



MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 2nd SEPTEMBER 2026 at 7pm

PRESENT:

Kay Montandon (Chair)	Trevor Bennett	Tim Briscoe
Gordon Clarke	Kevin Cunnane	Mary Evans
Catherine Fletcher	Michael Goodwin	Jon Minns
Mitchell Philpott	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 (Norfolk Constabulary)

1. To Receive Apologies for Absence

Apologies were received from David Anderson.

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

It was **agreed** to defer this item. Nominations were encouraged for the next meeting.

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

None raised.

4. Minutes

a) To Agree the Minutes of the Meeting held on 5th August 2026

It was **agreed** to accept the Minutes of the Town Council Meeting held on 5th August 2026. The Minutes were signed as a true and accurate record by the Chairman.

b) To Agree the Minutes of the Meeting held on 25th August 2026

It was **agreed** to accept the Minutes of the Town Council Meeting held on 25th August 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 Receive Reports from County and District Councillors, and other Partnership Organisations

Sue Catchpole thanked all those involved in the Snail Trail.

Sue has been working with ACE on the forthcoming Nature Trail. The Clerk will ensure that Visit Aylsham knows about the first walk around the trail.

The legislation relating to LGR and devolution is due to be made in January. There is a suggestion that the parish and town elections may align with the unitary elections.

Sergeant Marrison gave an update on relevant crime statistics for Aylsham. There had been a burglary and criminal damage at the Eastern Sea takeaway and unfortunately the suspects have yet to be identified. There had also been an incident in the church, where a person has been identified and released on bail.

It is unsure when the regular Beat Manager will return to this duty, but cover will be found if the situation continues.

Sergeant Marrison will follow up with the police architectural liaison officer over advice required for the churchyard and Paupers' graveyard.

Michael Goodwin queried if there was an update on the youths in balaclavas, as reported in the last meeting. Sergeant Marrison advised that this was likely to be connected with the youth that is already under arrest.

The patrol priorities for Aylsham remain the market place, churchyard and recreation ground.

An e-bike being ridden illegally was seized in Cawston. If the bike remains unclaimed it will be destroyed.

The next priority setting meeting will be held on 21st September, 6pm – 7pm. It is likely to be held in Cawston, but will be accessible online. Once the venue has been formalised the Clerk will place on the Town Council's social media to encourage members of the public to attend.

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

No matters raised.

8. To Receive Town Clerk's Report

The Town Clerk's report had been previously circulated. The Clerk provided updates on the Deputy Clerk's achievement in the CiLCA qualification, and the thanks from the Facilities Support Officer for the recent best wishes from the Town Council.

Kevin Cunnane queried whether the recent drought was impacting the allotments. The Clerk advised that whilst there is an exemption under the recent hosepipe ban for food crops grown at home or on private allotments where a watering can isn't a practical option, the Town Council has been requesting that hosepipes are not used due to the council's declaration of a climate emergency and the collective responsibility to conserve water.

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

9. 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	

There had been no update on Bank Barn, after concerns were raised with inconsistencies in the ownership description in the planning application.

After a query about the play equipment on Mileham Drive it was reported that the maintenance team will attempt repairs on the play equipment surfacing, if not obtain quotations to replace. With regards to the MUGA surfacing, there would unlikely to be any funding for a repair, but to replace and improve, as a result of public consultation, may attract funding.

As the proposed locations of either the Town Hall or Buttlands and Burgh Road car parks for the Library of Things had been deemed as not suitable by the locker supplier, alternative locations were being sought. The High School or Budgens car park were suggested.

10. Highways

a) To receive update on the Transport Hub

A meeting will be held onsite with Norfolk Homes on 11th September to discuss the proposed transport hub and any help that Norfolk Homes can provide.

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

Kay Montandon reported that a productive site meeting was held with Tom Dickerson, Cabinet member for Highways and Transport. Firstly, the Soame Pump was discussed and the directional priority of the traffic. Mr Dickerson will find the original safety report for the scheme to find out why the existing priority was agreed.

Red Lion Street was also visited so that Mr Dickerson could see the problems arising from the narrow road and pavements.

Gordon Clarke will put together two concept documents and send to Mr Dickerson for further consideration. It was noted that Mr Dickerson was encouraged by Aylsham Town Council's engagement and work already in progress with these projects.

Trevor Bennett queried how the highway feasibility studies are funded. It was noted that the ward member typically used their member's fund, however as this fund had now been withdrawn, the cost would likely fall on the Town Council.

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

Kay Montandon, Sue Catchpole and the Clerk attended a meeting with Norfolk County Council officers to discuss the proposed A140 speed restrictions to 50mph, as opposed to the 40mph which was originally discussed. As a result of objections to the proposal, Sue Catchpole had not signed off the Traffic Regulation Order. The matter will be escalated to the Cabinet member for Highways and Transport to decide.

d) To receive update from Transport Group

A report from this group had been provided in the pack. The group had focussed on preparing a terms of reference.

e) To receive notification of Parish Partnership 2027/2028 and consider possible projects

Information had been provided about the 2027/2028 parish partnership scheme, whereby small local highway projects could receive 50% funding from Norfolk County Council. Discussions occurred about a length of footpath or trod between the roundabout at Woodgate to the bus stop.

11. Finance

a) To receive bank Reconciliation to 25th August 2026

The bank reconciliation to 25th August, showing a balance of £513,466.24, 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 29th July 2026 to 25th August 2026

The payments totalling £53,223.18 were *agreed*.

d) To agree the detailed receipts from 29th July 2026 to 25th August 2026

The receipts totally £14,144.71 were *agreed*.

e) To note the schedule of reserves

The level of reserves was *noted*.

f) To receive update on Internal Audit Process

A report was provided responding to an earlier document on the council's finances. The report was accepted and it was *agreed* that no further action would be required. An internal audit had been completed and the external audit is now in progress.

12. Local Plan

a) To consider any response required to GNLP Scoping Consultation

It was *agreed* to delegate this response to the planning committee which is meeting on 10th September. Feedback should be sent to the Clerk by 9th September. Members were encouraged to remember the ACE commitments in any response.

b) To note sites submitted under Call for Sites.

It was *noted* that there were five sites submitted under the recent call for sites. Once the sites had been assessed, then there will be a public consultation.

c) To note new National Planning Policy Framework and updated guidance for Neighbourhood Plans.

A report had been circulated on the new NPPF and its impact on Neighbourhood Plans. It was noted that the NPPF comes in with immediate effect and all forthcoming decisions on planning applications will be based on this document. The Neighbourhood Plan group will meet on 17th September to discuss further.

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

A report had been circulated to councillors. Further clarification had been requested of the licensing team at Broadland Council to ask why there appear to be two separate premises licenses for the Town Hall. Regardless, it is likely that as a result of deregulatory laws, the Town Council and Drill Hall could operate under a community building exemption with a TENS licence required for the supply of alcohol. The Market Place and Red Lion Street are not classed as community building so a license may be required for the regulated entertainment in this area.

14. Committee Reports

a) Planning Committee

i) To note the Minutes of the planning committee meeting of 13th August 2026

The minutes of the Planning committee meeting of 13th August 2026 had been circulated and were *noted*.

b) Visit Aylsham

i) To receive the notes of the Meeting of 18th August 2026

Mitchell Philpott reported that the group's new initiative was 'Meet the Business' and is being led by the Communications Officer.

There had been over 100,000 views of the Visit Aylsham and Town Council social media over the last month.

Expressions of Interest had been submitted for funding for projects to increase Wi-Fi in the market place and for digital signage.

c) Cittaslow

i) To consider report on the future of running Cittaslow Aylsham

Further to the withdrawal of Mold and Llangollen from the Cittaslow network, Patrick Prekopp had been investigating different models of single Cittaslow towns in a country. Information had been provided by Goolwa in Australia.

The Cittaslow UK AGM will take place on 16th September and the next Cittaslow committee meeting will be held on 22nd September. It was *agreed* to defer this item until the next meeting to allow these two groups to meet.

d) Staffing Committee

i) To note the Minutes of the Staffing Committee of 10th August 2026

The Staffing Committee minutes of 10th August 2026 had been circulated and were *noted*.

e) Property Committee

i) To note the minutes of the committee meeting held on 18th August 2026

The Property Committee minutes of 18th August 2026 had been circulated and were *noted*.

f) Churchyard Committee

i) To note the minutes of the churchyard committee held on 10th August 2026

The minutes of the churchyard committee meeting held on 10th August 2026 had been circulated and were *noted* by the council.

15. To Note Items for Information or Future Agendas

Plan for unauthorised encampments, when work commences out of officer hours.

16. To Confirm the Date of the Next Meeting as Wednesday 7th October 2026

This was **agreed**.

17. Closure of the Meeting to the Press and Public

It was agreed to exclude the press and public from items 18 and 19 under the Public Bodies (admission to meetings) Act 1960 in view of the commercial sensitivity of the business to be transacted (item 18) and the confidential personnel nature of the business to be transacted (item 19).

The meeting was closed to the press and public.

18. Contracts

a) To Receive Quotations for Street Light Maintenance Contract and Agree Contractor.

The offer to price for the Town Council's street light maintenance contract had been sent to two local contractors and also publicised on Find a Tender. The submissions were reviewed and the council agreed to appoint Cozens Electrical.

b) To Agree Update from IT Contractor and Agree any Further Actions

Members **agreed** to move £10,000 from the Town Hall earmarked reserves to the IT Improvement project to facilitate the commissioning of Phase 2 of the project (networking) and also to allow IT support to the 31st March 2027.

19. To Receive Notification of Pay Agreement 2026/2027 and Consider Impact of Deletion of SCP 2

It was **noted** that an agreement has been reached on the 2026/27 National Joint Council (NJC) Green Book pay award, providing a 3.3% increase on all pay points and allowances effective from 1 April 2026. The deletion of scale point 2 was also noted, therefore it was **agreed** that all members of staff on Scale Point 2 should be moved to Scale Point 3.

The meeting was re-opened to the press and public

There being no further business to transact, the meeting closed at 9pm

Signed _____ Date _____

Item 8

Clerk's Report for the Meeting of 7th October 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 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 tenders received, to be considered by the property committee. Roof slate has become dislodged. Obtaining quotes for resiting. Premises license being addressed. To inform hirers of decision.
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 has provided advice on new lease. This has been agreed by the property committee. Awaiting solicitor quotes.
Cemetery Cottage	Forward plan for repairs and maintenance received
Cemetery	Concerns raised over the number of informal edgings that have been installed around graves. To be addressed. Burial procedures to be reviewed. Topple testing commenced (see agenda item 13)
Cittaslow	Cittaslow UK EGM booked for 12 th October. 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 8th 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. Further extension now 2nd October Church Wall planning application Boundary wall notices will be required to be issued. All funding now received for Memorial Garden project. Faculty required for plaques. Manual topple test of gravestones to be completed. Reports of antisocial behaviour and rough sleeping. Request put into Sgt Marrison to request advice from the police architectural liaison officer. No response to date.
Market Place	Broadland Council agreed that there were duplicate licences for the market place. A credit note will be issued.

Markets	Awaiting decision on grant application for extending wifi into the market place, to support market traders and their customers.
Jannys Close Community Garden	Historical information to be sought to enable land registration. Correspondence from 2015 suggests a payment made from the Community Gardens, of their maintenance fund, to the Town Council. To investigate further, although this is unlikely to be enough for proof of ownership.
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).
Paupers Graveyard	Reports that area is continued to be used as a dog exercise area, after reopening in April. Request put into Sgt Marrison to request advice from the police architectural liaison officer. No response received to date.
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, to plant up when weather is suitable for growth.
Recreation Ground	There remains a problem with transferring the electricity contract for the pavilion to the Recreation Ground committee. Deputy Clerk has taken this up.
St Michael's Way	Maintenance team to action matters identified in RoSPA report.
Car Parks	Street light failure on the Buttlands. This is likely to be progressed with new contractor.
Street Lighting	Resolution of reconnection of lights on Sir Williams Lane is still ongoing. Advice sought from new contractor who will look to price a solar alternative that could be trialled. Vehicle strike on street light on Church Terrace / Penfold street – currently collating information for insurance claim
Public Toilets	No matters to report
COMMA/Archives	No matters to report
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. Now October 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 New licence for the Dance school yet to be agreed. Licence to be withdrawn when hirers have been notified.
SAM2 and Community Speed Watch	CSW to be placed on website. Appeal for help on social media.
Vehicles	No matters to report
IT Project	See agenda item
Councillor Chats	To be arranged
Other Matters	Clerk and maintenance manager have attended Procurement Training. Clerk has upgraded Community Action Norfolk membership (extra cost £26.50) to allow for model hall hire documents. Suppliers are beginner to reintroduce fuel surcharges for deliveries / office visits.
Future Meetings	8 th October – 10am – Planning Committee 8 th October – 7pm – Christmas Lights Committee 13 th October – 2pm – Property Committee 14 th October – 1pm – Churchyard Committee 19 th October – 2pm – Staffing 20 th October – 11am - Cittaslow 21 st October – 2pm – Community Events 21 st October – 3.30pm – Visit Aylsham

Meeting of Aylsham Town Council – 7th October 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 12th October***
- e. Surfacing of Mileham Drive MUGA – **prioritised by Property committee. Article went out in Just Aylsham in consultation with some constructive responses received. All contributions have been acknowledged and advised that a further electronic consultation will take place, but it will be after the Household Survey so as not to confuse the two. Possible £13K S106 available from the Hungate Street development to start fund and attract match funding.**
- f. Surfacing of Mileham Drive Play Area - **prioritised by Property committee. Maintenance team are looking at some patch repairs (rubber crumb and resin) to try to increase the longevity of the current surfacing, but a full resurface may be required in due course.**

Highways

- a. Transport Hub. **Meeting with Norfolk Homes. Advised to create a clean tender and then NH will look to assist with what is available at then time. Need to get quotes for tender documents.**
- 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. Suggestions of either Budgens car park or the Sports Hub car park have been sent to Broadland Council. If they are feasible, to approach landowners.***
- c. Market Place Greening. ***Grant application put in as part of Norfolk High Street Matters fund***
- 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 - 7th October 2026

Item 10 – Highways

a) To receive update on Transport Hub

A meeting was held with Norfolk Homes on 11th September. In attendance:

Kay Montandon

Gordon Clarke

The Clerk

Martin Oliver (Norfolk Homes site manager)

James Millard (Norfolk Homes land and planning manager)

The transport hub area was discussed and potential assistance Norfolk Homes can provide. It was advised that due to the lengthy timescales of the project that a clean tender is produced and then Norfolk Homes will communicate with the appointed contractor and consider any assistance at the time of construction.

The Clerk will obtain quotes to create the specification for tender

b) To receive update on Parish Partnership 2027/2028 and consider possible projects.

At the last meeting the Clerk agreed to investigate a length of footpath or trod between the roundabout at Woodgate to the bus stop. This area has now been put forward by the Neighbourhood Plan group as possible area of Local Green Space, which would be given additional protection. It may not be appropriate now to consider developing this area.

The scheme also covers:

- 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.
- Improvements to Public Rights of Way / Norfolk Trails.

Therefore, advice has been sought Pathmakers about whether any improvements are required in Aylsham. Pathmakers is a charity dedicated to improving access to the Norfolk Countryside for people of all abilities and backgrounds.

c) To receive update from Transport Group

Transport meeting notes 29 September 2026

Present:

Gordon Clarke
Catherine Fletcher,
David Harry
Kay Montandon
Pat Prekopp
Sue Catchpole
Lindsay Little
Richard Laxen

1. Terms of Reference for a Working Group or Committee proposed draft for consideration by the Town Council

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

- a) Title of Group/Committee: Safer Aylsham Streets (SAS).
- b) Budget. £10k a year to cover one safety/feasibility study per year.
- c) Objectives:
 - i) To improve the experience for residents, visitors and workers of moving in and around Aylsham whilst walking, parking, visiting and exploring.
 - ii) To improve opportunities for safe active transport in Aylsham for all including users of mobility aids.
 - iii) To increase access to and use of 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. Quorum would be a total of 4 members including one councillor who would chair the meeting.

The Group would report directly to the Council.

The Group should meet monthly and at least 9 times a year.

[Draft terms of reference will also be discussed under Governance agenda item 14c]

2. The Group discussed recent meetings with Highways Cabinet Member, Highways officers and the proposed meeting with the Cabinet Member on the A140 speed limit changes. Gordon offered to draft the ideas for changes to the Soames pump/Penfold Street and for options to Red Lion street. Richard P to be chased on the safety survey info from the Penfold Street priority.
3. DH gave a report on the Speedwatch team. The presence of the Speedwatch team is an active deterrent to speeders. There are only 2 locations for the Speedwatch surveys approved by the police. The posting of Speedwatch and SAM data on the ATC website was considered by the group to be another method of encouraging compliance.
4. The Group discussed the Norfolk Homes meeting and the plans for the Transport Hub which will not be available to the TC for about 5 years. The spec for tender will be drafted by Faye and informed by the opportunities available for NH to help with certain groundworks. The group also discussed the need for a path on the Weavers estate side of Norwich Road for the residents who are already there to be able to get to town safely. The planning docs show this is outside the NH development boundary. SC will talk to the planning officers about how this can be implemented and who has the responsibility. If it is Highways, then SC will add this to the list of issues we need them to sort out!
5. Signs audit. Each member of the group will take photos of redundant signs (eg multiple referring to a hospital the town does not have!) around the town so a list can be submitted to highways for removal. Alteration of existing parking signs to direct users to Long Stay and Short Stay car parks will be proposed. The photos to be sent to KM and collated for next meeting.
6. Items for future meeting. Signs audit. Previous safety survey for penfold st, draft plans for improvements in Penfold/Cawston and Red Lion, response from highways about footpath on Norwich road outside new development.
7. Next meeting 26th October 7pm Town Hall.

KM 29/09/2026

d) To consider correspondence relating to highway damage on Holman Road
Parishioner correspondence and associated highways response appended.

28 Holman Road
Aylsham
NR11 6BY 30 August 2026

Dear Clerk to Aylsham TC

I have been asked by NCC Highways to approach your council regarding a matter relating to Holman Road. Our property is in the centre of the narrow section approximately 50 yards beyond the fire station.

Both of us are getting older and less mobile, so looking to the future we have decided to replace our driveway with paving, the present shingle being very hard to wheel trolleys through. Our builder has agreed to do this but states that unless the kerb is strengthened he would have to stop short of the roadway. This is because our driveway is used constantly as a passing place by all sorts of cars, lorries, vans, post office, delivery vehicles etc. making their way from the town centre to Greenlanes housing estate.

In over 50 years that we have lived here we have never tried to stop vehicles encroaching 2 feet into our driveway as it would be impossible. The traffic going to and from Greenland's estate has increased enormously since the estate was built and traffic has to have somewhere to pass, our driveway being being the obvious and safest place. We accept that.

Some councillors may recall about 40 years ago a group of concerned residents got up a petition to get the road widened but a highways official who came to investigate and take measurements advised that there was no hope of this ever happening as the cost would be enormous.

We acknowledge that traffic must keep using our driveway as a passing place, but have asked Highways to at least put in a strengthened kerb. This seems little to ask for in the circumstances. It has been pointed out that if traffic could not pass freely jams would build up which could cause problems not just for residents but even the Fire Station and firemen trying to get to the station in an emergency. Highways have asked that we contact the local council *"regarding the usage of the road so that you can contact them with a request to review the increasing issues residents are facing"*.

Had they checked back they would have found this has been done before and made clear that nothing will be done to the road. But it would be appreciated if you could reply to them and confirm the narrowness of this small section of Holman Road between the Fire Station and Sandy Lane and how busy it is. Hopefully then Highways will agree that they have an obligation to instal a strengthened kerb at the roadside of number 28.

Thank you,

Highways Ref is: 6280-3150-2541-7943

Faye Lebon

From: Richard Pearson <richard.pearson@norfolk.gov.uk>
Sent: 29 September 2026 09:04
To: Sue Catchpole
Cc: Faye Lebon
Subject: RE: Highway Ref 6280-3150-2541-7943

Dear Cllr Catchpole,

The property owner was advised when they first enquired about their frontage that they could apply for a vehicle access crossing (dropped kerb) via the Norfolk County Council application process:

<https://www.norfolk.gov.uk/roads-and-transport/road-network-and-infrastructure/dropped-kerbs>

It is unfortunate that motorists sometimes use the frontage as an informal pull-in area to allow opposing vehicles to pass. However, Norfolk County Council would not be able to fund the construction of a new vehicular access from the highway maintenance budget, as this would set a precedent for similar requests elsewhere.

If you look along Holman Road and throughout the County, many properties do not have a formal dropped kerb access. Should the County Council fund such an improvement for one resident, it would be reasonable for other property owners in a similar position to expect the same level of provision. Given the constraints on maintenance funding, our budgets must remain focused on the Council's statutory duty to maintain the public highway network in a safe and serviceable condition.

For these reasons, any new vehicular access would need to be progressed through the standard application process and funded by the applicant.

Kind regards,

Richard Pearson, Highway Engineer (North 3)

Infrastructure - Highways

Tel: 01263 738822 | Mobile: 07748638545

Burgh Road, Aylsham, NR11 6AR



Norfolk County Council



The banner features the 'flourish' logo on the left. The main text reads 'Follow the Norfolk SEND Local Offer Facebook page' in bold, followed by 'Support and advice for children and young people with SEND aged 0 to 25'. On the right, there is a hand holding a smartphone displaying the 'Norfolk SEND Local Offer' app interface. To the right of the hand, it says 'Sign up to our SEND bulletins and more' and 'Sign up today' in a pink button.

