MINUTES OF THE MEETING OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON WEDNESDAY 7th OCTOBER 2026 at 7pm

PRESENT:

Kay Montandon (Chair)	David Anderson	Trevor Bennett
Tim Briscoe	Gordon Clarke	Mary Evans
Jon Minns	Patrick Prekopp	

ALSO IN ATTENDANCE:

Faye LeBon (Town Clerk) and Harry Clark (Deputy Clerk).
Sue Catchpole (Broadland Council and Norfolk County Council)

1. **To Receive Apologies for Absence**
   Apologies were received from Kevin Cunnane, Catherine Fletcher, Michael Goodwin and Mitchell Philpott.

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. **To Agree the Minutes of the Meeting held on 2nd September 2026**
   It was ***agreed*** to accept the Minutes of the Town Council meeting held on 2nd September 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 advised that the draft Norfolk County Council budget had been produced, showing cuts across all services bar one.
   The Broadland Council elections will be going ahead in May 2027. There has been no further information on the review, scope or timescale of LGR resulting in continued uncertainty. The budget set aside for legal fees is being retained. 2028 remains the planned timescale for the mayoral elections.

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 an update on the IT improvement programme in that a route for cabling through the basement is being investigated.
   Kay Montandon asked about the status of the church wall planning application. It was noted that the last extension of 2nd October had now expired with no response. The Clerk will escalate to the Assistant Director of Planning.

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

9. **To Note any Updates on Capital or Community Infrastructure Levy Projects, Including New Proposals**
   Updates had been circulated 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	

   Kay Montandon queried the progress for the play area surfacing repairs. The Clerk advised that patch repairs using rubber crumb and resin were in the process of being arranged. This should increase the longevity of the surfacing until a longer term replacement can be arranged.

10. **Highways**

a) **To receive update on the Transport Hub**
   A meeting was held with Norfolk Homes on 11th September. 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 for consultants to assist with the creation of the tender pack.

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 a 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 from Pathmakers, a charity dedicated to improving access to the Norfolk Countryside for people of all abilities and backgrounds, about whether any improvements are required in Aylsham.

c) To receive update from Transport Group

A written report from the group had been circulated. Items covered included:

- Governance of the group (to be discussed under item 13c)
- To obtain a copy of the safety survey for the priorities on Penfold Street
- Update from the speedwatch team.
- An audit of signs in the town and whether some of them are redundant.

d) To consider correspondence relating to highway damage on Holman Road

Parishioner correspondence and the associated highways response was circulated to members. Whilst the Town Council was sympathetic to the matters raised by the parishioner, it was ***agreed*** that as the Highways Authority had already considered the matter there was nothing further the Town Council could do without setting a precedent of encouraging public money to be spent on private land.

11. Finance

a) To receive bank reconciliation to 29th September 2026

The bank reconciliation to 29th September, showing a balance of £454,852.48, 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 26th August 2026 to 29th September 2026

The payments totalling £69,864.29 were ***agreed***.

d) To agree the detailed receipts from 26th August 2026 to 29th September 2026

The receipts totalling £11,280.53 were ***agreed***.

e) To note the schedule of reserves

The level of reserves was ***noted***.

f) To receive interim audit report from PKF Littlejohn

The Clerk reported that PKF Littlejohn had been unable to complete their review in time to enable the Town Council to publish the required documentation in line with Statutory requirements. This is because of correspondence received which is yet to be reviewed. The Clerk confirmed that the documentation provided by PKF Littlejohn is on the Town Council website and noticeboard. The interim audit report was ***accepted***.

g) To Appoint Internal Auditor for 2026/2027

A report was provided to members of the requirements of an internal auditor, including their independence to the council. Members ***agreed*** to the Clerk's recommendation of

appointing PATAS for the 2026/2027 internal audit. The conduct of PATAS for the 2025/2026 internal audit was professional and gave confidence to the process.
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

The Clerk encouraged all members to think about items that would be required for the 2027/2028 budget as this is in the process of being drafted.

12. To Receive Information on Winter Pressures Grant Scheme and Consider Project(s)

Information was provided on Broadland Council's Winter Pressures scheme. It was ***agreed*** that Kay Montandon would submit an application for the Live Well for Less event.

13. Governance

a) To Appoint Member to the Christmas Lights Committee

As a result of the resignation of Cheryl Bould, a further member was required for the Christmas Lights committee. It was ***agreed*** that Kay Montandon would be appointed to the Christmas Lights Committee.

b) To Appoint Member to the Events Committee

It was ***agreed*** to defer this item.

c) To agree Structure and Terms of Reference for the Transport Group

It was ***agreed*** that the Transport Group should be a formal working group of the council. The Clerk had drafted Terms of Reference which will be amended to reflect the working group status of the group.

14. Procurement

a) To Consider Creation of a Procurement Panel

The Clerk reported that 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 or appropriate committee. Full council retains the right to accept the recommendation or otherwise. Under the Procurement Act 2023, the council's process must give due regard to:

- Value for money
- Maximising public benefit
- Transparency
- Integrity
- Fairness
- SME Accessibility

Members ***agreed*** to a Procurement Panel, however it would be flexible and members would be appointed each tender based upon their relevant expertise. It was further ***agreed*** that the Procurement Panel for the current boiler tender would consist of Trevor

Bennett, Mary Evans and Jon Minns and they would make a recommendation to the Property Committee.

b) To Consider Adoption of a Terms and Conditions of Service

Due to The Procurement 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 successful contractors will be expected to comply with the Aylsham Town Council's terms and conditions of supply. The Town Council's terms and conditions of supply will include an expectation for the successful contractor to demonstration compliance with conditions such as these. A draft Terms and Conditions of Supply was presented to members, which was ***adopted***.

15. To Consider Response to Broadland Council Public Spaces Protection Order in Relation to Vehicle Related Anti-Social Behaviour.

