Norfolk	Z	80.00		80.00
428	11/08/2026	2026-2027/141		01 Barclays Currer	7315	Staff Training	Anglian Training	S	500.00	100.00	600.00
428	11/08/2026	2026-2027/141		01 Barclays Currer	7315	Staff Training	Anglian Training	S	550.00	110.00	660.00
Subtotal for Code: Staff Training									£1,130.00	£210.00	£1,340.00

Code Number 13 Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
357	29/07/2026	2026-2027/73/i		01 Barclays Currer	OR012691	Equipment	VergoUK	S	539.87	107.97	647.84
358	29/07/2026	2026-2027/149		01 Barclays Currer	I27738/AYTOWN	Equipment	S & M Supplies	S	9.99	2.00	11.99
Subtotal for Code: Equipment									£549.86	£109.97	£659.83

Code Number 14 Advertising

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
415	11/08/2026	2026-2027/193		01 Barclays Currer	14817	Advertising	Just Regional	S	210.00	42.00	252.00
Subtotal for Code: Advertising									£210.00	£42.00	£252.00

Code Number 17 Subscriptions & Memberships

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
345	29/07/2026	2026-2027/118		01 Barclays Currer	CANMMBR AYL:	Subscriptions & Memberships	Community Action Norfolk	Z	20.00		20.00
388	05/08/2026	2026-2027/25/i		01 Barclays Currer	80000649615III5	Licensing	TV Licensing	E	180.00		180.00
Subtotal for Code: Subscriptions & Memberships									£200.00		£200.00

Code Number 26 Van

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
398	05/08/2026	2026-2027/86/i		01 Barclays Currer	80000649615III5	Van	Gov UK	X	360.00		360.00
398	05/08/2026	2026-2027/86/i		01 Barclays Currer	80000649615III5	Van	Gov UK	X	2.50		2.50
440	18/08/2026	2026-2027/186		01 Barclays Currer	SQ2771753DDR	Van	ALD Automotive	S	393.13	78.63	471.76
Subtotal for Code: Van									£755.63	£78.63	£834.26

Listing of Payments in each Code for All Cost Centres
(Between 29-07-2026 and 25-08-2026)

Code Number 27 Miscellaneous

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
399	05/08/2026	2026-2027/85/		01 Barclays Curre	80000649615III5	Title Register	land registry	E	7.00		7.00
Subtotal for Code: Miscellaneous									£7.00		£7.00

Code Number 30 SAM2

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
358	29/07/2026	2026-2027/149		01 Barclays Curre	I27738/AYTOWN	Equipment	S & M Supplies	S	5.33	1.07	6.40
358	29/07/2026	2026-2027/149		01 Barclays Curre	I27738/AYTOWN	Equipment	S & M Supplies	S	3.77	0.75	4.52
Subtotal for Code: SAM2									£9.10	£1.82	£10.92

Code Number 161 Christmas Lights Infrastructure

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
401	05/08/2026	2026-2027/87/		01 Barclays Curre	80000649615III5	Staff PPE	Screwfix	S	41.67	8.33	50.00
Subtotal for Code: Christmas Lights Infrastructure									£41.67	£8.33	£50.00

Code Number 178 Staff Uniform / PPE

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
342	29/07/2026	2026-2027/137		01 Barclays Curre	GB6022XW1R0/	Staff PPE	Amazon	S	10.42	2.08	12.50
359	29/07/2026	2026-2027/146		01 Barclays Curre	GB61TTIZABEY	Staff Uniform	Amazon	S	18.75	3.75	22.50
361	29/07/2026	2026-2027/113		01 Barclays Curre	0005091276	Staff PPE	Nisbets	S	1.58	0.31	1.89
376	05/08/2026	2026-2027/153		01 Barclays Curre	80000649615III5	Staff PPE	Screwfix	Z			
377	05/08/2026	2026-2027/153		01 Barclays Curre	80000649615III5	Staff PPE	Screwfix	S	35.82	7.17	42.99
381	05/08/2026	2026-2027/15/		01 Barclays Curre	80000649615III5	Staff Uniform	Workwear Express	S	50.70	10.14	60.84
381	05/08/2026	2026-2027/15/		01 Barclays Curre	80000649615III5	Staff Uniform	Workwear Express	S	41.66	8.33	49.99
434	17/08/2026	2026-2027/211		01 Barclays Curre	2015051777	Staff PPE	Screwfix	S	1.67	0.33	2.00
434	17/08/2026	2026-2027/211		01 Barclays Curre	2015051777	Staff PPE	Screwfix	S	1.67	0.33	2.00
Subtotal for Code: Staff Uniform / PPE									£162.27	£32.44	£194.71

Code Number 181 Repairs & Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
378	05/08/2026	2026-2027/154		01 Barclays Curre	80000649615III5	ACE	Screwfix	S	2.49	0.50	2.99
378	05/08/2026	2026-2027/154		01 Barclays Curre	80000649615III5	ACE	Screwfix	S	4.15	0.83	4.98
400	05/08/2026	2026-2027/82/		01 Barclays Curre	80000649615III5	Repairs & Maintenance	Screwfix	S	13.20	2.64	15.84
400	05/08/2026	2026-2027/82/		01 Barclays Curre	80000649615III5	Repairs & Maintenance	Screwfix	S	5.57	1.12	6.69
Subtotal for Code: Repairs & Maintenance									£25.41	£5.09	£30.50

Code Number 205 ACE Film Screening

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
355	29/07/2026	2026-2027/142		01 Barclays Curre	ACE FILM	Ace Film Screening	ACE Group	Z	30.00		30.00
435	17/08/2026	2026-2027/143		01 Barclays Curre	ACE Reimburser	Ace Film Screening	Co-op Aylsham Store	S	5.00	1.00	6.00
435	17/08/2026	2026-2027/143		01 Barclays Curre	ACE Reimburser	Ace Film Screening	Co-op Aylsham Store	Z	1.50		1.50
436	17/08/2026	2026-2027/199		01 Barclays Curre	127	Ace Film Screening	Cornwall Climate Care	Z	50.00		50.00
Subtotal for Code: ACE Film Screening									£86.50	£1.00	£87.50

Aylsham Town Council

26 August 2026 (2026-2027)

Listing of Payments in each Code for All Cost Centres (Between 29-07-2026 and 25-08-2026)

Code Number 209 Visit Aylsham

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
387	05/08/2026	2026-2027/54/		01 Barclays Currer	80000649615III5	Visit Aylsham	Osprey Signs	Z	112.00		112.00
414	11/08/2026	2026-2027/198		01 Barclays Currer	GB61YM5NABE	Visit Aylsham	Amazon	S	7.49	1.50	8.99
416	11/08/2026	2026-2027/181		01 Barclays Currer	0113	Visit Aylsham	Wild Encounters Events Ltd	S	163.50	32.70	196.20
418	11/08/2026	2026-2027/171		01 Barclays Currer	I29323/AYTOWN	Visit Aylsham	S & M Supplies	S	0.82	0.16	0.98
418	11/08/2026	2026-2027/171		01 Barclays Currer	I29323/AYTOWN	Visit Aylsham	S & M Supplies	S	0.40	0.08	0.48
418	11/08/2026	2026-2027/171		01 Barclays Currer	I29323/AYTOWN	Visit Aylsham	S & M Supplies	S	2.40	0.48	2.88
418	11/08/2026	2026-2027/171		01 Barclays Currer	I29323/AYTOWN	Visit Aylsham	S & M Supplies	S	3.50	0.70	4.20
419	11/08/2026	2026-2027/172		01 Barclays Currer	I29441/AYTOWN	Repairs & Maintenance	S & M Supplies	S	9.99	2.00	11.99
424	11/08/2026	2026-2027/188		01 Barclays Currer	AYLSHAM SNAI	Visit Aylsham	Rocket Design	S	500.00	100.00	600.00
429	11/08/2026	2026-2027/185		01 Barclays Currer	MUSIC AYLSHA	Visit Aylsham	Anto Morra Music & Art	Z	200.00		200.00
431	17/08/2026	2026-2027/197		01 Barclays Currer	inv 1863	Visit Aylsham	Teucer Wilson	S	2,100.00	420.00	2,520.00
Subtotal for Code: Visit Aylsham									£3,100.10	£557.62	£3,657.72

Code Number 216 Telephone and Broadband

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
348	29/07/2026	2026-2027/121		01 Barclays Currer	825503	Telephone & Broadband	Intouch	S	62.50	12.50	75.00
364	30/07/2026	2026-2027/123		01 Barclays Currer	GP01025521-00	Telephone & Broadband	British Telecom	S	412.56	82.51	495.07
365	31/07/2026	2026-2027/129		01 Barclays Currer	33726153M2551	Telephone & Broadband	Vodafone	S	81.57	16.32	97.89
443	21/08/2026	Q58208761750		01 Barclays Currer	Q582087617502	Telephone & Broadband	EE Limited	S	37.00	7.40	44.40
Subtotal for Code: Telephone and Broadband									£593.63	£118.73	£712.36

Code Number 217 Office Software

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
341	29/07/2026	2026-2027/140		01 Barclays Currer	INV 33UC004-00	Office Expenses	Parish Online	S	135.00	27.00	162.00
351	29/07/2026	2026-2027/124		01 Barclays Currer	821342	Office Expenses	Intouch	S	119.90	23.98	143.88
353	29/07/2026	2026-2027/126		01 Barclays Currer	822068	Computer/IT	Intouch	S	83.88	16.78	100.66
368	03/08/2026	2026-2027/175		01 Barclays Currer	SCRIBE-S8T4B/	Software	Scribe	S	17.50	3.50	21.00
369	03/08/2026	2026-2027/176		01 Barclays Currer	SCRIBE-S8T4B/	Software	Scribe	S	157.00	31.40	188.40
370	03/08/2026	2026-2027/173		01 Barclays Currer	SCRIBE-S8T4B/	Software	Scribe	S	36.00	7.20	43.20
371	03/08/2026	2026-2027/174		01 Barclays Currer	SCRIBE-S8T4B/	Software	Scribe	S	52.00	10.40	62.40
386	05/08/2026	2026-2027/161		01 Barclays Currer	80000649615III5	Software	Microsoft LTD	S	124.25	24.85	149.10
390	05/08/2026	2026-2027/163		01 Barclays Currer	80000649615III5	Software	Bitwarden	S	89.43	17.89	107.32
392	05/08/2026	2026-2027/164		01 Barclays Currer	80000649615III5	Software	Microsoft LTD	S	105.84	21.17	127.01
402	05/08/2026	2026-2027/166		01 Barclays Currer	80000649615III5	Software	Microsoft LTD	S	10.37	2.07	12.44
403	05/08/2026	2026-2027/167		01 Barclays Currer	80000649615III5	Software	Canva	S	10.83	2.17	13.00
404	05/08/2026	2026-2027/168		01 Barclays Currer	80000649615III5	Software	Microsoft LTD	S	11.16	2.23	13.39
406	05/08/2026	2026-2027/97/		01 Barclays Currer	CARAR5MW-BF	Software	Brightpay	S	2.10	0.42	2.52
Subtotal for Code: Office Software									£955.26	£191.06	£1,146.32

Code Number 221 Stationery & Postage

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
-------	------	------------	--------	------	--------------	-------------	----------	----------	-----	-----	-------

Aylsham Town Council

26 August 2026 (2026-2027)

Listing of Payments in each Code for All Cost Centres (Between 29-07-2026 and 25-08-2026)

375	05/08/2026	2026-2027/155	01 Barclays Curre	80000649615III5	Postage	Co-op Aylsham Store	Z	6.20		6.20
434	17/08/2026	2026-2027/211	01 Barclays Curre	2015051777	Staff PPE	Screwfix	S	1.67	0.33	2.00
Subtotal for Code: Stationery & Postage								£7.87	£0.33	£8.20
Subtotal for Cost Centre: 01 General Purpose								7,991.30	1,385.34	9,376.64

Cost Centre 02 Town Hall

Code Number 48 Utilities

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
446	24/08/2026	2026-2027/206		01 Barclays Currer		Gas	Engie Gas Limited	L	18.35	0.92	19.27
						Subtotal for Code:	Utilities		£18.35	£0.92	£19.27

Code Number 50 Cleaning/Sanitary/Refuse

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
407	06/08/2026	2026-2027/182		01 Barclays Currer	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	103.07	20.61	123.68
422	11/08/2026	2026-2027/184		01 Barclays Currer	102	Window Cleaning	Mr Brightside Pure Water Window Cle	Z	45.00		45.00
445	24/08/2026	2026-2027/148		01 Barclays Currer	A24418DDR	trade waste	Biffa Waste Services Limited	S	462.80	92.56	555.36
Subtotal for Code:						Cleaning/Sanitary/Refuse			£610.87	£113.17	£724.04

Code Number 51 Repairs & Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
344	29/07/2026	2026-2027/114		01 Barclays Curr	152	Repairs & Maintenance	LRW Lead Specialist Ltd	S	3,475.00	695.00	4,170.00
349	29/07/2026	2026-2027/117		01 Barclays Curr	GB600MEATE4L	Repairs & Maintenance	Amazon	S	12.48	2.50	14.98
391	05/08/2026	2026-2027/70		01 Barclays Curr	80000649615III5	Repairs & Maintenance	Screwfix	S	7.97	1.59	9.56
391	05/08/2026	2026-2027/70		01 Barclays Curr	80000649615III5	Repairs & Maintenance	Screwfix	S	7.66	1.53	9.19
391	05/08/2026	2026-2027/70		01 Barclays Curr	80000649615III5	Repairs & Maintenance	Screwfix	S	7.49	1.50	8.99
391	05/08/2026	2026-2027/70		01 Barclays Curr	80000649615III5	Repairs & Maintenance	Screwfix	S	3.32	0.67	3.99
432	17/08/2026	2026-2027/212		01 Barclays Curr	2014887945	Repairs & Maintenance	Screwfix	S	1.25	0.25	1.50
437	17/08/2026	2026-2027/196		01 Barclays Curr	2013318480	Repairs & Maintenance	Screwfix	S	12.48	2.50	14.98
Subtotal for Code: Repairs & Maintenance									£3,527.65	£705.54	£4,233.19
Subtotal for Cost Centre: 02 Town Hall									4,156.87	819.63	4,976.50