From: Sue Catchpole <sue.catchpole.cllr@norfolk.gov.uk>
Sent: 07 September 2026 09:58
To: Richard Pearson <richard.pearson@norfolk.gov.uk>
Cc: Damien Jeffries <damiens.jeffries@norfolk.gov.uk>; Faye Lebon <townclerk@aylsham-tc.gov.uk>
Subject: Highway Ref 6280-3150-2541-7943

Dear Richard

Please find attached letter from our resident at 28 Holman Road, Aylsham

They make a compelling case for the kerb outside their property to be strengthened.

Please could you take a serious look at this request and let me know why their request has been refused?

Kind regards

Cllr. Sue Catchpole
Norfolk County Council: Aylsham

Teams number: +441603223478

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This privacy notice describes how I collect and use personal information about you in my role as a county councillor in accordance with data protection legislation. If you have any questions about this privacy notice or how I handle your personal information, please contact me at sue.catchpole.cllr@norfolk.gov.uk

From: Faye Lebon <faye.lebon@aylsham-tc.gov.uk>
Sent: 04 September 2026 13:35
To: Sue Catchpole <sue.catchpole.cllr@norfolk.gov.uk>
Subject: Resident request for 28 Holman Road

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Dear Sue,

Please find attached correspondence from a resident at 28 Holman Road, which I have acknowledged and said I would put before council on 7th October to consider support.

It makes sense to bring it to your attention sooner as it may be something that you would be able to support? It seems that the resident is being quite reasonable, but I suppose like most things, it is dependent on what highway funds are available.

Kind Regards

Faye

Faye LeBon
Clerk to Aylsham Town Council
Town Hall, Market Place, Aylsham, Norwich NR11 6EL
Tel: 01263 733354

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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 29/09/2026		
	Cash in Hand 01/04/2026		404,675.93
	ADD Receipts 01/04/2026 - 29/09/2026		434,075.53
	SUBTRACT Payments 01/04/2026 - 29/09/2026		838,751.46
	Cash in Hand 29/09/2026 (per Cash Book)		383,868.98
B			454,882.48
	Cash in hand per Bank Statements		
	Petty Cash 29/09/2026	0.00	
	01 Barclays Current Account 29/09/2026	7,763.94	
	02 Barclays Active Saver 29/09/2026	118,086.01	
	Public Sector Deposit Fund 29/09/2026	126,883.09	
	Shawbrook - Issue 7 Fixed Bond 29/09/2026	95,117.07	
	Redwood Savings Account 29/09/2026	107,002.37	
			454,852.48
	Less unrepresented payments		
			454,852.48
	Plus unrepresented receipts		30.00
B	Adjusted Bank Balance		454,882.48
	A = B Checks out OK		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/10/2026)

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	5,011.24		5,011.24	300.00	112.97		112.97		
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	734.19		734.19		
11	Staff Training			1,000.00	971.00					3,000.00	1,422.00		1,422.00		
13	Equipment		100.00	500.00	539.49					2,500.00	1,951.77		1,951.77		
14	Advertising			500.00	1,360.00					4,200.00	2,100.00		2,100.00		
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	2,364.18		2,364.18		
18	Professional Fees			2,500.00	4,175.00					3,000.00	657.00		657.00		
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		387.50		387.50		234.51		234.51		
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									9,354.44	1,632.92		1,632.92		
26	Van		307.43	6,600.00	7,342.26					5,217.56	2,750.25		2,750.25		
27	Miscellaneous		30.00	500.00	119.08					250.00	18.00		18.00		
28	Councillor Training			500.00	516.00					1,000.00	56.00		56.00		
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 01/10/2026)

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	527.39	527.39	
181	Repairs & Maintenanc	4,000.00	3,595.16					4,000.00	175.20	175.20	
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	4,093.08	4,093.08	
216	Telephone and Broadt							7,734.00	3,877.75	3,877.75	
217	Office Software							8,500.00	4,935.54	4,935.54	
218	Printing and Secure D							2,250.00	1,377.29	1,377.29	
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	243.77	243.77	
SUB TOTAL		148,520.00	192,473.02	151,948.22	168,541.14	11,050.00	43,382.25	43,382.25	87,634.00	31,520.73	31,520.73

		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	8,274.35		8,274.35						
45	Staff Costs			37,050.00	40,446.83										
48	Utilities			8,000.00	15,080.30					15,000.00	6,755.21		6,755.21		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/10/2026)

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	4,085.94	4,085.94	
51	Repairs & Maintenanc			5,000.00	3,359.51			17,600.00	10,000.99	10,000.99	
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	8,749.35	8,749.35	64,850.00	29,469.02	29,469.02

		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	340.00		340.00						
62	Hirings - Drill Hall	33,000.00	38,427.00			34,000.00	20,064.50		20,064.50						
63	Staff Costs			41,435.00	45,407.67										
66	Broadband			600.00	600.00					650.00	300.00		300.00		
67	Utilities			10,000.00	11,785.40					13,000.00	4,754.05		4,754.05		
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	1,746.79		1,746.79		
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 01/10/2026)

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	20,404.50	20,404.50	43,350.00	18,043.96	18,043.96	

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	2,477.64		2,477.64						
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	3,727.64		3,727.64	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	4,000.00		4,000.00						
82	Repairs/Maintenance			500.00	404.07					600.00	133.32		133.32		
203	Miscellaneous														
206	Management Fees				999.79					1,032.00	590.00		590.00		
224	Utilities										37.14		37.14		
SUB TOTAL		7,000.00	8,049.06	500.00	1,403.86	9,600.00	4,000.00		4,000.00	1,632.00	760.46		760.46		

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	2,642.51		2,642.51		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/10/2026)

86	Repairs & Maintenanc	400.00	171.76	400.00	239.16	239.16
87	Sanitary/Refuse/Mater	2,000.00	14.39	2,000.00	1,123.45	1,123.45
88	Cleaning Contract	9,500.00	9,111.95	2,639.00	4,239.00	4,239.00
SUB TOTAL		18,400.00	14,566.45	11,539.00	8,244.12	8,244.12

07 Other Properties

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	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	50.00		50.00						

08 Cemetery

08 Cemetery		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
96	Interments	3,000.00	5,245.00			3,100.00	1,857.00		1,857.00						
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	3,429.00		3,429.00						
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														

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/10/2026)

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	6,102.00	6,102.00	2,950.00	1,105.00	1,105.00		

		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
111	Rents Received	4,500.00	4,783.78		1.10	4,000.00	2,522.68		2,522.68		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	148.12		148.12		
187	Precept	30,880.00	30,884.00												
223	Deposits						821.00		821.00		100.00		100.00		
SUB TOTAL		35,380.00	35,667.78	35,383.00	32,794.89	4,000.00	3,343.68		3,343.68	1,250.00	563.27		563.27		

		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
120	Market Rents	6,000.00	4,837.37		2.03	5,000.00	3,590.25		3,590.25						
121	Farmers Market Rent	3,000.00	643.98			1,200.00	541.56		541.56		1.01		1.01		
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 01/10/2026)

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	22.21	22.21	
SUB TOTAL		9,000.00	5,481.35	2,400.00	1,668.85	6,200.00	4,151.81	4,151.81	1,950.00	1,228.33	1,228.33

		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	41,169.16		41,169.16		
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	217.64		217.64		
132	Repairs & Maintenanc		332.00	500.00	727.67					600.00	109.87		109.87		
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	193.00		193.00		
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	9,416.19		9,416.19		
148	Petrol costs Grass Cur				2,300.77					2,600.00	1,542.20		1,542.20		
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 01/10/2026)

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	57,562.06		57,562.06	

		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
160	General Events		1,826.23	2,000.00	3,562.31	940.00	358.00		358.00	4,100.00	1,085.04		1,085.04		
177	Christmas Events		1,586.19	1,003.00	2,876.84	910.00	280.00		280.00	2,600.00					
191	Events										1,016.99		1,016.99		
SUB TOTAL			3,412.42	3,003.00	6,439.15	1,850.00	638.00		638.00	6,700.00	2,102.03		2,102.03		

		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
142	War Memorial			100.00						250.00					
145	Wall and Footpath Mai		2,000.00	4,000.00	1,541.00										
146	Clock			300.00	280.00					600.00	600.00		600.00		
147	Lychgate			100.00						500.00					
157	Repairs & Maintenanc				1,864.52					550.00	176.65		176.65		
168	Grass Cutting			1,015.00											
182	Grounds Maintenance				172.83		1,682.66		1,682.66		369.60		369.60		
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	1,146.25		1,146.25		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/10/2026)

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	4,698.68		4,698.68		
152	Street Lighting Maintenance			3,000.00	2,676.12					10,000.00	2,350.18		2,350.18		
153	Street Lighting Inspection			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 Process														
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	7,761.66		7,761.66		

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)									188,537.81	79,155.02		79,155.02		
214	Staff Costs (Maintenance)						237.31		237.31	221,467.73	112,247.49		112,247.49		
SUB TOTAL							237.31		237.31	410,005.54	191,402.51		191,402.51		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/10/2026)

		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		152.19		152.19		
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						191.55		191.55		
210	IT Improvement Project				7,203.60		82.00		82.00		9,118.35		9,118.35		
211	EMR Green Infrastructure				227.55						909.68		909.68		
212	EMR Neighbourhood Initiative				1,035.70						1,379.20		1,379.20		
222	Church Wall Reserve										695.21		695.21		
226	Building Inspection Tools										2,250.00		2,250.00		
227	Building Inspection Drive										2,250.00		2,250.00		
228	Building Inspection Centre										900.00		900.00		
229	Building Inspection 23										1,350.00		1,350.00		
230	Building Inspections Panel										700.00		700.00		
SUB TOTAL		13,663.59		344.14	21,767.39	1,100.29			1,100.29	22,203.68			22,203.68		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 01/10/2026)

Summary

TOTAL	645,180.00	702,088.64	655,322.36	679,189.35	741,565.00	424,018.59	424,018.59	775,569.54	373,113.08	373,113.08
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Listing of Payments in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

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
464	07/09/2026			01 Barclays Curren		Bank Charges	Barclays Bank plc	Z	13.55		13.55
Subtotal for Code: Bank Interest /Charges									£13.55		£13.55

Code Number 10 Office Expenses (General)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
448	26/08/2026			01 Barclays Curren		Various	Barclaycard	Z	-29.65		-29.65
449	26/08/2026			01 Barclays Curren		Various	Barclaycard	Z	29.65		29.65
451	26/08/2026	2026-2027/217		01 Barclays Curren	7292964	Stationery	Viking	Z	21.49		21.49
451	26/08/2026	2026-2027/217		01 Barclays Curren	7292964	Stationery	Viking	Z	34.99		34.99
495	07/09/2026	2026-2027/272		01 Barclays Curren	80000649615III5	Office Expenses	Co-op Aylsham Store	Z	1.65		1.65
515	09/09/2026	2026-2027/274		01 Barclays Curren	TTA687	Water Machine	Cooleraid	S	22.41	4.48	26.89
516	09/09/2026	2026-2027/275		01 Barclays Curren	TTA688	Water Machine	Cooleraid	S	7.47	1.49	8.96
Subtotal for Code: Office Expenses (General)									£88.01	£5.97	£93.98

Code Number 11 Staff Training

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
546	22/09/2026	2026-2027/235		01 Barclays Curren	INV 40301	Staff Training	Norfolk Parish Training	S	52.00	10.40	62.40
547	22/09/2026	2026-2027/236		01 Barclays Curren	40311/40310	Staff Training	Norfolk Parish Training	S	120.00	24.00	144.00
548	22/09/2026	2026-2027/234		01 Barclays Curren	40309/40308	Staff Training	Norfolk Parish Training	S	120.00	24.00	144.00
Subtotal for Code: Staff Training									£292.00	£58.40	£350.40

Code Number 13 Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
454	26/08/2026	2026-2027/204		01 Barclays Curren	GB61ZW1RABE	Fire Safety Consumables	Amazon	S	148.37	29.67	178.04
Subtotal for Code: Equipment									£148.37	£29.67	£178.04

Code Number 14 Advertising

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
486	03/09/2026	2026-2027/241		01 Barclays Curren	0015008	Advertising	Just Regional	S	210.00	42.00	252.00
526	10/09/2026	2026-2027/286		01 Barclays Curren	15158	Advertising	Just Regional	S	210.00	42.00	252.00
Subtotal for Code: Advertising									£420.00	£84.00	£504.00

Code Number 17 Subscriptions & Memberships

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
501	07/09/2026	2026-2027/216		01 Barclays Curren	80000649615III5	Subscriptions & Memberships	Canva	S	10.83	2.17	13.00
Subtotal for Code: Subscriptions & Memberships									£10.83	£2.17	£13.00

Code Number 18 Professional Fees

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
541	22/09/2026	2026-2027/300		01 Barclays Curren	1210103	Professional charges	Birketts LLP	S	464.00	92.80	556.80
Subtotal for Code: Professional Fees									£464.00	£92.80	£556.80

Listing of Payments in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

Code Number 25 Communications

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
459	26/08/2026	2026-2027/228		01 Barclays Currer	ATC-Jul26	Communications Officer	Claire Butler Creative Services	Z	816.46		816.46
520	09/09/2026	2026-2027/254		01 Barclays Currer	ATC-AUG26	Communications Officer	Claire Butler Creative Services	Z	816.46		816.46
Subtotal for Code: Communications									£1,632.92		£1,632.92

Code Number 26 Van

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
535	18/09/2026	2026-2027/280		01 Barclays Currer	SQ2771753 DDF	Van	ALD Automotive	S	393.13	78.63	471.76
Subtotal for Code: Van									£393.13	£78.63	£471.76

Code Number 28 Councillor Training

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
461	26/08/2026	2026-2027/225	05/08/26 16:	01 Barclays Currer	40284	Council training	Norfolk Parish Training	S	56.00	11.20	67.20
Subtotal for Code: Councillor Training									£56.00	£11.20	£67.20

Code Number 178 Staff Uniform / PPE

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
525	10/09/2026	2026-2027/278		01 Barclays Currer	GB6004D7ZAK7	Staff PPE	Amazon	S	10.11	2.02	12.13
525	10/09/2026	2026-2027/278		01 Barclays Currer	GB6004D7ZAK7	Staff PPE	Amazon	S	7.32	1.46	8.78
525	10/09/2026	2026-2027/278		01 Barclays Currer	GB6004D7ZAK7	Staff PPE	Amazon	S	16.62	3.32	19.94
525	10/09/2026	2026-2027/278		01 Barclays Currer	GB6004D7ZAK7	Staff PPE	Amazon	S	14.23	2.85	17.08
525	10/09/2026	2026-2027/278		01 Barclays Currer	GB6004D7ZAK7	Staff PPE	Amazon	S	16.90	3.38	20.28
530	10/09/2026			01 Barclays Currer	169336*DASEI7I	Staff PPE	Amazon	S	-7.73	-1.55	-9.28
Subtotal for Code: Staff Uniform / PPE									£57.45	£11.48	£68.93

Code Number 181 Repairs & Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
487	03/09/2026	2026-2027/224		01 Barclays Currer	GB60071AJHCF	Staff PPE	Amazon	S	7.66	1.53	9.19
511	07/09/2026	2026-2027/107		01 Barclays Currer	80000649615III5	Repairs & Maintenance	Screwfix	S	3.91	0.78	4.69
Subtotal for Code: Repairs & Maintenance									£11.57	£2.31	£13.88

Code Number 205 ACE Film Screening

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
448	26/08/2026			01 Barclays Currer		Various	Barclaycard	S	-175.00	-35.00	-210.00
449	26/08/2026			01 Barclays Currer		Various	Barclaycard	S	175.00	35.00	210.00
Subtotal for Code: ACE Film Screening											

Code Number 209 Visit Aylsham

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
505	07/09/2026	2026-2027/265		01 Barclays Currer	80000649615III5	Visit Aylsham	Where The Trade Buys	S	30.12	6.02	36.14
505	07/09/2026	2026-2027/265		01 Barclays Currer	80000649615III5	Visit Aylsham	Where The Trade Buys	S	2.50	0.50	3.00
506	07/09/2026	2026-2027/264		01 Barclays Currer	80000649615III5	Visit Aylsham	Where The Trade Buys	Z	222.12		222.12
506	07/09/2026	2026-2027/264		01 Barclays Currer	80000649615III5	Visit Aylsham	Where The Trade Buys	S	15.00	3.00	18.00
506	07/09/2026	2026-2027/264		01 Barclays Currer	80000649615III5	Visit Aylsham	Where The Trade Buys	S	10.00	2.00	12.00

Listing of Payments in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

							Subtotal for Code: Visit Aylsham	£279.74	£11.52	£291.26	
Code Number		216 Telephone and Broadband									
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
452	26/08/2026	2026-2027/215		01 Barclays Currer	826929	Telephone & Broadband	Intouch	S	62.50	12.50	75.00
469	01/09/2026	2026-2027/229		01 Barclays Currer	33726153M3349	Telephone & Broadband	Vodafone	S	81.57	16.32	97.89
471	01/09/2026	2026-2027/226		01 Barclays Currer	GP01025521-00	Telephone & Broadband	British Telecom	S	412.56	82.51	495.07
536	21/09/2026	2026-2027/309		01 Barclays Currer	Q582087617587	Telephone & Broadband	EE Limited	S	37.00	7.40	44.40
542	22/09/2026	2026-2027/299		01 Barclays Currer	828034	Telephone & Broadband	Intouch	S	62.50	12.50	75.00
560	29/09/2026			01 Barclays Currer		Telephone & Broadband	British Telecom	S	160.68	32.14	192.82
							Subtotal for Code: Telephone and Broadband	£816.81	£163.37	£980.18	
Code Number		217 Office Software									
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
449	26/08/2026			01 Barclays Currer		Various	Barclaycard	C	37.12		37.12
472	01/09/2026	2026-2027/261		01 Barclays Currer	SCRIBE-S8T4B/	Software	Scribe	S	17.50	3.50	21.00
473	01/09/2026	2026-2027/260		01 Barclays Currer	SCRIBE-S8T4B/	Software	Scribe	S	52.00	10.40	62.40
474	01/09/2026	2026-2027/259		01 Barclays Currer	SCRIBE-S8T4B/	Software	Scribe	S	36.00	7.20	43.20
475	01/09/2026	2026-2027/277		01 Barclays Currer	SCRIBE-S8T4B/	Software	Scribe	S	157.00	31.40	188.40
489	07/09/2026	2026-2027/279		01 Barclays Currer	CARAR5MW-BR	Software	Brightpay	S	5.40	1.08	6.48
491	07/09/2026	2026-2027/262		01 Barclays Currer	80000649615III5	Software	Microsoft LTD	S	27.60	5.52	33.12
498	07/09/2026	2026-2027/269		01 Barclays Currer	80000649615III5	Software	Microsoft LTD	S	11.16	2.23	13.39
499	07/09/2026	2026-2027/268		01 Barclays Currer	80000649615III5	Software	Microsoft LTD	S	136.08	27.22	163.30
504	07/09/2026	2026-2027/266		01 Barclays Currer	80000649615III5	Software	Bitwarden	S	27.17	5.44	32.61
507	07/09/2026	2026-2027/263		01 Barclays Currer	80000649615III5	Software	Microsoft LTD	S	124.25	24.85	149.10
							Subtotal for Code: Office Software	£631.28	£118.84	£750.12	
Code Number		218 Printing and Secure Destruction									
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
521	09/09/2026	2026-2027/255		01 Barclays Currer	243353	Photocopy Expenses	Mayday	S	282.34	56.47	338.81
							Subtotal for Code: Printing and Secure Destruction	£282.34	£56.47	£338.81	
Code Number		221 Stationery & Postage									
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
451	26/08/2026	2026-2027/217		01 Barclays Currer	7292964	Stationery	Viking	S	17.95	3.59	21.54
451	26/08/2026	2026-2027/217		01 Barclays Currer	7292964	Stationery	Viking	S	1.89	0.38	2.27
451	26/08/2026	2026-2027/217		01 Barclays Currer	7292964	Stationery	Viking	S	13.99	2.80	16.79
488	03/09/2026	2026-2027/221		01 Barclays Currer	GB6008DF5DYE	Stationery	Amazon	S	4.93	0.99	5.92
488	03/09/2026	2026-2027/221		01 Barclays Currer	GB6008DF5DYE	Stationery	Amazon	S	2.29	0.46	2.75
488	03/09/2026	2026-2027/221		01 Barclays Currer	GB6008DF5DYE	Stationery	Amazon	S	9.57	1.91	11.48
493	07/09/2026	2026-2027/270		01 Barclays Currer	80000649615III5	Postage	Co-op Aylsham Store	Z	12.40		12.40
544	22/09/2026	2026-2027/281		01 Barclays Currer	GB626QJPABE\	Stationery	Amazon	S	4.54	0.91	5.45
544	22/09/2026	2026-2027/281		01 Barclays Currer	GB626QJPABE\	Stationery	Amazon	S	12.74	2.55	15.29
544	22/09/2026	2026-2027/281		01 Barclays Currer	GB626QJPABE\	Stationery	Amazon	S	2.95	0.59	3.54

Listing of Payments in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

Subtotal for Code:	Stationery & Postage	£83.25	£14.18	£97.43
Subtotal for Cost Centre:	01 General Purpose	5,681.25	741.01	6,422.26

Cost Centre 02 Town Hall**Code Number 48 Utilities**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
465	27/08/2026	2026-2027/209		01 Barclays Currer	10347740001	Electricity	Engie Gas Limited	S	112.93	22.59	135.52
466	27/08/2026	2026-2027/239		01 Barclays Currer	10347741001	Electricity	Engie Gas Limited	S	800.22	160.04	960.26
552	24/09/2026	2026-2027/333		01 Barclays Currer	10297433001	DI Gas	Engie Gas Limited	L	16.05	0.80	16.85
556	28/09/2026	2026-2027/303		01 Barclays Currer	10347740001	DI Electricity	Engie Gas Limited	S	100.23	20.05	120.28
557	28/09/2026	2026-2027/336		01 Barclays Currer	10347741001	DI Electricity	Engie Gas Limited	S	562.84	112.57	675.41
Subtotal for Code: Utilities									£1,592.27	£316.05	£1,908.32