Broadland Council proposes to renew its Public Spaces Protection Order in relation to aspects of vehicular anti-social behaviour. As part of the consultation, the Town Council has been asked:

- Whether it agrees with the regulatory controls contained in the existing PSPO? The council ***agreed*** that it did.
- Whether it agrees with the proposal to extend the existing PSPO for a further three years? The council ***agreed*** that it did.

16. Committee Reports

a) Planning Committee

i) To note the Minutes of the planning committee meeting of 10th September 2026

The minutes of the Planning committee meeting of 10th September 2026 had been circulated and were ***noted***.

It was noted that correspondence had been received about the proposed A140 speed reduction from 60mph to 50mph. The Town Council still retains its objection to the proposals as the project does not reflect the initial discussions with the town council. The reduction in speed limit was due to be down to 40mph, not 50mph as specified.

Trevor Bennett reported that correspondence had been received from the Reepham and Aylsham Medical Practice advising that they had received planning consent for a new business premises on Penfold Street.

b) Visit Aylsham

i) To receive the notes of the Meeting of 16th September 2026

The notes of the meeting of 16th September had been circulated. The Clerk updated the meeting of the result of the Love Your Market Town grant applications. Regrettably the applications for marketplace wi-fi and marketplace greening had been turned down, but the project for digital signage had been successful.

c) Cittaslow

i) To note the Minutes of the Meeting of 22nd September 2026

The minutes of the Cittaslow Committee meeting on 22nd September had been circulated and were ***noted***.

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

Patrick Prekopp had provided a report on the recent meeting of the Cittaslow UK CIC. Now that Mold and Llangollen are withdrawing there needs to be a redistribution of funds, however there is no asset lock to give provision for this. Clarification is to be obtained as to how much is owed to Italy.

Options to be discussion in the future are:

- Town Council takes on the CIC
- Town Council runs Cittaslow Aylsham without the CIC
- Delegate running to another agency
- Remove association with Cittaslow

It was ***agreed*** to defer this decision until more is known about the asset lock.

d) Staffing Committee

i) To note the Minutes of the Staffing Committee of 9th September 2026

The Staffing Committee minutes of 9th September 2026 had been circulated and were ***noted***.

e) Property Committee

i) To note the minutes of the committee meeting held on 15th September 2026

The Property Committee minutes of 15th September 2026 had been circulated and were ***noted.***

f) Churchyard Committee

i) To note the minutes of the churchyard committee held on 8th September 2026

The minutes of the churchyard committee meeting held on 8th September 2026 had been circulated and were ***noted*** by the council***.***

ii) To Receive Report on Initial Memorial Stability Testing

The Clerk provided a report into the memorial stability testing in the new area of the cemetery. Fourteen memorials failed and had to be laid down. Contact has already been made with the holders of the Exclusive Rights, where known, advising of the condition and requesting repairs. Where the holders of the Exclusive Rights are not known, the council has the following options:

- To keep the memorial laid flat
- To move the memorial to a safer part of the cemetery
- To pay for the repairs and place a charge on the grave.

Next actions are as follows:

- 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.

It was ***noted*** that 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).

g) Christmas Lights Committee

i) To note the Minutes of the Christmas Lights Committee meeting of 10th September 2026

The minutes of the Christmas Lights Committee meeting on 10th September had been circulated and were noted.

h) Events Committee

i) To note the Minutes of the Events Committee Meeting of 16th September 2026

The minutes of the Events Committee meeting on 16th September had been circulated and were noted.

j) Neighbourhood Plan Steering Group

i) To receive the Minutes of the Neighbourhood Plan Steering Group meeting of 17th September 2026

The minutes of the Neighbourhood Plan Steering Group meeting held on 17th September had been circulated and were ***received***. It was noted that the Household survey is now being conducted. Once the results of the survey are in they can be analysed and the draft Neighbourhood Plan brought to council for approval.

k) Blickling Stakeholder Meeting

The notes of this meeting held on 10th August were circulated and were ***noted*** by council.

17. To Note Items for Information or Future Agendas

Budget

18. To Confirm the Date of the Next Meeting as Wednesday 4th November 2026

This was ***agreed***.

19. Closure of the Meeting to the Press and Public

To consider a resolution under the public bodies (admission to meetings) act 1960 to exclude the press and public for the duration of item 20 view of the commercial sensitivity of the business to be transacted

Item not required to be considered as delegation had been given to the Property Committee

20. Contracts

a) To Receive Quotations for Boiler Replacement and Appoint Contractor

Item not required to be considered as delegation had been given to the Property Committee

There being no further business to transact, the meeting closed at 8.50pm

_____Signed _____Date

DRAFT

Faye Lebon

From: elections@southnorfolkandbroadland.gov.uk
Sent: 14 October 2026 09:29
To: Faye Lebon
Subject: Aylsham Vacancy Expiration

Dear Faye LeBon,

Please be advised that no election request was received for your casual vacancy; therefore, you may now proceed to co-option to fill this vacancy.

Once you have successfully co-opted your new member; please remember to advise the Monitoring Officer of their details.

The signed Members' and Co-Opted Members' Disclosable Pecuniary and Other Interests should be sent to the monitoringofficer@southnorfolkandbroadland.gov.uk

