



# Budget

# 2022-2023

Please find in the following pages the budget for 2022/23. This has been prepared in the format agreed by the Town Council following the recommendations of the Task and Finish Group which were adopted by the Town Council in September 2017.

These papers are in the same format as last year which proved to be readily understandable. As mentioned before the full figures are available, either electronically or hard copy, on request.

If anyone has any questions on either the format or the figures please contact me.

***The deficit of expenditure over income is balanced by the public via the precept which is collected on the Town Councils behalf by Broadland District Council through the Council Tax. For the financial year 2022/23 the precept is £421,120 and the cost of this to the average Band D property is estimated to be £156.14, a small increase on the previous year***

**Town Clerk &  
Responsible Finance Officer**

## Budget 2022/2023

### Summary Income and Expenditure Budget

	2020/21 Actual	2021/22 Budget	2021/22 Totals	2022/2023 Budget
<b>General Purposes</b>				
Expenditure	116,709	104,350	91,387	112,800
Income	20,302	3,200	29,023	2,200
<b>Town Hall</b>				
Expenditure	84,449	58,980	51,609	58,750
Income	27,837	11,700	11,323	13,600
<b>Drill Hall</b>				
Expenditure	65,789	64,685	50,278	62,985
Income	17,825	21,000	28,902	29,500
<b>Other Properties</b>				
Expenditure	17,472	22,045	33,380	19,000
Income	10,013	27,300	26,050	12,550
<b>Cemetery</b>				
Expenditure	18,876	22,095	27,926	23,600
Income	14,280	6,000	8,686	8,000
<b>Allotments</b>				
Expenditure	23,806	24,815	25,901	24,690
Income	4,426	4,500	4,353	4,500
<b>Open Spaces</b>				
Expenditure	160,961	176,268	178,157	182,370
Income	24,487	31,700	41,148	17,200
<b>Street Scene</b>				
Expenditure	161,629	29,150	20,571	24,450
Income	59,972	-	2,000	-
<b>Totals</b>				
Expenditure	649,691	502,388	479,209	508,645
Income	179,142	105,400	151,485	87,550
<b>Precept</b>	<b>411,760</b>	<b>409,500</b>	<b>409,500</b>	<b>421,120</b>
Surplus/(Shortfall)	(58,789)	12,512	81,776	25

### Estimated Earmarked Reserves 31.3.22

Reserve	Balance 31.3.21	Transfer From	Transfer In	End Balance
Bottle Bank	£4,296		£504	£4,800
Cittaslow	£1,200			£1,200
Cemetery	£36,700		£3,000	£39,700
Christmas Decorations	£300			£300
Churchyard	£18,500		£10,000	£28,500
Events	£11,400			£11,400
Drill Hall	£10,000		£10,000	£20,000
Election	£100		£500	£600
Highway Verges	£3,600		£1,000	£4,600
CIL	£0		£22,950	£22,950
Open Spaces	£85,400	£15,000		£70,400
Marquees	£1,200			£1,200
Properties	£19,100			£19,100
Public Toilets	£25,000	£15,000		£10,000
Recreation Ground	£34,400			£34,400
Street Furniture	£10,000		£10,000	£20,000
Town Hall	£17,000		£5,000	£22,000
<b>TOTALS:</b>	<b>£278,196</b>	<b>£30,000</b>	<b>£62,954</b>	<b>£311,150</b>

General reserves at 31.3.21 stood at just over £50,000

## **General Purposes including administration**

The Councils administrative work is carried out by the Town Clerk who is employed full-time, the Finance Office who is employed for 25 hours per week and an administrator who is employed 25 hours per week.

The outside work is managed by Gavin Watson working with Ryan Jeckell, Rupert Lamb and Steven Newstead.

The Council office is situated on the first floor of the Town Hall and is open to the public Monday – Thursday – 9.30am-3pm and Friday 9.30am-12.30pm. At the present time access is restricted but will hopefully return as soon as possible. However, there is still usually a member of staff present to deal with any issues the public may bring.