Code Number 50 Cleaning/Sanitary/Refuse

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
448	26/08/2026			01 Barclays Currer		Various	Barclaycard	S	-227.40	-45.48	-272.88
449	26/08/2026			01 Barclays Currer		Various	Barclaycard	S	227.40	45.48	272.88
460	26/08/2026	2026-2027/230		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	22.69	4.54	27.23
462	26/08/2026	2026-2027/233		01 Barclays Currer	0005091276	Signs	Nisbets	S	4.99	0.99	5.98
497	07/09/2026	2026-2027/179		01 Barclays Currer	80000649615III5	Cleaning/Sanitary/Refuse	Express Cleaning Supplies	S	159.20	31.84	191.04
522	09/09/2026	2026-2027/243		01 Barclays Currer	GB600ATSGHX	Signs	Amazon	S	10.00	2.00	12.00
522	09/09/2026	2026-2027/243		01 Barclays Currer	GB600ATSGHX	Signs	Amazon	S	4.16	0.83	4.99
522	09/09/2026	2026-2027/243		01 Barclays Currer	GB600ATSGHX	Signs	Amazon	S	8.74	1.75	10.49
537	21/09/2026	2026-2027/240		01 Barclays Currer	A24418 DDR	trade waste	Biffa Waste Services Limited	S	49.20	9.84	59.04
539	21/09/2026	2026-2027/244		01 Barclays Currer	A24418 DDR	trade waste	Biffa Waste Services Limited	S	382.80	76.56	459.36
Subtotal for Code: Cleaning/Sanitary/Refuse									£641.78	£128.35	£770.13

Code Number 51 Repairs & Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
502	07/09/2026	2026-2027/200		01 Barclays Currer	80000649615III5	paint	Crown Decorating Centres	S	63.00	12.60	75.60
510	07/09/2026	2026-2027/109		01 Barclays Currer	80000649615III5	Repairs & Maintenance	Screwfix	S	7.24	1.45	8.69
510	07/09/2026	2026-2027/109		01 Barclays Currer	80000649615III5	Repairs & Maintenance	Screwfix	S	3.33	0.67	4.00
510	07/09/2026	2026-2027/109		01 Barclays Currer	80000649615III5	Repairs & Maintenance	Screwfix	S	2.57	0.52	3.09
540	22/09/2026	2026-2027/290		01 Barclays Currer	9630	Fire Safety equipment inspection	Ace Fire	S	75.00	15.00	90.00
540	22/09/2026	2026-2027/290		01 Barclays Currer	9630	Fire Safety equipment inspection	Ace Fire	S	71.50	14.30	85.80
540	22/09/2026	2026-2027/290		01 Barclays Currer	9630	Fire Safety equipment inspection	Ace Fire	S	11.05	2.21	13.26
540	22/09/2026	2026-2027/290		01 Barclays Currer	9630	Fire Safety equipment inspection	Ace Fire	S	3.00	0.60	3.60
540	22/09/2026	2026-2027/290		01 Barclays Currer	9630	Fire Safety equipment inspection	Ace Fire	S	31.50	6.30	37.80
540	22/09/2026	2026-2027/290		01 Barclays Currer	9630	Fire Safety equipment inspection	Ace Fire	S	54.00	10.80	64.80
540	22/09/2026	2026-2027/290		01 Barclays Currer	9630	Fire Safety equipment inspection	Ace Fire	S	12.00	2.40	14.40
Subtotal for Code: Repairs & Maintenance									£334.19	£66.85	£401.04

Listing of Payments in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

Subtotal for Cost Centre: 02 Town Hall 2,568.24 511.25 3,079.49

Cost Centre 03 Drill Hall**Code Number 66 Broadband**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
528	10/09/2026	2026-2027/284		01 Barclays Curre	827807	Telephone & Broadband	Intouch	S	50.00	10.00	60.00
Subtotal for Code: Broadband									£50.00	£10.00	£60.00

Code Number 67 Utilities

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
468	27/08/2026	2026-2027/207		01 Barclays Curre	10347833001	Electricity	Engie Gas Limited	L	546.87	27.34	574.21
559	28/09/2026	2026-2027/301		01 Barclays Curre	10347833001 DI	Electricity	Engie Gas Limited	L	448.98	22.45	471.43
Subtotal for Code: Utilities									£995.85	£49.79	£1,045.64

Code Number 70 Cleaning/Sanitary/Refuse

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
455	26/08/2026	2026-2027/220		01 Barclays Curre	6331640022683	Staff PPE	Screwfix	S	1.67	0.33	2.00
538	21/09/2026	2026-2027/242		01 Barclays Curre	A24418 DDR	trade waste	Biffa Waste Services Limited	S	111.74	22.35	134.09
Subtotal for Code: Cleaning/Sanitary/Refuse									£113.41	£22.68	£136.09
Subtotal for Cost Centre: 03 Drill Hall									1,159.26	82.47	1,241.73

Cost Centre 05 Cemetery Cottage**Code Number 206 Management Fees**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
477	01/09/2026	2026-2027/258		01 Barclays Curre	Sequence UK Li	Management Fees	Sequence	S	86.00	17.20	103.20
Subtotal for Code: Management Fees									£86.00	£17.20	£103.20
Subtotal for Cost Centre: 05 Cemetery Cottage									86.00	17.20	103.20

Cost Centre 06 Public Toilets**Code Number 85 Utilities**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
467	27/08/2026	2026-2027/208		01 Barclays Curre	10347834001	Electricity	Engie Gas Limited	S	238.54	47.71	286.25
558	28/09/2026	2026-2027/302		01 Barclays Curre	10347834001 DI	Electricity	Engie Gas Limited	S	190.43	38.09	228.52
Subtotal for Code: Utilities									£428.97	£85.80	£514.77

Code Number 86 Repairs & Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
508	07/09/2026	2026-2027/106		01 Barclays Curre	80000649615III5	Repairs & Maintenance	Screwfix	S	6.39	1.28	7.67
509	07/09/2026	2026-2027/105		01 Barclays Curre	80000649615III5	Repairs & Maintenance	Screwfix	S	6.39	1.28	7.67
509	07/09/2026	2026-2027/105		01 Barclays Curre	80000649615III5	Repairs & Maintenance	Screwfix	S	7.66	1.53	9.19
512	07/09/2026	2026-2027/108		01 Barclays Curre	80000649615III5	Repairs & Maintenance	Screwfix	S	4.95	0.99	5.94
512	07/09/2026	2026-2027/108		01 Barclays Curre	80000649615III5	Repairs & Maintenance	Screwfix	S	7.78	1.56	9.34

Listing of Payments in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

512	07/09/2026	2026-2027/108	01 Barclays Currer	80000649615III5	Repairs & Maintenance	Screwfix	S	5.49	1.10	6.59	
Subtotal for Code: Repairs & Maintenance								£38.66	£7.74	£46.40	
Code Number 87 Sanitary/Refuse/Materials											
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	11.99	2.40	14.39
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	16.69	3.34	20.03
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	20.18	4.04	24.22
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	11.98	2.40	14.38
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	7.09	1.42	8.51
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	8.49	1.70	10.19
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	7.58	1.50	9.08
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	4.29	0.86	5.15
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	12.39	2.48	14.87
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	7.58	1.50	9.08
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	4.18	0.82	5.00
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	20.69	4.14	24.83
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	9.99	2.00	11.99
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	4.78	0.96	5.74
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	3.78	0.76	4.54
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	0.99	0.20	1.19
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	0.99	0.20	1.19
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	16.69	3.34	20.03
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	0.99	0.20	1.19
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	5.99	1.20	7.19
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	4.99	1.00	5.99
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	3.78	0.76	4.54
453	26/08/2026	2026-2027/223		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	7.09	1.41	8.50
455	26/08/2026	2026-2027/220		01 Barclays Currer	6331640022683	Staff PPE	Screwfix	S	8.32	1.66	9.98
455	26/08/2026	2026-2027/220		01 Barclays Currer	6331640022683	Staff PPE	Screwfix	S	1.67	0.33	2.00
456	26/08/2026	2026-2027/222		01 Barclays Currer	6331640022683	Staff PPE	Screwfix	S	10.24	2.05	12.29
458	26/08/2026	2026-2027/219		01 Barclays Currer	GB60046BZAK7	Staff PPE	Amazon	S	7.32	1.46	8.78
458	26/08/2026	2026-2027/219		01 Barclays Currer	GB60046BZAK7	Staff PPE	Amazon	S	33.32	6.66	39.98
460	26/08/2026	2026-2027/230		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	19.39	3.87	23.26
482	03/09/2026	2026-2027/238		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	7.09	1.41	8.50
487	03/09/2026	2026-2027/224		01 Barclays Currer	GB60071AJHCF	Staff PPE	Amazon	S	2.37	0.47	2.84
517	09/09/2026	2026-2027/245		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	2.49	0.50	2.99
517	09/09/2026	2026-2027/245		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	12.99	2.60	15.59
517	09/09/2026	2026-2027/245		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	4.99	1.00	5.99
517	09/09/2026	2026-2027/245		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	24.90	4.97	29.87
518	09/09/2026	2026-2027/252		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	0.99	0.19	1.18

Listing of Payments in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

										Subtotal for Code: Sanitary/Refuse/Materials	£329.27	£65.80	£395.07
Code Number 88 Cleaning Contract													
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total		
457	26/08/2026	2026-2027/227		01 Barclays Curren	11684	Toilet Contract Cleaning	Easy Clean (Norfolk) Ltd	S	298.00	59.60	357.60		
										Subtotal for Code: Cleaning Contract	£298.00	£59.60	£357.60
										Subtotal for Cost Centre: 06 Public Toilets	1,094.90	218.94	1,313.84
Cost Centre 09 Allotments													
Code Number 180 Water													
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total		
470	01/09/2026	2026-2027/178		01 Barclays Curren	9713700DDR	allotment water invoice	SES Business	Z	99.79		99.79		
										Subtotal for Code: Water	£99.79		£99.79
										Subtotal for Cost Centre: 09 Allotments	99.79		99.79
Cost Centre 10 Markets													
Code Number 121 Farmers Market Rent													
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total		
531	10/09/2026			01 Barclays Curren	MDZ PID135766	Sumup Fees	Sumup	Z	1.01		1.01		
										Subtotal for Code: Farmers Market Rent	£1.01		£1.01
Code Number 208 Card Charges Market													
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total		
476	01/09/2026	MDZPID13480		01 Barclays Curren	MDZPID134809	card fee	Sumup	Z	0.17		0.17		
490	07/09/2026			01 Barclays Curren		Sumup Fees	Sumup	Z	0.48		0.48		
513	08/09/2026			01 Barclays Curren	MDZ PID135542	Sumup Fees	Sumup	Z	0.25		0.25		
524	09/09/2026			01 Barclays Curren	MDZ PID135655	Sumup Fees	Sumup	Z	0.25		0.25		
532	14/09/2026			01 Barclays Curren		Sumup Fees	Sumup	Z	0.68		0.68		
533	15/09/2026			01 Barclays Curren		Sumup Fees	Sumup	Z	0.25		0.25		
534	17/09/2026			01 Barclays Curren		Sumup Fees	Sumup	Z	2.54		2.54		
549	22/09/2026			01 Barclays Curren	MDZ PID13696	Sumup Fees	Sumup	Z	2.37		2.37		
550	22/09/2026			01 Barclays Curren	MDZ PID137057	Sumup Fees	Sumup	Z	1.94		1.94		
561	29/09/2026			01 Barclays Curren		Bank Charges	Sumup	Z	0.25		0.25		
										Subtotal for Code: Card Charges Market	£9.18		£9.18
										Subtotal for Cost Centre: 10 Markets	10.19		10.19
Cost Centre 11 Open Spaces													
Code Number 127 Recreation Ground													
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total		
545	22/09/2026	2026-2027/287		01 Barclays Curren	6331640022683	Repairs & Maintenance	Screwfix	S	19.16	3.83	22.99		
										Subtotal for Code: Recreation Ground	£19.16	£3.83	£22.99

Listing of Payments in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

Code Number 131 Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
500	07/09/2026	2026-2027/180		01 Barclays Currer	80000649615III5	Equipment	Screwfix	S	9.56	1.91	11.47
Subtotal for Code: Equipment									£9.56	£1.91	£11.47

Code Number 132 Repairs & Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
523	09/09/2026	2026-2027/256		01 Barclays Currer	I30196/AYTOWN	Repairs & Maintenance	S & M Supplies	S	12.27	2.45	14.72
Subtotal for Code: Repairs & Maintenance									£12.27	£2.45	£14.72

Code Number 135 St Michaels Development

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
481	03/09/2026	2026-2027/249		01 Barclays Currer	88810	Play Inspections	The Play Inspection Company	S	193.00	38.60	231.60
Subtotal for Code: St Michaels Development									£193.00	£38.60	£231.60

Code Number 144 Equipment Loan (Grass Cutting)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
484	03/09/2026	2026-2027/247		01 Barclays Currer	417546/300418	Equipment	Ben Burgess	S	1,555.00	311.00	1,866.00
Subtotal for Code: Equipment Loan (Grass Cutting)									£1,555.00	£311.00	£1,866.00

Code Number 148 Petrol costs Grass Cutting Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
448	26/08/2026			01 Barclays Currer		Various	Barclaycard	S	-361.97	-72.40	-434.37
449	26/08/2026			01 Barclays Currer		Various	Barclaycard	S	361.97	72.40	434.37
494	07/09/2026	2026-2027/271		01 Barclays Currer	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	90.47	18.09	108.56
496	07/09/2026	2026-2027/273		01 Barclays Currer	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	90.37	18.08	108.45
Subtotal for Code: Petrol costs Grass Cutting Equi									£180.84	£36.17	£217.01
Subtotal for Cost Centre: 11 Open Spaces									1,969.83	393.96	2,363.79

Cost Centre 12 Events**Code Number 160 General Events**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
480	03/09/2026	2026-2027/250		01 Barclays Currer	3263	General Events	Saturn Audio Visual Lrd	S	590.00	118.00	708.00
492	07/09/2026	27586		01 Barclays Currer	80000649615III5	Road Closure	Norfolk County Council	Z	47.74		47.74
Subtotal for Code: General Events									£637.74	£118.00	£755.74

Code Number 191 Events

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
478	02/09/2026	GB60099E7CE		01 Barclays Currer		General Events	Amazon	S	-14.16	-2.83	-16.99
479	02/09/2026	GB60099E7CE		01 Barclays Currer		General Events	Amazon	S	16.99		16.99
483	03/09/2026	2026-2027/248		01 Barclays Currer	ATC Street Party	General Events	The Jacks Band	Z	500.00		500.00
485	03/09/2026	2026-2027/246		01 Barclays Currer	2026/29	General Events	East Anglian Fire & Rescue	Z	500.00		500.00
Subtotal for Code: Events									£1,002.83	£-2.83	£1,000.00
Subtotal for Cost Centre: 12 Events									1,640.57	115.17	1,755.74

Listing of Payments in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

Cost Centre 13 Churchyard**Code Number 146 Clock**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
519	09/09/2026	2026-2027/253		01 Barclays Currer	INV 4536	Church Clock	Haward Horological Ltd	S	600.00	120.00	720.00
Subtotal for Code: Clock									£600.00	£120.00	£720.00

Code Number 157 Repairs & Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
519	09/09/2026	2026-2027/253		01 Barclays Currer	INV 4536	Church Clock	Haward Horological Ltd	S	160.00	32.00	192.00
Subtotal for Code: Repairs & Maintenance									£160.00	£32.00	£192.00

Code Number 182 Grounds Maintenance (churchyard)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
463	26/08/2026	2026-2027/203		01 Barclays Currer	1004108	Church - Memorial Garden	MKM Building Supplies	S	210.00	42.00	252.00
463	26/08/2026	2026-2027/203		01 Barclays Currer	1004108	Church - Memorial Garden	MKM Building Supplies	S	75.30	15.06	90.36
503	07/09/2026	2026-2027/267		01 Barclays Currer	80000649615III5	Church - Memorial Garden	EVEREDGE	S	73.80	14.76	88.56
503	07/09/2026	2026-2027/267		01 Barclays Currer	80000649615III5	Church - Memorial Garden	EVEREDGE	S	10.50	2.10	12.60
Subtotal for Code: Grounds Maintenance (churchy									£369.60	£73.92	£443.52
Subtotal for Cost Centre: 13 Churchyard									1,129.60	225.92	1,355.52

Cost Centre 14 Street Scene**Code Number 151 Utilities**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
450	26/08/2026	2026-2027/205		01 Barclays Currer	A000710443500	street light electricity	Npower Business Solutions	S	666.06	133.21	799.27
551	24/09/2026	2026-2027/293		01 Barclays Currer	A000710443500	street light electricity	Npower Business Solutions	S	772.34	154.47	926.81
Subtotal for Code: Utilities									£1,438.40	£287.68	£1,726.08

Code Number 152 Street Lighting Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
529	10/09/2026	2026-2027/276		01 Barclays Currer	PN3677	Repairs & Maintenance	Amey LG Limited	S	949.62	189.92	1,139.54
Subtotal for Code: Street Lighting Maintenance									£949.62	£189.92	£1,139.54
Subtotal for Cost Centre: 14 Street Scene									2,388.02	477.60	2,865.62

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
554	25/09/2026			01 Barclays Currer		Staff Costs	Staff Costs	Z	12,340.16		12,340.16
554	25/09/2026			01 Barclays Currer		Staff Costs	Staff Costs	Z	2,406.35		2,406.35
554	25/09/2026			01 Barclays Currer		Staff Costs	Staff Costs	Z	1,663.38		1,663.38
Subtotal for Code: Staff Costs (Admin)									£16,409.89		£16,409.89

Code Number 214 Staff Costs (Maintenance)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
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Listing of Payments in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

553	24/09/2026		01 Barclays Curren	Staff Costs	Staff Costs	Z	121.91		121.91
554	25/09/2026		01 Barclays Curren	Staff Costs	Staff Costs	Z	16,790.13		16,790.13
554	25/09/2026		01 Barclays Curren	Staff Costs	Staff Costs	Z	3,238.32		3,238.32
554	25/09/2026		01 Barclays Curren	Staff Costs	Staff Costs	Z	2,095.88		2,095.88
					Subtotal for Code:	Staff Costs (Maintenance)	£22,246.24		£22,246.24
					Subtotal for Cost Centre:	15 Staff Costs	38,656.13		38,656.13

Cost Centre Earmarked Reserves

Code Number 5 Recycling Credits/Bottle Bank

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
555	28/09/2026	2026-2027/292		01 Barclays Curren	URM UK 100775	Bottle Bank	URM	S	51.76	10.35	62.11
					Subtotal for Code:	Recycling Credits/Bottle Bank			£51.76	£10.35	£62.11

Code Number 210 IT Improvement Project

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
448	26/08/2026			01 Barclays Curren		Various	Barclaycard	S	-246.88	-49.38	-296.26
449	26/08/2026			01 Barclays Curren		Various	Barclaycard	S	215.95	43.19	259.14
543	22/09/2026	2026-2027/297		01 Barclays Curren	MRCA0945	IT Improvements	Amerits Digital Ltd	S	1,125.00	225.00	1,350.00
					Subtotal for Code:	IT Improvement Project			£1,094.07	£218.81	£1,312.88

Code Number 211 EMR Green Infrastructure

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
514	09/09/2026	2026-2027/257		01 Barclays Curren	Jonathon Alan Ty	ACE	Jonathan Tyler	Z	282.00		282.00
					Subtotal for Code:	EMR Green Infrastructure			£282.00		£282.00

Code Number 226 Building Inspection Town Hall

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
527	10/09/2026	2026-2027/285		01 Barclays Curren	297522	Professional charges	Brown & Co LLP	S	2,250.00	450.00	2,700.00
					Subtotal for Code:	Building Inspection Town Hall			£2,250.00	£450.00	£2,700.00

Code Number 227 Building Inspection Drill Hall

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
527	10/09/2026	2026-2027/285		01 Barclays Curren	297522	Professional charges	Brown & Co LLP	S	2,250.00	450.00	2,700.00
					Subtotal for Code:	Building Inspection Drill Hall			£2,250.00	£450.00	£2,700.00

Code Number 228 Building Inspection Cemetery Cottage

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
527	10/09/2026	2026-2027/285		01 Barclays Curren	297522	Professional charges	Brown & Co LLP	S	900.00	180.00	1,080.00
					Subtotal for Code:	Building Inspection Cemetery C			£900.00	£180.00	£1,080.00

Code Number 229 Building Inspection 23 Market Place

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
527	10/09/2026	2026-2027/285		01 Barclays Curren	297522	Professional charges	Brown & Co LLP	S	1,350.00	270.00	1,620.00
					Subtotal for Code:	Building Inspection 23 Market P			£1,350.00	£270.00	£1,620.00

Listing of Payments in each Code for All Cost Centres

(Between 26-08-2026 and 29-09-2026)

Code Number		230 Building Inspections Public Toilets									
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
527	10/09/2026	2026-2027/285		01 Barclays Currer	297522	Professional charges	Brown & Co LLP	S	700.00	140.00	840.00
Subtotal for Code:							Building Inspections Public Toile		£700.00	£140.00	£840.00
Subtotal for Cost Centre:							Earmarked Reserves		8,877.83	1,719.16	10,596.99
TOTALS									£65,361.61	£4,502.68	£69,864.29

Aylsham Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

01 October 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
394	07/09/2026			02 Barclays Active		Bank Interest Received	Barclays Bank	X	602.36		602.36
395	31/08/2026			Redwood Savings		Bank Interest Received	Redwood Savings account	X	290.26		290.26
396	02/09/2026			Public Sector Depc		Bank Interest Received	CCLA	X	413.40		413.40
Subtotal for Code: Bank Interest /Charges									£1,306.02		£1,306.02