Kind regards,
The Elections Team
elections@southnorfolkandbroadland.gov.uk

Item 9

Clerk's Report for the Meeting of 4th November 2026

ITEM	COMMENTS
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 Alternative proposal for town hall repairs (see item under Property Committee). Urgent works authorised for 2 dislodged slates on Town Hall roof – see agenda item under Property Committee Premises license being addressed. To inform hirers of decision and review hirer contracts.
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. Solicitor quote agreed.
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 completed in new area, to be completed in old area.
Cittaslow	See item under Cittaslow committee
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	Planning permission with conditions granted 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 now completed. Reports of antisocial behaviour and rough sleeping. Request put into Sgt Marrison to request advice from the police architectural liaison officer (11/08) chased (08/10). 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	Funding from LYMT declined for market place Wi-fi. Visit Aylsham working group wish to seek alternative funding sources to take this project forwards.
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 (anticipated November).
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. Investigations into overgrown vegetation impaction resident (hedging and TPO tree). Clerk and groundsman to investigate.
Car Parks	Street light failure on Buttlands now resolved. Broadland Council has installed signs to remind people using the car parks that only cars with valid MOTs/Insurance/ tax are permitted.
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. 6 light solution above budget – seeking less lights to test the technology. Vehicle strike on street light on Church Terrace / Penfold street – currently collating information for insurance claim. Traffic management required due to the location.
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. Now January 2027 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	Streetlight 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. Hirer contract to be reviewed.
SAM2 and Community Speed Watch	CSW to be placed on website. Appeal for help made on social media.
Vehicles	No matters to report
IT Project	See agenda item
Councillor Chats	To be arranged
Other Matters	Volunteers required for: Lights up – 15th November am Switch on -27th November evening Lights down – 17th January am
Future Meetings	9th November – 9am - Long Term Strategy Meeting 10th November – 1pm – Property Committee 12th November – 10am – Planning Committee 11th November – 2.30pm – Visit Aylsham 18th November – 2pm – Events Committee 30th November – 12pm - Churchyard 11th January 2027 – 2pm - Staffing

Meeting of Aylsham Town Council – 4th November 2026

Item 10 - 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.* ***Possibility of utilising the Sport England Movement Fund for circuit around Mileham Drive***
- **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.* ***Electric consultation to launch after the Household Survey has concluded***
- **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.
No update on application
Barclays Bank Planning Application

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.
No update

c. Market Place Greening. **Grant application put in as part of Norfolk High Street Matters fund declined**

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.

The following CIL payments will be received in October:

Aylsham	2025/0918	Unit 19 Aylsham Ind Estate	£2,510.38
Aylsham	20222089	Norwich Road phase 2/2	£62,115.49
Aylsham	20222089	Land at Norwich Road - phase 3	£80,486.00
Aylsham TOTAL			**£145,111.87**

Meeting of Aylsham Town Council - 4th November 2026

Item 11 – Highways

a) To receive update on Transport Hub

The Clerk will obtain quotes to create the specification for tender.

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

No projects have come forward for this scheme

c) To received update on A140 speed reduction proposals

The Town Council's response to the consultation is appended. According to Norfolk County Council's policy, the process is as follows:

If there are objections;

- *Correspond with objectors*
- *Report objections to Norfolk County Council Cabinet Member*
- *Cabinet member agrees or disagrees with proposed Traffic Regulation Order. Objectors are informed of the outcome.*

If the report is agreed the scheme is progressed to implementation.

Officers have acknowledged the response but have refused to address the specific points, only advising that the proposed scheme is in accordance with policy. A meeting is to be held with Tom Dickerson on 5th November to discuss further

d) To consider project regarding direction of traffic around the Soame Pump

Proposal appended

AYLSHAM TOWN COUNCIL
Town Hall, Market Place, Aylsham, NR11 6EL
Tel: 01263 733354 Web: www.aylsham-tc.gov.uk

19th October 2026

Sophie Hill
Senior Legal Officer, Planning Team
Norfolk County Council
Martineau Lane
Norwich
NR1 2DH

Dear Sophie,

The Norfolk County Council (Aylsham, A140 Aylsham Bypass) Proposed Speed Limit Reduction Order and Toucan Crossing Notice 2026

Thank you for your consultation email dated 7th October 2026 regarding the proposed changes to the A140 Aylsham Bypass.

Toucan Crossing
Although the Toucan Crossing is being progressed as a notice-only scheme, we welcome the opportunity to comment. Aylsham Town Council is delighted that a crossing, for which the Council has campaigned for many years, is finally due to be installed. This is a positive step towards improving safety and accessibility for pedestrians and cyclists crossing the A140.

Proposed Reduction in Speed Limit from 60mph to 50mph
Aylsham Town Council **strongly objects** to the proposal to reduce the speed limit on the A140 from 60mph to 50mph.

Whilst the Council welcomes a reduction in the existing speed limit, it is deeply disappointed that the proposals have departed significantly from the initial discussions held with Norfolk County Council at the inception of this project. The Council understood that the speed limit in this area would be reduced to 40mph. Consequently, the proposed reduction to 50mph came as a considerable surprise, particularly as no explanation has been provided for this change in approach.

Beyond the lack of clarity surrounding this departure from the original proposals, the Town Council has the following substantive concerns:

1. Reliability of the traffic flow data

The Town Council has serious concerns about the reliability and representativeness of the traffic flow data used to inform the assessment.

The vehicle counts were undertaken between 9th and 16th September 2020, during the period between COVID-19 lockdowns. Although there were no legal restrictions on public movement at that time, this period cannot reasonably be considered representative of normal traffic conditions. The effects of the pandemic remained significant, with vulnerable people continuing to avoid unnecessary journeys and businesses adapting their working practices to meet their responsibilities for staff health and safety. A further lockdown followed shortly afterwards.

The data presented in the assessment document appears to support these concerns. Page 7 identifies the peak traffic flow as occurring between 16:00 and 17:00, whilst the recorded traffic volumes between 07:00 and 09:00 are notably low compared with those recorded during the middle of the morning. These patterns raise questions about whether the survey captured representative commuter traffic and normal patterns of movement.

The Town Council therefore considers that the use of traffic data collected during this exceptional period provides an insufficient basis on which to determine an appropriate speed limit for the A140. We request that the assessment be reviewed using more recent and representative traffic data, with the methodology and findings made available to the Council.