The office deals with telephone enquiries, e-mail enquiries and personal visits. The scope and depth of the enquiries varies considerably and does not always relate solely to the activities of the Town Council but also many enquiries are received regarding functions administered by both Norfolk County Council and Broadland District Council. Wherever possible we try and assist with these enquiries be it contacting officers on their behalf or merely providing contact details to those members happy to progress the issue themselves.

The administration deals with the website and social media outlets currently Facebook, Instagram and Twitter.

All planning applications are received in the office and details circulated to councillors and also placed on the website. The Council no longer receives paper plans, although for major plans these can be requested.

The Town Council acknowledge the hard work of a small committee and numerous volunteers who spend all year working on the funding, placing and removal of the Christmas Lights throughout the town. These receive numerous compliments and really make the town stand out from neighbouring towns.

The Town Council are always willing to consider helping charitable or non-profit making associations in the town and commit the net funds raised from recycling specifically for this purpose.

Various additions have been made to this budget which reflect the expanding work of the council

**Climate Group** – a sum of £5,000 has been added as there are likely to be costs even if it is just about advertising and encouragement

**Communications** – the constant criticism aimed at the council is the lack of knowledge of the work or events we are planning. This budget line would pay for a really good communications course and also provide a sum for advertising and promotion materials

**Traffic Group** – following the competition of the Transport Strategy there may be some small projects that would require funding

**Youth Project** – this was started in the summer of 2020 but has stalled due to covid. This will provide a start-up fund for any events

### **Our service objectives in providing this service**

- To provide the necessary administrative services to ensure the wishes of the corporate body are carried out
- To deal with all enquiries, from whatever source, as promptly and courteously as possible
- To ensure that all staff working for the Town Council are suitable trained in the tasks they are expected to perform and understand the policies of the council as a whole
- To maintain accurate records and legal documentation and be able to provide these on request
- To provide the Council with accurate and detailed information on which decisions are to be made and to implement those decisions in the manner agreed by the council
- To manage the council's finances and records as required by law and provide detailed figures for both members and public when required

The Town Council consists of 13 members and meet every month. During the last 18 months meetings of the Town Council have been both face-to-face and via zoom. At the moment decision making meetings cannot be held via zoom so meetings are held in the Town Hall to allow sufficient distancing. In 2022 the Town Council will meet on the first Wednesday of every month starting at 7pm.

The members set the general policy and the Town Clerk and other staff then implement this. All meetings are open to the public and include a designated time for members of the public to speak and ask questions.

Apart from the main council there are also seven committees (Cittaslow, Events, Climate Action and Traffic who meet monthly and Churchyard, Properties and staffing who meet every quarter).

The budget for the Town Council is prepared in the autumn with a final agreement in either December or January. The activities deficit of expenditure over income is balanced by the public via the precept which is collected on the Town Councils behalf by Broadland District Council through the Council Tax.

### **Estimated Earmarked Reserves for this Cost Centre are**

Bottle Bank	£4,800
Cittaslow	£1,200
Community Events	£11,400
Marquees	£1,200
Election	£600
CIL	£22,950