Cost Centre 03 Drill Hall

Code Number 66 Broadband

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
352	29/07/2026	2026-2027/125		01 Barclays Currer	821563	Telephone & Broadband	Intouch	S	50.00	10.00	60.00
354	29/07/2026	2026-2027/127		01 Barclays Currer	823158	Telephone & Broadband	Intouch	S	50.00	10.00	60.00
420	11/08/2026	2026-2027/177		01 Barclays Currer	826240	Telephone & Broadband	Intouch	S	50.00	10.00	60.00
Subtotal for Code: Broadband									£150.00	£30.00	£180.00

Code Number 67 Utilities

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
441	18/08/2026	2026-2027/210		01 Barclays Curre		Water	Wave	S	54.19	10.85	65.04

Listing of Payments in each Code for All Cost Centres
(Between 29-07-2026 and 25-08-2026)

441	18/08/2026	2026-2027/210	01 Barclays Curre	Water	Wave	Z	64.96		64.96
441	18/08/2026	2026-2027/210	01 Barclays Curre	Water	Wave	Z	-101.47		-101.47
Subtotal for Code: Utilities							£17.68	£10.85	£28.53

Code Number 70 Cleaning/Sanitary/Refuse

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
393	05/08/2026	2026-2027/72		01 Barclays Curre	80000649615III5	Cleaning/Sanitary/Refuse	East of England Co-op	S	0.47	0.09	0.56
407	06/08/2026	2026-2027/182		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	1,030.29	206.06	1,236.35
407	06/08/2026	2026-2027/182		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	-295.51	-59.10	-354.61
421	11/08/2026	2026-2027/183		01 Barclays Curre	058	Window Cleaning	Mr Brightside Pure Water Window Cle	Z	20.00		20.00
427	11/08/2026	2026-2027/7/3		01 Barclays Curre	70030488	Cleaning/Sanitary/Refuse	Initial Washroom Hygiene	S	25.03	5.01	30.04
444	24/08/2026	2026-2027/147		01 Barclays Curre	A24418DDR	trade waste	Biffa Waste Services Limited	S	191.74	38.35	230.09
Subtotal for Code: Cleaning/Sanitary/Refuse									£972.02	£190.41	£1,162.43

Code Number 73 Furniture

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
417	11/08/2026	2026-2027/170		01 Barclays Curre	10031474	Equipment	J B Postle	S	41.66	8.33	49.99
Subtotal for Code: Furniture									£41.66	£8.33	£49.99

Code Number 166 Incidentals

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
347	29/07/2026	2026-2027/119		01 Barclays Curre	TTA668	Water Machine	Cooleraid	S	89.30	17.86	107.16
Subtotal for Code: Incidentals									£89.30	£17.86	£107.16
Subtotal for Cost Centre: 03 Drill Hall									1,270.66	257.45	1,528.11

Cost Centre 05 Cemetery Cottage**Code Number 82 Repairs/Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
405	05/08/2026	2026-2027/98/		01 Barclays Curre	80000649615III5	Repairs & Maintenance	Screwfix	S	13.32	2.67	15.99
Subtotal for Code: Repairs/Maintenance									£13.32	£2.67	£15.99

Code Number 206 Management Fees

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
367	31/07/2026	L0346L0606-6i		01 Barclays Curre	Sequence UK Lii	Management Fees	Sequence	S	30.00	6.00	36.00
367	31/07/2026	L0346L0606-6i		01 Barclays Curre	Sequence UK Lii	Management Fees	Sequence	S	86.00	17.20	103.20
408	10/08/2026	2026-2027/169		01 Barclays Curre		Management Fees	Sequence	S			
Subtotal for Code: Management Fees									£116.00	£23.20	£139.20
Subtotal for Cost Centre: 05 Cemetery Cottage									129.32	25.87	155.19

Cost Centre 06 Public Toilets**Code Number 86 Repairs & Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
382	05/08/2026	2026-2027/16/		01 Barclays Curre	80000649615III5	Repairs & Maintenance	Screwfix	S	17.49	3.50	20.99

Aylsham Town Council
Listing of Payments in each Code for All Cost Centres
(Between 29-07-2026 and 25-08-2026)

26 August 2026 (2026-2027)

433	17/08/2026	2026-2027/194		01 Barclays Currer	2014932175	Repairs & Maintenance	Screwfix	S	91.64	18.33	109.97
							Subtotal for Code: Repairs & Maintenance		£109.13	£21.83	£130.96
Code Number 88 Cleaning Contract											
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
423	11/08/2026	2026-2027/187		01 Barclays Currer	11450	Sanitary Contract	Easy Clean (Norfolk) Ltd	S	780.00	156.00	936.00
							Subtotal for Code: Cleaning Contract		£780.00	£156.00	£936.00
							Subtotal for Cost Centre: 06 Public Toilets		889.13	177.83	1,066.96

Cost Centre 09 Allotments

Code Number 112 Repairs & Maintenance											
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
350	29/07/2026	2026-2027/122		01 Barclays Currer	2014464250	Repairs & Maintenance	Screwfix	S	7.07	1.41	8.48
350	29/07/2026	2026-2027/122		01 Barclays Currer	2014464250	Repairs & Maintenance	Screwfix	S	0.33	0.08	0.41
426	11/08/2026	2026-2027/151		01 Barclays Currer	I29145/AYTOWN	Allotments	S & M Supplies	S	1.98	0.40	2.38
426	11/08/2026	2026-2027/151		01 Barclays Currer	I29145/AYTOWN	Allotments	S & M Supplies	S	12.27	2.45	14.72
							Subtotal for Code: Repairs & Maintenance		£21.65	£4.34	£25.99
Code Number 180 Water											
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
363	30/07/2026	2026-2027/139		01 Barclays Currer	1093522DDR	allotment water invoice	Wave	Z	22.94		22.94
372	03/08/2026	2026-2027/84/1		01 Barclays Currer	9713700DDR	allotment water invoice	SES Business	Z	18.01		18.01
							Subtotal for Code: Water		£40.95		£40.95
							Subtotal for Cost Centre: 09 Allotments		62.60	4.34	66.94

Cost Centre 10 Markets

Code Number 120 Market Rents											
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
366	03/08/2026			01 Barclays Currer		Cash Banked	Various	Z			
							Subtotal for Code: Market Rents				
Code Number 121 Farmers Market Rent											
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
366	03/08/2026			01 Barclays Currer		Cash Banked	Various	Z			
							Subtotal for Code: Farmers Market Rent				
Code Number 208 Card Charges Market											
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
373	03/08/2026			01 Barclays Currer	MDZPID131771	Sumup Fees	Sumup	Z	0.17		0.17
409	10/08/2026			01 Barclays Currer	MDZPID132512	Sumup Fees	Sumup	Z	0.34		0.34
430	11/08/2026			01 Barclays Currer	MDZPID132606	Sumup Fees	Sumup	Z	0.25		0.25
438	18/08/2026			01 Barclays Currer	MDZPID133341	Sumup Fees	Sumup	Z	0.25		0.25
439	18/08/2026			01 Barclays Currer	MDZPID133253	Sumup Fees	Sumup	Z	0.17		0.17

Aylsham Town Council
Listing of Payments in each Code for All Cost Centres
(Between 29-07-2026 and 25-08-2026)

26 August 2026 (2026-2027)

447	24/08/2026	01 Barclays Curre	MDZPID133982	Sumup Fees	Sumup	Z	0.47		0.47
					Subtotal for Code:	Card Charges Market	£1.65		£1.65
					Subtotal for Cost Centre:	10 Markets	1.65		1.65

Cost Centre 11 Open Spaces

Code Number 131 Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
362	29/07/2026	2026-2027/110		01 Barclays Curre	GB61SLNRABE	Hose pipes	Amazon	S	21.08	4.22	25.30
362	29/07/2026	2026-2027/110		01 Barclays Curre	GB61SLNRABE	Hose pipes	Amazon	S	7.99	1.60	9.59
396	05/08/2026	2026-2027/83/I		01 Barclays Curre	80000649615III5	Equipment	L & S Engineers	S	21.10	4.22	25.32
396	05/08/2026	2026-2027/83/I		01 Barclays Curre	80000649615III5	Equipment	L & S Engineers	S	4.77	0.95	5.72
396	05/08/2026	2026-2027/83/I		01 Barclays Curre	80000649615III5	Equipment	L & S Engineers	S	7.98	1.60	9.58
396	05/08/2026	2026-2027/83/I		01 Barclays Curre	80000649615III5	Equipment	L & S Engineers	S	3.95	0.79	4.74
							Subtotal for Code:	Equipment	£66.87	£13.38	£80.25

Code Number 144 Equipment Loan (Grass Cutting)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
356	29/07/2026	2026-2027/144		01 Barclays Curre	415743/300418	Repairs & Maintenance	Ben Burgess	S	86.19	17.24	103.43
360	29/07/2026	2026-2027/145		01 Barclays Curre	415827/300418	Equipment	Ben Burgess	S	1,555.00	311.00	1,866.00
							Subtotal for Code:	Equipment Loan (Grass Cutting)	£1,641.19	£328.24	£1,969.43

Code Number 148 Petrol costs Grass Cutting Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
379	05/08/2026	2026-2027/156		01 Barclays Curre	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	75.35	15.07	90.42
383	05/08/2026	2026-2027/158		01 Barclays Curre	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	27.51	5.50	33.01
384	05/08/2026	2026-2027/159		01 Barclays Curre	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	101.44	20.29	121.73
389	05/08/2026	2026-2027/162		01 Barclays Curre	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	82.13	16.43	98.56
							Subtotal for Code:	Petrol costs Grass Cutting Equi	£286.43	£57.29	£343.72
							Subtotal for Cost Centre:	11 Open Spaces	1,994.49	398.91	2,393.40

Cost Centre 12 Events

Code Number 160 General Events

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
374	05/08/2026			01 Barclays Curre	80000649615III5	Road Closure	Norfolk County Council	Z	47.74		47.74
							Subtotal for Code:	General Events	£47.74		£47.74
							Subtotal for Cost Centre:	12 Events	47.74		47.74

Cost Centre 15 Staff Costs

Code Number 213 Staff Costs (Admin)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
442	24/08/2026			01 Barclays Curre		Staff Costs	Staff Costs	Z	10,446.50		10,446.50

Listing of Payments in each Code for All Cost Centres
(Between 29-07-2026 and 25-08-2026)

442	24/08/2026			01 Barclays Curre		Staff Costs	Staff Costs	Z	2,037.08		2,037.08
442	24/08/2026			01 Barclays Curre		Staff Costs	Staff Costs	Z	1,379.32		1,379.32
							Subtotal for Code: Staff Costs (Admin)		£13,862.90		£13,862.90

Code Number 214 Staff Costs (Maintenance)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
442	24/08/2026			01 Barclays Curre		Staff Costs	Staff Costs	Z	14,302.56		14,302.56
442	24/08/2026			01 Barclays Curre		Staff Costs	Staff Costs	Z	2,774.22		2,774.22
442	24/08/2026			01 Barclays Curre		Staff Costs	Staff Costs	Z	1,752.53		1,752.53
							Subtotal for Code: Staff Costs (Maintenance)		£18,829.31		£18,829.31
							Subtotal for Cost Centre: 15 Staff Costs		32,692.21		32,692.21

Cost Centre Earmarked Reserves**Code Number 204 ACE - Pallet Fund**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
366	03/08/2026			01 Barclays Curre		Cash Banked	Various	Z			
							Subtotal for Code: ACE - Pallet Fund				

Code Number 210 IT Improvement Project

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
385	05/08/2026	2026-2027/160		01 Barclays Curre		IT Improvements	synology	S	447.25	89.45	536.70
413	11/08/2026	2026-2027/189		01 Barclays Curre	MRCA0934	IT Improvements	Amerits Digital Ltd	S	5.90	1.18	7.08
413	11/08/2026	2026-2027/189		01 Barclays Curre	MRCA0934	IT Improvements	Amerits Digital Ltd	S	10.60	2.12	12.72
413	11/08/2026	2026-2027/189		01 Barclays Curre	MRCA0934	IT Improvements	Amerits Digital Ltd	S	6.99	1.40	8.39
							Subtotal for Code: IT Improvement Project		£470.74	£94.15	£564.89

