

ACE – 1st December 2025

Item 5- To Receive Update on Hedge Planting at the Old Station Yard

Adam Cutis and Andy Bell have been successful in obtaining a grant from the Tree Council to plant a hedge at the old station yard.

The grant is £3962, along with 600 guards and canes and bonemeal worth about £500. This is a joint project between Aylsham and Corpusty so a decision needs to be made on management of the fund.

Item 6- To Agree Application(s) for Broadland District Council's Future Fund for Nature (deadline extension to 5th December) and other Green Infrastructure Funding ()

Further to the last meeting, Clarification has been sought over Broadland District Council's Fund for Nature and the Green Infrastructure funding resulting from the development of land at Hungate Street. The Fund for Nature is capped at £5,000, however, as Aylsham Town Council is in the catchment area for the Green Infrastructure money at Hungate Street, they can apply for a project up to £10,900.

The Nature and Biodiversity group has been working on a scheme for a circular nature walk.

The deadline for the Fund for Nature scheme has been extended to 5th December.

Item 7- To Receive Updated Fund Raising Code of Practice

The Fund Raising Regulator brings into about a new Code of Practice on 1st November 2025. This covers some aspects of raising money for events. Specifically:

Cash donations (eg: bucket collections)

- You must make sure the charitable institution is sent the full amount from all sealed collection boxes without any expenses or fees being taken, unless it has been agreed beforehand that these can be taken.
- You must make sure that all sealed collection boxes are labelled, numbered and sealed.
- You must provide a digital or handwritten signed receipt for cash collection donations which were not made using a sealed collection box.
- You must give fundraisers a receipt when they return sealed collection boxes
- You must have procedures for counting, recording and banking donations without delay. The procedures must outline who does what, and when and how this will be monitored. The procedures must make sure that:
 - unsecured cash is not left unattended;
 - cash is banked as soon as possible;
 - cash is kept in a safe or other secure place until it is banked;
 - cash is counted and recorded in a secure place by two unrelated people, if possible; and

- cash you have banked matches your income summaries (if possible, this should be checked by someone who was not involved in counting or cashing up the money)

You must make sure cash donations are accounted for appropriately. This includes:

- making sure third-party fundraisers do not take any expenses or fees from donated cash, unless these were agreed before the fundraising activity

Card donations

You must use appropriate security measures for online and card transactions. (based on the Payment Card Industry Data Security Standards (PCI-DSS). [nb -Sum up is used as tap&go, therefore no card or personal details are disclosed to the fund raiser and no paper receipt is provided with card details on which may be inadvertently misplaced].

The full guide can be found here

<https://www.fundraisingregulator.org.uk/sites/default/files/2025-10/Code%20of%20Fundraising%20Practice%20-%20English.pdf>

Item 8 - Planned Events

a) To Agree Actions in regards to the Cost Saving Event in January 2026

The following proposal, as discussed in the brain storming event of 25th October, was supported by the Town Council:

The benefits of carbon reduction include cost savings. Yet many people consider environmental improvements to cost money. ACE wishes to promote the benefits of carbon reduction to residents in Aylsham as well as other cost saving measures to help residents with the rising cost of living. West Norfolk have a roadshow they take around their villages which we can use as a model for the cost reduction methods we pick.

Would incorporate the Help Hub and promoting Ask Bill website and CAB if possible.

Kay Montandon is leading on this project and making arrangements with local partners. It is proposed to hold this event on Saturday 31st January in the Town Hall between 9am and midday.

b) Publicising Green success stories from local businesses

The following proposal, as discussed in the brain storming event of 25th October, was supported by the Town Council:

Aylsham declared a climate emergency 5 years ago. Progress has been made in the town with carbon footprint reduction, biodiversity enhancement and sustainable transport projects. ACE would like to celebrate the contribution that has also been made by businesses in the town and encourage them to promote their successes and seek further environmental improvements.

ACE proposes sending out letters / emails from the TC / ACE asking businesses to shout about their green progress and credentials. Articles will then be written about these businesses to go in local magazine and on ACE website / social media.

The cost to the council was in staff time for putting information on the website and social media. This resource is not available at present, but is being addressed by the Town Council.

c) To Agree Future Films

Yvonne to suggest future films for the 2026. At the recent Cittaslow meeting, a suggestion was made to consider 'Big Oil vs the World'

d) To Agree Actions for other Planned Events

To be advised by the group