Code Number 21 Climate Change

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
313	09/09/2026			01 Barclays Curren		Cash Banked	Various	Z	25.00		25.00
380	25/09/2026			01 Barclays Curren		Banking	Various	Z	22.76		22.76
Subtotal for Code: Climate Change									£47.76		£47.76
Subtotal for Cost Centre: 01 General Purpose									1,353.78		1,353.78

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
283	26/08/2026	2026-2027/271		01 Barclays Curren	2710	Hirings		Z	128.00		128.00
284	26/08/2026	2026-2027/269		01 Barclays Curren	2697	Hirings	Cambridgeshire Coins	Z	112.00		112.00
285	27/08/2026	2026-2027/271		01 Barclays Curren	2715	Hirings	Aylsham Rotary	Z	36.00		36.00
286	27/08/2026	2026-2027/270		01 Barclays Curren	2708	Hirings		Z	32.00		32.00
291	28/08/2026	2026-2027/266		01 Barclays Curren		Hirings	Partners Norfolk	Z			
292	28/08/2026	2026-2027/271		01 Barclays Curren	AYLSHAM-EXP-	Hirings	Aylsham Cricket Club	Z	60.00		60.00
299	04/09/2026	2026-2027/271		01 Barclays Curren		Hirings	Heritage Centre	Z			
300	03/09/2026	2026-2027/270		01 Barclays Curren	2706	Hirings	Aylsham WI	Z	36.00		36.00
301	04/09/2026	2026-2027/267		01 Barclays Curren	Hays Travel Limi	Hirings	Hays Travel	Z	64.00		64.00
303	04/09/2026	2026-2027/266		01 Barclays Curren	2664	Hirings	Aylsham Flower Club	Z	36.00		36.00
303	04/09/2026	2026-2027/266		01 Barclays Curren	2664	Hirings	Aylsham Flower Club	Z	42.00		42.00
307	07/09/2026	2026-2027/269		01 Barclays Curren	2698	Hirings	Yoga with Anna	Z	15.00		15.00
307	07/09/2026	2026-2027/269		01 Barclays Curren	2698	Hirings	Yoga with Anna	Z	15.00		15.00
307	07/09/2026	2026-2027/269		01 Barclays Curren	2698	Hirings	Yoga with Anna	Z	15.00		15.00
307	07/09/2026	2026-2027/269		01 Barclays Curren	2698	Hirings	Yoga with Anna	Z	15.00		15.00
348	17/09/2026	2026-2027/269		01 Barclays Curren	2699	Hirings	Menscraft	Z	30.00		30.00
348	17/09/2026	2026-2027/269		01 Barclays Curren	2699	Hirings	Menscraft	Z	30.00		30.00
348	17/09/2026	2026-2027/269		01 Barclays Curren	2699	Hirings	Menscraft	Z	30.00		30.00
348	17/09/2026	2026-2027/269		01 Barclays Curren	2699	Hirings	Menscraft	Z	30.00		30.00
352	18/09/2026	2026-2027/281		01 Barclays Curren	2811	Hirings	Backtracking Band	Z	48.00		48.00
357	21/09/2026	2026-2027/282		01 Barclays Curren	2823	Hirings	Vintage Quest	Z	88.00		88.00
359	21/09/2026	2026-2027/281		01 Barclays Curren	2818	Hirings		Z	32.00		32.00

Aylsham Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

01 October 2026 (2026-2027)

360	21/09/2026	2026-2027/282	01 Barclays Curren	2824	Hirings	The Aylsham Agricultural Show Associ	Z	24.00	24.00
362	22/09/2026	2026-2027/270	01 Barclays Curren	90036875 BGC	Hirings	East of England Community Health C	Z	84.00	84.00
362	22/09/2026	2026-2027/270	01 Barclays Curren	90036875 BGC	Hirings	East of England Community Health C	Z	84.00	84.00
362	22/09/2026	2026-2027/270	01 Barclays Curren	90036875 BGC	Hirings	East of England Community Health C	Z	78.00	78.00
362	22/09/2026	2026-2027/270	01 Barclays Curren	90036875 BGC	Hirings	East of England Community Health C	Z	84.00	84.00
362	22/09/2026	2026-2027/270	01 Barclays Curren	90036875 BGC	Hirings	East of England Community Health C	Z	84.00	84.00
364	22/09/2026	2026-2027/282	01 Barclays Curren	2822	Hirings	EPIC Norfolk	Z	72.00	72.00
364	22/09/2026	2026-2027/282	01 Barclays Curren	2822	Hirings	EPIC Norfolk	Z	108.00	108.00
366	22/09/2026	2026-2027/281	01 Barclays Curren	2819	Hirings	Aylsham Runners	Z	48.00	48.00
373	23/09/2026	2026-2027/271	01 Barclays Curren	2714	Hirings	Aylsham & District U3A	Z	36.00	36.00
375	23/09/2026	2026-2027/282	01 Barclays Curren	2827	Hirings	Aylsham Cricket Club	Z	60.00	60.00
384	28/09/2026	2026-2027/282	01 Barclays Curren	2821	Hirings		Z	128.00	128.00
388	29/09/2026	2026-2027/270	01 Barclays Curren		Hirings	Lawless Pizza	Z	15.00	15.00
388	29/09/2026	2026-2027/270	01 Barclays Curren		Hirings	Lawless Pizza	Z	15.00	15.00
388	29/09/2026	2026-2027/270	01 Barclays Curren		Hirings	Lawless Pizza	Z	15.00	15.00
388	29/09/2026	2026-2027/270	01 Barclays Curren		Hirings	Lawless Pizza	Z	15.00	15.00
391	29/09/2026	2026-2027/283	01 Barclays Curren		Hirings	Aylsham Local History Society	Z	42.00	42.00
Subtotal for Code: Hirings - Town Hall								£1,886.00	£1,886.00
Subtotal for Cost Centre: 02 Town Hall								1,886.00	1,886.00

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
294	01/09/2026	2026-2027/264		01 Barclays Curren	2647	Hirings	Aylsham Scouts	Z	20.00		20.00
306	07/09/2026	2026-2027/268		01 Barclays Curren	2689	Hirings	Aylsham Band	Z	20.00		20.00
387	29/09/2026	2026-2027/280		01 Barclays Curren		Hirings	RFCA East Anglia	Z	20.00		20.00
Subtotal for Code: Storage Rent									£60.00		£60.00

Code Number 62 Hirings - Drill Hall

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
290	28/08/2026	2026-2027/270		01 Barclays Curren		Hirings		Z			
297	02/09/2026	2026-2027/265		01 Barclays Curren	2655	Hirings	Phoenix LDC	Z	52.50		52.50
297	02/09/2026	2026-2027/265		01 Barclays Curren	2655	Hirings	Phoenix LDC	Z	52.50		52.50
297	02/09/2026	2026-2027/265		01 Barclays Curren	2655	Hirings	Phoenix LDC	Z	52.50		52.50
297	02/09/2026	2026-2027/265		01 Barclays Curren	2655	Hirings	Phoenix LDC	Z	52.50		52.50
302	04/09/2026	2026-2027/269		01 Barclays Curren	2696	Hirings	Jiggers	Z	30.00		30.00
302	04/09/2026	2026-2027/269		01 Barclays Curren	2696	Hirings	Jiggers	Z	15.00		15.00
302	04/09/2026	2026-2027/269		01 Barclays Curren	2696	Hirings	Jiggers	Z	30.00		30.00
302	04/09/2026	2026-2027/269		01 Barclays Curren	2696	Hirings	Jiggers	Z	15.00		15.00
302	04/09/2026	2026-2027/269		01 Barclays Curren	2696	Hirings	Jiggers	Z	30.00		30.00
302	04/09/2026	2026-2027/269		01 Barclays Curren	2696	Hirings	Jiggers	Z	15.00		15.00

Aylsham Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

01 October 2026 (2026-2027)

302	04/09/2026	2026-2027/269	01 Barclays Curre	2696	Hirings	Jiggers	Z	30.00	30.00
302	04/09/2026	2026-2027/269	01 Barclays Curre	2696	Hirings	Jiggers	Z	15.00	15.00
304	04/09/2026	2026-2027/269	01 Barclays Curre	SUTTONDANCII	Hirings	Sutton School of Dance	Z	500.00	500.00
306	07/09/2026	2026-2027/268	01 Barclays Curre	2689	Hirings	Aylsham Band	Z	22.50	22.50
306	07/09/2026	2026-2027/268	01 Barclays Curre	2689	Hirings	Aylsham Band	Z	22.50	22.50
306	07/09/2026	2026-2027/268	01 Barclays Curre	2689	Hirings	Aylsham Band	Z	22.50	22.50
306	07/09/2026	2026-2027/268	01 Barclays Curre	2689	Hirings	Aylsham Band	Z	22.50	22.50
321	09/09/2026	2026-2027/270	01 Barclays Curre	Reepham + Ayls	Hirings	Reepham & Aylsham Medical Practice	Z	30.00	30.00
335	14/09/2026	2026-2027/269	01 Barclays Curre	2694	Hirings	Extend	Z	15.00	15.00
335	14/09/2026	2026-2027/269	01 Barclays Curre	2694	Hirings	Extend	Z	15.00	15.00
335	14/09/2026	2026-2027/269	01 Barclays Curre	2694	Hirings	Extend	Z	15.00	15.00
335	14/09/2026	2026-2027/269	01 Barclays Curre	2694	Hirings	Extend	Z	15.00	15.00
335	14/09/2026	2026-2027/269	01 Barclays Curre	2694	Hirings	Extend	Z	15.00	15.00
349	17/09/2026	2026-2027/280	01 Barclays Curre	2808	Hirings	Alexandra Watson Fitness	Z	15.00	15.00
349	17/09/2026	2026-2027/280	01 Barclays Curre	2808	Hirings	Alexandra Watson Fitness	Z	15.00	15.00
349	17/09/2026	2026-2027/280	01 Barclays Curre	2808	Hirings	Alexandra Watson Fitness	Z	15.00	15.00
349	17/09/2026	2026-2027/280	01 Barclays Curre	2808	Hirings	Alexandra Watson Fitness	Z	15.00	15.00
350	17/09/2026	2026-2027/279	01 Barclays Curre	RENT SEPTEMBER	Hirings	Aylsham Boxing Club	Z	295.00	295.00
385	28/09/2026	2026-2027/265	01 Barclays Curre	2653	Hirings	Kettlebell Fitness	Z	15.00	15.00
385	28/09/2026	2026-2027/265	01 Barclays Curre	2653	Hirings	Kettlebell Fitness	Z	15.00	15.00
385	28/09/2026	2026-2027/265	01 Barclays Curre	2653	Hirings	Kettlebell Fitness	Z	15.00	15.00
385	28/09/2026	2026-2027/265	01 Barclays Curre	2653	Hirings	Kettlebell Fitness	Z	15.00	15.00
387	29/09/2026	2026-2027/280	01 Barclays Curre		Hirings	RFCA East Anglia	Z	25.00	25.00
387	29/09/2026	2026-2027/280	01 Barclays Curre		Hirings	RFCA East Anglia	Z	25.00	25.00
387	29/09/2026	2026-2027/280	01 Barclays Curre		Hirings	RFCA East Anglia	Z	25.00	25.00
387	29/09/2026	2026-2027/280	01 Barclays Curre		Hirings	RFCA East Anglia	Z	25.00	25.00
Subtotal for Code: Hirings - Drill Hall								£1,600.00	£1,600.00
Subtotal for Cost Centre: 03 Drill Hall								1,660.00	1,660.00

Cost Centre 04 23 Market Place

Code Number 80 Rent/Insurance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
393	29/09/2026			01 Barclays Curre		Rent	Sequence	Z	1,250.00		1,250.00
Subtotal for Code: Rent/Insurance									£1,250.00		£1,250.00
Subtotal for Cost Centre: 04 23 Market Place									1,250.00		1,250.00

Cost Centre 05 Cemetery Cottage

Code Number 81 Income

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
295	01/09/2026			01 Barclays Curre		CemeteryCottageSequenceUK	Sequence	Z	800.00		800.00

Aylsham Town Council
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(Between 26-08-2026 and 29-09-2026)

01 October 2026 (2026-2027)

Subtotal for Code:	Income	£800.00	£800.00
Subtotal for Cost Centre:	05 Cemetery Cottage	800.00	800.00

Cost Centre 07 Other Properties

Code Number 94 Other Income

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description
355	21/09/2026	2026-2027/280		01 Barclays Curren	2803	Lease Income

Customer	Vat Type	Net	Vat	Total
Broadland Consultants Ltd	Z	50.00		50.00
Subtotal for Code:	Other Income	£50.00		£50.00
Subtotal for Cost Centre:	07 Other Properties	50.00		50.00

Cost Centre 08 Cemetery

Code Number 96 Interments

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description
287	27/08/2026	2026-2027/267		01 Barclays Curren	2673	Interment
376	23/09/2026	2026-2027/271		01 Barclays Curren	2718	Interment

Customer	Vat Type	Net	Vat	Total
Ivan Fisher	Z	354.00		354.00
Ivan Fisher	Z	338.00		338.00
Subtotal for Code:	Interments	£692.00		£692.00

Code Number 98 Exclusive Rights

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description
287	27/08/2026	2026-2027/267		01 Barclays Curren	2673	Interment
298	02/09/2026	2026-2027/272		01 Barclays Curren	2720	Exclusive Rights
376	23/09/2026	2026-2027/271		01 Barclays Curren	2718	Interment

Customer	Vat Type	Net	Vat	Total
Ivan Fisher	Z	50.00		50.00
	Z	338.00		338.00
Ivan Fisher	Z	25.00		25.00
Subtotal for Code:	Exclusive Rights	£413.00		£413.00
Subtotal for Cost Centre:	08 Cemetery	1,105.00		1,105.00

Cost Centre 09 Allotments

Code Number 111 Rents Received

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description
305	07/09/2026	2026-2027/274		01 Barclays Curren		Allotments
310	09/09/2026	2026-2027/277		01 Barclays Curren		Allotments
311	08/09/2026	2026-2027/274		01 Barclays Curren	2740	Allotments
311	08/09/2026	2026-2027/274		01 Barclays Curren	2740	Allotments
312	08/09/2026			01 Barclays Curren		Allotment Rent
314	10/09/2026	2026-2027/276		01 Barclays Curren		Allotments
315	10/09/2026	2026-2027/278		01 Barclays Curren		Allotments
316	09/09/2026	2026-2027/276		01 Barclays Curren	2760	Allotments
317	09/09/2026	2026-2027/274		01 Barclays Curren	2745	Allotments
318	09/09/2026	2026-2027/274		01 Barclays Curren	2741	Allotments
319	09/09/2026	2026-2027/276		01 Barclays Curren	WG26	Allotments
320	09/09/2026	2026-2027/276		01 Barclays Curren	2768	Allotments

Customer	Vat Type	Net	Vat	Total
Aylsham Town Council	Z			
	Z			
	Z	30.00		30.00
	Z	30.00		30.00
	Z	15.00		15.00
	Z			
	Z			
	Z	15.00		15.00
	Z	30.00		30.00
	Z	15.00		15.00
	Z	50.00		50.00
	Z	50.00		50.00

Aylsham Town Council
Listing of Receipts in each Code for All Cost Centres
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01 October 2026 (2026-2027)

320	09/09/2026	2026-2027/276	01 Barclays Curren	2768	Allotments		Z	50.00	50.00
322	09/09/2026	2026-2027/279	01 Barclays Curren	2790	Allotments		Z	50.00	50.00
322	09/09/2026	2026-2027/279	01 Barclays Curren	2790	Allotments		Z	50.00	50.00
322	09/09/2026	2026-2027/279	01 Barclays Curren	2790	Allotments		Z	50.00	50.00
324	10/09/2026	2026-2027/279	01 Barclays Curren	2792	Allotments		Z	50.00	50.00
325	10/09/2026	2026-2027/277	01 Barclays Curren	2777	Allotments		Z	50.00	50.00
325	10/09/2026	2026-2027/277	01 Barclays Curren	2777	Allotments		Z	50.00	50.00
326	10/09/2026	2026-2027/274	01 Barclays Curren	2749	Allotments		Z	15.00	15.00
327	10/09/2026	2026-2027/274	01 Barclays Curren	2746	Allotments		Z	60.00	60.00
328	10/09/2026	2026-2027/273	01 Barclays Curren	2733	Allotments		Z	30.00	30.00
329	10/09/2026	2026-2027/272	01 Barclays Curren	2722	Allotments		Z	50.00	50.00
330	10/09/2026		01 Barclays Curren	MDZ PID135766	Allotment Rent		Z	60.00	60.00
331	11/09/2026	2026-2027/278	01 Barclays Curren	2784	Allotments		Z	50.00	50.00
332	11/09/2026	2026-2027/278	01 Barclays Curren	2783	Allotments		Z	50.00	50.00
333	11/09/2026	2026-2027/275	01 Barclays Curren	2754	Allotments		Z	30.00	30.00
334	11/09/2026	2026-2027/272	01 Barclays Curren	2728	Allotments		Z	27.50	27.50
336	14/09/2026	2026-2027/276	01 Barclays Curren	2767	Allotments		Z	50.00	50.00
336	14/09/2026	2026-2027/276	01 Barclays Curren	2767	Allotments		Z	50.00	50.00
337	14/09/2026	2026-2027/275	01 Barclays Curren	2752	Allotments		Z	30.00	30.00
338	14/09/2026	2026-2027/276	01 Barclays Curren	2761	Allotments		Z	50.00	50.00
339	14/09/2026	2026-2027/274	01 Barclays Curren	2744	Allotments		Z	15.00	15.00
340	14/09/2026	2026-2027/277	01 Barclays Curren	2772	Allotments		Z	50.00	50.00
341	14/09/2026	2026-2027/272	01 Barclays Curren	2726	Allotments		Z	55.00	55.00
342	14/09/2026	2026-2027/275	01 Barclays Curren	2759	Allotments		Z	30.00	30.00
343	14/09/2026	2026-2027/276	01 Barclays Curren	2762	Allotments		Z	50.00	50.00
344	14/09/2026	2026-2027/273	01 Barclays Curren	2738	Allotments		Z	30.00	30.00
347	16/09/2026	2026-2027/278	01 Barclays Curren	2788	Allotments		Z	50.00	50.00
351	17/09/2026	2026-2027/272	01 Barclays Curren		Allotments		Z	50.00	50.00
353	21/09/2026	2026-2027/273	01 Barclays Curren	2739	Allotments		Z	15.00	15.00
354	21/09/2026	2026-2027/275	01 Barclays Curren	ALLOTMENT CF	Allotments		Z	30.00	30.00
356	21/09/2026	2026-2027/277	01 Barclays Curren	2779	Allotments		Z	50.00	50.00
356	21/09/2026	2026-2027/277	01 Barclays Curren	2779	Allotments		Z	50.00	50.00
358	21/09/2026	2026-2027/273	01 Barclays Curren	2734	Allotments		Z	15.00	15.00
361	22/09/2026	2026-2027/279	01 Barclays Curren	2795	Allotments		Z	50.00	50.00
363	22/09/2026	2026-2027/275	01 Barclays Curren	2751	Allotments		Z	15.00	15.00
367	22/09/2026	2026-2027/278	01 Barclays Curren	2785	Allotments		Z	50.00	50.00
368	22/09/2026	2026-2027/283	01 Barclays Curren	MDZ PID13696	Allotments		Z	30.00	30.00
371	22/09/2026	2026-2027/279	01 Barclays Curren	2796	Allotments		Z	50.00	50.00
372	22/09/2026	2026-2027/279	01 Barclays Curren	2797	Allotments		Z	50.00	50.00
374	23/09/2026	2026-2027/278	01 Barclays Curren	2782	Allotments		Z	50.00	50.00

Aylsham Town Council
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01 October 2026 (2026-2027)

377	25/09/2026	2026-2027/273	01 Barclays Curren	2732	Allotments		Z	15.00	15.00
378	25/09/2026	2026-2027/276	01 Barclays Curren	allotments x 2	Allotments		Z	50.00	50.00
378	25/09/2026	2026-2027/276	01 Barclays Curren	allotments x 2	Allotments		Z	50.00	50.00
379	25/09/2026	2026-2027/279	01 Barclays Curren	2791	Allotments		Z	50.00	50.00
381	25/09/2026	2026-2027/277	01 Barclays Curren		Allotments		Z	50.00	50.00
382	28/09/2026	2026-2027/275	01 Barclays Curren		Allotments		Z	30.00	30.00
383	28/09/2026	2026-2027/272	01 Barclays Curren	2729	Allotments		Z	30.00	30.00
383	28/09/2026	2026-2027/272	01 Barclays Curren	2729	Allotments		Z	30.00	30.00
390	29/09/2026	2026-2027/272	01 Barclays Curren		Allotments		Z	13.75	13.75
Subtotal for Code: Rents Received								£2,241.25	£2,241.25

Code Number 223 Deposits

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
329	10/09/2026	2026-2027/272		01 Barclays Curren	2722	Allotments		Z	100.00		100.00
351	17/09/2026	2026-2027/272		01 Barclays Curren		Allotments		Z	100.00		100.00
365	22/09/2026			01 Barclays Curren	REFUND ALLO'	Refund		Z	-100.00		-100.00
368	22/09/2026	2026-2027/283		01 Barclays Curren	MDZ PID13696	Allotments		Z	100.00		100.00
Subtotal for Code: Deposits									£200.00		£200.00
Subtotal for Cost Centre: 09 Allotments									2,441.25		2,441.25