Code Number 211 EMR Green Infrastructure

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
343	29/07/2026	31799748		01 Barclays Curre	Bird Boxes P Lav	Bird boxes		Z	60.00		60.00
394	05/08/2026	2026-2027/78		01 Barclays Curre	80000649615III5	Veolia Grant	Thompson & Morgan	S	33.32	6.67	39.99
394	05/08/2026	2026-2027/78		01 Barclays Curre	80000649615III5	Veolia Grant	Thompson & Morgan	S	5.82	1.17	6.99
395	05/08/2026	2026-2027/77/I		01 Barclays Curre	80000649615III5	Veolia Grant	LBS Horticulture	S	91.63	18.33	109.96
395	05/08/2026	2026-2027/77/I		01 Barclays Curre	80000649615III5	Veolia Grant	LBS Horticulture	S	60.96	12.19	73.15
395	05/08/2026	2026-2027/77/I		01 Barclays Curre	80000649615III5	Veolia Grant	LBS Horticulture	S	6.58	1.32	7.90
395	05/08/2026	2026-2027/77/I		01 Barclays Curre	80000649615III5	Veolia Grant	LBS Horticulture	S	14.95	2.99	17.94
425	11/08/2026	2026-2027/152		01 Barclays Curre	I29223/AYTOWN	Grants & Donations Received	S & M Supplies	S	30.85	6.17	37.02
							Subtotal for Code: EMR Green Infrastructure		£304.11	£48.84	£352.95
							Subtotal for Cost Centre: Earmarked Reserves		774.85	142.99	917.84

TOTALS £50,010.82 £3,212.36 £53,223.18

Aylsham Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 29-07-2026 and 25-08-2026)

26 August 2026 (2026-2027)

Cost Centre 01 General Purpose

Code Number 2 Bank Interest /Charges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
268	31/07/2026			Public Sector Depc		Bank Interest Received	CCLA	Z	-358.29		-358.29
269	31/07/2026			Public Sector Depc		Bank Interest Received	CCLA	Z	395.51		395.51
276	04/08/2026			Public Sector Depc	PS3078993-001	Bank Interest Received	CCLA	Z	410.19		410.19
279	25/08/2026			Redwood Savings ,		Bank Interest Received	Redwood Savings account	Z	-1,603.37		-1,603.37
280	25/08/2026			Redwood Savings ,		Bank Interest Received	Redwood Savings account	Z			
281	31/07/2026			Redwood Savings ,		Bank Interest Received	Redwood Savings account	Z	289.47		289.47
Subtotal for Code: Bank Interest /Charges									£-866.49		£-866.49

Code Number 21 Climate Change

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
235	03/08/2026			01 Barclays Curre		Cash Banked	Various	Z	7.32		7.32
250	11/08/2026			01 Barclays Curre		Cash Banked	Various	Z	31.35		31.35
Subtotal for Code: Climate Change									£38.67		£38.67

Code Number 162 VAT

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
243	05/08/2026			01 Barclays Curre	948812093	VAT	HMRC Cumbernauld	R		10,061.27	10,061.27
Subtotal for Code: VAT										£10,061.27	£10,061.27
Subtotal for Cost Centre: 01 General Purpose									-827.82	10,061.27	9,233.45

Cost Centre 02 Town Hall

Code Number 44 Hirings - Town Hall

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
229	29/07/2026	2026-2027/266		01 Barclays Curre	Hall Hire 2663	Hirings		Z	128.00		128.00
230	29/07/2026	2026-2027/267		01 Barclays Curre	2670	Hirings	Phoenix LDC	Z	92.00		92.00
230	29/07/2026	2026-2027/267		01 Barclays Curre	2670	Hirings	Phoenix LDC	Z	35.00		35.00
236	05/08/2026	2026-2027/266		01 Barclays Curre		Hirings	SEVENTEEN	Z			
236	05/08/2026	2026-2027/266		01 Barclays Curre		Hirings	SEVENTEEN	Z			
236	05/08/2026	2026-2027/266		01 Barclays Curre		Hirings	SEVENTEEN	Z			
238	03/08/2026	2026-2027/266		01 Barclays Curre	2662	Hirings	Aylsham WI	Z	42.00		42.00
248	10/08/2026	2026-2027/266		01 Barclays Curre	2669	Hirings	Lawless Pizza	Z	15.00		15.00
248	10/08/2026	2026-2027/266		01 Barclays Curre	2669	Hirings	Lawless Pizza	Z	15.00		15.00
248	10/08/2026	2026-2027/266		01 Barclays Curre	2669	Hirings	Lawless Pizza	Z	15.00		15.00
248	10/08/2026	2026-2027/266		01 Barclays Curre	2669	Hirings	Lawless Pizza	Z	15.00		15.00
257	14/08/2026	2026-2027/266		01 Barclays Curre	PO4093	Hirings	Norfolk Wildlife Trust	Z	36.00		36.00
258	14/08/2026	2026-2027/257		01 Barclays Curre	2577	Hirings	Hump Networking Group	Z	80.00		80.00
260	17/08/2026	2446		01 Barclays Curre	2446	hall hire refund		Z	-100.00		-100.00
263	18/08/2026	2026-2027/266		01 Barclays Curre	90036000	Hirings	East of England Community Health C	Z	84.00		84.00

Aylsham Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 29-07-2026 and 25-08-2026)

26 August 2026 (2026-2027)

263	18/08/2026	2026-2027/266	01 Barclays Currer	90036000	Hirings	East of England Community Health C:	Z	84.00	84.00
263	18/08/2026	2026-2027/266	01 Barclays Currer	90036000	Hirings	East of England Community Health C:	Z	78.00	78.00
267	20/08/2026	2026-2027/266	01 Barclays Currer	2667 T8-25	Hirings	Aylsham & District U3A	Z	36.00	36.00
278	25/08/2026	2026-2027/268	01 Barclays Currer		Hirings	Flavajam Ltd	Z		
Subtotal for Code: Hirings - Town Hall								£655.00	£655.00
Subtotal for Cost Centre: 02 Town Hall								655.00	655.00

Cost Centre 03 Drill Hall

Code Number 61 Storage Rent

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
231	29/07/2026	2026-2027/264		01 Barclays Currer	2645	Hirings	Aylsham Band	Z	20.00		20.00
239	03/08/2026	2026-2027/261		01 Barclays Currer	2615	Hirings	Aylsham Scouts	Z	20.00		20.00
Subtotal for Code: Storage Rent									£40.00		£40.00

Code Number 62 Hirings - Drill Hall

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
231	29/07/2026	2026-2027/264		01 Barclays Currer	2645	Hirings	Aylsham Band	Z	22.50		22.50
231	29/07/2026	2026-2027/264		01 Barclays Currer	2645	Hirings	Aylsham Band	Z	22.50		22.50
231	29/07/2026	2026-2027/264		01 Barclays Currer	2645	Hirings	Aylsham Band	Z	22.50		22.50
231	29/07/2026	2026-2027/264		01 Barclays Currer	2645	Hirings	Aylsham Band	Z	22.50		22.50
233	30/07/2026	2026-2027/259		01 Barclays Currer	2591	Hirings	Yoga with Anna	Z	60.00		60.00
234	30/07/2026	2026-2027/265		01 Barclays Currer	2657	Hirings	Yoga with Anna	Z	15.00		15.00
234	30/07/2026	2026-2027/265		01 Barclays Currer	2657	Hirings	Yoga with Anna	Z	15.00		15.00
234	30/07/2026	2026-2027/265		01 Barclays Currer	2657	Hirings	Yoga with Anna	Z	15.00		15.00
234	30/07/2026	2026-2027/265		01 Barclays Currer	2657	Hirings	Yoga with Anna	Z	15.00		15.00
239	03/08/2026	2026-2027/261		01 Barclays Currer	2615	Hirings	Aylsham Scouts	Z	60.00		60.00
241	04/08/2026	2026-2027/262		01 Barclays Currer	2624	Hirings	Phoenix LDC	Z	210.00		210.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	15.00		15.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	30.00		30.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	15.00		15.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	15.00		15.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	15.00		15.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	30.00		30.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	15.00		15.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	15.00		15.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	30.00		30.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	15.00		15.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	15.00		15.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	30.00		30.00
242	04/08/2026	2026-2027/265		01 Barclays Currer	2656	Hirings	Jiggers	Z	15.00		15.00
244	05/08/2026	2026-2027/265		01 Barclays Currer	2654	Hirings	Extend	Z	15.00		15.00
244	05/08/2026	2026-2027/265		01 Barclays Currer	2654	Hirings	Extend	Z	15.00		15.00

Aylsham Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 29-07-2026 and 25-08-2026)

26 August 2026 (2026-2027)

244	05/08/2026	2026-2027/265	01 Barclays Currer	2654	Hirings	Extend	Z	15.00	15.00
244	05/08/2026	2026-2027/265	01 Barclays Currer	2654	Hirings	Extend	Z	15.00	15.00
246	07/08/2026	2026-2027/264	01 Barclays Currer	SUTTONDANCII	Hirings	Sutton School of Dance	Z	500.00	500.00
270	24/08/2026	2026-2027/265	01 Barclays Currer		Hirings	Menscraft	Z	30.00	30.00
270	24/08/2026	2026-2027/265	01 Barclays Currer		Hirings	Menscraft	Z	30.00	30.00
270	24/08/2026	2026-2027/265	01 Barclays Currer		Hirings	Menscraft	Z	30.00	30.00
270	24/08/2026	2026-2027/265	01 Barclays Currer		Hirings	Menscraft	Z	30.00	30.00
271	24/08/2026	2026-2027/262	01 Barclays Currer		Hirings	Menscraft	Z	150.00	150.00
275	25/08/2026	2026-2027/268	01 Barclays Currer	Rent September	Hirings	Aylsham Boxing Club	Z	250.00	250.00
277	25/08/2026	2026-2027/269	01 Barclays Currer		Hirings	Sutton School of Dance	Z		
282	25/08/2026	2026-2027/270	01 Barclays Currer	2702	Hirings	Kettlebell Fitness	Z	15.00	15.00
282	25/08/2026	2026-2027/270	01 Barclays Currer	2702	Hirings	Kettlebell Fitness	Z	15.00	15.00
282	25/08/2026	2026-2027/270	01 Barclays Currer	2702	Hirings	Kettlebell Fitness	Z	15.00	15.00
282	25/08/2026	2026-2027/270	01 Barclays Currer	2702	Hirings	Kettlebell Fitness	Z	15.00	15.00
Subtotal for Code: Hirings - Drill Hall								£1,860.00	£1,860.00
Subtotal for Cost Centre: 03 Drill Hall								1,900.00	1,900.00

Cost Centre 05 Cemetery Cottage

Code Number 81 Income

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
237	31/07/2026			01 Barclays Currer		CemeteryCottageSequenceUK	Sequence	Z	800.00		800.00
Subtotal for Code: Income									£800.00		£800.00
Subtotal for Cost Centre: 05 Cemetery Cottage									800.00		800.00

Cost Centre 08 Cemetery

Code Number 96 Interments

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
259	17/08/2026	2026-2027/267		01 Barclays Currer	2678	Ashes Interment		Z	177.00		177.00
Subtotal for Code: Interments									£177.00		£177.00

Code Number 97 Memorials & Inscriptions

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
251	11/08/2026	2026-2027/267		01 Barclays Currer	2679	Memorial	Nick Hindle Stonemasons	Z	94.00		94.00
254	13/08/2026	2026-2027/268		01 Barclays Currer	Gallagher	Memorial		Z	94.00		94.00
Subtotal for Code: Memorials & Inscriptions									£188.00		£188.00

Code Number 98 Exclusive Rights

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
259	17/08/2026	2026-2027/267		01 Barclays Currer	2678	Ashes Interment		Z	338.00		338.00
Subtotal for Code: Exclusive Rights									£338.00		£338.00
Subtotal for Cost Centre: 08 Cemetery									703.00		703.00

Aylsham Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 29-07-2026 and 25-08-2026)

26 August 2026 (2026-2027)

Cost Centre 09 Allotments

Code Number 111 Rents Received

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
232	30/07/2026	2026-2027/264		01 Barclays Currer	2642	Allotments		Z	10.56		10.56
247	11/08/2026	2026-2027/267		01 Barclays Currer		Allotments		Z			
255	14/08/2026	2026-2027/267		01 Barclays Currer	2677	Allotments		Z	39.92		39.92
262	17/08/2026	2026-2027/267		01 Barclays Currer	2675	Allotments		Z	8.20		8.20
266	18/08/2026			01 Barclays Currer	ATC Allotment re	Allotment deposit		Z	-4.92		-4.92
Subtotal for Code: Rents Received									£53.76		£53.76

Code Number 223 Deposits

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
232	30/07/2026	2026-2027/264		01 Barclays Currer	2642	Allotments		Z	100.00		100.00
247	11/08/2026	2026-2027/267		01 Barclays Currer		Allotments		Z			
255	14/08/2026	2026-2027/267		01 Barclays Currer	2677	Allotments		Z	100.00		100.00
262	17/08/2026	2026-2027/267		01 Barclays Currer	2675	Allotments		Z	100.00		100.00
266	18/08/2026			01 Barclays Currer	ATC Allotment re	Allotment deposit		Z	-100.00		-100.00
Subtotal for Code: Deposits									£200.00		£200.00
Subtotal for Cost Centre: 09 Allotments									253.76		253.76

Cost Centre 10 Markets

Code Number 120 Market Rents

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
235	03/08/2026			01 Barclays Currer		Cash Banked	Various	Z	92.50		92.50
240	03/08/2026			01 Barclays Currer	MDZPID131771	Market Rent	Market Rent	Z	10.00		10.00
249	10/08/2026			01 Barclays Currer	MDZPID132512	Market Rent	Market Rent	Z	20.00		20.00
250	11/08/2026			01 Barclays Currer		Cash Banked	Various	Z	197.50		197.50
252	11/08/2026			01 Barclays Currer	MDZPID132606	Market Rent	Market Rent	Z	15.00		15.00
264	18/08/2026			01 Barclays Currer	MDZPID133341	Market Rent	Market Rent	Z	15.00		15.00
265	18/08/2026			01 Barclays Currer	MDZPID133253	Market Rent	Market Rent	Z	10.00		10.00
272	24/08/2026			01 Barclays Currer	MDZPID133982	Market Rent	Market Rent	Z	17.50		17.50
273	24/08/2026			01 Barclays Currer	MDZPID133982	Market Rent	Market Rent	Z	10.00		10.00
Subtotal for Code: Market Rents									£387.50		£387.50