## General Purposes

Expenditure	2020/21 Actual	2021/22 Budget	2021/22 Totals	2022/2023 Budget
Advertising	975	500	585	600
Archives	19	150	-	250
Audit Fees	2,635	1,900	1,745	2,100
Bank Charges	50	-	40	-
Bottle Bank	584	-	408	-
Chairman's Allowance	210	-	-	250
Christmas Lights Costs	1,554	2,000	2,000	2,000
Cittaslow	10,497	1,500	1,500	1,500
Climate Group	-	-	-	5,000
Communications	-	-	-	5,000
Community Events	1,567	-	1,058	-
Community Infrastructure Levy	12,527	-	-	-
Donations/Grants	1,604	2,000	968	1,500
Election Costs	-	500	500	500
Equipment (Office)	407	3,000.00	662	500
Insurance	8,466	8,500	8,933	9,100
Legal Expenses	-	2,000	-	2,000
Member Training	48	500.00	-	500
Office Expenses	10,409	12,000	17,001	7,000
Other Costs	3,326	1,600	-	500
Staff Training	165	500	1,000	1,000
Subscriptions& Memberships	1,385	700	1,000	1,000
Traffic Group	-	-	-	2,000
Van Costs	4,228	5,000	4,539	5,500
Youth Project	-	-	-	3,000
Staff Costs	56,053	62,000	49,448	62,000
<b>Totals</b>	<b>116,709</b>	<b>104,350</b>	<b>91,387</b>	<b>112,800</b>
Income	2020/21 Actual	2021/22 Budget	2021/22 Totals	2022/2023 Budget
Bank Interest	3,627	3,000	2,000	2,000
CIL	12,937	-	22,930	-
Recycling Credits	1,924	-	2,401	-
Community Events	7	-	1,592	-
Grant	1000	-	-	-
Christmas Lights	175	-	-	-
Other Income	632	200	100	200
Inc exc Precept	20,302	3,200	29,023	2,200
Precept	95,300	101,150	101,150	110,600
<b>Totals</b>	<b>115,602</b>	<b>104,350</b>	<b>130,173</b>	<b>112,800</b>
<b>Surplus/(Shortfall)</b>	<b>(1,107)</b>	<b>-</b>	<b>38,786</b>	<b>-</b>

## Town Hall

Our service objectives in providing the service

- To provide a meeting space with good facilities at an affordable cost
- To preserve the integrity of a Grade 2 listed building whilst supplying the town with a focal point
- To provide an income source

Aylsham Town Hall is a Grade 2 listed building occupying a prominent site in the Market Place. It was built in the 1850's and has undergone various alterations over the years with the last major refurbishment in 2010. Last year it had another small refurbishment with new doors to the east cellar entrance, new sliding doors to the Green Room and front doors to the Market Place. The soundproofing has been replaced and the main hall and Green Room have been redecorated. No further improvements are anticipated in the near future but a boiler replacement will be needed soon.

The hall consists of cellars which are used for storage. A ground floor with a large meeting hall, a smaller meeting room and toilets and kitchens. The first floor is in two parts. The west side houses the offices of the Town Council and the east side the Council Chamber and archives office.

Hiring of the Town Hall has returned although it is not at pre-covid levels yet.

### Aylsham Town Hall Hire Fees

Main Hall <b>including</b> Green Room	Morning	Afternoon	Evening
Commercial, Dances, etc	100	70	100
Regular commercials - non-resident	90	63	90
Regular commercials - resident	80	56	80
Non profit making organisations	40	28	40

Main Hall <b>without</b> Green Room	Morning	Afternoon	Evening
Commercial, Dances, etc	80	60	80
Regular commercials - non-resident	72	54	72
Regular commercials - resident	64	48	64
Non profit making organisations	32	24	32

Green Room or Council Chamber			
Standard Rate	£8 per hour		

**A further rate of £40 is charged for Children's Birthday parties (under 12's), christenings and wakes**

**A separate rate for weddings was agreed in July 2021**

### Earmarked Reserves

The Estimated Earmarked reserves for the Town Hall are £22,000

## Town Hall

<b>Expenditure</b>	<b>2020/21 Actual</b>	<b>2021/22 Budget</b>	<b>2021/22 Totals</b>	<b>2022/2023 Budget</b>
Utilities	7,511	7,000	3,393	6,500
Rates	15,384	15,500	15,384	16,000
PWLB	1,263	-	-	-
Cleaning/Sanitary/Refuse	4,780	6,000	4,846	6,000
Repairs/Maintenance/Surveys	33,545	7,000	6,612	7,000
Incidentals	19	100	10	50
Licensing	180	850	326	500
Pest Control	150	200	200	200
Replacement Furniture	-	500	1,091	500
Staff Costs	21,617	21,830	19,747	22,000
<b>Totals</b>	<b>84,449</b>	<b>58,980</b>	<b>51,609</b>	<b>58,750</b>
<b>Income</b>	<b>2020/21 Actual</b>	<b>2021/22 Budget</b>	<b>2021/22 Totals</b>	<b>2022/2023 Budget</b>
Other Income	-	-	-	-
Covid Grants	23,282	-	-	-
TH Storage Rents	420	1,000	1,050	1,100
Hirings	4,260	10,000	10,273	12,000
TH Cellar Rents	-	200	-	-
TH Curtains	(125)	500	-	500
<b>Inc exc Precept</b>	<b>27,837</b>	<b>11,700</b>	<b>11,323</b>	<b>13,600</b>
Precept - Town Hall	41,980	47,300	47,300	45,150
<b>Totals</b>	<b>69,817</b>	<b>59,000</b>	<b>58,623</b>	<b>58,750</b>
Surplus/(shortfall)	(14,632)	20	7014	-



