

		Month	Year	Budget	Variance	Available	% Spent
General Purpose	Income	2,80	118,8	106,4	(12,38)		111.6%
	Expenditure	5,86	60,2	94,5	34,2	34,2	63.8%
	Net Income over	(3,06)	58,5	11,9	(46,62)		
	plus Transfer from EMR	0	0				
	less Transfer to FMR	0	0				
	Movement to/(from) Gen	(3,06)	58,5				
	Income	1,63	64,1	69,0	4,88		92.9%
	Expenditure	4,85	51,5	79,2	27,7	27,7	65.0%
	Movement to/(from) Gen	(3,21)	12,5				
	Income	1,25	54,1	63,3	9,22		85.4%
23 Market Place	Expenditure	3,17	90,0	63,3	(26,70)	(26,70)	142.1%
	Movement to/(from) Gen	(1,91)	(35,9)				
	Income	0	2,94	5,50	2,55		53.5%
	Expenditure	0	145	600	455	455	24.2%
	Movement to/(from) Gen	0	2,79				
	Income	490	3,87	6,75	2,87		57.4%
	Expenditure	19	19	1,50	1,48	1,48	1.3%
	Movement to/(from) Gen	470	3,85				
	Expenditure	987	10,4	17,4	7,00	7,00	59.9%
	Income	0	12,3	12,3	0		100.0%
Other	Expenditure	431	3,44	5,03	1,58	1,58	68.5%
	Movement to/(from) Gen	(431)	8,90				
	Income	40	19,0	21,2	2,16		89.8%
	Expenditure	804	11,2	21,2	9,98	9,98	53.0%
	Movement to/(from) Gen	(764)	7,81				
	Income	0	220	0	(220)		0.0%
	Expenditure	0	7	0	(7)	(7)	0.0%
	Movement to/(from) Gen	0	213				
	Income	(30)	945	0	(945)		0.0%
	Expenditure	0	250	250	0	0	100.0%
Cromer Road	Movement to/(from) Gen	(30)	695				
	Income	(45)	1,31	0	(1,3)		0.0%
	Expenditure	0	77	0	(77)	(77)	0.0%
	Movement to/(from) Gen	(45)	1,23				
	Income	(5)	2,01	0	(2,0)		0.0%
	Expenditure	0	614	0	(614)	(614)	0.0%
	Movement to/(from) Gen	(5)	1,39				
	Income						
	Expenditure						
	Movement to/(from) Gen						
Woodgate	Income						
	Expenditure						
	Movement to/(from) Gen						
	Income						
	Expenditure						
	Movement to/(from) Gen						
	Income						
	Expenditure						
	Movement to/(from) Gen						
	Income						
Bure Meadows	Expenditure						
	Movement to/(from) Gen						
	Income						
	Expenditure						
	Movement to/(from) Gen						
	Income						
	Expenditure						
	Movement to/(from) Gen						
	Income						
	Expenditure						

	Month	Year	Budget	Variance	Available	% Spent
Allotments General	0	19,3	23,8	4,50		81.1%
Expenditure	1,76	14,6	23,5	8,90	8,90	62.2%
Net Income over	(1,76)	4,66	266	(4,4)		
less Transfer to FMR	0	0				
Movement to/(from) Gen	(1,76)	4,66				
Markets Income	571	5,86	7,40	1,53		79.2%
Expenditure	0	1,97	2,55	578	578	77.3%
Movement to/(from) Gen	571	3,89				
Open Spaces Income	344	140,0	145,9	5,83		96.0%
Expenditure	7,03	98,6	150,8	52,1	52,1	65.4%
Net Income over	(6,69)	41,4	(4,9)	(46,35)		
plus Transfer from FMR	0	0				
Movement to/(from) Gen	(6,69)	41,4				
Street Scene Income	0	65,3	45,3	(20,00)		144.1%
Expenditure	0	27,0	45,3	18,3	18,3	59.6%
Movement to/(from) Gen	0	38,3				
Christmas Income	409	2,09	0	(2,0)		0.0%
Expenditure	1,76	2,14	1,65	(496)	(496)	130.1%
Movement to/(from) Gen	(1,35)	(56)				
Street Party Income	40	1,16	0	(1,1)		0.0%
Expenditure	0	2,15	0	(2,1)	(2,15)	0.0%
Movement to/(from) Gen	40	(990)				
General events Income	0	2,02	0	(2,0)		0.0%
Expenditure	1	2,41	0	(2,4)	(2,41)	0.0%
Movement to/(from) Gen	(1)	(396)				
Collectors Fair Income	244	2,17	0	(2,1)		0.0%
Grand Totals:- Income	7,754	517,844	507,110	(10,734)		102.1%
Expenditure	26,703	377,127	507,140	130,013	130,013	74.4%
Net Income over	(18,94)	140,7	(30)	(140,7		