Cost Centre 10 Markets

Code Number 120 Market Rents

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
289	28/08/2026			01 Barclays Curren		Cash Banked	Various	Z	200.00		200.00
296	01/09/2026			01 Barclays Curren		Market Rent	Market Rent	Z	10.00		10.00
308	07/09/2026			01 Barclays Curren		Market Rent	Market Rent	Z	18.50		18.50
309	07/09/2026			01 Barclays Curren		Market Rent	Market Rent	Z	10.00		10.00
313	09/09/2026			01 Barclays Curren		Cash Banked	Various	Z	85.00		85.00
323	09/09/2026			01 Barclays Curren		Market Rent	Market Rent	Z	15.00		15.00
345	14/09/2026			01 Barclays Curren		Market Rent	Market Rent	Z	10.00		10.00
346	15/09/2026			01 Barclays Curren		Market Rent	Market Rent	Z	15.00		15.00
369	22/09/2026			01 Barclays Curren		Market Rent	Market Rent	Z	10.00		10.00
370	22/09/2026			01 Barclays Curren		Market Rent	Market Rent	Z	15.00		15.00
380	25/09/2026			01 Barclays Curren		Banking	Various	Z	207.50		207.50
392	29/09/2026			01 Barclays Curren		Market Rent	Market Rent	Z	15.00		15.00
Subtotal for Code: Market Rents									£611.00		£611.00

Code Number 121 Farmers Market Rent

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
313	09/09/2026			01 Barclays Curren		Cash Banked	Various	Z	18.50		18.50
Subtotal for Code: Farmers Market Rent									£18.50		£18.50

Aylsham Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 26-08-2026 and 29-09-2026)

01 October 2026 (2026-2027)

Subtotal for Cost Centre:	10 Markets	629.50	629.50
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Cost Centre 12 Events

Code Number 177 Christmas Events

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
288	27/08/2026	2026-2027/271		01 Barclays Curren	Woody Walter/ C	Christmas	Woody Walter	Z	45.00		45.00
293	01/09/2026	2026-2027/268		01 Barclays Curren	2685	Christmas	That Tall Chef	Z	40.00		40.00
389	29/09/2026	2026-2027/283		01 Barclays Curren		Christmas		Z	20.00		20.00
							Subtotal for Code: Christmas Events		£105.00		£105.00
							Subtotal for Cost Centre: 12 Events		105.00		105.00

TOTALS	£11,280.53	£11,280.53
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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		152.19	518.29	4,695.42
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	2,250.00		6,250.00
Town Hall	29,500.00	-20,600.00	2,250.00		6,650.00
Properties					0.00
Public Toilets	2,500.00		700.00		1,800.00
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		900.00		9,100.00
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		426.06	387.50	5,581.29
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	11,000.00	9,118.35	82.00	14,760.05
23 Market Place	5,600.00	-2,000.00	1,350.00		2,250.00
Green Infrastructure and Veolia	5,497.45		909.68		4,587.77
Visit Aylsham	4,248.00				4,248.00
Total Earmarked	385,760.36	-5,280.72	22,699.69	1,646.12	359,426.07
TOTAL RESERVE	385,760.36	-5,280.72	22,699.69	1,646.12	359,426.07

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					106,956.81
TOTAL FUNDS					466,382.88

Aylsham Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
18 September 2026
Our Ref:
NO0018
SAAA Ref:
SB00457

Aylsham Town Council
Annual limited assurance review for the year ended 31 March 2026

Dear Ms LeBon

We have commenced our review of the Annual Governance & Accountability Return (AGAR) for Aylsham Town Council for the year ended 31 March 2026 but cannot formally complete it. Please refer to our 'interim' external auditor report (Section 3 of the AGAR Form 3) which sets out the reasons we have not been able to complete the review. The 'interim' report is included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR. The smaller authority must consider the report and decide what, if any, action is required.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In advance of the formal conclusion, we have provided the attached documents. The authority should use this 'interim' external auditor report and:

- Prepare a "Notice of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request). It also states that the audit has not yet been completed.
- Publish the "Notice" along with the uncertified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

Our fee note for the limited assurance review will be issued when we certify completion. The standard review fee is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd.

Please note further charges may arise in addition to the standard fee if either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- it was necessary for us to undertake additional work, for example due to challenge correspondence received.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) of Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Yours sincerely



PKF Littlejohn LLP

Aylsham Town Council

Notice of the audit and right to inspect the Annual Governance & Accountability Return

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

		Notes
1.	The audit of accounts for Aylsham Town Council for the year ended 31 March 2026 has been carried out but cannot be completed for the reasons stated in the external auditor report. The accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2.	The Annual Governance & Accountability Return is available for inspection and copying by any local government elector of the area of Aylsham Town Council on application to: (a) _____ _____ _____ _____ (b) _____ _____ _____	
3.	Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____		(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____		(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Aylsham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	☒	☐	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☒	☐	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	☒	☐	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	☐	☐	☒
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	☒	☐	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

22/06/2026

and recorded as minute reference:

ITEM 4b of 22.06.26

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[Signature of Chair]
[Signature of Clerk]

www.aylsham-tc.gov.uk

Section 2 – Accounting Statements 2025/26 for

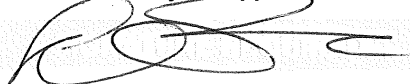
Aylsham Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	353,059	382,425	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	489,950	501,730	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	210,331	187,192	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	291,857	331,819	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	28,299	28,010	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	350,759	310,957	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	382,425	400,562	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	385,552	404,676	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,896,521	3,915,249	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	142,813	117,188	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date

17/06/2026

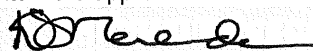
I confirm that these Accounting Statements were approved by this authority on this date:

22/06/2026

as recorded in minute reference:

ITEM 4C of 22.06.26

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Aylsham Town Council - NO0018**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2025/26 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and ‘other’ matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

We do not certify completion because:

We have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

18 September 2026

Item 11 – Finance

g) To appoint internal auditor for 2026/2027 accounts

Proper practices state that the Town Council should appoint an internal auditor based on the following:

Selecting and appointing an internal audit provider

In addition to ensuring the appointed internal auditor has relevant knowledge of the public sector, there are two key principles an authority must follow in appointing an internal audit provider: independence and competence.

There are various ways for an authority to source an internal audit service, for example:

- Purchasing an internal audit service from a local firm or specialist internal audit practice with an understanding of the local government legal framework;
- Purchasing an internal audit service from a principal local authority;
- Engaging a competent internal auditor with sufficient organisational independence to undertake the role;
- Appointing a local individual or a member of a panel of individuals administered with appropriate safeguards and segregation of duties by a local association affiliated to NALC, SLCC or ADA.

There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought from any internal audit service should include:

- understanding basic book-keeping and accounting processes; where an authority exceeds the £200,000 threshold, this understanding must include accrual accounting and balance sheets;
- understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- awareness of relevant principles and practice of financial and other risk management;
- understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities, as set out in Sections 1 and 3 of this guide (knowledge of which is a prerequisite);
- awareness of the most recent model Standing Orders and model Financial Regulations as published by NALC and how they are adopted by authorities
- awareness of the relevance of VAT and PAYE/NIC rules as applied to the authority;

- for larger authorities, a clear understanding of the risks and controls associated with ‘cut off’ procedures, particularly with respect to revenue-generating activities. Independence

Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority’s financial controls and procedures.

A current or recent authority member, who cannot demonstrate independence from decisions in the year to be audited, cannot be its internal auditor. Similarly, it would not be appropriate for any individual or firm with a personal connection to a member or officer of the authority to be appointed. Conflicts of interest must be avoided, such as in cases where an external provider of accounting software or services to the authority, also offers internal audit services through an associate company, firm or individual.

Recommendation

The Town Council used PATAS for the internal audit submission to PKF Littlejohn for the 2025/2026 internal audit. The conduct of PATAS was professional and gave confidence to the process. To retain that level of confidence and for consistency the RFO recommendation is to retain the services of PATAS for 2026/2027.

The cost to the Town Council would be £750 which would consist of 2 audits (one onsite interim audit and the year end audit remotely).

h) To consider items for 2027/2028 budgetary consideration

Standing item for full council and committees until budget is set.

Meeting of Aylsham Town Council - 7th October 2026

Item 12 To Receive Information on Winter Pressures Grant Scheme and Consider Project(s) (deadline 30th October)

Broadland Council is keen to support community cohesion and provide support for vulnerable individuals and families at the earliest opportunity. The Winter Pressures Grant has been created to allow community organisations to deliver projects that will support individuals and families that are struggling with the rising costs of living.

Applications will close on October 30th and submissions considered during the first week of November.

Broadland Council wants to support projects that:

- provide support to individuals and families during the colder months
- provide safe non-judgmental spaces for people to come together
- support our communities to support themselves and each other
- provide essential items (food, baby provisions and toiletries) for vulnerable families and individuals

The Winter Pressures Grant welcomes applications from any community organisation that has an idea for a project that provides support during the winter period for Broadland and South Norfolk residents, this may be a community space, Christmas hamper appeal or a new initiative that you can evidence a need for this winter.

Aim

The aim of Winter Pressures Grant is to allow community organisations and volunteer groups to provide essential support for local vulnerable families and individuals

Who can apply

Community groups, faith organisations, CIC's, CIO's, parish and town councils, and trusts within Broadland and South Norfolk can all apply provided they have a bank account that the grant can be paid in to.

Proposals that promote a religious or political purpose are not eligible to apply.

Winter Pressures criteria

1. Grants can be used for any means that supports community cohesion. This includes but is not limited to; provision of free or subsidised warm food/drinks, providing new activities, provision of supporting warmth by purchasing hats,

scarves, blankets to be given to residents, provision of Christmas food hampers and gifts.

2. Priority will be given to funding expenses that directly support the residents, (such as the ones listed above), over expenses such as venue heating costs and utility bills.
3. Where a community space is provided it must be available for a minimum of one session of at least four hours each month.
4. Innovative applications that bring together partners to offer a range of non-judgement based, practical support are welcomed (for example, local libraries, charities and district/county council).
5. Projects are expected to engage with other local voluntary and community organisations to link residents with local support services where possible and appropriate.
6. Projects are required to publicise the Help Hub contact details and liaise with the Communities Team to ensure wider support can be offered to residents in need.
7. Multiple bids from varying organisations across a town or parish council area are welcomed, though groups are expected to coordinate their offer to avoid duplication and spread availability.
8. The grant value is up to £500. To ensure an equitable spread across the districts and fair access to all residents, the Council reserves the right to refuse an otherwise eligible grant application on the grounds it considers the Town or Parish to already contain adequate provision.
9. Applications are open until midnight on October 30th. Submissions will be considered during the first week of November with outcomes announced by 5pm on November 6th. This will enable all projects to be given equal consideration for limited funds and to avoid duplication within towns and parishes. Applications received after the closing date will be rejected.
10. Grant applicants who are successful with their grant application will need to provide the District Council with monthly figures which show the total number of residents accessing support.

Examples of Grants made in 2025/2026:

Group/project type & reason for grant	Grant amount received	Grant amount received
The Aylsham Community Trust	Grant awarded towards the cost of warm stocking filler gifts for vulnerable young people.	£500
Brundall Memorial Hall	Grant awarded towards the costs of running the community café including consumables and room hire fees.	£288
Social Moments Enterprise	Grant awarded towards the costs of food, activities for children and travel for collecting food donations.	£500
Aylsham Care Trust	Grant awarded towards the cost of running a festive afternoon tea.	£500
St Andrew & St Peter Church	Grant awarded towards the cost of running their variety of warm spaces as well as hampers.	£500
The Bircham Centre	Grant awarded towards the cost of running the community coffee morning.	£500
Yare Valley Churches	Grant awarded towards the cost of providing a free hot drink at their warm space.	£380
Aylsham Methodist Church	Grant awarded towards the cost of food for the warm space.	£350
1st Salhouse Scout Group	Grant awarded towards the cost of Christmas hampers for vulnerable residents.	£500
Aylsham Town Council	Grant awarded towards the cost of proving draft excluders and slow cooked at the free café at their cost saving event.	£300
Old Catton Parish Council	Grant awarded towards the cost their monthly lunch club including ingredients, hall hire and insurance fees.	£500
Lingwood & Burlingham Parish Council	Grant awarded towards the costs of blankets hats, gloves, flasks and hot water bottle.	£300

Meeting of Aylsham Town Council - 7th October 2026

Item 13 – Governance

Item 13a - To appoint member to Christmas Lights Committee

A third member is required for the Christmas Lights committee as a result of the resignation of Cheryl Bould

Item 13b - To appoint member to the Events Committee

A further member is required for the Events committee as a result of the resignation of Cheryl Bould

Item 13c - To agree Structure and Terms Reference for the Transport Group/Committee

Structure:

Could council please consider whether they would like the Group/Committee to operate as:

- a) A Working Group/Committee. This is a more informal Group/Committee, however, does not have any power to spend. All decisions must be taken back to the council for ratification in a similar manner to ACE.
- b) A Committee. This is more formal and will require summons to be issued and minutes to be taken and published. Meetings must to open to the public. However, a committee is permitted to make decisions within its Terms of Reference and scheme of delegation and may spend its own allocated budget without taking the decision back to council

Terms of Reference:

Safer Aylsham Streets (SAS)

Terms of Reference

1. Name

The name of the Group/Committee shall be **Safer Aylsham Streets (SAS)**.

2. Purpose

Safer Aylsham Streets is established by Aylsham Town Council to consider and promote improvements to how residents, visitors and workers move around and access Aylsham.

The Group/Committee/Committee will consider issues and opportunities relating to walking, parking, active travel, accessibility and public transport, with the aim of creating a safer, more accessible and welcoming town for everyone.

3. Objectives

The objectives of Safer Aylsham Streets shall be:

3.1 To improve the experience for residents, visitors and workers of moving in and around Aylsham, including walking, parking, visiting and exploring the town.

3.2 To improve opportunities for safe active travel in Aylsham for all users, including pedestrians and people using mobility aids.

3.3 To increase access to, awareness of and use of public transport serving Aylsham.

3.4 To identify opportunities to improve accessibility, connectivity and safety within the town and its approaches.

3.5 To consider evidence, feedback and local knowledge when identifying potential improvements.

3.6 To work constructively with relevant organisations, authorities, community Group/Committees, businesses and residents where this can support the objectives of the Group/Committee.

4. Membership

4.1 The Group/Committee shall comprise a maximum of nine voting members.

4.2 There shall be a minimum of three Town Councillors appointed by Aylsham Town Council.

4.3 The remaining places may be allocated to suitably experienced or interested community representatives, subject to appointment by Aylsham Town Council.

4.4 The Council may appoint or remove members of the Group/Committee/Committee as it considers appropriate.

4.5 Members are expected to contribute constructively to the work of the Group/Committee/Committee and to attend meetings regularly.

4.6 The Group/Committee may invite representatives from relevant organisations, including Norfolk County Council, transport providers, emergency services, businesses, community organisations and accessibility Group/Committees, to attend meetings or

provide advice. Such attendees shall not have voting rights unless formally appointed as members of the Group/Committee.

5. Chair and Vice-Chair

5.1 The Chair shall be a serving Town Councillor.

5.2 The Chair shall be responsible for ensuring that meetings are conducted fairly and effectively and that the Group/Committee remains focused on its agreed objectives.

5.3 The Group/Committee may appoint a Vice-Chair from amongst its voting members if considered necessary.

5.4 In the absence of the Chair, the Vice-Chair shall chair the meeting. If neither is present, the meeting shall not proceed unless a Town Councillor present is appointed to chair the meeting for that occasion.

6. Quorum

6.1 The quorum for a meeting shall be four voting members, of whom at least one must be a Town Councillor.

6.2 If a quorum is not present, the meeting may proceed for discussion and information purposes but shall not make formal decisions or recommendations on behalf of the Group/Committee.

7. Meetings

7.1 The Group/Committee shall meet a minimum of nine meetings each calendar year.

7.2 Meetings shall normally be held at a venue determined by the Group/Committee

7.3 An agenda and relevant papers should be circulated to members in advance of each meeting wherever practicable.

7.4 Minutes of meetings shall be prepared and submitted to the Group/Committee for approval at its subsequent meeting.

7.5 [Meetings shall be open to the public]

8. Voting

8.1 Each voting member shall have one vote.

8.2 Decisions shall normally be reached by consensus wherever possible.

8.3 Where a vote is required, a simple majority of those present and voting shall determine the matter.

8.4 In the event of an equality of votes, the Chair shall have a casting vote.

8.5 Any recommendations involving matters outside the Group/Committee's delegated authority shall be referred to Aylsham Town Council for consideration and approval.

9. Budget and Financial Authority

~~9.1 The Group/Committee shall have an annual budget of £10,000.~~ [The group shall submit its budget requirement to Aylsham Town Council by November for consideration in the forthcoming precept]

~~9.2 The budget shall principally be used to commission or undertake one safety or feasibility study per year relating to the objectives of the Group/Committee.~~

9.3 The Group/Committee shall identify and prioritise potential studies and make recommendations to the Town Council regarding the use of the annual budget.

9.4 Any expenditure shall comply with Aylsham Town Council's Financial Regulations and other relevant Council policies and procedures.

9.5 The Group/Committee shall not commit expenditure beyond its approved budget or enter into contracts on behalf of the Council unless expressly authorised to do so.

9.6 Any unspent budget at the end of the financial year shall be dealt with in accordance with the Council's normal financial procedures.

10. Areas of Work

The Group/Committee may consider matters including, but not limited to:

- pedestrian safety and accessibility;
- footways, crossings and pedestrian routes;
- accessibility for people using wheelchairs, mobility scooters and other mobility aids;
- cycling and other forms of active travel;
- traffic movement and road safety;
- parking and the experience of parking within the town;
- access to and use of public transport;
- bus stops, passenger facilities and transport information;
- connectivity between residential areas, the town centre, employment areas and community facilities;
- routes to schools and other key destinations;
- signage, wayfinding and information;

- barriers to movement and accessibility;
- opportunities to improve the experience of visitors and workers travelling into and around Aylsham;
- consultation and engagement with residents, businesses and relevant user Group/Committees; and
- opportunities for external funding or partnership working.

11. Studies and Projects

11.1 The Group/Committee shall seek to identify evidence-based opportunities where a safety or feasibility study could help inform future decisions.

11.2 Prior to commissioning a study, the Group/Committee should consider:

- the issue or opportunity being investigated;
- the potential benefits to residents, visitors and workers;
- the geographical area affected;
- the likely cost of the study;
- the availability and quality of existing information;
- whether another organisation is already undertaking relevant work;
- opportunities for partnership working or external funding; and
- how the findings could inform future action.

11.3 The findings of any commissioned study shall be reported to the Group/Committee and subsequently to Aylsham Town Council, together with any recommendations arising from the findings.

12. Engagement and Partnership Working

12.1 The Group/Committee may engage with residents, businesses, community organisations, transport operators, accessibility Group/Committees and relevant statutory authorities.

12.2 Where matters fall within the responsibility of another authority or organisation, the Group/Committee may make representations or recommendations to that organisation, subject to any necessary approval from Aylsham Town Council.

12.3 The Group/Committee shall seek to avoid duplication of existing initiatives and should work collaboratively with relevant organisations wherever possible.

13. Reporting to Aylsham Town Council

13.1 Safer Aylsham Streets shall report directly to Aylsham Town Council.

13.2 The Chair, or another nominated member of the Group/Committee, shall provide regular updates to the Council.

13.3 Minutes and recommendations from the Group/Committee shall be submitted to the appropriate Council meeting for information or consideration as appropriate.

13.4 Any recommendation requiring a decision by the Council shall be clearly identified as such.

14. Conflicts of Interest

14.1 Members shall declare any interests relevant to matters being considered by the Group/Committee.

14.2 Where a member has a conflict of interest, the Chair shall determine whether the member should withdraw from the discussion and/or vote, having regard to the Council's relevant policies and procedures.

15. Conduct

15.1 Members shall act in accordance with the principles and standards expected of members of Aylsham Town Council.

15.2 Meetings shall be conducted in a respectful and constructive manner, with all members given a reasonable opportunity to contribute.

16. Review of Terms of Reference

16.1 These Terms of Reference shall be reviewed annually by Aylsham Town Council. Proposed amendments by the Group/Committee should be submitted to the Town Council for approval.

16.2 The Council may review or amend these Terms of Reference at any time.

17. Dissolution

17.1 The Group/Committee may be dissolved by resolution of Aylsham Town Council.

17.2 Any remaining budget, records or assets held by the Group/Committee upon dissolution shall remain the property of Aylsham Town Council.

18. Adoption

These Terms of Reference were adopted by resolution of Aylsham Town Council on [date].

Meeting of Aylsham Town Council - 7th October 2026

Item 14 – Procurement

a) To consider creation of a Procurement Panel

The Town Council is currently undergoing tender processes for high value complex projects with possibly more coming up in the future. Presently tenders are discussed at the end of the meeting in a closed session because of commercial confidentiality. This may lead to the perception of not giving due consideration to the process due to the time of night the tenders are being considered. The recommendation is for the formation of a Procurement Panel. The Procurement Panel will review the tenders in advance and provide a report and recommendation to full council. Full council retains the right to accept the recommendation or otherwise.

The Procurement Panel would be reviewing the submitted tenders against the specification and the suggested weightings:

Criteria	Weighting
Price	30%
Technical Qualifications and Professional Memberships	10%
Relevant experience in relation to locality and size of contract	20%
Availability to work to the council's timescales	20%
Environmental and Social Value	20%

These are based on the requirements of the Procurement Act 2023 which emphasises the following core objectives that councils must follow:

1. *Value for Money*

- Ensure public funds are used efficiently
- Consider both immediate and long-term cost implications

2. *Maximizing Public Benefit*

- Focus beyond just cost considerations
- Consider wider benefits to the community
- Evaluate long-term impact of procurement decisions

3. *Transparency*

- Openly share procurement policies
- Document and publish decision-making processes
- Make contract details accessible
- Maintain clear evaluation records

4. *Integrity*

- Act ethically throughout the procurement process
- Maintain professional standards
- Avoid conflicts of interest

5. *Fairness*

- Treat all suppliers equally unless there's justified reason for difference
- Provide equal access to information
- Maintain consistent evaluation criteria

6. *SME Accessibility*

- Actively remove barriers for small and medium-sized enterprises
- Consider splitting larger contracts into lots
- Simplify procurement processes where possible

Due to The Act removing the ability to ask pre-qualification questions as part of an Open Process (meaning the council can no longer ask about 3 years of accounts, CVAs and insurance etc as part of the tender process, it has been recommended that a clause be put into each tender to advise that success contractors will be expected to comply with the Aylsham Town Council 's terms and conditions (which will include the above).