Code Number 121 Farmers Market Rent

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
235	03/08/2026			01 Barclays Currer		Cash Banked	Various	Z	37.00		37.00
Subtotal for Code: Farmers Market Rent									£37.00		£37.00
Subtotal for Cost Centre: 10 Markets									424.50		424.50

Cost Centre 12 Events

Aylsham Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 29-07-2026 and 25-08-2026)

26 August 2026 (2026-2027)

Code Number 177 Christmas Events

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
245	06/08/2026	2026-2027/267		01 Barclays Currer	Christmas Craft	Christmas	Harrie's Crafts	Z	20.00		20.00
250	11/08/2026			01 Barclays Currer		Cash Banked	Various	Z	15.00		15.00
253	12/08/2026	2026-2027/268		01 Barclays Currer	Currylicious Xma	Christmas	Currylicious	Z	40.00		40.00
256	14/08/2026	2026-2027/268		01 Barclays Currer	Xmas Lights	Christmas	Broadside Pizza	Z	40.00		40.00
261	17/08/2026	2026-2027/268		01 Barclays Currer	Loaded Mac She	Christmas	The Loaded Mac Shack	Z	40.00		40.00
274	25/08/2026	2026-2027/268		01 Barclays Currer	Xmas Craft Fair	Christmas		Z	20.00		20.00
Subtotal for Code:							Christmas Events		£175.00		£175.00
Subtotal for Cost Centre:							12 Events		175.00		175.00

TOTALS	£4,083.44	£10,061.27	£14,144.71
---------------------	------------------	-------------------	-------------------

Aylsham Town Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Bottle Bank	4,329.32		100.43	518.29	4,747.18
Cittaslow	452.09				452.09
Community Events	7,700.00	-7,700.00			0.00
Christmas Decorations	2,096.82				2,096.82
Election	3,000.00	2,000.00			5,000.00
Marquees	561.31				561.31
Drill Hall	13,500.00	-5,000.00			8,500.00
Town Hall	29,500.00	-10,600.00			18,900.00
Properties					0.00
Public Toilets	2,500.00				2,500.00
Cemetery	10,269.35				10,269.35
Open Spaces	50,400.00	-15,000.00			35,400.00
Recreation Ground	47,765.00				47,765.00
Churchyard	57,964.00		695.21		57,268.79
Street Furniture	7,068.70				7,068.70
Allotment Deposits	7,418.31		500.00	500.00	7,418.31
Hall Hire Deposit					0.00
CIL	668.36	-668.36			0.00
Cemetery Cottage	10,000.00				10,000.00
Youth					0.00
Skate Park	1,148.67				1,148.67
Communications	1,654.00				1,654.00
Boiler Reserve	29,903.63	5,000.00			34,903.63
Climate Group	5,619.85		404.09	339.74	5,555.50
ACE Events	669.25		261.50	158.33	566.08
CIL 2025.2026	33,952.20	25,687.64			59,639.84
Transport Hub Reserve	513.35	2,000.00	1,807.50		705.85
Neighbourhood Plan	28,964.30		1,379.20		27,585.10
IT Reserve	12,796.40	1,000.00	7,993.35	82.00	5,885.05
23 Market Place	5,600.00	-2,000.00			3,600.00
Green Infrastructure and Veolia	5,497.45		627.68		4,869.77
Visit Aylsham	4,248.00				4,248.00
Total Earmarked	385,760.36	-5,280.72	13,768.96	1,598.36	368,309.04
TOTAL RESERVE	385,760.36	-5,280.72	13,768.96	1,598.36	368,309.04

Aylsham Town Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
GENERAL FUND					162,298.73
TOTAL FUNDS					530,607.77

Aylsham Town Council
Internal Audit Financial Year 2025/26

Internal Control Objectives (ICO)	Test	Observations/Recommendations	Notes	Officer comment
ICO A Proper bookkeeping	Is the cash book maintained and up to date?	Yes.	Scribe accounting package.	No comment required
	Is the cash book arithmetically correct?	Not necessarily.	Different reports from the package give different amounts. There is a very high level of corrections and contras, which could lead to errors. A receipt from Gallagher Insurance of £36.47 includes VAT, which seems likely to be an error.	There was a high level of corrections due to the RFO correcting the works of the previous finance officer. Example given was corrected by the RFO as part of job role. It was picked up as part of checks prior to the VAT return and corrected via the Scribe so that there is an audit trail
	Is the cash book regularly balanced?	Yes.	Monthly (finance officer) as certified by RFO.	No comment required
ICO B Standing Orders, Financial Regulations and	Has the council adopted Standing Orders formally? Latest date of review and re-adoption.	Yes, May 2025.		No comment required

Payment Controls				
	Has the council adopted Financial Regulations formally? Latest date of review and re-adoption.	Yes, May 2025.		No comment required
	Has a Responsible Financial Officer been appointed with specific duties?	Yes.	The clerk.	No comment required
	Have items or services above the <i>de minimis</i> amount (per FinRegs) been purchased competitively?	n/a		No comment required
	Are payments in the cash book supported by purchase orders, invoices, authorised and minuted?	Unknown.	RFO declined to provide some of requested transaction sampling backing papers.	Email FL to JL 26/05/26: 'Could you also check the request for copy invoices? I've been asking the team to upload invoices for scribe since the beginning of the year, so some of what you need is already accessible.' Email JL to FL 26/05/26 'I didn't spot in Scribe the uploaded invoices. If they are there, I can tick them off myself.'

				There was no withholding, invoices are uploaded into Scribe with the IA had 'read only' access to. This is a feature in Scribe which saves having to rescan and email over Email JL to councillors 03/06/26 with admission that JL is 'not expert enough in Scribe'
	Has VAT on payments been identified, recorded and reclaimed?	Yes.	Several VAT reclaims in Receipts report, with at least two contras of entirely different amounts. To be checked by incoming Finance Manager.	Contras resulted from incorrect accounting of VAT from previous finance officer. They had been accounted for as income but they should have been placed in the VAT control account to clear the balance. This was corrected by RFO using method recommended by Scribe that provides an audit trail.
<i>EITHER</i>	Is s137 expenditure separately recorded	n/a		No comment required.

	and within the statutory annual limit?			
	Have s137 payments been approved and included in the Minutes as such?	n/a		No comment required.
<i>OR</i>	Is eligibility for the General Power of Competence evidenced properly?	GPoC adopted 2023.	Suggest explicit explanation of eligibility at annual meeting.	JL is incorrect. Eligibility can only be state at the 'relevant annual meeting' (the 1 st meeting after an election). Doing it at every annual meeting is unnecessary and not correct procedure (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012)
	Date of adoption/confirmation of GPoC; next date for re-adoption	May 2027.	On routine elections.	No comment required
ICO C Risk Management Arrangements	Does a review of the Minutes identify any unusual financial activity?	Yes.	See separate report below*.	See comment below
	Do Minutes record the Council carrying out an annual risk assessment or review	Yes.		No comment required

	of their risk management scheme?			
	Date of Risk Assessment /Management Policy review and adoption.	April 2025.		No comment required
	Is insurance cover appropriate and adequate?	Yes, and unclear.	Gallagher Insurance is a known sector-specific provider. However, given lack of clarity on asset register, review is recommended.	Asset register checked by PATAS as in order
	Are internal financial controls documented (is there an adopted policy, and are IC checks noted in Minutes?) and regularly reviewed?	Yes.	Internal Control took place towards the end of the financial year (after December) and found no issues. A Scrutiny Committee was established in May, but is not referenced on the website.	No comment required.
ICO D Budgetary controls	Has the Council prepared an annual budget in support of its precept and has this been minuted separately as being approved?	Yes.	December 2024, Minute 4i, and January 2025, Minute 14 (described as final budget).	No comment required.

	Has the precept been calculated from the budget and been approved as a £figure as a separate Minute?	Yes.	December 2024, Minute 4j. £501,730.	No comment required.
	Does the budget include an actual completed year?	No.	The budget as provided also does not include estimated cash on hand, nor reserves, which are required for calculation of the Precept (which is a balancing figure).	Accepted. Budget for 25/26 did include this.
	Is expenditure against budget regularly reported to council?	No.		Disagree. Budget always presented at full council meetings
	Are there any significant unexplained variances from budget?	Unknown, but there are numerous virements between budget lines during the year.		No unexplained variance. All variances have to be submitted to the External Auditor.
	Where necessary, does the council have a formal Investment Policy (bank balances over £100K)?	Yes.	Was due to be reviewed in January 2025 – did not occur. Recommend urgent review.	Now reviewed and a new policy in place
	Has the Council agreed a General Reserve Policy?	Yes, January 2026, and March 2026.	Policy acknowledges that GRs are below recommended levels. Plan in place	No comment required

			to rectify over five years.	
	Are General Reserves and Ear-marked Reserves specifically noted in the Budget? Are specific justifications available?	No.	General Reserves as noted in the 2024/25 internal audit are less than 10% of annual budget, therefore, in contravention of SAPPP guidelines.	Town Council acknowledges this and was placed in polices adopted as detailed above.
ICO E Income Controls	Is income recorded properly and banked promptly?	Unknown.	High level of contras, suggesting initial postings inaccurate.	No evidence of income being recorded improperly or not banked promptly. Any contras are the result of initial entries being corrected.
	Does the precept recorded agree to the Council Tax authority's notification?	Yes.		No comment required
	Are security controls over cash and near-cash adequate and effective?	Unknown.		IA did not ask for details
ICO F Cash Procedures	Is all cash spent recorded and supported by VAT invoices/receipts?	Not covered.		No comment required
	Is cash expenditure reported to each Council meeting?	Unknown.		No cash expenditure after December 2025

	Is cash reimbursement carried out regularly?	Yes.		No comment required
ICO G Payroll Controls	Do all employees have contracts of employment with clear terms and conditions? Were they, or a statement of employment particulars, issued on or prior to Day 1 of employment?	No.	Several employees do not have written contracts of employment.	1 employee has TUPE contract
	Do salaries paid agree with those approved by the Council?	Unknown.	Without contracts of employment, it is not possible to check.	1 employee has TUPE contract and pay is in accordance
	Are salaries above the National Living Wage / Minimum Wage?	Likely.		Yes!
	Are other payments to employees reasonable and approved by the Council?	Not checked.	RFO declined to co-operate.	IA did not ask for this information
	Have PAYE/NIC been properly operated by the Council as an employer?	HMRC payments are made.	RFO declined to co-operate.	IA did not ask for this information
	Has the council complied with the requirements of the Pensions Regulator?	Unknown.		IA asked for recent letter from pensions regulator and then commented by it hadn't been actioned.

				The deadline was November 2026
ICO H Asset Controls	Does the Council maintain a register of all material assets owned or in its care?	Partial.		Asset register checked by PATAS
	Are the assets and investments registers up to date? When were these last reviewed?	No.	There are various versions of the asset register, none of which match.	Assert registers are separate documents until 2023. In 2023 they were moved en bloc into Scribe Asset register checked by PATAS
	Does the asset insurance valuations agree with those in the asset register?	Unknown, since true value of assets is unknown.		Asset register checked by PATAS
ICO I Bank account reconciliations	Is there a bank reconciliation for each account and is this reported to Council?	For many meetings, yes.		For <u>all</u> meetings
	Is a bank reconciliation carried out regularly and in a timely fashion?	Unknown.	Unlikely, since there is evidence that transactions are not entered into the accounts system contemporaneously, but in bulk at later dates in the year.	Bank rec presented at all meetings.
	Are there any unexplained balancing	Yes.		No details provided?

	entries in any reconciliation?			
ICO J Year-end Procedures	Are year-end accounts prepared on the correct accounting basis? (Receipts and Payments, or Income and Expenditure)?	Yes (I&E).		No comment required
	Do accounts agree with the cash book?	No.	Three different iterations of the Accounting Statements were provided, none accurate.	All accounts agree with the cash book and have been checked by PATAS
	Has a year-end bank reconciliation been undertaken?	Not possible.	The accounts are unstable, per above comment.	All accounts agree with the cash book and have been checked by PATAS
	Is there an audit trail from underlying financial records to the accounts?	Unable to assess.	RFO declined to co-operate.	Audit trail is all within Scribe
	Where appropriate, have debtors and creditors been recorded properly?	Yes.	Automatic in Scribe, except where RFO has missed payments.	No detail of payments missed.
ICO K Exemption from limited assurance review ("external audit")	For the previous financial year (2024/25) did the council correctly declare itself exempt?	n/a		No comment required

ICO L Transparency: For smaller councils with turnover over £200,000	Have the following been published? All items of expenditure above £500; List of councillor or member responsibilities; Location of public land and building assets; Minutes, agendas and papers of formal meetings; organisation chart; list of employees with annual salary >£50K.	Yes; yes; yes; yes; no; no.		All details now on website.
ICO M Exercise of public rights	Did the council correctly arrange for public rights inspection of the accounts (2024/25)?	Yes.		No comment required
ICO N Publication of 2024/25 AGAR	Were the following published? Governance statement; Accounting Statements; Internal Audit Report(s); Limited Assurance Review certificate/Exemption certificate; Notice of Conclusion of Audit.	Yes; yes; no; yes; yes.		Internal audit report was publicly accessing via Town Council pack