## **Drill Hall**

Our service objectives in providing the service

- To provide a meeting space with good facilities at an affordable cost
- To provide an income source

The Town Council purchased the Drill Hall from Norfolk County Council in 2017 following the removal of the long-standing tenant and the decision by the County Council that the building was no longer required by themselves.

The building consists of a main hall, boxing gym, storage facilities for user groups, kitchen/toilets, suite of office space and a meeting room.

The hall is now open again and bookings for the main hall are steady. The former Council offices are hired on a permanent agreement with a local dance school.

Following the closure of Barclays Bank an agreement has been reached for Barclays to hire the meeting room for three days a week. This will commence in February 2022 and last for at least 12 months.

The main hall has been redecorated and the suspended ceiling has been replaced. Additional staging equipment has been purchased by the Town Council which will be stored at the Drill Hall and available for use across all venues.

The Town Council are grateful to Aylsham In Bloom for the work on the planting outside the hall.

The charge for hiring the Drill Hall is £10 per hour

## Earmarked Reserves

The Estimated Earmarked reserves for the Drill Hall are £20,000

### Drill Hall

<b>Expenditure</b>	<b>2020/21 Actual</b>	<b>2021/22 Budget</b>	<b>2021/22 Totals</b>	<b>2022/2023 Budget</b>
Utilities	3,091	7,000	1,644	5,000
Misc	-	-	124	-
Broadband	-	-	37	100
PWLB	19,455	19,200	19,200	18,900
Rates	4,990	5,200	4,990	5,200
Cleaning/Sanitary/Refuse	2,822	4,000	2,929	4,000
Windows	145	200	158	200
Repairs	13,228	2,500	3,000	3,000
Incidentals	128	200	163	200
Premises License	70	100	70	100
Pest Control	210	200	200	200
Replacement Furniture	550	500	-	500
National Trust Licence	50	50	50	50
Staff Costs	21,050	25,535	17,713	25,535
<b>Totals</b>	<b>65,789</b>	<b>64,685</b>	<b>50,278</b>	<b>62,985</b>
<b>Income</b>	<b>2020/21 Actual</b>	<b>2020/21 Budget</b>	<b>2020/21 Totals</b>	<b>2022/2023 Budget</b>
Covid Grants	13,977	0	8,000	-
Hirings	3,228	20,000	17,937	20,000
Use by Barclays Bank	0	0	2,125	8,500
Storage	620	1,000	840	1,000
<b>Inc excl Precept</b>	<b>17,825</b>	<b>21,000</b>	<b>28,902</b>	<b>29,500</b>
Precept - Drill Hall	40,000	43,700	43,700	33,500
<b>Totals</b>	<b>57,825</b>	<b>64,700</b>	<b>72,602</b>	<b>63,000</b>
Surplus/(shortfall)	(7,964)	15	22,324	15

## Other Town Council Properties

Apart from the large public buildings of the Town Hall and Drill Hall the Town Council also owns other properties in the Town. These consist of the public toilets, 23 and 25 Market Place and Cemetery Cottage on Norwich Road. The council is also responsible for the pump on Cawston Road and the telephone box formerly located on Millgate.

Our service objectives in providing the service

- To provide toilets for public use open all days except through the Christmas period
- To be a responsible and responsive landlord

The public toilets were rebuilt in 2006 and are located down the loke next to the Town Hall. The toilets are cleaned daily by a cleaning contractor before being locked at night. The toilets are well used and have been refurbished this year.