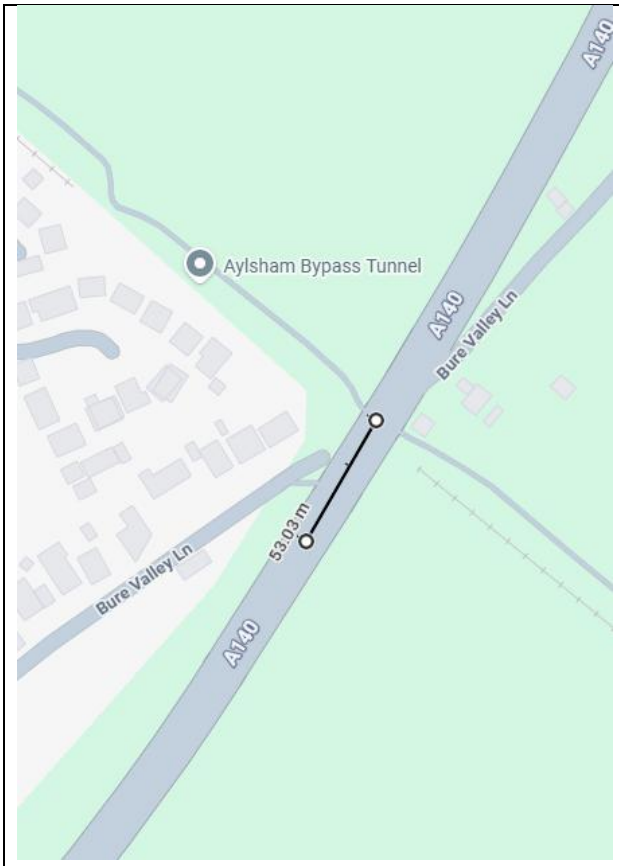
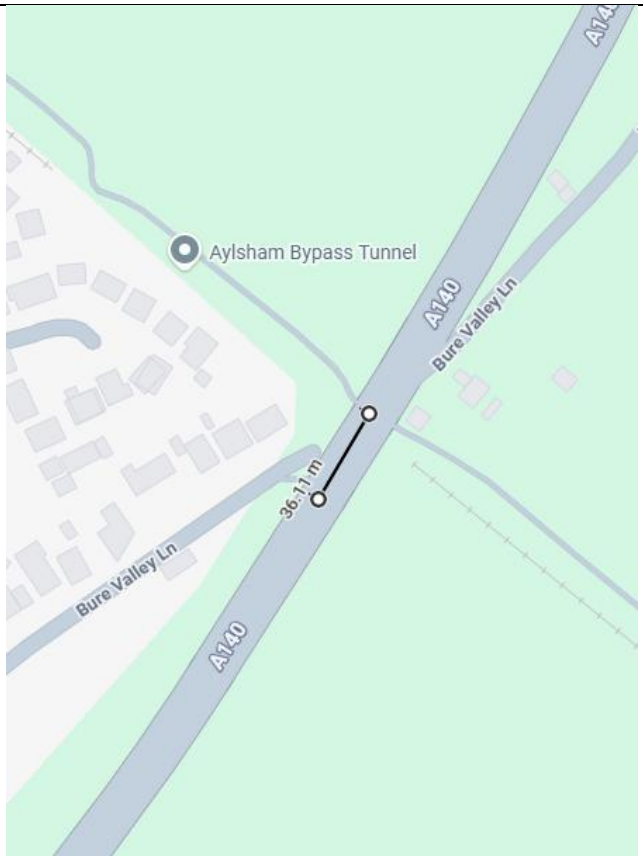
2. Safety of pedestrians and cyclists using the proposed Toucan Crossing

The Town Council firmly believes that people using the proposed crossing must be adequately protected from the risks posed by speeding traffic. A red light alone cannot address the dangers associated with vehicles approaching a crossing at excessive speeds, and the proposed speed limit must be considered as part of a wider approach to ensuring the safety of all road users.

The difference in stopping distances between vehicles travelling at 40mph and 50mph is significant. According to the RAC's guidance on stopping distances, the overall stopping distance for an average car increases by approximately 17 metres when speed increases from 40mph to 50mph. This additional distance has potentially serious consequences where pedestrians and cyclists need to cross a busy road.

Furthermore, these stopping distances assume that drivers are travelling at the stated speeds. At our meeting on 25th August, your officers acknowledged that drivers regularly exceed the existing speed limit. This reinforces the Council's concern that a 50mph limit would not provide sufficient protection for those using the crossing, particularly if compliance with the limit cannot be assured.

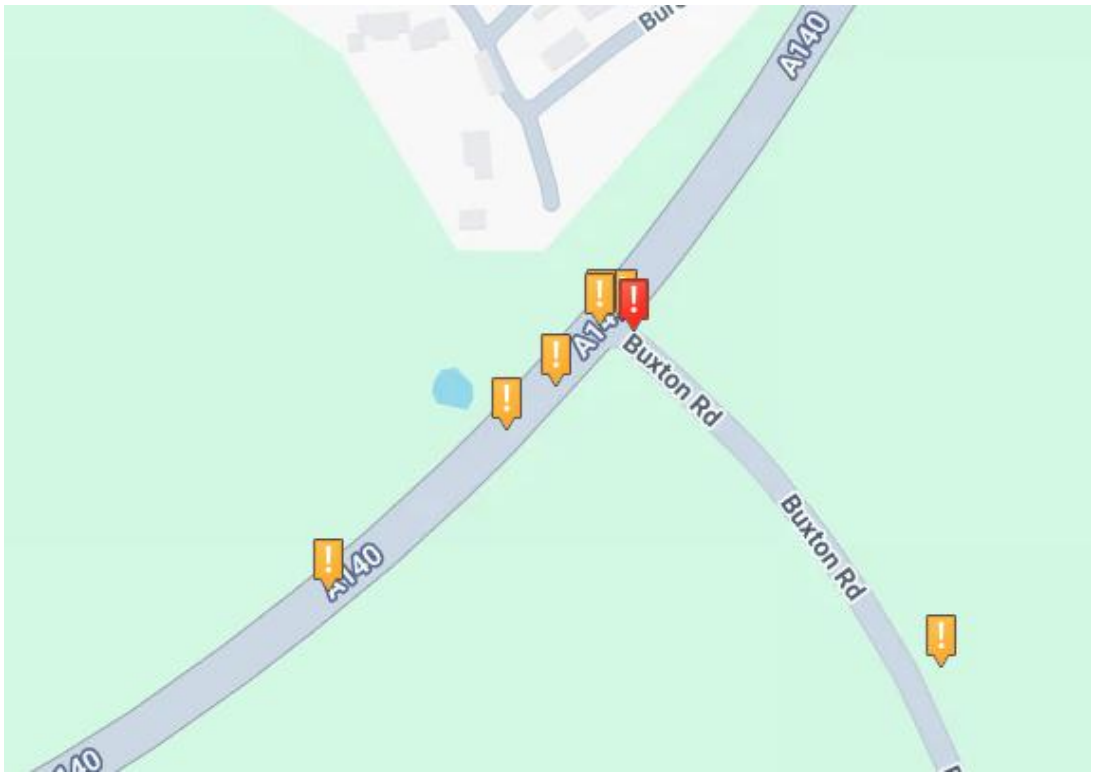
The Town Council considers that a 40mph speed limit would provide a more appropriate and proportionate measure to support the safe use of the crossing and reduce the risks associated with vehicles travelling at excessive speeds. The introduction of a crossing must be accompanied by measures that give pedestrians and cyclists confidence that they can cross safely.