ICO 0 Digital & Data Compliance*	Has the council adopted a Data Protection Policy?	Yes.	Reviewed and re-adopted April 2025.	No comment required
	Has the council put in place Privacy Notices?	Yes.	2018, so out of date. Review and update asap.	Now reviewed
	Is the council registered with the Information Commissioner's Office?	Yes.	November DD.	No comment required
	Does the council's website meet accessibility requirements?	Yes.	Accessibility statement updated Dec 2025.	No comment required
	IT Policy: date adopted. Does it include training requirements for councillors?	Yes, yes.	October 2025.	No comment required
	Publication Scheme – has the council adopted an ICO-compliant publication scheme?	Yes, February 2026.		No comment required
	FoI/SAR – does the council have a clear procedure for dealing with these?	Yes, February 2026.		No comment required
	Does the council own its website? (Best	Yes.		No comment required

	practice .gov.uk, but .org.uk acceptable.)			
	Does it operate with at least one council-owned email address?	Yes.		No comment required
ICO P Councils with Charities	Are all Charities up to date with Charity Commission filing requirements?	n/a		No comment required
	Has the council been named as Sole Trustee on the Charity Commission Register?	n/a		No comment required No comment required
	Is the council as sole trustee acting in accordance with the Charity Trust Deed?	n/a		
	Are the Charity meetings and accounts recorded separately from those of the Council?	n/a		No comment required
Other areas of audit				
Procedural/best practice	Have points raised on the last Internal Audit report been considered by Council, actioned and minuted?	n/a	No recommendations made.	No comment required

Councils that are Burial Authorities	Records of burials and EROBs tally with receipts?	Not checked.	RFO declined to co-operate.	This detail was not requested. It was requested and checked by PATAS
Councils with Allotments	Correct notice given of increases in fees?	Not checked.	RFO declined to co-operate.	This detail was not requested. It was requested and checked by PATAS
	Appropriate leases in place?	Ditto.	Ditto.	This detail was not requested. It was requested and checked by PATAS

* New Internal Control Objective O (Trust Funds become ICO P): "The authority has complied with laws, regulations & proper practices relating to digital and data compliance."

Per Pro Services Ltd
May 2026

Conclusion: there is a high likelihood of wrongful disbursement of taxpayers' funds. Governance and checks and balances are not adequately in place and monitored. The Asset Register is a particular point of weakness, as is the Barclaycard with a £10,000 limit. Immediate remedial action is recommended. *No evidence of wrongful disbursement provided*

Aylsham Town Council

* Notes of unusual financial activity in Minutes.

Staffing Committee, various January to April 2026 – grievance and disciplinary actions – automatic potential for financial consequences. *There is no unusual financial activity in the minutes. JL has read grievance and disciplinary in the minutes and jumped to completely the wrong conclusion*

December 2024. Bank reconciliation did not balance and was not approved. *It was corrected ready for the next month and approved*

January 2025: delegated authority to Staffing Committee to make all future appointments. Should specifically exclude clerk, since that is reserved to full council. *Clerk appointment is in Scheme of Delegation for full council*

March 2026: instigation of a Persistent and Vexatious Complainant policy. This usually indicates dissatisfaction from members of the electorate, and therefore has likely financial implications. *Once again JL has jumped to the wrong conclusion. It is good practice to have a Persistent and Vexatious Complainant policy.*

The Scribe accounts give particular cause for concern. Different transactions appear to be included in some reports but not others. Different amounts for the Precept appear. Different totals for assets appear in different reports. Is it possible that a previous financial year remains open and some of those transactions are causing instability? Suggest contact Scribe for assessment. *JL has admitted in writing that she is not expert enough in Scribe. This is quite apparent.*

Transactions during the year include at least one which is personal to a member of staff. There are numerous cancelled transactions. Suggest thorough review. *JL has admitted in writing that she is not expert enough in Scribe. This is quite apparent. No evidence provided of 'at least one payment to a member of staff' which is either part of a salary or approved expense.*

Meeting of Aylsham Town Council - 2nd September 2026

Item 12 - Local Plan

a) To Consider any Response Required to GNLP Scoping Consultation

The GNLP Scoping Consultation can be found here:

[Greater Norwich Local Plan - GNLP 2045 Regulation 20 Scoping Consultation](#)

Should the Town Council wish to respond, the questions are as follows

Scoping Consultation Questions

The questions from parts A and B of this consultation are repeated here for ease of reference.

Part A - What should the GNLP 2045 include?

A1 Developing the Vision and Objectives

Question 1 – Are there any other key Strengths, Weaknesses, Opportunities or Threats that should be included in the SWOT analysis for Greater Norwich? Why?

Question 2 – Is there any other baseline data that we should consider when developing our SWOT and analysis of the key issues facing Greater Norwich?

A2 Indicative Structure and Content of the GNLP 2045

A2.1 The broad structure of the GNLP 2045

Question 3 - Do you agree with the proposed broad structure of the GNLP 2045 above? If not, please suggest an alternative approach or approaches which could be taken to structuring the plan.

A2.2 The Growth Strategy and the Settlement Hierarchy

Question 4 - Which elements of the existing growth strategy and settlement hierarchy do you think have and have not worked well?

Question 5

- How can the GNLP 2045 support the development of brownfield sites?
- What development types would you support as part of our updated Growth Strategy?

Question 6 - What areas do you consider to be appropriate for additional growth and what infrastructure, services and amenities would need to be prioritised to enable growth in these locations?

Question 7 – Should any changes should be made to the settlement hierarchy through the new local plan? Please explain your reasons.

A2.3 Site Allocations

There are no questions on site allocations at this early stage of plan-making.

A2.4 Local Policy Coverage

Housing

Question 8 - What measures could the councils take to improve housing delivery rates through the local plan?

Question 9 - The plan must include 10% of homes on both small and medium-sized sites. Should the plan aim to allocate a higher proportion than this and, if so, why?

Question 10 - What should the GNLP 2045 do to assist the delivery of:

- affordable housing
- accessible and adaptable homes
- specialist housing
- gypsy and traveller and travelling showpeople sites
- self- and custom-build housing

Question 11 - Should the GNLP 2045:

- Provide additional coverage of rural housing and development outside settlement limits beyond that contained in the draft NPPF?
- Retain aspects of existing local policy concerning housing outside settlement limits, such as self-build and custom-build housing, barn and other rural building conversions, replacement dwellings, the subdivision of existing dwellings, and dwellings connected to rural enterprises?

The Economy

Question 12 - How should the GNLP 2045:

- deliver the right types and mixes of flexible and adaptable commercial spaces in the right places?
- help our growth sectors to thrive, possibly including protection of

site-specific industries?

- support other opportunities for economic growth, including the rural economy?
- strengthen skills and workforce development?
- plan for freight and logistics?
- support small businesses and start-ups?

Question 13 - How should the GNLP 2045:

- help strengthen the city, town, district and local centres?
- deal with thresholds for retail impact assessments?
- address the evening and the late-night economy in the city centre?

Question 14 - How can the GNLP 2045 support the ongoing development of tourism, whilst responding sensitively to the local area?

Infrastructure

Question 15 - How can infrastructure delivery be well co-ordinated and funded to support growth?

Question 16 - How should the GNLP 2045 support

- Improved accessibility to housing, employment, services, sports and other community facilities?
- Delivery of wastewater treatment capacity and address nutrient neutrality?
- Clean power and net zero objectives?

The Environment

Question 17 - Should the GNLP 2045:

- Set the most demanding local standards possible for water efficiency?
- Include higher or new standards for nature recovery and allocate sites for nature recovery or biodiversity enhancement?
- Identify sites for enhanced green infrastructure, including Suitable Alternative Natural Greenspace, and set local green infrastructure standards?

Question 18 - How should the GNLP 2045 plan for high quality design that promotes sustainability and responds to local landscape and townscape character and the historic environment?

A3 Evidence

Question 19 - Should:

- the scope of any of the proposed evidence studies be changed?
- any other evidence be updated or commissioned to prepare the GNLP 2045?

Part B - Consulting on Plan-making

Question 20 - Do you consider that our proposed approach to engagement at the statutory consultation stages correctly identifies:

- the purpose of each stage of engagement?
- the target audience(s) at each stage?
- appropriate engagement methods throughout?

Please explain your answers.

Question 21 - Are there any additional methods of engagement you would like to see included in our engagement strategy – particularly where these would help us to support hard to reach groups?

Final Question

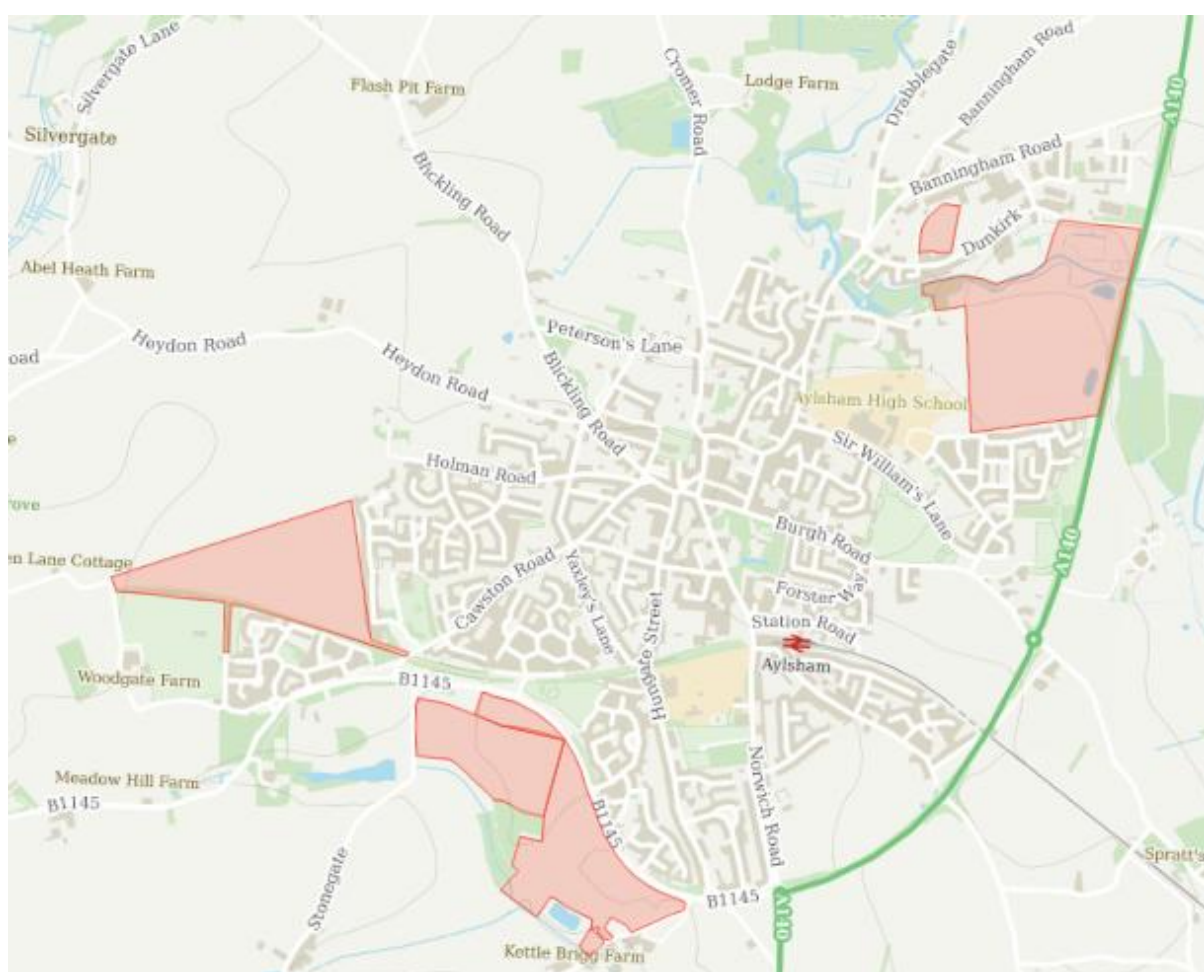
Question 22 - Is there anything else you think is missing from this consultation or you would like to comment on in relation to the GNLP 2045?

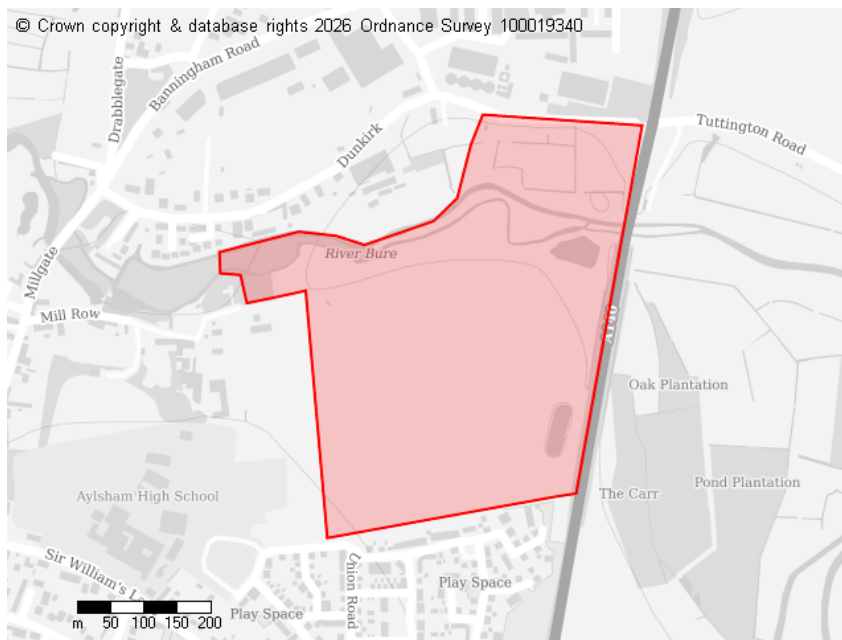
Meeting of Aylsham Town Council - 2nd September 2026

Item 12 - Local Plan

b) To Note Sites Submitted under Call for Sites

The sites are presented for **information only** at this stage and no assessment has been made of their suitability for inclusion within the new Greater Norwich Local Plan. The assessment of sites will take place over the coming months and the outcome of this assessment will form part of a future public consultation in June/July 2027 when people can have their say. The promotion of a site at this stage does not mean that it will be allocated in the new Local Plan.