The buildings in the Market Place are both currently leased with long-term tenants. With regard to 25 Market Place the Town Council owns the land not the building.

Cemetery Cottage has undergone substantial refurbishment in recent years and has a long-term tenant.

The pump was re-thatched in 2014 and no further maintenance is planned.

The telephone box was purchased in 2017 through the BT Adopt-a-kiosk scheme. Plans are underway to clean and paint it and move it to the Market Place. This should be completed in January 2022

## Earmarked Reserves

The Estimated Earmarked reserves for this cost centre are

Properties	£19,100
Public Toilets	£10,000

## Other Properties

<b>Expenditure</b>	<b>2020/21 Actual</b>	<b>2021/22 Budget</b>	<b>2021/22 Totals</b>	<b>2022/2023 Budget</b>
23 Market Place Repairs	-	400	-	400
Cemetery Cottage Repairs	354	500	580	500
Cemetery Cottage Reserve	-	1,000	1,000	1,000
Public Toilets Utilities	2,275	2,000	3,447	3,000
Public Toilets Rates	3,056	-	(3,056)	-
Toilets Cleaning Materials	311	600	210	500
Public Toilets General Repairs	710	1,000	-	500
Public Toilets Major Repairs	0	0	21,748	0
Toilets Contract Cleaning	5,125	8,500	3,803	6,500
Toilets Electrical Inspection	-	150	-	-
Toilets Sanitary Contract	70	2,500	914	1,200
Public Toilets Incidentals	237	100	50	100
Staff Costs	5,334	5,295	4,684	5,300
<b>Totals</b>	<b>17,472</b>	<b>22,045</b>	<b>33,380</b>	<b>19,000</b>
<b>Income</b>	<b>2020/21 Actual</b>	<b>2021/22 Budget</b>	<b>2021/22 Totals</b>	<b>2022/2023 Budget</b>
23 Market Place Insurance	<b>479</b>	500	500	500
23 Market Place Rent	3,750	5,000	5,500	5,000
Cottage Rent	5,734	6,750	5,500	7,000
Income – Lease	50	50	50	50
Transfer from Reserves	-	15,000	15,000	-
<b>Inc excl Precept</b>	<b>10,013</b>	<b>27,300</b>	<b>26,050</b>	<b>12,550</b>
Precept	16,600	<b>9,750</b>	9,750	<b>6,450</b>
<b>Totals</b>	<b>26,613</b>	<b>37,050</b>	<b>35,800</b>	<b>19,000</b>
Surplus/(shortfall)	9,141	15,005	2,420	-

## Cemetery

Our service objectives in providing the service

- To provide a well-maintained site whilst respecting the wishes of the families visiting the site

The Council owns the Cemetery on Norwich Road, which is open for both residents and non-residents. The cemetery is open to all faiths or those without faith having both consecrated and non-consecrated areas.

The cemetery is divided into four sections. The two front sections are where the established graves are situated and also Cemetery Cottage. The current burial ground is at the rear to the right and also includes a separate area for ashes interment. The remaining land is currently used as allotments. We are operating on a 'planned retreat' basis here, i.e. as plots are vacated, they are not re-let so when the time comes to extend the cemetery there should be very few, if any, allotment plots remaining.

The grass at the cemetery forms part of the grass cutting contract. Maintenance is performed by the facilities staff. This year we have placed a noticeboard and also row markers to aid identification of plots.

The major costs for the cemetery, excluding grass cutting, relate to tree management and the gravel driveway. This requires resurfacing on average every ten years.

The Driveway will need to be replaced possibly during 2022 – the current reserves are more than sufficient to meet this cost.

The cemetery gate pillars are scheduled to be re-built during the early months of 2022. The state of the gates will be assessed at the time and possibly re-painted this year. A sum of £10,000 has been estimated for this but the actual cost is likely to be lower.

The cemetery also includes a shelter which has been the subject of vandalism over recent years. It is currently still viable but is regularly inspected to ensure its safety. There is currently no seating at the cemetery.