	
50mph (53m stopping distance). Showing well beyond the pedestrian exit to Bure Valley Lane.	40mph (36m stopping distance)

3. Additional Benefits to Safety of the Buxton Road Junction

Aylsham Town Council would like to impress the significant additional safety benefits that a 40mph speed limit could bring, particularly in improving safety at the junction between the A140 and Buxton Road. CrashMap data identifies this section of the A140 within Aylsham

parish as an accident blackspot, reinforcing the need for effective measures to reduce vehicle speeds and minimise the risk of collisions.



This junction has no refuge area to safeguard vehicles which are stationary awaiting opportunity to turn.

Given the previously identified stopping distances, this would be an ideal opportunity to slow traffic to an acceptable speed, especially as traffic is likely to be accelerating from the A140/Norwich Road roundabout.

4. Inconsistency in the Application of Speed Limit Criteria

The Town Council wishes to draw attention to the Statement of Reasons published as part of Norfolk County Council's current consultation on The Norfolk County Council (Cringleford, Newmarket Road) 40mph and 50mph Speed Limit Orders 202X, which relates to the proposed introduction of a 40mph speed limit on the A11 Newmarket Road in Cringleford. The relevant extracts are reproduced below, with the Council's emphasis highlighted.

'Norfolk County Council proposes to make a Traffic Regulation Order to introduce a 40mph speed limit on the southwest-bound approach to the toucan crossing on the A11 Newmarket Road, Cringleford, including the section of road associated with the Roundhouse Way Junction and the slip from Newmarket Road (C821).

The proposal follows a review of the existing speed limits on the A11 Newmarket Road, undertaken at the request of the local member. The review identified that, whilst the existing 50mph speed limit can generally be justified by the road environment, a lower speed limit would be appropriate on the approaches to the signal-controlled toucan crossing and nearby junction.

The pedestrian crossing provides a crossing facility for pedestrians and cyclists traveling through the area. The proposed reduction in speed limit is intended to improve safety and reduce risk for those using the crossing, while maintaining the efficient operation of the strategic road network.

The purpose of the proposed order is to:

- *Improve safety for pedestrians and cyclists using the crossing*
- *Reduce vehicle speeds on the approaches to the crossing and junction*
- *Reduce the likelihood and severity of collisions*
- *Discourage harsh braking and acceleration associated with the crossing and slip road environment*
- *Improve drivers' awareness of the crossing and junction*

The Council considers that the proposal will contribute to the avoidance of danger to persons and other road users, particularly pedestrians and cyclist using the pedestrian crossing, while remaining compatible with the safe and expeditious movement of traffic on the A11. The order is therefore considered necessary and beneficial in the interests of road safety and the effective management of traffic

Aylsham Town Council considers that the rationale set out by Norfolk County Council in support of a 40mph speed limit at Cringleford is equally applicable to the A140 Aylsham

Bypass. In both locations, the proposals concern a major A-road, a Toucan Crossing serving pedestrians and cyclists, and the need to reduce vehicle speeds on the approaches to a crossing and nearby junctions.

The stated objectives of the Cringleford proposal—to improve the safety of pedestrians and cyclists, reduce vehicle speeds, minimise the likelihood and severity of collisions, discourage harsh braking and acceleration, and improve driver awareness—are directly relevant to the circumstances in Aylsham.

Indeed, the Town Council has already highlighted the safety concerns associated with the A140, including the junction with Buxton Road, the recorded collision history in the area and the risk posed by vehicles travelling at excessive speeds. These factors provide a compelling case for adopting a consistent approach to speed management.

The Town Council therefore questions why Norfolk County Council considers a 40mph speed limit appropriate to protect pedestrians and cyclists using a Toucan Crossing on the A11 at Cringleford, yet proposes a 50mph limit for a comparable crossing on the A140 at Aylsham**.** No clear justification has been provided for this apparent inconsistency.

Conclusion

Aylsham Town Council considers that proceeding with a 50mph speed limit, when the evidence and road safety considerations indicate that a 40mph limit is warranted, would be a short-sighted decision that fails to adequately address the risks faced by pedestrians and cyclists.

In light of the concerns raised throughout this response, and Norfolk County Council's own justification for introducing a 40mph speed limit on the approach to a Toucan Crossing on the A11 at Cringleford, the Council believes that a 50mph limit at Aylsham would be an inadequate long-term solution. It is foreseeable that the safety concerns identified may necessitate a further review in the future, resulting in additional public expense through repeat consultations, legal costs and the implementation of a further Traffic Regulation Order.

Norfolk County Council has an opportunity to address these concerns now, taking a consistent and evidence-led approach to road safety whilst avoiding unnecessary future expenditure. By introducing a 40mph speed limit as originally discussed with Aylsham Town Council, the County Council can deliver a more appropriate and sustainable solution within the scope of a single Traffic Regulation Order.

Aylsham Town Council therefore calls on Norfolk County Council to reconsider its current proposal and introduce a 40mph speed limit on this section of the A140, in accordance with the original intentions for the scheme. The Council believes this is the right decision for the

safety and wellbeing of the people who live, work and travel in Aylsham, and urges the County Council to act now rather than risk having to revisit the issue at further cost to the taxpayer.