Site ID: 25556**Site address**

Land North of Bure Meadows, Aylsham

Area (hectares)

23.23 ha

Proposed use

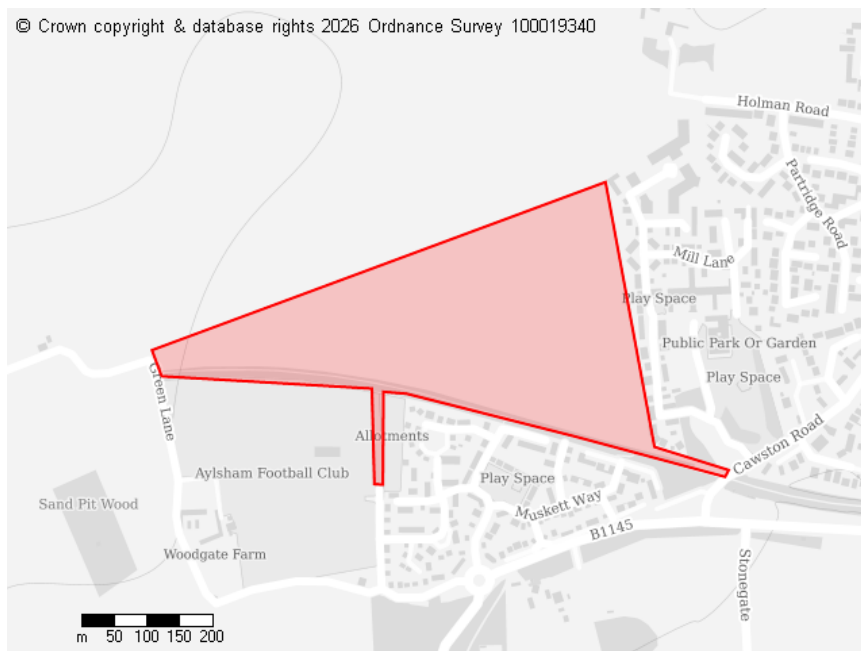
Housing, Other proposed use (e.g. utilities infrastructure, Biodiversity Net Gain, community facilities, green infrastructure)

Number of houses and/or amount of employment floorspace

Housing: Major 50-499 units

Brownfield or greenfield

Greenfield

Site ID: 25863**Site address**

Land off Woodgate Way
Aylsham

Area (hectares)

15.97 ha

Proposed use

Housing

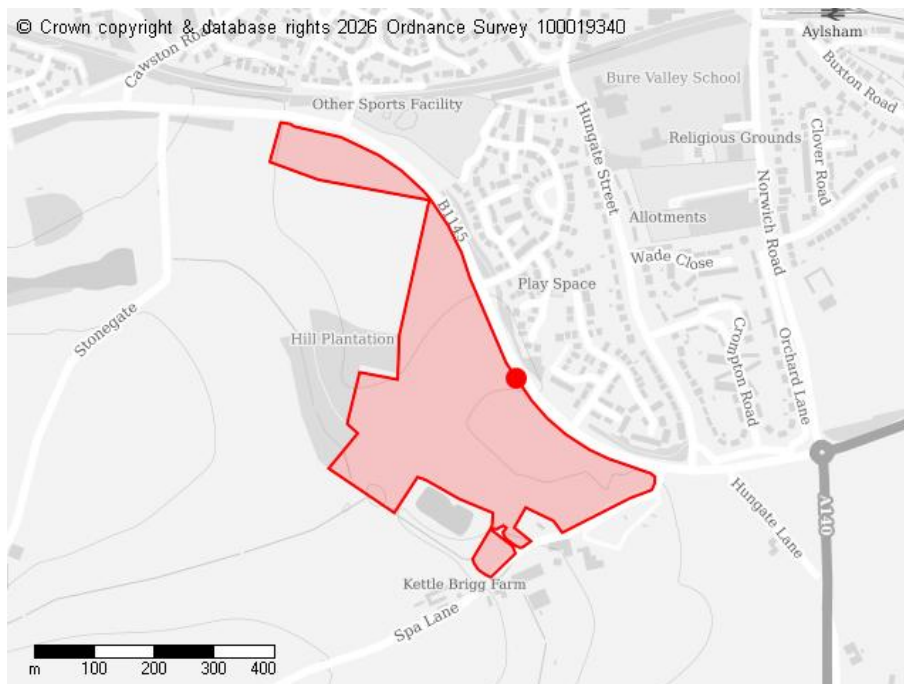
Number of houses and/or amount of employment floorspace

Housing: Major 50-499 units

Brownfield or greenfield

Greenfield

Site ID: 25925



Site address

Land south of Henry Page Road, Aylsham

Area (hectares)

13.61 ha

Proposed use

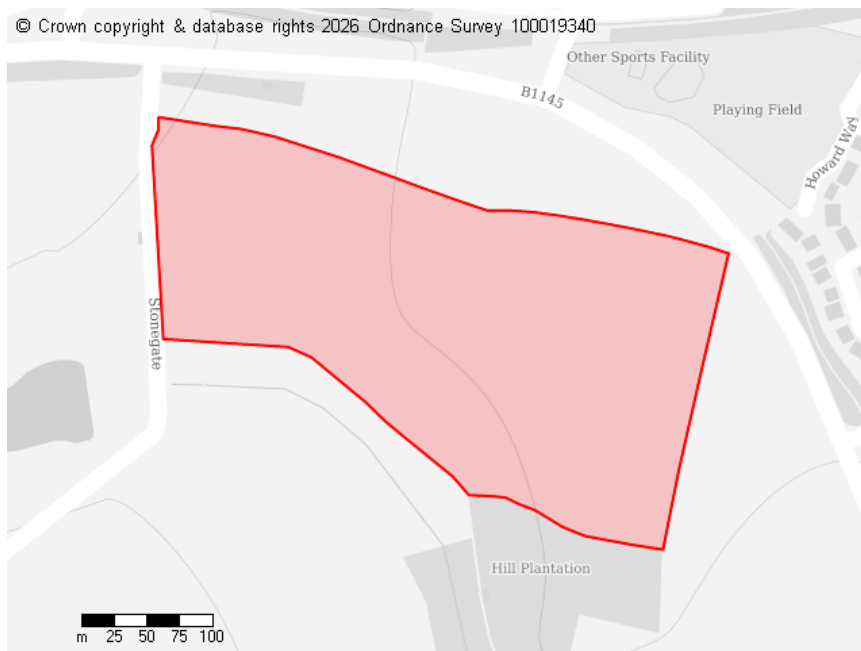
Housing

Number of houses and/or amount of employment floorspace

Housing: Major 50-499 units

Brownfield or greenfield

Greenfield

Site ID: 25971**Site address**

Land to the East Side of Stonegate, Aylsham, Norwich. Nearest Postcode NR11 6XF

Area (hectares)

8.25 ha

Proposed use

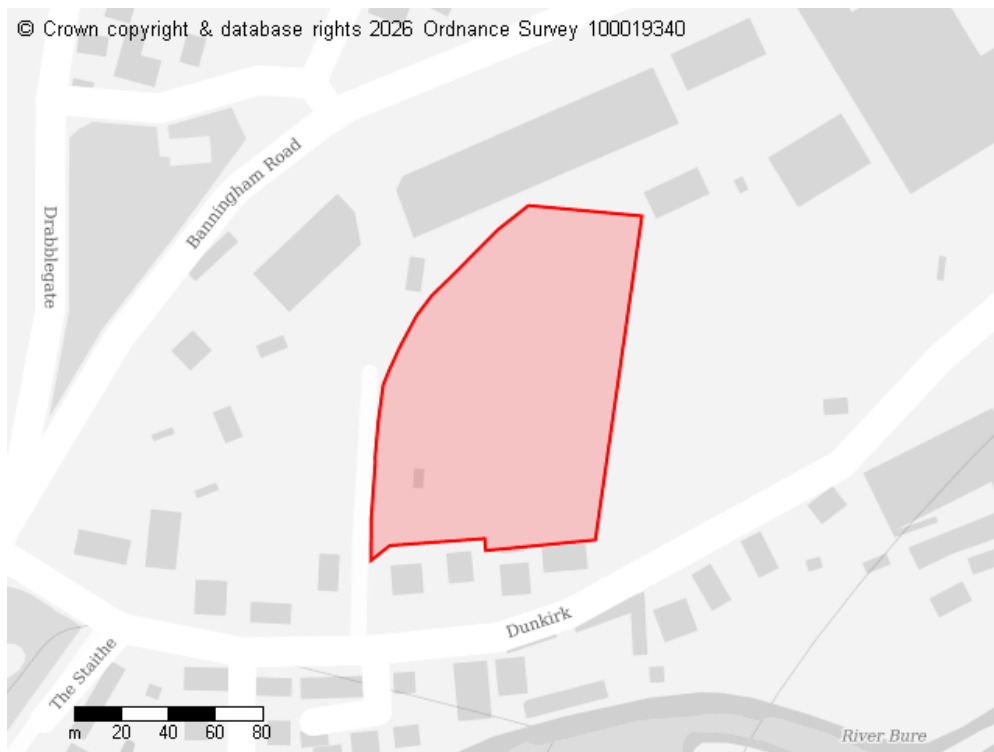
Housing, Other proposed use (e.g. utilities infrastructure, Biodiversity Net Gain, community facilities, green infrastructure)

Number of houses and/or amount of employment floorspace

Housing: Major 50-499 units

Brownfield or greenfield

Greenfield

Site ID: 25979**Site address**

Land north of Dunkirk
Aylsham
Norwich
Norfolk
NR11 6SU

Area (hectares)

1.26 ha

Proposed use

Housing, Employment

Number of houses and/or amount of employment floorspace

Housing: Medium 10-49 units

Employment: Major – 1 hectare or above

Brownfield or greenfield

Brownfield

Meeting of Aylsham Town Council - 2nd September 2026

Item 12 - Local Plan

c) To Note new National Planning Policy Framework and Updated Guidance for Neighbourhood Plans

The new National Planning Policy Framework was issued in August 2026. This document is the overriding government guidance to which all local plans, including Neighbourhood Plan, should conform to. The full document can be found here:

[National_Planning_Policy_Framework.pdf](#)

Policies of note are:

PM5: Neighbourhood plans

1. Neighbourhood plans allow local communities to plan positively for their areas by identifying and addressing community priorities that can be met or supported through the planning system. They should do this by:
 - a. Allocating land to meet the development needs of their designated area, where it is appropriate to do so; and
 - b. Setting out policies which address particular local issues. These should relate to site specific matters or, where appropriate, may cover wider issues such as the provision of infrastructure and community facilities, regeneration opportunities, design requirements (including design codes), local environmental improvements and the conservation of local heritage assets.
2. The contents of a neighbourhood plan should not result in less development than specified in other parts of the development plan which cover the same area.

PM17: Examining neighbourhood plans

1. Neighbourhood plans must meet certain 'basic conditions' and other legal requirements

before they can come into force. These are tested through an independent examination before the neighbourhood plan may proceed to referendum.

2. The basic conditions include consideration of whether, having regard to national policies and advice contained in guidance issued by the Secretary of State (which includes policy PM6(1)(c) in this Framework that development plans should not include policies which duplicate, substantively restate or are inconsistent with the content of national policies for decision-making), it is appropriate for the neighbourhood plan to be 'made'.

S6: Neighbourhood plans and the presumption

1. For development proposals involving the provision of housing, the benefits of approving development are likely to be substantially outweighed by the adverse effects where a proposal would conflict with a neighbourhood plan, provided the following apply:

- a. The neighbourhood plan became part of the development plan five years or less before the date on which the decision is made; and
- b. The neighbourhood plan contains allocations to meet its identified housing requirement

CC1: Planning for climate change

1. Development plans should take a proactive approach to mitigating climate change and supporting the transition to net zero, in accordance with the objectives and provisions of the Climate Change Act 2008. They should also take a proactive approach to adapting to climate change, taking into account the implications of extreme weather and long-term climate trends including overheating, wildfires, drought, flood risk, coastal change, water supply, biodiversity and landscapes.

...

HO2: Setting requirement figures for homes

...

5. In the case of local plans, a housing requirement figure should also be set for designated neighbourhood plan areas, unless it is impractical to do so (because a neighbourhood planning area has been designated at a late stage in the local plan preparation process, or after the plan has been adopted, or in instances where the local

plan is out of date; in which case the local planning authority should provide an indicative figure instead). This requirement figure should take into account factors such as the latest evidence of local housing need, the population of the neighbourhood area and the most recently available planning strategy of the local planning authority. Local planning authorities should avoid setting housing requirement figures for neighbourhood planning areas at nil other than

where:

- a. The local plan already meets or exceeds the housing need figure for the neighbourhood planning area; or
- b. The neighbourhood planning area has a clear and well evidenced need for no additional housing; or
- c. The constraints within the neighbourhood planning area are so substantial as to preclude any additional housing of any kind from coming forward.