### **BURIAL FEES**

	Non-Resident	Resident (50%)
Gravespace	650.00	325.00
Interment Fee	650.00	325.00
Subsequent Interments	650.00	325.00
Interment of Cremated Remains	340.00	170.00
New Memorials	380.00	190.00

Cremation Tablet	180.00	90.00
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Vase	180.00	90.00
Additional Inscriptions	80.00	40.00
Searches in Records	27.00	27.00
Burials for under 18's	No Charge	No Charge

### Earmarked Reserves

The Estimated Earmarked reserves for the Cemetery are £39,700

### Cemetery

Expenditure	2020/21 Actual	2021/22 Budget	2021/22 Totals	2022/2023 Budget
Water	84	100	35	100
Rates	408	400	469	500
Repairs*	2,556	750	11,520	1,000
Reserves	-	1,000	1,000	1,000
Drive Maintenance	-	500	500	500
Grass Cutting	5,435	6,200	4,868	6,200
Grounds Maintenance	1,552	4,200	1,389	4,200
Staff Costs	8,841	8,945	8,145	10,100
<b>Totals</b>	<b>18,876</b>	<b>22,095</b>	<b>27,926</b>	<b>23,600</b>
Income	2020/21 Actual	2021/22 Budget	2021/22 Totals	2022/2023 Budget
Other Income	860	-	-	-
Interments	5,570	3,500	3,683	4,000
Memorials & Inscriptions	2,000	1,500	2,040	2,000
Exclusive Rights	5,850	1,000	2,963	2,000
<b>Inc excl Precept</b>	<b>14,280</b>	<b>6,000</b>	<b>8,686</b>	<b>8,000</b>
<b>Precept – Cemetery</b>	<b>16,100</b>	<b>16,100</b>	<b>16,100</b>	<b>15,600</b>
<b>Totals</b>	<b>30,380</b>	<b>22,100</b>	<b>24,786</b>	<b>23,600</b>
Surplus/(shortfall)	11,504	5	(3,140)	-

## **Allotments**

Our service objectives in providing the service

- To provide allotments where a demand exists as required by statute
- To facilitate the management of the allotments to provide the best service to plot holders

Aylsham has four allotment sites

Cromer Road next to the Weavers Way on landed rented from the National Trust

Bure Meadows next to the A140

Norwich Road next to the cemetery, these are classed as temporary allotments as the land will eventually be required as burial land.

Woodgate Allotments at The Willows.

The total number of plots currently is 112 (32 Cromer Road, 43 Bure Meadows, 30 Woodgate and 7 Norwich Road). There are also 10 raised beds at Bure Meadows.

For many years the Council had a substantial waiting list but this has now been exhausted.

The current rent figures are shown below. The Council also takes a £100 deposit refundable if the allotment is returned in the same state as it was originally let. Allotment law requires the Council to give tenants 12 months' notice of any increase in rent. The rental year begins on October 1<sup>st</sup>.

The allotments are inspected four times a year in March, May, July and September. Allotment holders not deemed to be working their plot are given one warning and then their lease is terminated. No meetings have taken place this year due to Covid 19.

### **Earmarked Reserves**

There are no earmarked reserves but the allotments deposits are held as restricted funds.

## Charges for 2022/2023

### Norwich Road

Type	Size	Rental Fee
Small	up to 70sqm	13.75
Medium	71 - 119sqm	27.50
Large	over 120sqm	55.00

### Cromer Road

Type	Size	Rental Fee
Small	up to 150sqm	15.00
Medium	151 - 249sqm	30.00
Large	over 250sqm	60.00