If you would like to discuss this matter further, please do not hesitate to contact me.

Yours sincerely,

Faye LeBon

Faye LeBon
Clerk to Aylsham Town Council

Copied to:

Kay Montandon – Chair, Aylsham Town Council
Sue Catchpole- Ward member, Norfolk County Council
Tom Dickerson – Cabinet Member, Norfolk County Council

AYLSHAM TOWN COUNCIL
ACE PROJECT PROPOSAL

Approved in Principle: Full Approval:

PROJECT TITLE: **2 : Penfold Street – Soames Pump**

Aylsham Traffic Group

LEADER OF PROJECT: **Kay Montandon**

OUTLINE of the PROJECT

Following the Traffic Strategy publication in Sep 2023 , this project is reviewing this busy junction's functionality

There are 3 options that have been considered

1. No change
2. Move pump
3. Pump remains ; junction re-alignment

Brief description :

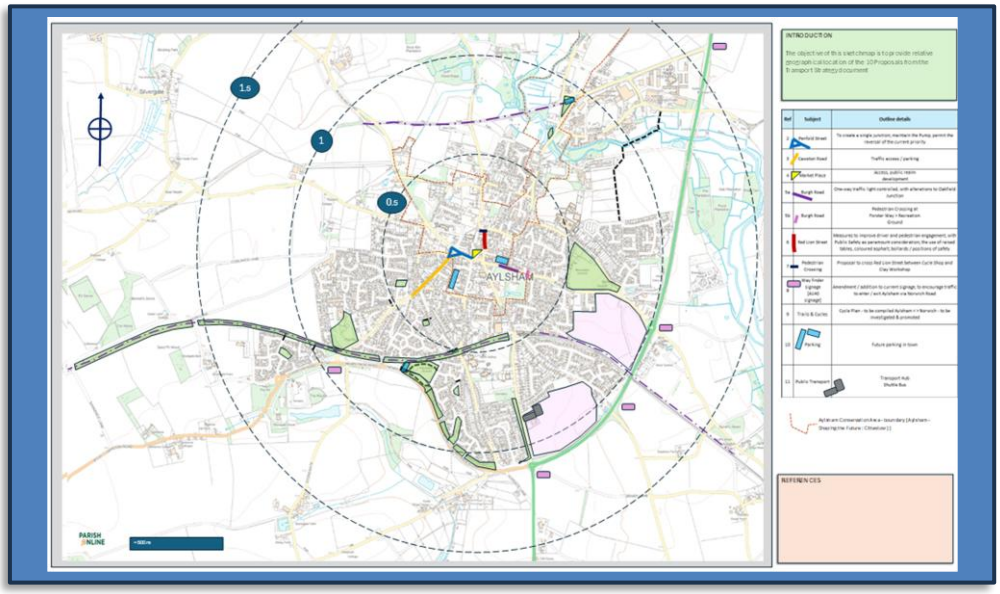
Proposal

This proposal is one of 11 integrated projects recommended from the 2023 Aylsham Traffic Report

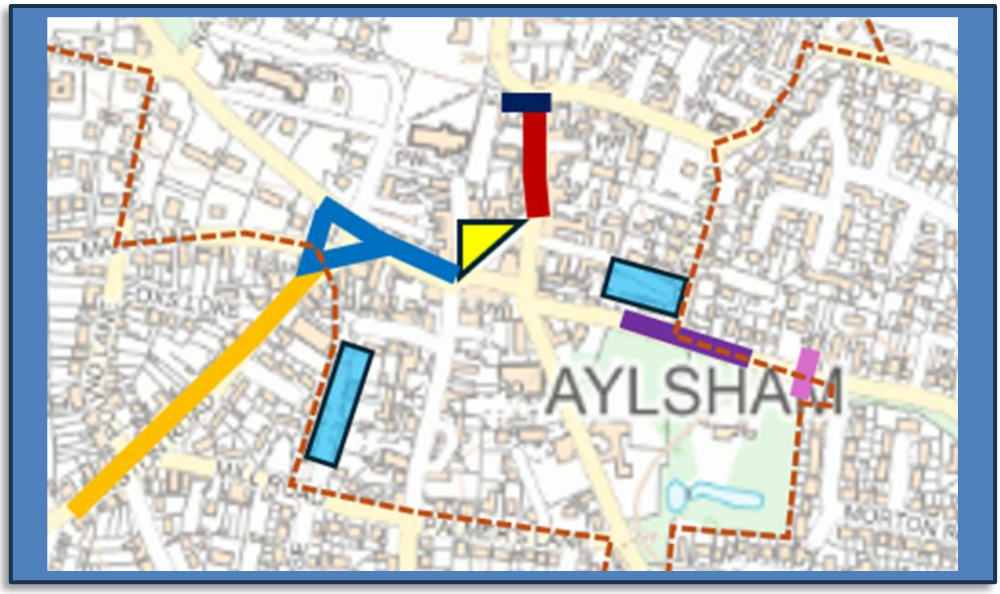
Soames Pump is situated on the junction of Cawston Road and Penfold Street / Blickling Road
It is within the Aylsham Conservation Area

Objective is to remove the multiple options available to drivers , minimising uncertainty and so improving safe movement
Integral with this realignment is the reversal of the current traffic priority in Penfold Street

Town Layout – displaying all traffic schemes : Market Place = Yellow triangle



Aylsham : Soames Pump = mid-Blue triangle and line



Recommendation :

This Project Proposal is recommending Option 3 : Pump remains – junction reorganised
Primarily , to simplify the junction eliminating driver uncertainty , improve access and so improve safety by keeping the pump in its current position and re-align the roads around it
This also incorporates the reversal of current priority so that departing traffic has priority
This is supported by the need for Fire crew to have priority access to the Fire Station , which is on Cawston Road

Timescale:

Stages :