It is also recommended that the Procurement Panel recommend a preferred contractor and a reserve contractor, in case the preferred contractor cannot comply with the Town Council's terms and conditions.

It is recommended that the Procurement Panel be made of 3 members with an officer in attendance in an advisory capacity. As a panel with no delegated powers they are free to meet at whatever time they choose with no members of the public in attendance.

b) To consider adoption of Terms and Conditions for the Supply of Services

AYLSHAM TOWN COUNCIL

TERMS AND CONDITIONS FOR THE SUPPLY OF SERVICES

1. Introduction

1.1 These Terms and Conditions apply to the procurement and supply of services to **Aylsham Town Council ("the Council")**.

1.2 Suppliers, contractors and service providers ("the Supplier") should read these Terms and Conditions carefully before submitting a tender, quotation or other offer to the Council.

1.3 Submission of a tender or quotation will be deemed to confirm that the Supplier has read, understood and accepted these Terms and Conditions, unless the Supplier expressly identifies any proposed amendments or exceptions within its submission.

1.4 These Terms and Conditions are intended to provide a consistent framework for the procurement and delivery of services. Additional terms, specifications, schedules or contract conditions may apply to individual procurements.

2. Tender and Quotation Process

2.1 The Council reserves the right to invite tenders or quotations from such suppliers as it considers appropriate.

2.2 The Council is not obliged to accept the lowest tender or quotation, nor is it obliged to accept any tender or quotation submitted.

2.3 The Council may take into account factors including, but not limited to:

- price and overall value for money;
- quality and suitability of the proposed service;
- experience and relevant qualifications;
- methodology and proposed approach;
- relevant references;
- health and safety arrangements;
- environmental and sustainability considerations;
- compliance with applicable legislation; and

- the Supplier's ability to meet the Council's specification and timescales.

2.4 The Council reserves the right to seek clarification from suppliers following submission of a tender or quotation.

2.5 Unless otherwise stated in the tender documentation, all costs associated with preparing and submitting a tender or quotation shall be borne by the Supplier.

2.6 The Council shall not be liable for any costs incurred by a Supplier in connection with the tendering process.

3. Validity of Tender or Quotation

3.1 The Supplier shall state the period for which its tender or quotation remains valid.

3.2 Unless otherwise specified, tenders and quotations should remain valid for a minimum of 90 days from the closing date.

3.3 Prices submitted shall be fixed for the period stated in the tender documentation unless otherwise expressly agreed in writing by the Council.

4. Contract Formation

4.1 No contract shall exist between the Council and the Supplier until the Council has formally accepted the Supplier's tender or quotation and/or issued an appropriate purchase order or entered into a written contract.

4.2 The Supplier shall not commence work until it has received written authorisation from the Council to do so, unless otherwise agreed in writing.

4.3 Where a formal written contract is entered into, the terms of that contract shall take precedence over these Terms and Conditions where there is any inconsistency.

4.4 The Supplier shall comply with the Council's specification, instructions and any agreed programme of works.

4.5 Any variation to the agreed services, specification, price or timescale must be agreed in writing by an authorised Council representative before the variation is undertaken.

5. Supplier's Obligations

5.1 The Supplier shall provide the services:

- with reasonable skill, care and diligence;

- in accordance with the specification and agreed requirements;
- within the agreed timescales;
- using appropriately qualified, trained and competent personnel;
- in accordance with all applicable legislation, regulations and recognised industry standards; and
- in a professional and courteous manner.

5.2 The Supplier shall ensure that sufficient resources are available to deliver the services throughout the contract period.

5.3 The Supplier shall promptly notify the Council of any actual or anticipated delay, difficulty or issue which may affect the delivery of the services.

5.4 The Supplier shall cooperate reasonably with Council officers, contractors and other service providers where required for the effective delivery of the services.

5.5 The Council reserves the right for the Supplier to provide upon request:

- References for similar contract work completed by the Supplier
- Evidence of liquidity in the business to complete the work.
- Declaration of no CVA's attached to the business or Bankruptcy or IVA's of those with significant financial control in the business.

6. Personnel and Subcontractors

6.1 The Supplier shall ensure that all persons engaged in providing the services are suitably qualified, experienced and competent.

6.2 The Council reserves the right to require the removal from Council premises of any person whose conduct, competence or behaviour is considered inappropriate.

6.3 The Supplier shall not subcontract any material part of the services without the prior written consent of the Council.

6.4 Where subcontractors are approved, the Supplier remains fully responsible for the performance, conduct and compliance of its subcontractors.

6.5 The Supplier shall ensure that all subcontractors comply with these Terms and Conditions and any relevant requirements of the contract.

7. Health and Safety

7.1 The Supplier shall comply with all applicable health and safety legislation and regulations.

7.2 The Supplier shall provide and maintain appropriate health and safety policies, risk assessments and method statements where relevant to the services.

7.3 The Supplier will be expected to provide copies of relevant risk assessments, method statements, training records, qualifications and other health and safety documentation.

7.4 The Supplier shall report any accident, incident, near miss or health and safety concern arising in connection with the services to the Council as soon as reasonably practicable.

7.5 The Supplier shall be responsible for the health and safety of its employees, agents, subcontractors and other persons under its control.

8. Safeguarding

8.1 Where the services involve contact with children, young people or vulnerable adults, the Supplier shall comply with all applicable safeguarding legislation and good practice requirements.

8.2 Where appropriate, the Supplier shall ensure that relevant personnel have undertaken the necessary safeguarding checks, including Disclosure and Barring Service (DBS) checks where required.

8.3 The Supplier shall immediately notify the Council of any safeguarding concern arising in connection with the delivery of the services.

9. Insurance

9.1 The Supplier shall maintain appropriate insurance cover for the duration of the contract and will be expected to provide the Council with evidence of cover.

9.2 Unless otherwise specified, the Supplier shall maintain:

- Public Liability Insurance of not less than £5 million;
- Employers' Liability Insurance of not less than £10 million, where legally required; and
- Professional Indemnity Insurance where appropriate to the nature of the services.

9.3 The Supplier shall notify the Council immediately of any cancellation, material alteration or expiry of relevant insurance cover.

10. Licences, Qualifications and Legal Compliance

10.1 The Supplier shall obtain and maintain all licences, registrations, consents, permits and qualifications necessary to provide the services.

10.2 The Supplier shall comply with all applicable UK legislation and regulations relevant to the services.

10.3 Where relevant, this includes requirements relating to:

- health and safety;
- employment;
- equality and discrimination;
- environmental protection;
- waste management;
- safeguarding;
- data protection;
- licensing;
- construction and building works; and
- any relevant professional or industry standards.

10.4 The Supplier shall provide evidence of relevant qualifications, licences or registrations upon request.

11. Equality and Diversity

11.1 The Supplier shall comply with applicable equality legislation, including the Equality Act 2010.

11.2 The Supplier shall not unlawfully discriminate against any person in the provision of the services.

11.3 The Supplier shall take reasonable steps to ensure that its employees, agents and subcontractors behave appropriately and respectfully when dealing with Council officers, councillors, members of the public and other stakeholders.

12. Environmental Responsibilities

12.1 The Supplier shall have regard to environmental impacts associated with the delivery of the services.

12.2 Where reasonably practicable, the Supplier should seek to:

- minimise waste;
- reduce unnecessary travel and emissions;
- use materials efficiently;
- recycle or reuse materials where appropriate; and
- avoid unnecessary environmental harm.

12.3 Where environmental requirements form part of the Council's specification, the Supplier shall comply with those requirements.

12.4 Where removal of waste from site is a requirement, the Supplier will be expected to provide evidence of being a registered waste carrier?

13. Price and Additional Costs

13.1 The Supplier's tender or quotation shall clearly identify the total cost of the services.

13.2 Prices shall clearly state whether VAT is included or excluded.

13.3 Unless otherwise agreed in writing, the agreed price shall include all labour, materials, equipment, travel, delivery, disposal and other costs necessary to provide the services.

13.4 The Supplier shall not incur additional costs on behalf of the Council without obtaining prior written approval from an authorised Council representative.

13.5 The Council shall not be responsible for payment of unauthorised additional costs.

14. Invoicing and Payment

14.1 Invoices shall be submitted in accordance with the arrangements specified by the Council.

14.2 Invoices must include:

- the Supplier's name and address;
- invoice number and date;
- purchase order or contract reference, where applicable;
- description of the services provided;
- relevant dates;
- amount excluding VAT;
- VAT amount; and
- total amount payable.

14.3 Subject to receipt of a valid and undisputed invoice and satisfactory delivery of the services, the Council will aim to make payment within 30 days.

14.4 The Council reserves the right to query or withhold payment in respect of disputed or incomplete services.

15. Increases in Charges

15.1 The Supplier shall not increase its agreed charges during the contract period unless the Council has agreed the increase in writing.

15.2 Where a contract permits price increases, the method and timing of any increase shall be as stated in the contract or tender documentation.

16. Ownership of Materials and Deliverables

16.1 Unless otherwise agreed, materials, reports, plans, designs, documents or other deliverables specifically produced for the Council and paid for by the Council shall become the property of the Council upon payment.

16.2 The Supplier shall provide the Council with copies of all relevant documents and information reasonably required for the Council to use and maintain the services or deliverables.

16.3 The Supplier shall retain ownership of any pre-existing intellectual property belonging to it.

16.4 The Supplier grants the Council a perpetual, royalty-free licence to use any pre-existing materials incorporated into a deliverable where such use is reasonably necessary for the Council to receive the benefit of the services.

17. Confidentiality

17.1 The Supplier shall keep confidential all information obtained from the Council which is reasonably understood to be confidential.

17.2 Confidential information shall not be disclosed to any third party except where:

- required by law;
- required for the proper performance of the contract;
- authorised by the Council; or
- the information is already lawfully in the public domain.

17.3 The confidentiality obligations shall continue after completion or termination of the contract.

18. Data Protection

18.1 The Supplier shall comply with all applicable data protection legislation, including the UK General Data Protection Regulation and Data Protection Act 2018, where applicable.

18.2 Where the Supplier processes personal data on behalf of the Council, the parties shall comply with any applicable data processing requirements and enter into a data processing agreement where required.

18.3 The Supplier shall take appropriate technical and organisational measures to protect personal data against unauthorised access, loss, destruction or disclosure.

18.4 Any actual or suspected personal data breach relating to Council information shall be reported to the Council without undue delay.

19. Freedom of Information and Transparency

19.1 The Supplier acknowledges that the Council is a public authority and may be subject to obligations under the Freedom of Information Act 2000 and other transparency legislation.

19.2 The Supplier shall provide reasonable assistance to the Council in responding to information requests relating to the services.

19.3 The Council will determine whether information is subject to disclosure in accordance with its legal obligations.

20. Conflicts of Interest

20.1 The Supplier shall immediately disclose to the Council any actual, potential or perceived conflict of interest which may affect the delivery of the services.

20.2 The Supplier shall not offer or provide any gift, payment, hospitality or other benefit intended to influence a Council employee, councillor or representative in connection with the procurement or management of the contract.

21. Bribery and Corruption

21.1 The Supplier shall comply with all applicable anti-bribery and anti-corruption legislation, including the Bribery Act 2010.

21.2 The Supplier shall not engage in any activity which could constitute bribery, corruption, fraud or improper influence in connection with the Council or the contract.

21.3 The Council may terminate the contract immediately where there is evidence of serious bribery, corruption or fraudulent conduct by the Supplier or its representatives.

22. Council Property and Premises

22.1 Where services are undertaken on Council-owned or managed premises, the Supplier shall take reasonable care of Council property.

22.2 The Supplier shall be responsible for repairing or replacing Council property damaged through its negligence or that of its employees, agents or subcontractors.

22.3 The Supplier shall comply with reasonable site rules, access arrangements and instructions provided by the Council.

22.4 The Supplier shall leave work areas clean, safe and secure upon completion of the work.

23. Damage and Liability

23.1 The Supplier shall be responsible for loss, damage, injury or expense arising from its negligence, breach of contract or failure to exercise reasonable skill and care.

23.2 The Supplier shall indemnify the Council against reasonable losses, claims, costs and expenses arising from the Supplier's negligence, breach of contract or unlawful acts, subject to any limitations expressly agreed in the contract.

23.3 Nothing in these Terms and Conditions shall exclude or limit liability where such exclusion or limitation is prohibited by law.

24. Quality and Defective Work

24.1 The Council reserves the right to inspect and review the services provided.

24.2 Where services do not comply with the agreed specification, the Council may require the Supplier to rectify the defect at no additional cost.

24.3 The Supplier shall undertake remedial work within a reasonable period specified by the Council.

24.4 Where the Supplier fails to remedy defective work within a reasonable period, the Council may, subject to the contract, appoint another contractor to undertake the remedial work and seek recovery of reasonable associated costs.

25. Changes to the Specification

25.1 The Council may request reasonable changes to the services during the contract.

25.2 Any change which affects the price, programme or scope of the services must be agreed in writing before the change is implemented.

25.3 The Supplier shall not undertake additional work on the assumption that payment will subsequently be authorised.

26. Delays and Force Majeure

26.1 The Supplier shall notify the Council as soon as reasonably practicable if circumstances arise which are likely to delay delivery of the services.

26.2 Neither party shall be liable for failure to perform its obligations where such failure results from circumstances beyond its reasonable control, provided that the affected party takes reasonable steps to minimise the impact.

26.3 Where a force majeure event continues for a prolonged period, either party may seek to terminate the contract by giving written notice.

27. Termination

27.1 The Council may terminate the contract in accordance with the termination provisions contained within the contract.

27.2 Unless otherwise stated, the Council may terminate the contract by giving the Supplier one months' written notice.

27.3 The Council may terminate the contract immediately, or on such notice as is reasonably required, where the Supplier:

- commits a serious or material breach of contract;
- repeatedly fails to provide the services to the required standard;
- becomes insolvent or ceases trading;
- loses a required licence, qualification or insurance;
- engages in fraud, bribery or serious misconduct; or
- presents a serious health and safety or safeguarding risk.

27.4 Where a breach is capable of remedy, the Council may give the Supplier a reasonable opportunity to remedy the breach before termination.

28. Consequences of Termination

28.1 Upon termination, the Supplier shall cease work as instructed by the Council.

28.2 The Supplier shall return Council property, keys, documents, equipment and confidential information in its possession.

28.3 The Supplier shall provide the Council with all completed and partially completed deliverables for which the Council has paid.

28.4 Termination shall not affect any rights or obligations accrued prior to the termination date.

29. Assignment

29.1 The Supplier shall not assign, transfer or otherwise dispose of its rights or obligations under the contract without the prior written consent of the Council.

30. Records and Audit

30.1 The Supplier shall maintain appropriate records relating to the services, including invoices, work records, certifications and other documents reasonably required to demonstrate compliance with the contract.

30.2 The Council may request access to relevant records where reasonably necessary to verify the Supplier's performance or compliance.

31. Council Policies

31.1 The Supplier shall comply with relevant Council policies, procedures and reasonable instructions which have been provided to the Supplier or which apply to the services.

31.2 Where appropriate, the Supplier may be required to provide evidence that it has read and understood relevant Council policies before commencing work.

32. Publicity and Use of the Council's Name

32.1 The Supplier shall not use the Council's name, logo, photographs of Council premises or details of the contract for promotional or publicity purposes without the Council's prior written consent.

32.2 The Supplier shall not make public statements on behalf of the Council unless expressly authorised to do so.

33. Complaints and Disputes

33.1 Any concerns regarding the services should initially be raised with the Council's nominated contract representative.

33.2 The Supplier shall cooperate reasonably with the Council in investigating and resolving complaints.

33.3 The parties shall seek to resolve disputes through discussion and, where appropriate, an agreed dispute resolution process before commencing formal proceedings.

34. Governing Law

34.1 These Terms and Conditions and any contract formed under them shall be governed by and interpreted in accordance with the laws of England and Wales.

34.2 Subject to any agreed dispute resolution procedure, the courts of England and Wales shall have jurisdiction in relation to any dispute arising from the contract.

35. Acceptance of Terms

35.1 By submitting a tender or quotation, the Supplier confirms that it has:

- read and understood these Terms and Conditions;
- considered the requirements contained within them;
- identified any proposed exceptions or amendments within its submission; and
- confirmed that it has the capacity, resources, qualifications, insurance and legal authority necessary to provide the services.

35.2 Any exceptions to these Terms and Conditions must be clearly identified by the Supplier in its tender or quotation. Failure to identify an exception may result in the Supplier being deemed to have accepted the relevant requirement.

36. Supplier Declaration

I/We confirm that I/we have read and understood the Aylsham Town Council Terms and Conditions for the Supply of Services and that, unless expressly identified within my/our tender or quotation, I/we accept these Terms and Conditions.

Supplier name: _____

Company/Organisation: _____

Name of authorised representative: _____

Position: _____

Signature: _____

Date: _____

Exceptions to Terms and Conditions:

Faye Lebon

From: PSPO <pspo@southnorfolkandbroadland.gov.uk>
Sent: 29 September 2026 13:03
Subject: BDC Public Spaces Protection Order (PSPO)- vehicle-related anti-social behaviour

You don't often get email from pspo@southnorfolkandbroadland.gov.uk. [Learn why this is important](#)

Good afternoon.

As you may recall, the Council made a Public Spaces Protection Order (PSPO) to tackle vehicle-related anti-social behaviour. The current Order is due to expire in April 2027 but under the legislation, the Council may consider an extension of up to a further three years.

Under the legislation governing the making, variation and extension of PSPOs, the Council is required to consult with specified organisations and the public before a decision can be made. This consultation forms part of that statutory process and will help inform the Council's consideration of whether the Order should be extended.

You can view the current Order and the map of the affected area here: [Vehicle related anti-social behaviour PSPO downloads | Broadland and South Norfolk](#).

The consultation will run from 2 October 2026 to 27 November 2026. We would be grateful if you could provide your views on the following questions:

1. Do you agree with the regulatory controls contained within the existing PSPO?
2. Do you agree with the proposal to extend the existing PSPO for a further three years?

We welcome responses to both questions and any comments you wish to provide in support of your views. Whilst the consultation is an important statutory requirement and will be carefully considered, the Council must ultimately make its decision in accordance with the legal tests and evidence required for a PSPO.

Please ensure that your response is received no later than 27 November 2026.

Thank you for taking the time to participate in this consultation.

Kind regards,

Teri Munro-Brown
Environmental Protection Manager

Anti-social Behaviour, Crime & Policing Act 2014

Public Spaces Protection Order

(Vehicle Related Anti-Social Behaviour) (the 'Order')

This Order may be cited as Broadland District Council, Public Spaces Protection Order (Vehicle Related Anti-Social Behaviour) Number 01 of 2024.

An order to tackle nuisance driving, racing, riding in motor vehicles used in a dangerous or irresponsible manner and associated antisocial behaviour.

Broadland District Council exercises its powers under Section 59 and 72 of the Anti-social Behaviour, Crime & Policing Act 2014 (the 'Act') and under all other enabling powers, hereby makes the following Order:

1. The Order shall come into operation on 04/04/2024 and shall have an effect for 3 years thereafter, unless extended by further Order under the Councils' statutory powers, and shall apply at all times.
2. The Order relates to public places in the whole of the Broadland District as shown on the attached plan ('the restricted area').
3. Broadland District Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met, namely, that anti-social behaviour and/or criminal activities have been carried out within the restricted area due to vehicle-related anti-social behaviour. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within the restricted area and have such effect.
4. Broadland District Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is expedient to make this Order for the purposes of reducing crime and/or anti-social behaviour in a public place.

Prohibitions

Any person(s) within the restricted area are prohibited from:

1. Attending any meeting or gathering within the restricted area involving a mechanically propelled vehicle as an owner, driver, passenger, or spectator where any reasonable person would consider that such activity causes or is likely to cause nuisance or annoyance, harassment, alarm, distress, or detrimental impact in the locality.
2. Attending any meeting or gathering within the restricted area in which the use of a mechanically propelled vehicle is the main focus of attention and any of the following activities are also taking place:

- 2a) Unnecessarily sounding of motor vehicle horns in a manner causing or being likely to cause a nuisance or annoyance to people in the locality.
 - 2b) Playing amplified music in or near, or powered from, a motor vehicle at an excessive volume causing or likely to cause a nuisance or annoyance to people in the locality.
 - 2c) Unnecessary revving of a motor vehicle engine causing or likely to cause a nuisance or annoyance to people in the locality.
 - 2d) Causing danger to other road users including pedestrians.
 - 2e) Causing damage or risk of damage to private property.
 - 2f) Speeding or racing.
 - 2g) Performing stunts including but not limited to performing doughnuts, skidding, drifting, handbrake turns, wheel spinning or burn-outs.
 - 2h) Using loud and / or threatening and / or abusive language causing or likely to cause a nuisance or annoyance to people in the locality.
 - 2j) Throwing down, dropping, or otherwise depositing litter from a motor vehicle and leaving it.
 - 2k) Causing an obstruction of a public highway or public place, whether whilst moving or stationary.
3. Driving or riding as a passenger in any mechanically propelled vehicle in circumstances which give a police officer reasonable cause to suspect, whether present at the time or not, that the said vehicle may be used for a purpose that is likely to cause nuisance, annoyance, harassment, alarm or distress to other road users or the public in general or may cause a detrimental impact in the locality.
 4. Aiding, abetting, counselling, procuring or taking part in the organisation of the above whether or not any intended event takes place.
 5. Obstructing or being abusive to any police officer who is acting in the course of their duties in connection with this order.