**CLERK'S REPORT FOR COUNCIL MEETING 18.12.19**

<b><u>ITEM</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>COMMENTS</u></b>
Town Hall	Refurbishment	Work to the audio system completed and the new system has received numerous compliments. As a trial the Town Council will be holding an afternoon showing of It's a Wonderful Life on Wednesday December 18 <sup>th</sup> . The new blinds have been installed and look good – new curtains for the fire exit and entrance doors could be considered. Planning permission for doors with BDC
23 Market Place	Let to WH Brown Rent issue	Agreed a five-year lease – currently working with solicitors
Cemetery Cottage	Private Letting	Issues with ceilings cracking – awaiting builders report
Cemetery		No known issues.
Allotments		Despite contacting developers at both sites, the Town Council have still received no bills for the water used at the new allotment sites
Churchyard		
Market Place		
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithes		
Hopkins Homes areas general		
Paupers Graveyard	Clearing	Proposals to fence the area will be brought to the Town Council in the New Year
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		<b>AGENDA ITEM</b>
Land at Sapwell Close	A d v e r s e Possession Claim	Now with a different Government Department
Car Parks		Awaiting details of BDC review

Street Lighting	Replacement Programme	Tender document posted to contract finder with closing date of 31 <sup>st</sup> January.
Mill Road/Cawston Road	Installation of Bollards	Agreed final placement at a site meeting with Highway Engineer. One of the existing posts has been hit (probably by a lorry) and a request to repair this has been sent
Public Toilets		Will now look at refurbishment as agreed as part of the budget discussions in November
Offices - Public Toilets		
COMMA/Archives		New laptop being purchased
Litter & Dog Waste Bins		
Bus Shelters		Have received £20,000 from Norfolk County Council. Need to agree positioning bearing in mind the lack of a footway at Woodgate. This is still in negotiation with NCC and Persimmon
Pump		
Pillboxes		
War Memorial		
Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office no of any such areas and we will add it to the schedule we send them
Drill Hall		<b>AGENDA ITEM</b>
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Telephone Box	Refurbishment	Planning application agreed will look to install in January/February
Bure Meadows Footpath	New Footpath across to Dunkirk	
Staffing		Member of staff currently on sick leave until 9 <sup>th</sup> January Donna Butcher has settled in well
Policing	Sickness	We have been advised that PC Magee is currently on sick leave for a while. A new stand in has been agreed PC Lucas Ward

Christmas	Office Hours	The Town Council office will close at 3pm on Monday December 23 <sup>rd</sup> and re-open on Thursday January 2 <sup>nd</sup> . The Public Toilets will be closed from Christmas Eve until New Years Day.
Town Council Office	Clearing	There are various areas of the Town Council offices and archives that require assessing and tidying up. To do this more effectively it is requested that the office can be closed for one day in January to enable this work to be done as quickly and safely as possible

#### Items for Town Council to consider/note

- **Possible change to curtains at Town Hall**
- **Non-receipt of water bill**
- **Staff Issues**

Agenda Item 12b

#### REPORT TO COUNCIL

**Subject: Rent Increase at Aylsham Community Gym**

**Author: Sue Lake**

**Date: 11<sup>th</sup> December 2019**

At the November meeting various members from Aylsham Community Gym (ACG) made representations to the Council regarding the issues caused by the agreed rent increase at the Drill Hall. Since then I have also received a substantial number of letters from gym members and health professionals who all whole heartedly endorse the gym.