1. Concept
2. Feasibility
3. Review &Approval
4. Preliminary Design development
5. Budget Costing
6. Detailed Design
7. Tender
8. Delivery
9. Operational / maintenance

Preparation of Concept

Review Meeting : Sep 2025
Fire appliance testing of proposal ; Oct 2025
Bus [Service 43] testing of junction ; Feb 2026
On-site review ;
On-site review ; 24 Aug 2026
Agreement to proceed to commission Feasibility Report

Current timeline :

Following Feasibility Report …
Three preliminary Kerbline alignment adjustments , prior to the scheduled 2027 NCC Highways resurfacing and drainage works for the whole junction including Penfold Street , to the square .
This preliminary Kerbline works can be commissioned and procured separately from the NCC approved contractors
It will ensure a single visit continuity for the surfacing by NCC Highways ; integrity of the road surfacing and perception by the general public of efficient coordination of works

Funding

External Funding (please specify):

Yes
Value determined by final scheme design
Feasibility will identify practical and acceptable scheme that can be designed , Activity schedule and Timeline produced , then costed
Scheme Cost

**

Approximate funding required from ACE/Town Parish Council

Feasibility Report @ ~ £4,000 – tbc
£ xxx – figure upon assessment completion of Feasibility Report

ABOUT the PROJECT

What is the need for this Project?

To simplify the junction eliminating driver uncertainty , improve access and so improve safety by keeping the pump in its current position and re-align the roads around it , which includes reversing the current traffic priority

Who will benefit?

Fire Service
Residents of Aylsham ; particularly Holman Road
Employees of businesses in Aylsham
Visitors – driving
Visitors using Norwich – Holy / Reepham Sheringham bus route[43]
All users , particularly pedestrians in the Town Centre

How will those taking part help design, implement & evaluate the project?

Proactive involvement with delivering the project to the agreed Timeline / Programme
Programme compiled with all nominated stakeholders , following Feasibility Report

How many will be involved, and how they will contribute to the Project.

ATC Transport Group –
Stakeholders : Town Council ; BDC ; NCC ; Norfolk Highways
Specialists ; Designers / Engineers ; Project Management ; Construction contractors

Is Town Council staff involvement required?

Town Council
Town Clerk

If so, what will this entail?

Scheme Approvals at all key stages
Funding sources and approvals

What are the publicity requirements and who will lead on this?

Transport Group will advise and lead publicity

How will progress on the project be reported back to ACE?

Transport group will monitor progress from all the nominated stakeholders , against the agreed Timeline / Programme
Mechanisms agreed for non or poor performance ; pain-gain agreement

How will the success of the project be evaluated?

Delivery and operation of the new scheme
Public Feedback survey

WHEN WILL THE PROJECT BEGIN & END?

Estimate if unsure:

START:	**END:**
Month & Year:	**Month & Year:**
2027	**2028**

Procedure for AT Working Group Projects

In the first instance, members are required to complete this Project Form, giving an outline of what the project involves and an approximate cost. This will be considered by ACE, and if it is supported, it will receive approval 'in principle', and will be able to progress to the next stage.

Members are then required to provide more details of the project, including plans, maps, drawings and work programmes.

The full proposal will be considered at Working Group Meetings and then , as necessary , the following Town Council Meeting. If the project gains full approval, it will be managed by the relevant sub-group with regular reports to Town Council.

Please complete this form and send to the Town Clerk (townclerk@aylsham-tc.gov.uk) at least one week prior to the Town Council meeting at which it will be considered.

Submitted by…….

Date……

Appendices

1 : Original 2023 Brief : Aylsham Traffic Strategy , page 6 of 20

2. Penfold Street

The changes made to Penfold Street at its junction with Cawston Road in 2020 were, on the whole well received. However, the priority was changed at the last minute without consultation although when eventually explained by Norfolk County Council did make sense. There is also an issue than some drivers are very impatient and try to keep the road two-way. This is just about possible but puts other road users at risk. Whilst viewing the area it was noticed that the majority of cars when turning into Cawston Road actually go over the central white lines.

Proposed Strategy

The initial suggestion was to close the road to the left of the pump (as viewed from Penfold Street) and to pedestrianised that area. This would lead to the pump itself being more accessible. The are would still be open to delivery traffic for the shops. It was felt this might lead to confusion for both drivers and pedestrians and it was agreed not to proceed with the plan.

This junction is very wide but also very badly planned. It is in effect a four-way junction that is not being used to best advantage. The proposal put forward in this strategy is to move the pump towards the shops. This will create not only a larger area for pedestrians and access to the pump but also lead to a much safer junction. This will enable the junction to be a more classic T junction meaning cars are turning hard left or right which will reduce the speed at which they turn. The current left turn from Penfold Street tends to be taken too fast and as stated above often leads to cars traversing the central line. The stop line at this junction to the right of the pump can be moved forward to enable better sight lines. It would appear it is at its current location due to the siting of a drain cover at the correct point.

By creating a recognised T junction this will mean there is only one entrance into Penfold Street from Cawston Road which in turn means the priority at the one-way section can be reversed. It would also be appropriate to reduce the road width at this section further to try and stop cars jumping the priority.

Possibility of Implementation

This scheme would be costly and the Town Council are in the process of obtaining quotes and logistics for moving the pump. The unknown factor is what is under the pump in terms of the original well that served the town. The assumption is that it has been blocked up but this may not be the case. The scheme would need approval from Highways and the emergency services in view of the proximity of the fire station. Further work is required on the scheme but if implemented would make a considerable difference to this area of the town.

