I HEREBY GIVE NOTICE OF A MEETING OF AYLSHAM TOWN COUNCIL AND SUMMONS ALL MEMBERS TO ATTEND. THE MEETING WILL BE HELD IN THE TOWN HALL ON WEDNESDAY 2nd DECEMBER 2026 at 7.00 pm

Faye LeBon

(Town Clerk)

Thursday 26th November 2026

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

A G E N D A

1. **To Receive Apologies for Absence**
2. **Election of Vice Chairman**
3. **To Receive Declarations of Interest and Grant Requests for Dispensation**
4. **To Agree the Minutes of the Meeting held on 4th November 2026 (1-8)**
5. **To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
6. **To Receive Reports from County and District Councillors, and other Partnership Organisations**
   Maximum of 3 minutes per report.
7. **To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
8. **To Co-opt new Member to Aylsham Town Council (9-14)**
9. **To Receive Town Clerk's Report (15-17)**
10. **To Note any Updates on Capital or Community Infrastructure Levy Projects, Including new Proposals (18-19)**
11. **Highways (20)**
    a) To receive update on Transport Hub
    b) To receive update on A140 speed reduction proposals
12. **Finance**
    a) To receive the bank reconciliation to 24th November 2026 (21)
    b) To receive year to date payments and receipts against budget (22-32)

c) To agree the detailed payments 28th October to 24th November 2026 (33-40)
d) To agree the detailed receipts from 28th October to 24th November 2026 (41-45)
e) To note schedule of reserves (46-47)
f) To receive any update on external audit from PKF Littlejohn (48)
g) To receive items for 2027/2028 budgetary consideration (48)

13. To Receive Correspondence from the Archives (49)

14. To Receive Update on IT Improvement Programme (50)

15. Committee Reports

a) Aylsham Climate Emergency (ACE) (51-53)
- **i)** To receive the minutes of 2nd November 2026 and ratify decisions made

b) Planning (54-60)
- **i)** To note the Minutes of the committee meeting of 12th November 2026

c) Visit Aylsham (61-63)
- **i)** To receive the notes of the Meeting of 11th November 2026

d) Cittaslow (To follow)
- **i)** To note the Minutes of the Meeting of 17th November 2026
- **ii)** To consider report on the future of running Cittaslow Aylsham

e) Property (64-67)
- **i)** To note the Minutes of the Property Committee of 10th November 2026 ()
- **ii)** To receive update on health and safety repairs for Town Hall roof ()
- **iii)** To receive update on town hall boiler replacement ()
- **iv)** To receive update into town hall improvement and refurbishment project

f) Events Committee (68-69)
- **i)** To note the Minutes of the Events Committee meeting of 18th November 2026
- **ii)** To receive verbal update of Christmas Lights switch on

g) Churchyard Committee (70)
- **i)** To receive verbal update of Churchyard Committee meeting of 30th November 2026 and appointment of contractor for repairs to the church wall ()

h) Neighbourhood Plan Steering Group (73-75)
- **i)** To note the Minutes of the Events Committee meeting of 24th November 2026

i) Transport Group
- **i)** To Receive Verbal Update from Transport Group meeting of 30th November 2026

j) Blickling Stakeholders Meeting (76-80)
- **i)** To Receive Notes from the meeting of 17th November

16. To Note Items for Information or a Future Agenda

17. Meetings

a) To agree date for Budget Setting Meeting
b) To agree date for the next Town Council meeting of 6th January 2027