I met with Annette Marsh (chairman) and Janet Bower (Treasurer) to talk through the issues in more detail before the Council discussed the request.

I made ACG aware of the situation we inherited and they could see the need the Town Council felt to address the imbalance. They pointed out that as the main user of the hall the financial impact on ACG was greater than on other users. The rent increase amounts to nearly 25% increase in costs. I looked at the finances of the gym and did query the high level for other costs which includes repairs and insurance. This figure is high due to the nature of the gym and the constant moving of equipment leads to more issues than those gyms that are permanently set out. The equipment is professionally inspected every 6 months.

The current membership is 123 and the maximum ACG can effectively manage is 130. Membership rates vary as under 20's pay less than adults, couples pay a reduced rate and the last increase in membership was voluntary and not everyone took this up. They advised that should this last

increase be made compulsory then they would be able to pay an increased rent, but not the full rate previously determined by the Town Council.

Please find on the next page a table showing various rent charges and the impact they would have on the gyms finances and also the Town Councils.

<b>Day</b>	<b>Rent</b>	<b>Total</b>	<b>Monthly</b>	<b>Increase</b>	<b>Percentage</b>	<b>Annual Reduction to TC</b>
Current Use - 4 days	£ 8.18	£ 145.20				
Storage		£ 1.45				
		£ 146.65	£ 586.58	£ -	0%	-£ 1,721.04
Proposed	£ 10.00	£ 177.50				
Storage		£ 5.00				
		£ 182.50	£ 730.00	£ 143.42	24%	£ -
Proposed	£ 8.50	£ 150.88				
Storage		£ 5.00				
		£ 155.88	£ 623.50	£ 36.92	6%	-£ 1,278.00
Proposed	£ 8.75	£ 155.31				
Storage		£ 5.00				
		£ 160.31	£ 641.25	£ 54.67	9%	-£ 1,065.00
Proposed	£ 9.00	£ 159.75				
Storage		£ 5.00				
		£ 164.75	£ 659.00	£ 72.42	12%	-£ 852.00
Proposed	£ 9.50	£ 168.63				
Storage		£ 5.00				
		£ 173.63	£ 694.50	£ 107.92	18%	-£ 426.00

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL  
ON THURSDAY 21 NOVEMBER 2019 at 7.00 p.m.**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mr R Willis ABEF  
Mrs J Kerrison Aylsham WI  
Mr G Margaron, Aylsham Community Partnership  
Mr R Preston, Walkers are Welcome  
Ms K Hughes, Broadland District Council  
Mrs V Shaw Aylsham Town Council

**GUEST** Ms Clare Haylett

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

**01 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from  
Mrs J Marles Aylsham In Bloom  
Mrs J St Clair Aylsham U3A  
Mrs M Evans Aylsham Town Council

**02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

There were no Declarations of Interests or any Requests for Dispensations.

**03 MINUTES**

The Minutes of the Cittàslow Aylsham Meeting held on 17 October, were **confirmed and signed**.

**04 MATTERS ARISING**

None

**05 ITEMS REFERRED FROM LAST MEETING**

None

**06 ADJOURNMENT OF THE MEETING**

In the absence of any member of the public, the meeting continued without adjournment.

**07 OTHER ORGANISATIONS IN AYLSHAM**

No speaker this month

**08 FARMERS MARKET**

The Farmers Market in November coincided with the Rugby World Cup Final and was quieter than usual but picked up later in the morning. As usual, no market will be held in January.