Fixed penalty notices and offences

1. It is an offence for a person without reasonable excuse to engage in any activity that is prohibited by this Order.
2. In accordance with Section 67 of the Act, a person found to be in breach of this Order is liable to be issued with a Fixed Penalty Notice of £100 or on summary conviction to a maximum penalty of a level 3 fine.

Appeals

1. In accordance with Section 66 of the Act, any interested person who wishes to challenge the validity of this Order may apply to the High Court within six (6) weeks from the date upon which the Order is made. Any such challenge must be on the grounds that (1) the Council did not have the power to make the Order or to include particular prohibitions or requirements; or (2) that in making the Order, the Council failed to comply with a requirement under the Act.

Definitions

In this Order the following terms have the meaning given below.

“Mechanically propelled vehicle” means any vehicle which is powered mechanically (for example electrically or by an engine) that is intended or adapted for use on roads. This includes but is not limited to motorcars and motorcycles.

“Doughnuts” means driving around a small area in a repetitive manner.

“Handbrake turns” means using the handbrake to turn the vehicle.

“Drifting” means use of the accelerator when going into a bend causing the tail end of the motor vehicle to slide.

“Wheel spinning” means (1) use of the accelerator when the motor vehicle is stationary and before releasing the handbrake or brake, causing the wheels of the motor vehicle to spin and noise and/or smoke to be produced, and (2) accelerating at a speed which causes the wheels of the motor vehicle to spin in a manner a competent driver would expect not to happen in the normal course of driving

“Burn-outs” means keeping a vehicle stationary or moving only a small distance, whilst spinning its wheels, with the resulting friction causing the tires to heat up and smoke.

Appendix (attached):

A map showing the restricted area edged in red.

Given under the Common Seal of Broadland District Council

On the 14th day of December 2023

THE COMMON SEAL of

Broadland District Council

Was hereunto affixed in the

Presence of:

Signed  Authorised Officer

Name: *Sinead Carey*

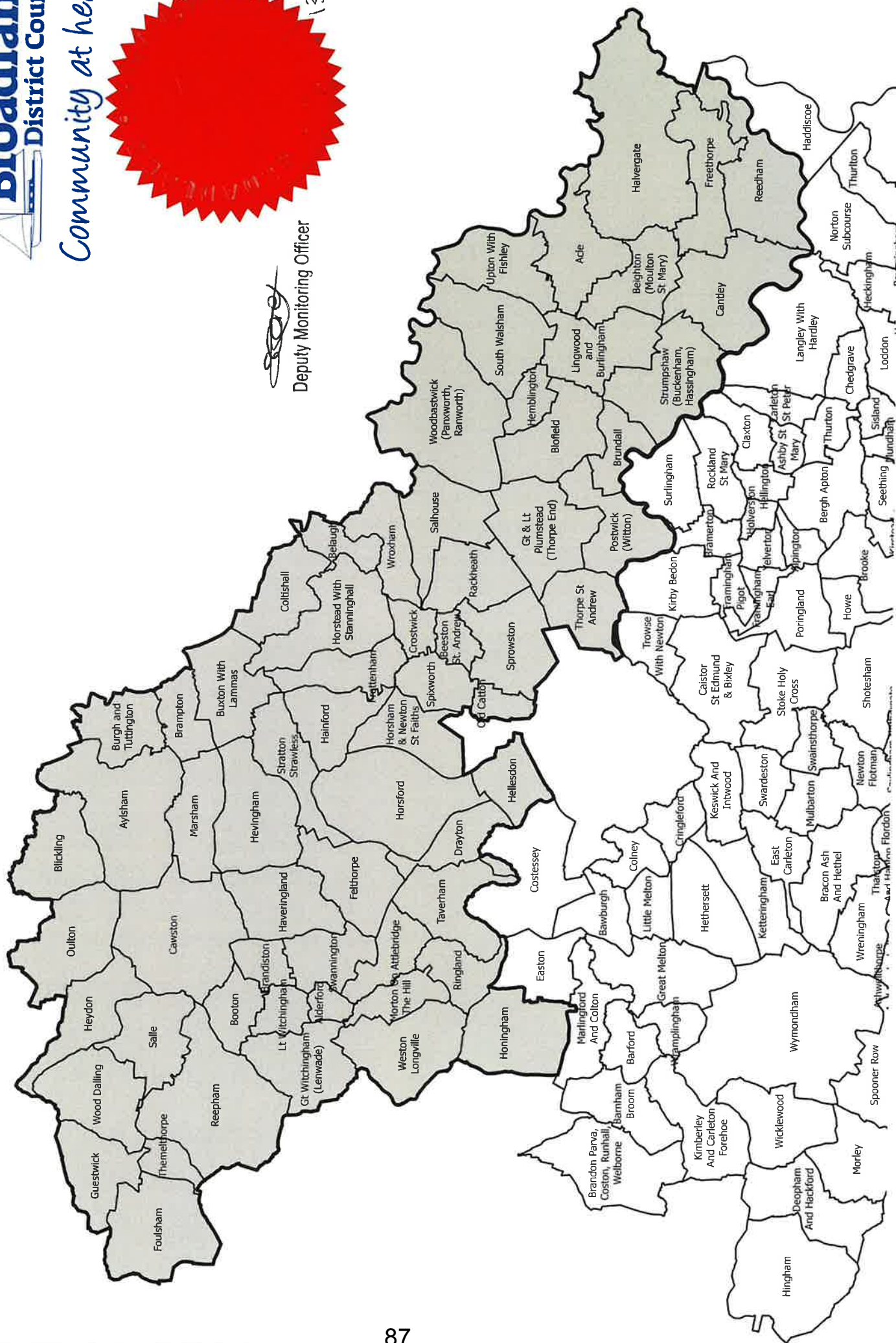
Position: *Deputy Monitoring Officer*



13183



Deputy Monitoring Officer





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

PRESENT: Mary Evans Kay Montandon
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 David Anderson, Patrick Prekopp and Catherine Fletcher.

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

None raised.

3. To Agree the Minutes of the 13th August 2026

The Minutes of the meeting held on 13th August 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

			dwellings, three storey brick construction'. This building is believed to be in the same ownership as the development site, although hasn't been marked up as such. Rather than private dwellings its existing usage is that of a barn construction. The town council would like to see this building forming part of a s106 agreement for community use.	
2025/2418	<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
2026/2385	<i>Land South Of Church Farm Cottages Banningham Road Aylsham Norfolk</i>	Erection of new agricultural store	The committee has no objection to agricultural store, but queries the design as looks like a house/ can be converted into a house.
2025/3927	<i>Wherry House Dunkirk Aylsham Norfolk NR11 6SU</i>	<i>Conversion of garage to ancillary accommodation</i>	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.

No applications received since the agenda was issued.

8. To Receive any Updates on Large Town Developments

a. Norwich Road Site.

Committee noted there was no update for the development

b. Burgh Road Site.

Committee noted there was no update for the development

c. AD plant (Oulton Parish)

Committee noted there was no update for the development

d. Lidl application (land between Norwich Road and Henry Page Road)

The Clerk gave update to committee on mitigation measures and committee noted the update.

9. To Consider any Response Required to GNLP Scoping Consultation

The committee discussed responses for GNLP Scoping Consultation, The Clerk was instructed to submit comments made by the committee.

It was agreed to waive Standing Order 17(n) to allow the meeting to extend over hours.

10. To Receive Update on the Neighbourhood Plan

There was no update on the agenda item, the next Neighbourhood Plan meeting is to occur on the 17th September 2026.

11. To Receive Update on Community Resilience Planning

The Deputy Clerk updated the committee and informed them that the Community Resilience Plan was progressing.

12. To Note Items for Information or Future Agendas

No matters raised.

13. To Confirm the Next Meeting as Thursday 8th October 2026, 10am in the Town Hall

This was *agreed*.

14. 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

15. 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 12.20pm

Signed _____

Date _____

DRAFT

Visit Aylsham Working Group Meeting

Held in the Council Chamber on
Wednesday 16th September 2026 at 3.30pm

Attendees:

Patrick Prekopp (Aylsham Town Council)
Jayne Andrew (Aylsham Heritage Centre)
Sue Catchpole (Broadland District Council)

Also in attendance: Faye LeBon (Town Clerk, Aylsham Town Council)

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

This was deferred.

2. To Receive Apologies for Absence

Apologies were received from Tim Briscoe, Claire Butler, Graham Peers and Mitchell Philpott.

3. To Agree the Notes of the Meeting held on 18th August 2026

The draft notes had previously been circulated. These were **agreed** as a true and accurate record of the meeting.

4. To Note Matters Arising from the Previous Meeting

Jayne reported that she was now secretary of ABC and looked forward to being a liaison between the two groups of Visit Aylsham and ABC.

5. To receive updates on:

a) Meet the Business

Claire Butler has taken the lead on this and had already met with and published an article on One Fox.

b) Love Your Market Town Funding

The Clerk provided members with copies of the grant applications for:

- Improved wifi in the market place
- Digital signage
- Market place greening.

Discussions occurred about the ambition to get a full Captive wifi service in the town.

c) Feedback from ABC for Christmas Lights Switch on

Jayne reported that ABC will be meeting on 17th September. A discussion occurred about a proposed £10 charge for businesses wishing to extend into the street at the Christmas Light switch on, in compensation for lost revenue for the council being unable to get more stalls in. There were concerns about the level of ill feeling this

could cause for such a small level of income. Consideration was given to whether the council could obtain a small lotteries licence and a large scale raffle held, with businesses donating some of the prizes. If ABC is amenable to this, it can be put to the Events Committee at their next meeting.

Jayne will make contact the Heritage Centre's 'Santa' to see if they can assist with the Christmas Lights switch on event.

6. Working Group Structure

To agree lead members for:

- a. Website & content
- b. Social media
- c. Markets
- d. Business engagement
- e. Heritage
- f. Events
- g. Visitor information
- h. Future projects

It was **agreed** to defer this item rather than allocate roles to members who were not in attendance.

7. Measures of Success

To agree a small set of key performance indicators, such as:

- a. Website visitors
- b. Newsletter subscribers
- c. Social media followers and engagement
- d. Blog output
- e. Business participation
- f. Market development and footfall (where measurable)
- g. Event attendance
- h. Accommodation listings
- i. Visitor feedback – how do we capture it? What can we do with it?

It was **agreed** to defer this item until more working group members were available.

8. To Agree Action Plan

- a. Prioritise initiatives
- b. Assign leads
- c. Set target dates
- d. Schedule the next review

It was **agreed** to defer this item until more working group members were available.

9. Items for Information / Next Agenda

Jayne reported that she would be recording a podcast about the Snail Trail for Radio Norfolk's 'Secret Norfolk' on 30th September.

Discussions were had on the possibility of holding an informal event with the businesses to meet with the council and the Visit Aylsham Group. There could also be a theme to the event, such as grant funding for businesses.

10. Date of the Next Meeting

Wednesday 21st October, 3.30pm in the council chamber (subject to Mitchell Philpott being available).

With no further business to conduct, the meeting closed at 4.30pm

Signed (Chairman)_____ Date_____



MINUTES OF THE MEETING OF THE **CITTASLOW AYLSHAM COMMITTEE HELD AT DRILL HALL, ON TUESDAY 22nd September 2026 AT 11am.**

PRESENT: Pat Prekopp (Chair) - Aylsham Slow Food, Town Council
Mo Anderson-Dungar – Cittaslow UK and Aylsham Country Markets
Kevin Cunnane – Aylsham Town Council
Giles Margaron - Aylsham Community Partnership
Mike Downes – Aylsham Rotary Club
Graham Peers – Broadland & South Norfolk

Also in Attendance: Harry Clark, Deputy Town Clerk – Aylsham Town Council.

1. To Receive Apologies for Absence

Apologies were received from Mary Evans, Wendy Sandler, and Jo Tuttle

2. To Receive Declarations of Interest and Requests for Dispensation

None raised.

3. To Agree the Minutes of the Cittaslow Aylsham Committee held on 21st July 2026

The minutes from the meeting held on the 21st July 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. To Note any Matters Arising from the Minutes, not Listed Elsewhere on the Agenda

No matters raised.

5. Adjournment of the Meeting to Allow Members of the Public to Speak

No members of the public in attendance.

6. To Receive reports from Cittaslow and Receive update of Cittaslow Uk meeting from 16th September 2026.

Verbal reports were received from Mo and Patrick, the committee members present gave their opinion on the meeting. The committee will be updated after the next Cittaslow board meeting.

7. To Receive Market Updates

a) Food and Craft Market

an update was given to the committee.

b) General Markets on Monday and Friday

update was given to the committee.

c) Country Markets

Mo reported that there has been promotion at the Aylsham Show, they have a McMillians morning on Friday 25th and encourages people to attend and a Healthy Town event is coming soon.

8. Visit Aylsham.

a) To receive update on Heritage Snail Trail

The committee were updated that snail trail continues to be popular with more leaflets/booklets being purchased for the trail.

b) To receive update on Entertainment at the Food and Craft Markets

Nothing to update

c) To receive update on Visit Aylsham website

The committee were updated that the Visit Aylsham website is going well and “meet your business” project is progressing well.

9. To Note the Minutes from the Aylsham Climate Emergency Working Group

No minutes available for the meeting.

10. To Note the Minutes from the Aylsham Community Events Committee

No minutes available for the meeting.

11. To Receive the Following Group Reports

a) Slow Food Aylsham

Patrick reported that there was a meeting on 21st for the food festival, volunteers still required for the Sunday brunch.

b) Aylsham High School

No update for Aylsham High School.

c) Aylsham in Bloom

No update from Bloom outside of report in pack.

d) Aylsham Business Consortium (ABC)

Graham updated that there is a new secretary, football was donated to the school, and currently in discussions with other business of swapping productions to promote local businesses.

e) Aylsham Parish Church

No report available

f) Aylsham Rotary Club

The committee were updated that on 24th October 2026 they will be hosting the Norfolk to Ukraine aid, and that the event at Youngs park is no longer going ahead

due to double booking at Youngs park. Fund raising events are to occur in the near future.

g) Aylsham U3A

No report available.

h) Aylsham WI

Mo gave a verbal report on trip to Gressenhall, and they had a speaker on their career titled "Milton Keynes to Mississippi". Additionally the WI had a fund raiser and raised £125, soon a trip to Africa is to be arranged with their speaker.

12. To Note any Items for the Next Agenda

Cittaslow update

13. To Agree the Date of the next Meeting

This was agreed as Tuesday 20th October 2026, 11am at the Drill Hall.

There being no further business the meeting was closed at 11.56am

Signed _____ (Chairman) Date _____



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE DRILL HALL ON WEDNESDAY 9th SEPTEMBER 2026 AT 11.15am

PRESENT:

Kay Montandon (Chair) Trevor Bennett Mary Evans
Mitchell Philpott

Also in attendance: Faye LeBon (Town Clerk)

1. To Receive Apologies for Absence

Apologies were received from David Anderson, Catherine Fletcher, Michael Goodwin and Patrick Prekopp.

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

None raised.

3. To Agree Minutes from the Meeting of 10th August 2026

The minutes of the meeting of 10th August 2026 were **agreed** by the committee and signed as a true and accurate record by the 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 Summary on Changes to Employment Law

A summary of employment changes provided to the council from CHRGS has been circulated to committee members. These were **noted**.

6. To Consider Updates to Existing Staff Policies

a) Recruitment Policy

The updated Recruitment Policy was presented to members, being updated to reflect references to AI and the council's adoption of the Armed Forces Covenant. The updated policy was **accepted**.

b) Wellbeing Policy

The updated Wellbeing Policy was presented to members, being updated to reflect references to bully and harassment. The updated policy was **accepted**. The Clerk will put the DAS advice line on the Intranet and staff noticeboard.

c) Whistleblowing Policy

The updated Whistleblowing Policy was presented to members, being updated to reflect that a Councillor who mistreats an employee for whistleblowing could face a

case under the code of conduct or possible civil action. Subject to correction of a typographical error, this update was **accepted**.

d) Computers, Internet and Email Policy

The updated Computers, Internet and Email Policy was presented to members, updated to reflect the use of smart wearable technology. Subject to amendments to section 9 this update was **accepted**.

7. To Consider Adoption of the Following Policies

a) Employment Data Protection Policy

The draft Employment Data Protection Policy had been circulated to members. Subject to the inclusion of phones to be classed as recordable devices and the clauses for which wearable smart devices to be removed. The policy was **agreed**.

b) Social Media Policy

It was **agreed** that further work was required on this policy. There needed to be clarification on:

- Personal use of social media and council reputation
- Reacting to social media about the Town Council
- Posting on behalf of the Town Council

Mitchell Philpott will assist with consultation with staff so the policy can be created with their inclusion. Also to be included are Grizelda Tyler and Pat Prekopp when posting on behalf of ACE, as a working group of the council.

8. To Receive Update on Lone Working Security Devices

The Clerk reported that the free trial device was being delivered to the office later that day. A report will be given to full council on the results of the trial and the devices suitability for Aylsham Town Council lone working staff.

9. To Consider Request for Regular Placement

The Clerk shared a request for a regular college placement. The Clerk is to follow up with City College as to whether:

- There is a syllabus
- There is an opportunity for interview
- Data entry would be acceptable.

The Clerk will forward this information to Mary Evans for review. The Clerk will also consult with the staff.

It was **agreed** that once the Clerk has this information that they be delegated to make the decision on whether a placement can be accommodated.

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

Staffing Budget

Feedback on Social Media Policy.

11. To Agree Date and Time of Next Meeting

It was **agreed** that this should be 19th October at 2pm in the Drill Hall

There being no further business to conduct the meeting was closed at 12.45am

Signed_____

Date_____

DRAFT



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE** HELD AT THE DRILL HALL ON TUESDAY 15th September 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, & Gordon Clarke.

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

None raised.

3. To Agree the Minutes of the Meeting of 18th August 2026

The minutes from the previous meeting held on the 18th August 2026 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting.

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 Building Schedule of Repairs and Consider Further Actions

The committee reviewed reports for agenda items 6(a-e) on block and discussed how to best address each property. The committee delegated to the Clerk to use team practical where possible and to obtain quotes and professionals to address the outstanding repairs on the properties.

7. To Receive RoSPA reports for St Michaels

The Committee noted the reports and concluded that the committee should make short term repairs and plan for long term replacement and repairs of its equipment.

8. To Receive Update for the Town Hall Boiler Replacement

The Clerk informed the Committee that the tender for the Boiler has been sent out and informed the committee that during inspections by tender applicant's additional issues had been brought to the Clerk's attention. The Clerk continued that they are awaiting the tender applications to come back, and that internal works for the Town Hall will require planning permission/ applications before they can be progressed.

9. To Consider prices for 4no. replacement gates for play areas.

The committee was updated by the Facilities Manager on the gates for the play areas and the current state of the gates. The committee **agreed** for the gates to be replaced.

10. To Receive Update on Town Hall Window Replacement

The Clerk informed the committee that they will be reviewing the new NPPF and informed the committee that she will be sending out listed building applications to see what will be coming back.

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

The Clerk informed the committee that due to conflict of interest the council's normal solicitors cannot issue the notice, and the Clerk is awaiting to hear back from another solicitor to see if they can issue the notice.

12. To Receive Update on Work Involving Probation Service

The Clerk informed the committee that they are awaiting on dates to come back from the probation service.

13. To Receive Update on Drill Hall Licences

The Clerk informed that committee that the Licences are now back with the solicitors as Sutton Dance requested extras that need to be reviewed by the solicitors.

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

- **2027/2028 Budget**
- **Evaluation on Town Council Properties**

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

13th October 2026 at the Drill Hall, 14:00

16. Closure of the Meeting to the Press and Public

The committee **agreed** resolve 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 commercial sensitivity of the business to be transacted.

17. To Consider Details of Further 12 Month Agreement for the Drill Hall.

The committee discussed the agreement and **agreed** of an increase of 5% to the agreement.

The Meeting Closed at 15:45

Signed _____ (Chairman)

Date _____



MINUTES OF THE MEETING OF THE **CHURCHYARD COMMITTEE** HELD AT ST MICHAEL'S CHURCH ON Tuesday 8th September 2026 AT 11:00am

PRESENT: Kay Montandon Julie Boyd
Kevin Cunnane Mary Evans
Mathew Martin

Also in Attendance: Faye LeBon (Clerk to Aylsham Town Council), Harry Clark (Deputy Clerk to Aylsham Town Council), Andy Bell (Groundsman to the Town Council)

1. To Receive Apologies for Absence

Apologies were received from David Anderson and Wendy Sadler.

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

None raised.

3. To Agree the Minutes of the Meeting of 10th August 2026

The minutes from the previous meeting held on the 10th August 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 updated on the church clock invoices has been paid and church clock budget for the year is now spent. The Clerk continued that clearance of green waste area has been confirmed and are awaiting probation service for dates to begin. The Clerk informed the committee of the Crimes and Priorities meetings to be held on 21/09/2026 from 18:00 to 19:00. The Clerk continued that in relation to the memorial, Paul Fisher has contacted the Clerk and suggested a working group to be formed. Rev Julie Boyd, Harry Clark and Andy Bell were selected to join Paul Fisher on the working group.

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 an extension to the 2nd of October due to staffing elements at Broadland District Council. Julie Boyd added that faculty will still need planning permission for the church wall. The committee made the decision for Church wall repairs to go out to tender.

7. To Receive update on Memorial Garden

Andy Bell informed the committee that materials are due to arrive any day, once staff has returned from leave, he will begin work on the memorial garden. Committee requested thoughts into unveiling once completed.

8. To Agree Programme of Memorial Stability Testing

The Clerk informed the committee that a notification went out in Just Aylsham to inform the public, and information shall be to out on social media soon. The Clerk hopes to start on 21st December 2026

9. Items for information or for Future Agenda

Slope to Internment of Ashes
Results of stability testing.