HC2: Local Green Space

1. Local and neighbourhood plans may designate land as Local Green Space where this would safeguard green areas of particular value to the local community. Local Green Space should be limited to situations where the land concerned is:

- a. In close proximity to the community it serves;
- b. Demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
- c. Local in character and not an extensive tract of land.

2. Designating land as Local Green Space should be consistent with the local planning of sustainable development and the provision of sufficient land for homes, jobs and other needs. Local Green Space should only be designated when a plan is prepared or updated, and should be capable of enduring beyond the end of the plan period.

Meeting of Aylsham Town Council - 2nd September 2026

Item 13 - To Receive Update on Licenses and Consider Exemptions for the Town Council

In July 2026, the Town Council expressed its interest to remove the provision to serve alcohol on its premises. A review of the Town Council's licences on the public register shows the following:

Licence Number	Premises Name	Licence Holder	Designated Premises Supervisor	Date Issued	Status
207750/33006	Aylsham Market Place	Maureen Reynolds	None	08/05/2006	Active
459893/49113	Aylsham Market Place & Red Lion St	Aylsham Town Council	Ryan Jeckell	15/04/2013	Surrendered
335842/48212*	Aylsham Town Hall	Aylsham Town Council	Aylsham Town Council	07/09/2012	Active
195746/18505*	Aylsham Town Hall	Maureen Reynolds	None	01/08/2005	Active
26/02180/PLANEW	Aylsham Drill Hall	Aylsham Town Council	Ryan Jeckell	24/06/2019	Active

*Clerk querying the licensing authority as to how there seems to be two licences for the town hall.

Guidance from Broadland Council has been difficult, with initial advice of having to surrender the licenses and reapply withdrawn to then suggesting that a minor variation application be made (at a cost of £89). When pressed further that community centres that permit certain regulated entertainment but do not permit the supply of alcohol and/or provision of late night refreshment will not incur a fee, advice changed further that the Town Council may be exempt.

Deregulation of licensing between 2012 and 2015 provided the following exemptions:

As a result of deregulatory amendments to the Licensing Act 2003, no licence is required for the following activities if provided between 08:00am and 11:00pm to audiences of 500 people or less.

- Plays
- Performances of dance
- Films

- Live and recorded music:
 - No licence permission is required for a performance of unamplified live music between 8.00am and 11.00pm;
 - A performance of amplified live music between 8.00am and 11.00pm to an audience that does not exceed 500 people does not require a licence if it occurs at:
 - Premises authorised by a premises licence to sell alcohol for consumption on those premises;
 - A workplace
 - A church hall, village hall, community hall or other similar community premises that is not licensed by a premises licence to sell alcohol
 - The non-residential premises of a local authority, school or hospital provided that the audience does not exceed 500 and the organiser obtains consent.
 - A licence is not required for the playing of recorded music on any day between 8.00am and 11.00pm to audiences of 500 people or less at:
 - premises authorised to sell alcohol for consumption on those premises provided that the audience does not exceed 500;
 - A church hall, village hall, community hall or other similar community premises that is not licensed by a premises licence to sell alcohol;
 - The non-residential premises of a local authority, school or hospital provided that the audience does not exceed 500 and the organiser obtains consent.
- an indoor sporting event in the presence of any audience of no more than 1,000 people

This leads to the option to surrender the licenses:

For the Town Hall, the surrender of the full license(s) and to operate under the permitted deregulation would mean the following regular events would require TENS licenses (£21 each):

- Wrestling. This remains regulated unless freestyle or Greco Roman
- Picture House and ACE for provision of alcohol during their films (if alcohol is part of the ticket price this is deemed as the provision of alcohol).
- The Town Council should it wish to sell mulled wine at the light switch on.

This would pass the expense and responsibility to the relevant body. The Beer Festival already operates under a TENS.

For the Drill Hall, the surrender of the full license and to operate under the permitted deregulation would have limited impact as there have been no events in recent history that would require the operation under a TENS licence.

The Market and Red Lion Street is more complex as the area is not a community building. There is a possibility that this could fall under a cross activity exemption where no licence is required between 8am and 11pm on any day, with no limit on audience size for any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority. This would secure entertainment for the Street Party and Christmas Lights. Further guidance will be sought from the licensing authority on this.



MINUTES OF THE MEETING OF THE **PLANNING COMMITTEE** HELD AT THE TOWN HALL ON THURSDAY 13th August 2026 AT 10am

PRESENT: Mary Evans Catherine Fletcher
David Anderson Patrick Prekopp Trevor Bennett

Also in attendance:

Faye LeBon, Clerk to Aylsham Town Council and Harry Clark, Deputy Clerk to Aylsham Town Council

1. To Receive Apologies for Absence

Apologies were received from Kay Montandon.

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

None raised.

3. To Agree the Minutes of the 9th July 2026

The Minutes of the meeting held on 9th July 2026 were **agreed** by the committee and signed as a true and accurate record by the meeting Chair.

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

No matters raised.

5. To Receive Updates on Existing Applications

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

Reference	Address	Details	ATC	Status
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. Clarification is sought on the central building in the existing layout plan marked up as 'private	Pending

			dwelling, 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.	
2025/2418	<i>Barclays Bank 1-2 Market Place</i>	Conversion of former Barclays Bank to part residential (9 Units - Use Class C3) with retention of part of ground floor for continued Commercial, Business and Service use (Use Class E)) Amended application Change of description and amended plans (now 9 residential units)	Objection to this revised application. The plans still remain factually incorrect despite the Town Council raising this in the previous response. The building to the west of the commercial car park is not 'private housing' as detailed in the plans. This is a barn used for storage. This plan needs to be corrected, or clarified as to whether this is part of the proposal for private housing. The Town Council also supports the response from Anglian Water. The Town Council notes the reduction of residential dwellings from 11 to 9, which would reduce the s106 obligations of the applicant. Should the LPA be minded to grant permission, the town council would request a condition to safeguard against piecemeal development, in that should any additional building in the control of the applicant/developer (a blue line plan has not been submitted) be converted to a C3 dwelling, this should be classed as cumulative to this application and so subject to s106 obligations as a 10+	Pending

			dwelling development. This would include the storage barn and the conversion of any of the three proposed commercial units to residential use	
2025/4001	<i>Land North of Aylsham Road</i>	Retention of existing tarmac bell mouth on Heydon Road created by RWE for the Norfolk Vanguard Offshore Wind Farm Project (additional information supplied)	There is nothing in the additional information to mitigate the original objection of the Town Council. The council continues to object to the application on the grounds of lost agricultural land and ecology. Assurance of reversion to the original condition prior to operations was given, and the town council would like to see this adhered to. In addition to this, the council supports the comments of the highways officer consulted with regards to the suitability of the bell mouth on this road, without appropriate traffic management.	Pending
2024/0791	<i>St Michael's Church</i>	Rebuild part of churchyard boundary wall (Amended application)	The committee declined to make a comment as this was the Town Council's application.	Pending
2026/0922	<i>Land south of church farm cottages, Banningham Road,</i>	To erect a new agricultural storage building	No objections	Withdrawn
2026/1171	<i>12 Hungate Street, NR11 6AA</i>	External fabric repairs and redecoration, installation of secondary glazing and installation of a new a/c condenser. (Full Planning Application)	No objections	Approval with Conditions
2026/1172	<i>12 Hungate Street, NR11 6AA</i>	External fabric repairs and redecoration, installation of secondary glazing and	No objections	Approval with Conditions

		installation of a new a/c condenser. (Listed Building Application)		
2026/1200	<i>Bure Valley Meadow Burgh Road Aylsham Norfolk</i>	Change of use from leisure (campsite) to residential. Installation of new hardstanding to accommodate a static caravan, and associated external works	The committee objects to the application as it goes against the Aylsham Neighbourhood plan and is outside the settlement boundary	Pending
2026/1118	<i>17 Sir Williams Close Aylsham Norfolk NR11 6AP</i>	Proposed single storey rear extension and conversion of garage to gym and storage room, with two roof windows in west elevation.	No objections	Approval with Conditions
2026/0911	<i>Land At Orchard Lane Orchard Lane Aylsham Norfolk</i>	Erection of a foodstore with associated vehicle access, car parking, landscaping, engineering and drainage works. (LIDL)	The planning committee objects to the application on the grounds that the application is not in accordance with the Great Norwich Local Plan, it is counter to Aylsham Neighbourhood plan and it is outside of the settlement boundary	Pending
2026/1361	<i>29 Buckenham Road Aylsham Norfolk NR11 6GB</i>	Rear Single-Storey Extension	No Objections	Approval with Conditions
2026/1228	<i>33 Cawston Road Aylsham Norfolk NR11 6EB</i>	Change of use from Class C3 dwelling house to holiday let	The committee supports the comments made by the Environmental officers' comments	Pending
2026/1323	<i>3 Purdy Way Aylsham Norfolk NR11 6DH</i>	Single-storey front extension to create sunroom/entrance, with lobby/porch to side.	No objections	Approval with Conditions

2026/1374	<i>The Beeches 54 Holman Road Aylsham Norfolk NR11 6BZ</i>	One door opening enlargement, two new doors and new roof windows.	No objections	Approval with Conditions
2026/1406	<i>57 Stuart Road Aylsham Norfolk NR11 6HW</i>	Changing a flat garage roof to pitched & tiled	No objections.	Approval with Conditions
2026/1617	<i>17 Liz Jones Way Aylsham Norfolk NR11 6FL</i>	Erection of single storey rear extension	No objections.	Approval with Conditions
2026/1708	<i>12 - 13 Market Place Aylsham Norfolk NR11 6EH</i>	Advertisement to front of building comprising Foamex letters, Foamex hanging sign, and vinyl stickers to window.	The committee objects to the use of vinyl stickers as it is not in keeping with the aesthetics of the town should not be placed on grade 2 building.	Approval with Conditions
2026/1391	<i>Verge At The Intersection Of Aylsham Bypass And Burgh Road Aylsham Norfolk</i>	The construction and operation of a micro battery storage project	The committee objected to the application as the visibility of the application, the noise pollution it would generate, the risk of fire it presents, not in keeping with the neighbourhood plan and the visual impact on new development	Pending

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

The following were considered by the committee:

Reference	Address	Details	Committee Decision
2026/1904	<i>2 Bure Way Aylsham Norfolk NR11 6HL</i>	Infill of covered entrance to front elevation and single storey rear extension	The committee has no objection to the application
2026/1410	<i>The Old Candle House 25 Red Lion Street Aylsham Norfolk NR11 6ER</i>	Installation of 11 solar panels.	The committee has no objection to the application
2026/1854	<i>35 Market Place Aylsham Norfolk NR11 6EN</i>	Change of use from office (Class E) to Tattoo studio (suis generis)	The committee has no objection to the application

2026/2061	21A Penfold Street Aylsham Norfolk NR11 6BU	Change of use from residential (C3) to Use Class E offices for NHS	The committee has no objection to the application
2026/0899	12 Cromer Road Aylsham Norfolk NR11 6HE	Installation of off-street Electric Vehicle (EV) charger to rear of listed property.	The committee has no objection to the application

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

Reference	Address	Details	Committee Decision
2026/2178	Barnwell Print Dunkirk Aylsham Norfolk NR11 6SU	Change of use from Manufacturing (B2) to Storage and Distribution (B8)	The committee has no objection to the application
2026/1391	Verge At The Intersection Of Aylsham Bypass And Burgh Road Aylsham Norfolk	The construction and operation of a micro battery storage project	The committee object to the application due to the visibility of the application, the noise pollution it would generate, the fire risk it presents, not within the neighbourhood plan, the visual impact it would have on nearby development and the absence of a maintenance bay for works and repairs to be performed and create a health and safety issue on the highway.

8. To Receive any Updates on Large Town Developments

a. Norwich Road Site.

The committee noted that Phase four has commenced.

b. Burgh Road Site.

The committee noted that the Extension of time was agreed between developer and Broadland.

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

The committee noted that Natural England has requested an air quality assessment, and agent has confirmed that no traffic should go through Aylsham as a result of the development.

10. To Receive Update on Lidl planning application on land between Norwich Road and Henry Page Road and to consider community mitigation measures.

Lidl had met with the committee to discuss updates to their application as a result of consultation feedback, a summary of which had been circulated to members. They had also asked for community measures that could be used in mitigation of the development. The greatest risk to the town as a result of the development which required mitigation was the reduction in footfall to the town centre. Therefore, proposed mitigation measures were agreed as:

- 1) A 'nipper bus, along with a commuted sum to set up the scheme, to transport people from areas of the town to the town centre and also Lidl.
- 2) A contribution to the Town Council ringfenced to projects of Visit Aylsham which are designation to increase footfall to the town centre.

The Clerk will communicate this to Lidl.

11. To Receive Update on the Greater Norwich Local Plan

The committee noted an update to occur during end of August.

12. To Consider any Response Required to North Norfolk Local Plan Consultation

No update or response at this time and committee considered to review as the plan develops.

13. To Receive Update on the Neighbourhood Plan

There was no update to this item.

14. To Receive Update on Community Resilience Planning

The committee was informed that the deputy clerk shall be taking on the Community Resilience Planning.

15. To Note Items for Information or Future Agendas

No matters raised.