### Woodgate

Type	Size	Rental Fee
Standard	up to 121sqm	45.00

### Bure Meadows

Type	Size	Rental Fee
Standard	up to 121sqm	45.00

## Allotments

Expenditure	2020/21 Actual	2021/22 Budget	2021/22 Totals	2022/2023 Budget
Rent - National Trust	275	275	275	275
Repairs/maintenance	200	1,500	55	1125
Grass Cutting	824	500	701	750
Reserves	0	0	4,725	0
Staff Costs	22,507	22,540	20,145	22,540
<b>Totals</b>	<b>23,806</b>	<b>24,815</b>	<b>25,901</b>	<b>24,690</b>
Income	2020/21 Actual	2021/22 Budget	2021/22 Totals	2022/2023 Budget
Other Income	-	-	99	-
Rents Received	4,426	4,500	4,254	4,500
<b>Total excl Precept</b>	<b>4,426</b>	<b>4,500</b>	<b>4,353</b>	<b>4,500</b>
Precept-Allotments	17,800	20,300	20,300	20,200
<b>Totals</b>	<b>22,226</b>	<b>24,800</b>	<b>24,653</b>	<b>24,700</b>
Surplus/(shortfall)	(1,580)	(15)	(1,248)	10

All the allotment sites are now let and we also have a short waiting list.



## Open Spaces

Our service objectives in providing the service

- To enable residents and visitors to be able to appreciate the many and varied informal open spaces in and around the town
- To maintain the open spaces to as high a standard as practicable
- To work in partnership with the Recreation Ground Committee to provide a well maintained, presented and equipped Recreation Ground

The green open spaces in Aylsham are maintained by the Town Council facilities staff, however the grass is currently cut by contractors. Tendering for the contract took place in the autumn/winter of 2018/19 and the tender was awarded to Garden Guardian for a five-year period.

There are a number of amenity areas throughout the town including three play areas and land at the staithe and old station. The Town Council is also responsible for the closed churchyard around St Michaels church and also the National Trust owned Market Place. The Town Council provides both administration and facility functions for the Recreation Ground Committee.

All areas are inspected on a regular basis with the play areas inspected at least weekly during the busy summer months.

The refurbishment of the Paupers Grave was completed in 2021 and the official opening will take place in March 2022.

New outdoor gym equipment has been installed at the large grass area off Henry page Road.

Substantial work is required the church wall and this together with the creation of a memorial garden will be a large focus of 2022.

## Earmarked Reserves

**The Estimated Earmarked reserves for this Cost Centre are**

Open Spaces	£70,400
Highway Verges	£4,600
Recreation Ground	£34,400
Churchyard	£28,500

This budget includes the full request from the Recreation Ground, including a sum of £5000 for the cricket wicket but removing £3000 for CCTV which has already been purchased

This includes an extra sum for the church wall,

## Open Spaces

Expenditure	2020/21 Actual	2021/22 Budget	2021/22 Totals	2022/2023 Budget
Market Place Sundries	216	200	1,620	200
Market - Advertising	-	500	-	500
Market Place Rates	1,896	1,950	1,896	1,950
Repairs - Open Spaces	839	500	3,000	500
Replacement Furniture	3,574	500	-	500
Highway Verges	9,412	-	8,067	-
St Michaels Development	2,652	4,000	2,467	3,500
Staithe/Old Station Yard	733	1,000	656	1,000
Norfolk Homes	13,162	14,000	12,243	14,000
Outdoor Gym	-	15,000	15,000	-
Tree Maintenance	7,820	7,500	14,000	15,000
Equipment	1,675	2,500	1,328	3,000
Paupers Graveyard	-	3,000	3,203	500
In House Grass Reserve	-	-	-	5,000
Town Sign/Noticeboards	-	-	600	-
Other Green Areas	718	750	643	750
Churchyard Grounds	2,134	3,000	1,675	3,000
War Memorial	-	200	19	200
Clock - Church	550	250	400	500
Lychgate	-	200	-	200
Wall and footpath maintenance	-	10,000	10,000	10,000
Recreation Ground	633	-	800	-
Recreation Ground Grant	65,550	56,570	56,570	67,420
Staff Costs	49,397	54,648	43,970	54,650
<b>Totals</b>	<b>160,961</b>	<b>176,268</b>	<b>178,157</b>	<b>182,370</b>
Income	2020/21 Actual	2021/22 Budget	2021/22 Totals	2022/2023 Budget
Market Rents	5,094	5,000	6,433	6,000
Farmers Mkt - Rent	966	3,500	2,000	3,000
Other Income	2,500	-	-	-
Highway Verges	8,791	-	9,515	-
Recreation Ground Staff Costs	7,136	8,200	8,200	8,200
Earmarked Reserves	-	15,000	15,000	-
<b>Total excl Precept</b>	<b>24,487</b>	<b>31,700</b>	<b>41,148</b>	<b>17,200</b>
<b>Precept</b>	69,350	85,480	85,480	97,750
<b>Precept Grant - Recreation Ground</b>	65,480	56,570	56,570	67,420
<b>Totals</b>	<b>159,317</b>	<b>173,750</b>	<b>183,198</b>	<b>182,370</b>
Surplus/(shortfall)	(1,644)	(2,518)	5,041	-