**09 PROJECTS**



- i) **OLD STATION YARD**  
Work to tidy up the bulb area is still progressing. Will meet again in January. Will look at a litter pick up in National Spring Clean period 20<sup>th</sup> March – 13<sup>th</sup> April 2020.
- ii) **WALKERS ARE WELCOME**  
A winter walks programme has been designed and it is hoped to engage younger families. All walks will be short trails to include play equipment. These will be on the 3<sup>rd</sup> Sunday of the month to meet at 1.30 outside the Town Hall. It was suggested placing this on Mumbler which provides information for young families. Also looking at funding from The Big Stroll.
- iii) **STREET PARTY – 2020**  
The Lovin Handful are no longer available and an alternative band has been booked – Hot Crumbs.
- 10 CITTASLOW UK & INTERNATIONAL MATTERS**  
It is not clear whether Berwick will be in a position to renew the membership this year.
- 11 AYLSHAM CITTASLOW STATUS AND SLOW FOOD ANNIVERSARIES**  
Clare Haylett, a PR representative, spoke in detail regarding the events and how she would be able to assist the organisations in promoting and organising the events. All the major events in Aylsham were discussed and how they could be used to promote these events. There would be a cost to this and Clare will forward this to the chairman for future discussion.
- 12 CITTASLOW IN AYLSHAM**  
Following on from last month's detailed introduction further discussion took place on the reason for Cittaslow and the Cittaslow Committee. It was felt the good work undertaken for the Future High Street bid should not be lost. This also fits in with the views expressed at the previous nights Town Council meeting on what is required if further planning should come forward.
- 13 AYLSHAM COMMUNITY EVENTS COMMITTEE**  
The main focus is now on the Christmas Lights Switch On which will be held on November 29<sup>th</sup>. The arrangements for this are in hand.
- 14 SLOW FOOD AYLSHAM**  
Discussions are under way for the dinner at the High School next year. The AGM will be held at the Saracens Head.
- 15 AYLSHAM IN BLOOM**  
No report available.
- 16 ABEF**  
The Christmas Meeting will be hosted by the Plough on December 4<sup>th</sup>.  
Business Breakfast has been organised for 29<sup>th</sup> January.  
Plans are under way for a Spring Expo on 11<sup>th</sup> March
- 17 AYLSHAM PARISH CHURCH AND CHURCHES TOGETHER**  
No report available.
- 18 ITEMS FOR INFORMATION/NEXT AGENDA**

An election hustings event has been organised for Monday December 2<sup>nd</sup> in the church.

**19 DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Thursday 16<sup>th</sup> January 2020 at 7.00p.m.in the Council Chamber, Aylsham Town Hall**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 8.55 p.m.

**AYLSHAM RECREATION GROUND COMMITTEE  
MINUTES OF MEETING HELD  
10<sup>th</sup> December 2019**

**Present**

Keith Hilton, Francis Dodd, Barry Lancaster, David Curtis, Myles Hague

Wendy Murphy – Finance Officer/Secretary  
Richard Forrest Hill – Recreation Ground Manager

Lucas Ward Temporary Aylsham & villages Beat Manager

**1. Apologies and Welcome**

Apologies were received from Eileen Springall, Heather Morton and Chris Deller  
Keith Hilton welcomed Lucas Ward

**2. Minutes of the previous meeting**

The minutes of 5<sup>th</sup> November 2019 have been circulated and were agreed as a true record.

**3. Matters Arising**

None

**4. Financial Reports**

Wendy Murphy distributed the finances and confirmed that the reconciled balance in the current account as at 29/11/2019 was £4817.00 and the saving account was £13000.00. Hirer's invoices outstanding were £1592.00. The true balance is £21976.00. Monies will be received from HMRSC Vat repay £2315.79 and £12570.00 is due in for 3<sup>rd</sup> Grant Payment

The Town Council has agreed the 2020/2021 grant amount for £65480.00

Pathway Lighting - Invoices have been received from Partridge Electrical for £2592.11 + VAT. Keith has done a letter to the Town Council seeking a redress of this amount – letter attached.

**5. Storage Unit and Scoreboard**

Wendy confirmed that she has received an amended Tree report with the Beech Tree removed and confirming that 5 other trees need to be planted 6 months after the storage unit becomes occupied. An application for removal or variation of a condition following grant of planning permission has been submitted and there will now be a wait of 5-8 weeks.