16. To Confirm the Next Meeting as Thursday 10th September 2026, 10am in the Town Hall

This was *agreed*.

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

The Meeting was Closed to the Press and Public

18. To Note Planning Enforcement Cases from the Local Planning Authority

There were planning enforcement cases for Aylsham was ***noted***.

There being no further business the meeting was closed at 11.00am

Signed _____

Date _____

DRAFT

Visit Aylsham Working Group Meeting

Held in the Council Chamber on
Tuesday 18th August 2026 at 3.30pm

Attendees:

Patrick Prekopp (Aylsham Town Council)
Jayne Andrew (Aylsham Heritage Centre)
Tim Briscoe (Aylsham Town Council)
Graham Peers (Broadland District Council)
Mitchell Philpott (Aylsham Town Council)

Also in attendance: Faye LeBon (Town Clerk, Aylsham Town Council), Claire Butler (Communications, Aylsham Town Council) and one member of the public.

1. To Elect Chairman of the Working Group for the forthcoming Year

Patrick Prekopp advised that he would like to stand down from Chairing this group. It was **agreed** that Mitchell Philpott would chair this meeting.

2. To Receive Apologies for Absence

Apologies were received from Sue Catchpole.

3. To Agree the Minutes of the Meeting held on 13th May 2026

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

4. To Note Matters Arising from the Previous Meeting

None raised from the minutes. It was agreed to allow the member of the public to speak.

The member of the public raised concerns about the perceived decline of the commercial centre of Aylsham, in particular:

- The loss of 4 banks, with the banking facilities in the Drill Hall being unsatisfactory.
- The loss of a large and diversified hardware shop.
- The loss of a deli and home bakery.
- A post office which is entirely dependent on the survival of Budgens.
- The lack of police response to thefts in the town centre.
- The need to encourage Nationwide to open a branch in Aylsham, as they have committed to keeping branches open until 2030.
- The risk the proposed Lidl development has to the town centre.

It was noted that applications for a banking hub had been made by both the Town Council and the local MP, but had been turned down, citing sufficient cash access in the town.

The necessity to contact the police every time a crime is witnessed was emphasised so that the police can use this intelligence to allocate their resources.

The member of the public was thanked for their time and would be welcome to support the Town Council in a future application for a Banking Hub.

5. Review of Achievements

Review of recent achievements included the Snail Trail. Despite only being launched on 1st August, almost all of the physical trail booklets had been taken with a reprint now required. The trail had also supported local artists.

Jayne will be doing an interview on Radio Norfolk at 7.45am on Friday to talk about the trail.

Another achievement had been the launch of the Visit Aylsham website, giving opportunities to make connections with local businesses. The Snail Trail had had significant views on the website and enabled growth of social media.

6. Where are we now?

Mitchell provided the group with positive engagement statistics for both the Visit Aylsham website and social media channels. The increase in engagement is attributed to the launch of the Snail Trail and the follow up campaign, and the “Summer Family Adventure Guide” collaboratively posted with Blickling.

The group agreed that the website is something to be very proud of.

The ability to collaborate is proving a successful strategy. The collaborative post with the National Trust provided an extended reach. A similar campaign with the town’s businesses would be beneficial.

It was noted that there was no mention of Visit Aylsham in Just Aylsham. Mitchell will be meeting with Just Aylsham in the future to discuss the mutual promotion of the projects.

7. Role of the Communications Officer

It was emphasised that Claire required a clear steer. This item would be deferred to the end of the meeting when the group’s objectives are agreed.

8. Marketing and Campaign Plan (next 12 months)

The Snail Trail campaign was successful because it was focussed. Future campaigns will need to be agreed.

Graham recommended that any campaign for Christmas would need to be discussed now.

Collaboration with ABC for the Christmas Light Switch on was raised, however there were concerns that the active membership of ABC would need to grow first.

Mitchell and Tim will invite ABC to come together to discuss ideas for Christmas. Patrick has been liaising with a Makers Market to bring a market to Aylsham in 2027. This will be discussed by the Events Committee in September.

9. Business Engagement

Mitchell presented the 'Meet the Business' idea. It was agreed that Claire is an excellent conduit between the Town Council and the local businesses. She will be spending time in the office each week, primarily working with Donna on events promotion.

Mitchell will circulate the 'Meet the Business' invitation and also changes to the Visit Aylsham website (eg: the Aylsham Blog will be changed to Aylsham Stories).

Tim has an associate with a podcast studio which could possibly be used for business interviews.

10. Markets

It was noted that there was a reasonably tense relationship with the market traders, which needs to be worked upon. Patrick will visit the markets to try to get a rapport. The market traders would be welcome to participate in the 'Meet the Business' initiative, but the permanent business would be prioritised as there is requirement to work collaboratively.

11. Content Strategy

There is a current focus on Heritage Stories due to the Snail Trail. The next strategy will be Meet the Business.

12. Future Projects

It was agreed to put in expressions of interest for the recent round of Love Your Market Town grants for:

- Wifi in the market place
- Digital signage (including that of signage to Red Lion Street)
- Market place greening

A proposal had been put forward for consideration to take out a membership for Visit North Norfolk Partnership. This was not progressed due to the lack of control for content and the risk of advertising events and businesses outside of the local area rather than the more local ones.

Agenda Items on:

- Working Group Structure
- Measures of Success
- Action Plans

Will be deferred to the next meeting

13. Date of the Next Meeting

Wednesday 16th September, 3.30pm in the council chamber

With no further business to conduct, the meeting closed at 5.50pm

Signed (Chairman)_____

Date_____

DRAFT



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON MONDAY 10th AUGUST 2026 AT 10am

PRESENT:

David Anderson
Michael Goodwin

Trevor Bennett

Mary Evans

Also in attendance: Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

It was **agreed** that Trevor Bennett would chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Catherine Fletcher, Kay Montandon and Mitchell Philpott.

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

None raised.

3. To Agree Minutes from the Meeting of 22nd July 2026

The minutes of the meeting of 22nd July 2026 were **agreed** by the committee and signed as a true and accurate record by the Chair.

4. Matters Arising from the Minutes of the Previous Meeting – For information only and not detailed on the agenda

No matters raised.

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

No matters raised.

6. Exclusion of the Press and Public

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

The meeting was closed to the press and public

7. To Receive Recommendations from the Interview Panel and Appoint Cleaner(s) for the Public Conveniences.

David Anderson provided a report on the interviews that took place over Friday 7th and Monday 10th August. The interview panel recommended that Suzanne Childs and Phillip Briggs be employed on a 2:5 ratio of days. In addition to this, accommodation should be made to open the public conveniences one day a week to improve the working week for the Street Cleaner. The committee **agreed** with this recommendation. The Clerk and Maintenance Manager will arrange a rota.

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

It was noted that the Communications Officer was now in post.

9. To Agree Date and Time of Next Meeting as Wednesday 9th September at 11.15am at the Drill Hall

This was **agreed**.

There being no further business to conduct the meeting was closed at 10.25am

Signed _____

Date _____



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE DRILL HALL ON TUESDAY 18th August 2026 AT 2PM

PRESENT: Kevin Cunnane
Jon Minns

Mary Evans
Kay Montandon

Trevor Bennett

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

1. To Receive Apologies for Absence

Apologies were received from David Anderson & Michael Goodwin.

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

None raised.

3. To Agree the Minutes of the Meeting of 7th July 2026

The minutes from the previous meeting held on the 7th July 2026 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting subject to the change to remove that Cllr Kay Montandon had declared an interest in the Drill Hall licences lease.

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

No matters raised.

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

No members of the public in attendance.

6. To Receive Update on Town Hall Window Replacement

The clerk is seeking an informal comment by the Broadland Council Heritage Officer on the double glazing proposal.

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

The committee noted the report from Brown and Co. The committee accepts the report and instructed the Clerk to issue the appropriate notice via the Town Council's solicitors.

8. To Receive Update on Property Forward Maintenance Plan Project

The Clerk informed the Committee that Brown & Co were at the Town Hall while the meeting was being held, and will be issuing reports with details with Red, Amber and Green coding to indicate priority.

9. To Receive Update on Town Hall Boiler Replacement

The committee was updated by the Clerk, informing the committee the Heritage Officers comments on the flues exiting building towards the Loke or Bread Source would not be accepted. The Clerk continued that specifications have been obtained and will go out to tender for works to be completed.

10. To Receive Update on Work Involving Probation Service

Awaiting update from Probation Service manager. The Clerk informed the committee that they had chased the probation service to complete paper work required to assist the town council with works on the Norwich Road Cemetery and various other Town Council grounds/ Facilities.

11. To Receive Update on Drill Hall Licences

The Clerk informed the committee That the Boxing Club has elected not to have the licence that that has been drafted, due to it being in the name of individuals rather than the club. The Clerk continued that as a result the Boxing Club will revert back to a hire agreement.

The Clerk told the committee that the legal advice was that the Dance School cannot be forced to have a licence which reduces the terms that were present in their original document. The Clerk added that the treatment of this club will have to be, in all effects, a lease. The committee requested the Clerk to review insurances and legal standing for the council on these matters.

12. To Receive Update on Vehicle Strike on Street Light Column

The Committee were informed that following a vehicle strike on the Town Council's streetlight, the Clerk is collating the information required for the insurance company. One contractor has been out to quote for a replacement option. A second quote, in accordance with the insurance company's requirements, has also been requested.

13. To Receive Report on Fire Marshal Training

The Clerk informed the committee that the Town Council staff and Chair received Fire Marshal training on 5th August 2026. The Clerk continued that the training was well received by those who attended and highlighted to the committed actions points that came from the training and that the Clerk has already started to address them. Cllr Kay Montandon added that on the behalf of the property committee they're thanks to the staff for attended the Fire Marshal training and their work to date.

14. To Receive Information on Topple Testing in Cemetery.

The Clerk informed that committee that the Topple Testing has not yet occurred and is looking to start in September 2026. It is the hope to do both the Churchyard and Cemetery and for notification to go into an edition of Just Aylsham.

15. To Receive RoSPA Reports:

- a. Mileham Drive Playground
- b. Mileham Drive MUGA
- c. Mileham Drive Play Area
- d. Wymer Drive

The Committee discussed the RoSPA report on block, and reviewed areas that required attention. The Maintenance Manager gave a summary of the equipment required to the committee; from the discussion the committee agreed for a High-Pressure Cleaner (£536.40ex VAT) to be purchased to address elements from the RoSPA report.

16. To Note Items for Information or for Inclusion in a Future Agenda

Grant funding options.

IBC Fund for excess water tank at allotments

17. To Confirm the Date and Time of the next meeting

15th September 2026, at the Drill Hall 14:00

The Meeting Closed at 15:09

Signed _____ (Chairman)

Date _____



MINUTES OF THE MEETING OF THE **CHURCHYARD COMMITTEE** HELD AT ST MICHAEL'S CHURCH ON MONDAY 10th AUGUST 2026 AT MIDDAY

PRESENT: David Anderson Julie Boyd
Kevin Cunnane Mary Evans
Mathew Martin Wendy Sadler

Also in Attendance: Faye LeBon (Clerk to Aylsham Town Council), Harry Clark (Deputy Clerk to Aylsham Town Council), Gavin Watson (Facilities Manager to The Town Council), Andy Bell (Groundsman to the Town Council) and Mike Graver (Church Warden)

It was **agreed** that Mary Evans would chair the meeting

1. To Receive Apologies for Absence

Apologies were received from Kay Montandon.

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

None raised.

3. To Agree the Minutes of the Meeting of 29th June 2026

The minutes from the previous meeting held on the 29th June 2026 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting and were signed by the Chairman.

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

The Clerk is to follow up with Ivan Fisher regarding memorial in Churchyard and cemetery.

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

No matters raised.

6. To Receive Update on Church Wall Repairs

The Clerk informed the committee that there is no update as planning officer is on annual leave until 13.08.26. The Clerk will go out to tender when it is approved by planning officer, and then when quotes are received a faculty can be applied for.

7. To Consider Proposal for Reduction in Height of Cherry Tree in Churchyard

The Committee agreed for the Cherry Tree height to be reduced, and an application to be sent Broadland District Council per permission for works in a conservation area and for faculty to sign off on reduction before it can begin.

8. To Receive update on Memorial Garden

The committee noted that funding has been received, groundworks & bench have been ordered. Heritage plaques can be ordered as soon as they have faculty approval.

9. Anti-Social Behaviour

a) To receive correspondence and consider actions in relation to anti-social behaviour in the churchyard.

The committee received verbal update of group of young people using church facilities while the church is unmanned. A separate group that were attending the church resulted in a crime report being generated, further a report of 'Rough Sleepers' have been reported to sleeping in the churchyard and have since left the area.

b) To receive correspondence and consider actions in relation to anti-social dog ownership in Paupers' graveyard.

The committee discussed the dog fouling at Paupers graveyard and dog owners allowing it to remain at the Paupers graveyard. The committee discussed means to deter dog owners and were informed there is no funding for practical change to be implemented at this time. The police Designing Out Crime officer will be contacted for advice on practical measures that the Town Council could take, potentially needing to budget for.

10. To Agree Programme of Memorial Stability Testing

A proposal was put to the committee to commence in August. It was **agreed** that this should be deferred until September to allow for notice to be placed in Just Aylsham.

11. Items for information or for Future Agenda

Church clock Invoices
Slope to Internment of Ashes

12. To Agree Date, Time and Location of Next Meeting

The next meeting will be Tuesday 8th September 2026 at 11:00am, at St Michael's Church.

There being no further business the meeting was closed at 12.58pm.

Signed _____ (Chairman) Date _____