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

The next meeting will be Wednesday 14th October 2026 at 13:00pm, at St Michael's Church.

There being no further business the meeting was closed at 11.33pm.

Signed _____ (Chairman)

Date _____

Meeting of Aylsham Town Council - 7th October 2026

Item 15f - To Receive Report on Initial Memorial Stability Testing

In August 2026 it was agreed by the Churchyard Committee that both the cemetery and churchyard required Memorial Stability Testing. The following announcement was placed in Just Aylsham, the Town Council noticeboards (including the board at the cemetery) and on Social Media:

Notice of Memorial Inspection

Notice is hereby given that Aylsham Town Council will be conducting safety and stability testing on all memorials within Aylsham Cemetery and Aylsham Parish Church during the month of September 2026

Memorials must be safety tested at least every five years. The inspection involves a visual inspection and a standard "push test" to identify any stones that are loose or unstable. This testing is a legal requirement to ensure the cemetery and churchyard remain safe environments for all visitors.

Whilst the Town Council manages the cemetery grounds and works in partnership with Aylsham Parish Church to maintain the churchyard, all memorials are the responsibility of the grave owner or their next of kin. Owners are responsible for the ongoing maintenance and repair of these monuments.

If a memorial is found to be in an unsafe condition, the Council has an obligation to take immediate action to prevent injury. Depending on the level of risk, this may involve:

- Cordoning off or taping around the memorial.
- Laying the memorial flat on the grave.

The Town Council will make every endeavour to contact the person responsible for the memorial to advise them of any concerns.

For further information, please contact the Town Clerk on 01263 733354

As of the date of this report, the new part of the cemetery has been completed (as the area of highest risk). The churchyard and old part of the cemetery will follow.

Whilst the full report has yet to be written up, the following memorials failed as a result of the push test and had to be laid flat:

Grave Number	Action taken
AN53	Applicant no longer at registered address. Following up contact
AN57	Applicant no longer at registered address.
AK87	Repair has been arranged by applicant
AL68	Written to applicant
AL70	Applicant no longer at registered address.
AL57	Written to applicant
AL50	Written to applicant
BE49	Applicant no longer at registered address. Repair in house being investigated
BD64	No applicant on file. Aged files show 'Town Council to repair'
BD49	No applicant on file. Aged files show 'Town Council to repair'
AQ68	No applicant on file. Aged files show 'Town Council to repair'
AQ70	No applicant on file. Aged files show 'Town Council to repair'
AP77	Written to applicant
AO77	Repaired by Stone Mason

There are a further 12 memorials with significant movement identified but will not imminently fall and so have not been laid down. Grave owners will have to be contacted for these memorials as well.

For those memorials where there are no contact details on record / records are out of date, the Town Council has the following options:

- 1) Keep the stone laid flat in a position where it will not cause problems for grass cutting
- 2) Move the stone to an alternative site in the cemetery
- 3) Action repairs at cost to the taxpayer and place a charge on the grave. This means that not further items will be permitted on the grave until the charge is settled. This includes:
 - Subsequent burial or ash internments
 - Additional inscriptions
 - Extensions to exclusive rights of burial.

Next Actions

- Push test to be completed on other memorials.
- Quote to be obtained for repairs where applicants cannot be contacted. This will allow the council to consider next actions.

- Application forms to be updated with requests for telephone numbers as email addresses. These tend not to change when physical addresses do.
- A working party has attended the cemetery to remove old Christmas wreaths and clear broken glass and ornaments (photos have been taken of the latter prior to removal).



MINUTES OF THE MEETING OF THE **CHRISTMAS LIGHTS COMMITTEE HELD AT THE DRILL HALL ON THURSDAY 10th SEPTEMBER 2026 AT 7PM**

PRESENT:

Michael Goodwin	Town Councillor
Allan Groombridge	Committee Member
Carmel Stoney	Committee Member
Gill Fitch	Committee Member
Mary Johnston	Committee Member

Also in attendance: Faye LeBon, Gavin Watson and Harry Clark (Town Council Officers)

It was ***noted*** that the meeting was quorate and ***agreed*** that Michael Goodwin should Chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Ian Gravenell, Mitchell Philpott, Jackie Young, Andy Bell, and Tommy Wilkinson.

2. To Receive any Declarations of Interest or 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. To Agree Minutes from the Meeting of 24th June 2026

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

5. To Note Matters Arising from the Meeting of 24th June 2026 (not otherwise included on the agenda)

The Clerk has been in contact with Ivan Fisher, and the Clerk will be notified when the illuminated wreath arrives.

6. To Agree Details of Fund Raiser on 31st October 2026

a. Ticket design and Sales

The committee **agreed** the price for each ticket is £12.00. The committee added that the information needed to be the date, and for attendees to bring their own beverages and food. The tickets are to be made by Paul and sold at Postles. The committee discussed and **agreed** for a raffle to be arranged and prizes that are collected to be held at the Town Hall.

b. Promotion

The committee **agreed** that Tommy Wilkinson to do posters to then be put on social media, Visit Aylsham and Just Aylsham.

c. Volunteers required on the Night

Michael Goodwin offered to volunteer with Veronika Goodwin, as well as Gavin Watson and two other staff members from Aylsham Town Council (Conner & Ryan). The Committee **agreed** for volunteers to arrive at 18:45.

7. Event Management Plan Requirements (2 and 3 months prior to event)

a. To Appoint Event manager and 2no. Deputies

The Committee **agreed** for Gavin Watson to be the events manager and for Andy Bell and Connor Osbourne to be his deputies for the event.

b. To Appoint Person(s) to liaise with tree supplier and secure tree

The Committee **agreed** to have the tree given for free from Mathew Miller, Andy Bell is to transport and cut the tree.

c. To Agree Donation

The Committee **agreed** to give £50.00 donations to the Matthew Project.

d. To Agree Road Closure Dates/Requirements for Lights Up and Lights Down

The Committee **agreed** that the lights up date to be 15/11/2026 at 8am and that the lights are bought down on 10/01/2026 at 8am. The Committee requested that town council staff arrange for road closures at this time.

e. To Agree any additional PPE requirements

The Committee discussed that no additional PPE is required.

f. To Agree any plant requirements

The Committee **agreed** for ladders, the Cherry Picker from Tony, the ladders from Cooks, and for Gavin Watson to request help from Fire Service for putting up the lights.

8. To Received 2026 Christmas Lights Budget and Consider any Additional Purchases

a. Extra Lights on External Tree

Gavin Watson to look at Blachere for different lights. The Committee **agreed** that Raffel Books and associated stationery needs to be purchased for the event.

b. Swags

The item was deferred to the next meeting.

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

Decorations and their respective locations

Swags

10. Date of Next Meeting

The next meeting will be Thursday 8th October at 7pm.

There being no further business the meeting was closed at 7.52pm

Signed _____ Date _____



AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 16TH SEPTEMBER 2026 at 2:00pm

PRESENT:

Patrick Prekopp	-	Councillor
Kay Montandon	-	Aylsham Town Council Chair
Giles Margaron	-	Town Resident
Kevin Cunnane	-	Councillor
Harry Clark	-	Deputy Clerk

It was **agreed** that Kay Montandon will Chair the meeting.

01. Welcome introductions & apologies

Apologies were received from Karen and Cheryl

02. To receive member's declarations of interest in agenda items

Giles Margaron & Patrick Prekopp declared an interest in agenda item 9, the committee decided that Margaron & Cllr Prekopp can remain in the room for the item but cannot vote.

03. To confirm minutes of meeting held on Wednesday 15th July 2026 & Wednesday 19th August 2026

The minutes of the meeting held on Wednesday 15th of July 2026 & Wednesday 19th of August 2026, as previously circulated were then **confirmed** and signed.

04. Information on matters arising

No information on matters arising.

05. To adjourn the meeting to allow members of the public to speak

No members of the public present.

06. To receive a report for the Snail Trail launch

The committee discussed the snail trail launch, and it was established to be a great success with lots from outside Aylsham visiting for the snail trail and the event on the day. The committee continued to discuss the Just Aylsham piece on the snail trail and possibility of using 'Diddy the Snail' for seasonal promotions.

07. To discuss Healthy Town event

Cllr Montandon discussed the Healthy Town event happening on the 24th of October 2026 between 10:00-13:00. Cllr Montandon continued that an article will be written about the Healthy Town event and the invites will be sent out soon. Cllr Montandon will discuss with Claire for promotion on social media and will discuss with Donna about details on free lunches on country market.

08. To receive feedback from the Street Party event

Update was given by Deputy Clerk that the street party was a great event and well attended, thanks to be sent to volunteers, AHS, ACT and other groups making the event being the success that it was. Deputy Clerk continued to inform the committee for those who have arranged tables and failed to attend the event, whether a refundable deposit or administration fee to be considered for future events.

09. To make decision on the responsibility of payment of invoices for the Street Food Festival

Item was deferred as there were not enough councillors present to be quorate on a vote.

10. To agree on arrangements for businesses on Red Lion Street for Christmas lights switch on night

The committee discussed the Christmas lights switch on light, and discussed business on Red Lion Street wanted a stall outside their premises. The committee discussed the previous year and the weather conditions when setting up the stalls then businesses leaving the street empty due to the weather when other stalls could have been booked in. The committee **agreed** that the businesses are charged £10, the same as the outside charity stalls.

11. To discuss and decide on a Santa's Grotto on Christmas lights night

The committee discussed Santa's Grotto, the 'Santa' from previous years would no longer be able to perform the role and a new Santa would need to be found. The committee **agreed** that Giles Margaron would try and source a Santa and report back at the next Events Committee meeting. The committee continued to discuss that if no Santa can be found then the Santa's grotto will not go ahead.

12. To discuss Makers' Market events

The committee discussed the Makers Market events; The committee requested more information. Cllr Prekopp to obtain more information and to bring to the next committee meeting.

13. To note items for information/discussion at the next meeting

Makers Market
Santas Grotto update
Healthy Town

14. To agree date for next meeting as Wednesday 21st October 2026

The committee **agreed** the next Events committee meeting to be held on Wednesday 21st of October 2026 at 14:00 in the Council Chambers.

The meeting concluded at 15:20

DRAFT



NOTES OF THE MEETING OF THE NEIGHBOURHOOD PLAN STEERING GROUP HELD ONLINE ON THURSDAY 17th SEPTEMBER 2026 AT 1.30PM

PRESENT:

Kay Montandon (Town Councillor)
Sue Catchpole (Broadland Council)
Mary Evans (Town Councillor)
Peter Lavendar (Local Resident)
Pat Prekopp (Town Councillor)

Trevor Bennett (Town Councillor)
Kevin Cunnane (Town Councillor)
Lilie Ferrari ((Local Resident)
Kate MacKenzie (Local Resident)
Chris Tilley (Local Resident)

Also in Attendance:

Rachel Leggett (Rachel Leggett & Associates)
Faye LeBon (Clerk to Aylsham Town Council)

1) Apologies for absence and minutes of the last meeting

Apologies were received from Mary Evans and Grizelda Tyler. The minutes of the last meeting were accepted.

2) Updates

a) National Planning Policy Framework

It was noted that a new NPPF was published by the government on 17th August. In addition to this, Broadland Council had created a 'A Comprehensive Guide to Neighbourhood Planning Resources' which had been forwarded to the group. The Neighbourhood Plan would now have to comply with this updated NPPF. The new framework encourages Neighbourhood Plans to be more focused, proportionate and delivery-oriented, rather than duplicating higher-level policies. There is a strong message that Neighbourhood Plans can, and should, allocate land and focus on genuinely local matters such as design, infrastructure, regeneration and environmental improvements.

b) Local Green Spaces

Kate had provided an analysis of all the proposed local green spaces in Aylsham. Kate and the Clerk are to arrange maps of the areas and send to Rachel.

c) Non Designated Heritage Assets

These are assets of heritage value in the town, but do not have a formal designation or listed status. Patrick and Sue will take this further in a meeting with Rachel.

d) Important Views

Pictures have been sent through to Rachel. It was stressed that there needs to be justification as to why that view is important. Trevor will review the views and advise Rachel where they should be plotted on the map and at which direction.

A question will be added to the Household Survey as to what local people think are significant views.

e) Design Code

This will stay in draft format until after feedback is received from the Household Survey.

f) Character Appraisal

The group had completed the written appraisal on 10th July, courtesy of a meeting arranged by Sue. Chris followed up with a map that detailed the appraisal in Aylsham.

3) Site Specifics

Rachel had plotted the five sites submitted as part of the recent call for sited and questioned whether there were any early preferences and whether any of the sites should be considered for allocation.

Rachel provided the group with extracts from the document 'How to Assess and Allocate Sites for Development' created by the Ministry of Housing, Communities and Local Government. The process detailed in this document will be used should the group decide on allocating a site(s). Rachel will circulate this document.

4) Greater Norwich Local Plan

The current timescale for this document is that it will go out for consultation in summer 2027. This consultation will have the proposed sites in them.

In Autumn/Winter 2026, the GNLP team will assess all the sites put forward, and Andrea will also assess them on behalf of the Neighbourhood Plan group. The Neighbourhood Plan group will talk to people about their preferences.

The new GNLP is intended to be submitted for examination in 2028 and adopted in 2029.

5) Household Survey

Amendments were made to the draft flyer to promote the survey. The Clerk will speak to Just Aylsham to get this distributed to every household in Aylsham. The survey will primarily be online but paper copies will be available.

Kay will arrange for copies to be available at the Healthy Town event on 24th October.

It was agreed to consult both Aylsham residents and businesses.

Amendments were made to the Household survey, which will run until 1st November.

6) Next Meeting

Tuesday 24th November, 10am and Aylsham Town Hall to discuss the results of the household survey.

There being no further business the meeting was closed at 3.30am.

HAVE YOUR SAY ON PLANNING THE FUTURE OF AYLSHAM



HOUSEHOLD SURVEY



Scan QR
code here

Fill in online by 1st November 2026

www.tinyurl.com/AylshamPlan

If you have any questions, want a paper copy or need help completing the survey, please pop in or contact Aylsham Town Council, 01263 733354, or email townclerk@aylsham-tc.gov.uk

Blickling Estate Community Meeting – Meeting Notes

1. Updates from previous meeting

Car parking and mobile phone coverage

- Work is continuing with the National Trust central team regarding the new car parking machines, including consideration of alternative solutions for the external/countryside car parks.
- The General Manager has also raised concerns about poor mobile phone coverage with the local MP. The MP confirmed that this is an issue across the constituency and will pursue the commitment from mobile providers to achieve 99% 5G coverage across the UK by spring 2028, while also exploring possible interim solutions.

Moor Gate Road closure

- The road closure near Moor Gate remains in place following the collapse of a culvert beneath the road.
- A replacement design has been developed and reviewed by a structural engineer and is currently progressing through Norfolk County Council's Bridges and Highways approval process.
- A contractor has been identified, but the works cannot begin until the necessary permissions and approvals are received.
- The works will require the watercourse to be temporarily diverted, with pumps and generators needed to maintain downstream water flow. Security will also be required due to previous theft of equipment during similar works.
- As a result, a firm completion date cannot yet be provided.
- Updates will continue to be shared through the existing communication channels. Community representatives were asked to pass information on through their local networks and to contact Angela if they have not received previous updates.

2. Community engagement discussion

Laura introduced a discussion around the National Trust's new strategy and its commitment to better understanding and responding to the needs of the communities surrounding its properties.

The session was intended as the **start of an ongoing conversation**, rather than an exercise where immediate solutions were expected. Community representatives were encouraged to continue discussing the questions with parish councils, community groups and residents and bring further thoughts to future meetings.

The three key questions were:

1. **What are the most important challenges or opportunities facing your community?**
2. **Where could the National Trust, as a local neighbour, potentially help to respond to those needs?**

3. Who else should the National Trust be speaking to or working with within the local community?

Key issues and opportunities raised

Traffic, parking and road safety

- Parking pressure in local villages, including vehicles parking on roads and verges when Blickling's car parks are busy.
- Concerns about traffic generated by new developments and the potential impact on local infrastructure.
- Significant concerns about speeding and road safety, particularly on narrow roads, around blind bends and near village entrances.
- One community has undertaken speed monitoring and now has data demonstrating the extent of the issue.
- There was a request for support from the National Trust when engaging with relevant authorities.

Planning and development

- Concerns were raised about the cumulative impact of large-scale developments, including an anaerobic digester proposal and associated heavy vehicle movements.
- Community representatives would value better access to relevant National Trust planning expertise and contacts, particularly when responding to complex planning matters.
- It was agreed that the specific planning concerns raised could be followed up separately, while the wider issue of understanding community pressures would remain part of the ongoing engagement work.

Community spaces

- A need for accessible community meeting spaces was identified, including spaces for coffee mornings, music and other community activities.
- The potential use of Blickling facilities was discussed, although availability and practical considerations would need to be explored.

Transport and connectivity

- An idea was raised for an electric, potentially demand-responsive community bus to help residents access shops, markets, social activities and local events.

Access to expertise and funding

- Community representatives highlighted the value of having a clear point of contact within the National Trust who could help direct community groups towards appropriate expertise, contacts and advice.
- Potential support with fundraising and identifying suitable funding sources was also discussed.

- The idea of a "hub for help" was suggested, providing communities with access to relevant contacts and expertise when developing local projects.

Churches and community heritage

- The potential for underused church buildings to have a renewed community or heritage purpose was discussed.
- There was interest in exploring how historic buildings could be brought back into wider community use while respecting their heritage.
- Support with local heritage projects and advice was also identified as potentially valuable.

Local environment and maintenance

- Community representatives raised the possibility of greater support with the maintenance of local green spaces and churchyards.
- Blickling confirmed that it already undertakes some volunteer-led work in local areas and may be able to support appropriate community projects where volunteer capacity allows.

Local economy and tourism

- There was an opportunity to strengthen links between Blickling and surrounding villages so that visitors to the estate are encouraged to explore and support the wider local economy.
- A more joined-up approach between Blickling, local businesses and communities was suggested.

3. Blickling Estate updates

Countryside and environment

- Work continues to manage Himalayan balsam along the River Bure. Community and volunteer groups are encouraged to get involved in pulling activities where possible.
- Blickling's lake is currently at exceptionally low water levels due to the prolonged hot and dry conditions. Water quality and oxygen levels are being monitored, with contingency plans in place should oxygenation become necessary.
- The estate has continued to invest in more sustainable gardening practices, including no-dig and drought-resistant approaches, water storage and the use of compost to improve soil moisture retention.
- Community and council groups are welcome to arrange visits to learn more about these approaches.

Walled Garden produce

- Produce from the Walled Garden is available for the local community through the estate's produce donation station, with a suggested donation.
- Produce is grown using regenerative methods and is harvested by volunteers.
- Community groups interested in learning more about the Walled Garden's growing methods can arrange a visit.

Volunteering

- Blickling currently has around **590 volunteers** and has returned to, or exceeded, pre-COVID volunteering levels.
- The estate is increasingly offering flexible "engagement" volunteering opportunities for people who cannot commit to regular weekly or monthly volunteering.
- There are opportunities for both individuals and groups, including larger group projects such as Himalayan balsam removal and environmental work.
- The estate is particularly interested in reaching local people who may benefit from volunteering as a way of connecting with others and tackling rural loneliness.
- Blickling may also be able to provide volunteer support for suitable community projects, subject to capacity.

Programming and events

- A ten-year programming plan is being developed.
- **2027 will focus on books and reading**, with opportunities for local reading groups and book clubs to become involved.
- Summer programming has attracted strong visitor numbers, including around 6,500 visitors to one recent evening event.
- The estate is developing its autumn and winter programme, with a move away from the traditional large-scale winter lights event towards a stronger daytime offer.
- This change is intended to spread visitor numbers more evenly, reduce traffic and parking pressures, and support sustainable growth.

Dogs and car parking

- Blickling continues to work on improvements to car parking infrastructure and is looking at ways to direct visitors towards the main car park when capacity allows.
- The overflow field is now being used more flexibly to help manage peak parking demand.
- From September, Blickling will trial allowing dogs into parts of the gardens. Clear dog-free areas will remain, including the Walled Garden, and areas will be managed to ensure families and visitors who prefer a dog-free environment can still enjoy the site.

Community access

- Blickling is exploring the use of **Access Passes** to help people who may otherwise face barriers to visiting the estate, including those experiencing financial disadvantage.
- Community representatives were encouraged to contact Angela if they know of groups who may benefit.

4. Updates from community representatives

- A local heritage trail has recently launched successfully.
- Work is continuing on local visitor economy and destination projects, including working with local businesses to promote the area.

- Support may be available to community groups looking for potential grant funding.
- Updates were also provided on local church restoration works, with further work due to begin in September.
- There was interest in reinstating a joint public-facing event involving the church and Blickling.

5. Fire safety

The current hot and dry conditions present a significant fire risk across the estate and wider countryside.

Local residents and visitors were asked to remain particularly careful, including avoiding activities such as barbecues where inappropriate and reporting anything that appears to present a potential fire risk.

6. Actions / next steps

- **Community representatives:** Continue discussing the three community engagement questions with parish councils, residents and local groups and bring further responses to the next meeting.
- **National Trust:** Continue exploring how the estate can respond to the needs identified through the community engagement exercise.
- **National Trust:** Follow up the specific planning concerns raised regarding large-scale development and establish whether further coordination with the community would be helpful.
- **Community representatives:** Share information about Walled Garden produce, volunteering opportunities and relevant community initiatives through local networks.
- **Blickling:** Continue providing updates regarding the Moor Gate Road closure and associated works.
- **Community representatives:** Let Angela know if they have not received previous estate updates.
- **National Trust:** Review meeting dates to avoid peak summer holiday periods where possible.
- **All:** Continue the dialogue between Blickling and local communities between meetings.

Next meeting

The next meeting date will be confirmed following a review of the calendar. Details will be circulated with the minutes.