## **Street Scene**

Our service objectives in providing the service

- To provide and maintain seats, bus shelters and waste bins to a high standard whilst taking into account environmentally sound procedures
- To work with Aylsham In Bloom to provide floral features around the town
- To provide street lighting which is as efficient as possible and to respond to reported faults in a timely manner

Aylsham has street lights provided by the County Council and the Town Council. The vast majority (434) are provided by the Town Council. The street lights cover a variety of styles installed over the year. In 2020 all streetlights were replaced with LED's. As can be seen this has resulted in a significant cost reduction and harmonises with the Councils Climate Change agenda by reducing the carbon footprint. A loan was taken out to fund this replacement programme and will run for five years after which time there will be a further cost reduction of £10,000 per year

The Town Council provides litter bins and dog waste bins. All the dog waste bins are emptied by contractors as are the waste bins in the open spaces. Waste bins in the town centre are emptied daily by Town Council staff.

The Town Council also has numerous benches throughout the town. Any new bench must comply with the Town Councils bench policy.

The Town Council also has three bus shelters, two in the town centre which are cleaned monthly and a brick shelter on Norwich Road.

The Town Council are grateful to the members of Aylsham In Bloom who provide the wonderful floral displays throughout the town.

The Town Council relies on members of the public to report any issue with any street furniture.

The Town Council are in the process of purchasing additional grit bins to assist in periods of bad weather.

A request for a bus stop outside the industrial estate on Banningham Road is being progressed

### **Earmarked Reserves**

The Estimated Earmarked reserves for the Street Scene are £20,000

## Street Scene

<b>Expenditure</b>	<b>2020/21 Actual</b>	<b>2021/22 Budget</b>	<b>2021/22 Totals</b>	<b>2022/2023 Budget</b>
Electricity	13,487	5,000	7,524	5,000
Other Repairs	21	200	-	200
Street Light Repairs	7,309	3,000	-	1,500
Replacement Columns	-	5,000	2,000	3,000
LED Replacement Programme	139,467	10,000	10,000	10,000
Litter Bins	-	2,500	-	2,500
Bin Installation	-	250	-	250
Street Lighting Electrical Inspections	-	3,200	1,047	2,000
Benches	1,345	-	-	-
<b>Totals</b>	<b>161,629</b>	<b>29,150</b>	<b>20,571</b>	<b>24,450</b>
<b>Income</b>	<b>2020/21 Actual</b>	<b>2021/22 Budget</b>	<b>2021/22 Totals</b>	<b>2022/2023 Budget</b>
Litter Bins		-	-	-
Bus Shelter	9,960	-	-	-
LED Replacement Programme	50,012	-		-
Income			2,000	
<b>Inc exl precept</b>	<b>59,972</b>	<b>-</b>	<b>2000</b>	<b>-</b>
<b>Precept - Lighting</b>	<b>49,150</b>	<b>29,150</b>	<b>29,150</b>	<b>24,450</b>
<b>Totals</b>	<b>109,122</b>	<b>29,150</b>	<b>31,150</b>	<b>24,450</b>
Surplus/(shortfall)	(52,507)	-	10,579	-

The s106 money received for the bus shelters managed to buy three with £10,000 unspent. There have been numerous requests for a bus shelter opposite Tesco. There are two issues with this. Firstly, the gas main that runs under the path and secondly the vision for vehicles exiting Station Road. However, if the bus routes remain as they are this may warrant further investigation.