**6. Corporate Identity for the Recreation Ground**

Wendy Murphy is still arranging for her Daughter to produce a logo and for the website and Facebook page to be done– Action WM

**7. Recreation Ground Managers Report**

**Car Park** – 3 of the Black Bins have been vandalised and there has also been work done to a car resulting in an oil spillage. Keith Edwards is in the process of cleaning this up – Richard to discuss with Keith Edwards a way of securing the bins to the ground – Action RFH

**Sewers/Drainage/Toilet** – Drains R us have been and unblocked the drains and have found that the manhole at the rear of the Pavilion is holding water – Barry will speak to the contractor that had done the work to the drains to see if this can be rectified – Action BL

**Football Pitches** – Wendy confirmed that she had signed up Briston football team to start playing at the Recreation Ground from next September.

**CCTV** – Due to the recent vandalism at the Recreation ground Richard asked if the committee could consider extending the CCTV – This will be looked at when the storage unit is installed.

## **8. Ground Maintenance**

Nothing to report

## **9. Skate Park / Smile Park**

Some rivets have come lose and Teenagers are using the shelter to take drugs – Lucas confirmed that he would keep an eye on this.

## **10. AOB**

### **Reports from User Representatives –**

**Tennis Club** – No Report

**Cricket Club** – Nobody was present but they have asked for a representative to go to their AGM on 11/12/2019 Keith Hilton will attend

**Bowls Club** –. The have had a fence broken either down to wind or vandalism but they are looking to repair this themselves. They have a gap in the fence by the toilet block – Richard will speak to Keith Edwards to see if he can look at planting some saplings to fill this – Action RFH

**Aylsham Running Club** – They have agreed that the lines do not need to be repainted into the recreation ground as they run on a Thursday at Youngs Park because of lighting – Richard will look to see if a light can be fitted onto the Tennis Court lights – Action RFH

**Pétanque** – Still being well used

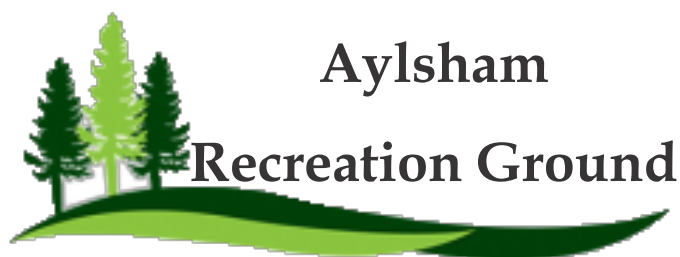
**De-Fibulator** – The Town Council have agreed to purchase a box for this to go into and it was suggested that this could be installed on the wall of the Pavilion – Francis Dodd will go back to the Bowls committee to discuss – Action FD

**Stall at Christmas Light Switch on** – although the stall did not do very well due to the fire on Red Lion Street, Keith Hilton was able to speak to lots of people about the Recreation ground

**Colour Run** - Wendy asked if the Town Council could use the Recreation Ground to do this next year and a date had been pencilled in for October 2019 – The committee agreed.

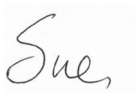
Meeting closed at 20.20

Date of next Meeting – 14<sup>th</sup> January 2019 in the Town Hall Council Chambers



Sue Lake, Town Clerk,  
Aylsham Town Council, Town Hall  
The Market Place,  
Aylsham  
NR11 6EL

11th December 2019

Dear 

The remedial work on replacing the electrical cabling on the footpath lights has now been completed and the committee has received an invoice from Partridge Electrical Services for £2,600.

The committee discussed this matter in detail at their December meeting and have been advised that the original work was non-compliant and there is a good case to be made for seeking redress from the contractor who undertook the work on the town council's behalf in 2014.

The committee feel that under these circumstances that it should not be responsible for the cost of this remedial work. We would, therefore, request that the council consider the above mentioned course of action. The Town Council's representatives who were present at the committee supported this course of action and will no doubt speak to the item at the appropriate time.

Kind Regards

Yours sincerely

Keith Hilton  
Chairman  
Aylsham Recreation Ground Committee



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