2 : Options

1 : No Change

- Junction and Penfold Street priorities remain unchanged
- Despite no major incidents reported , there remains much confusion about using the junction

2 : Move Pump

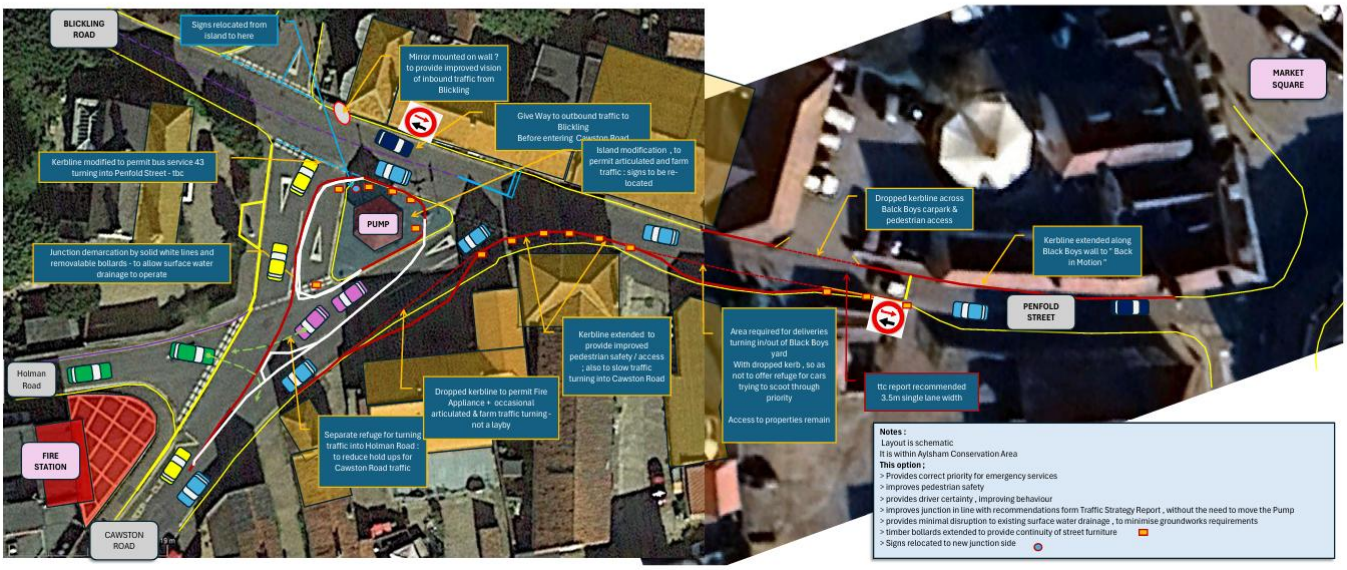
- Option 2 is the original ‘ttc ‘ (The Traffic Consultancy) recommendation which was to move the Pump to create a single junction

3 : Pump remains - Alter junction layout

- Pump remains in-situ
- Minor modification to the island kerb lines on Penfold Street ; this is for bus and Fire Appliance turning
- Minor modification to Kerbline outside Aylsham Carpets ; to permit Fire Appliance turning into Cawston Road from Penfold Street [traveling from Bickling]
- Road signs moved to new junction
- Priority signage reversed
- Drainage remains unaltered ; to minimise disruption , cost-effective construction .
- New road markings ; this incorporates a waiting island for possibly 2 cars , to turn into Holman Road
- This would maintain traffic flow along Cawston Road
- Timber bollards introduced (same style as exiting) to encourage traffic and protect pedestrians
- Footpath width extension into Cawston Road will potentially slow traffic turning and provide more pedestrian space in an already confined pathway
- Road markings will continue through Penfold Street to Stamp , to encourage considerate transit of through traffic as well as residence’s and business access
- Kerb width through Penfold Street could be modified , to encourage considerate driver behaviour , but mindful of the occasional agricultural through-traffic
- The bus service [43] will always be a single decker , as its route has to transit under St Michaels Bridge

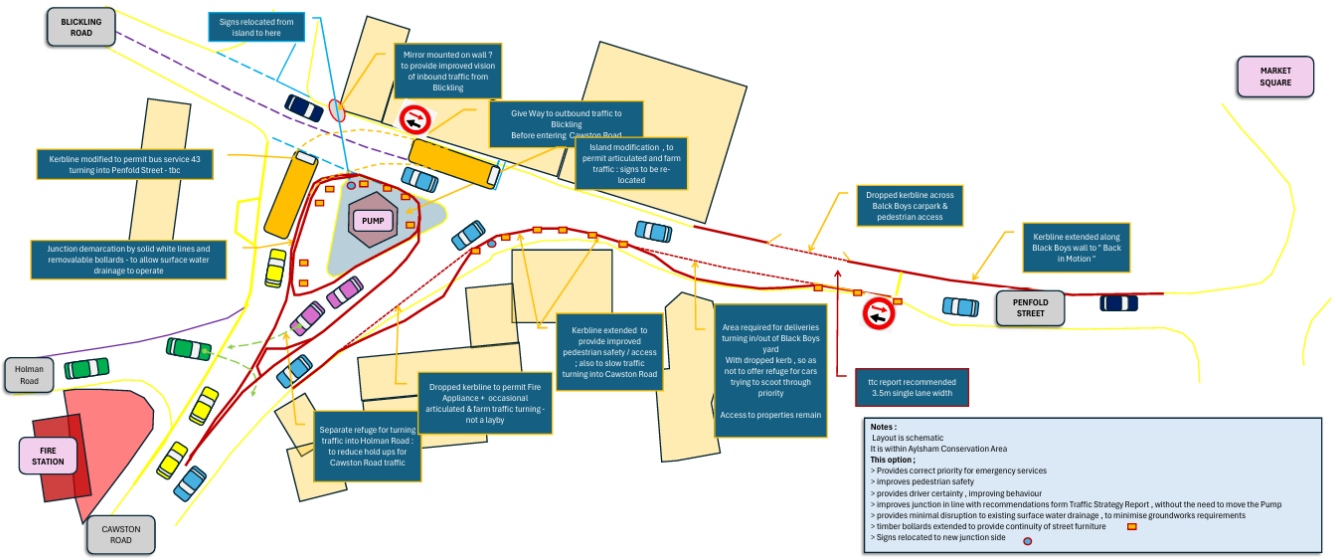
Scheme 2 : with photo background @ A3

Soames Pump JNC - Scheme 2 (4a)
ACE_Transport_Strategy_2_Penfold Street



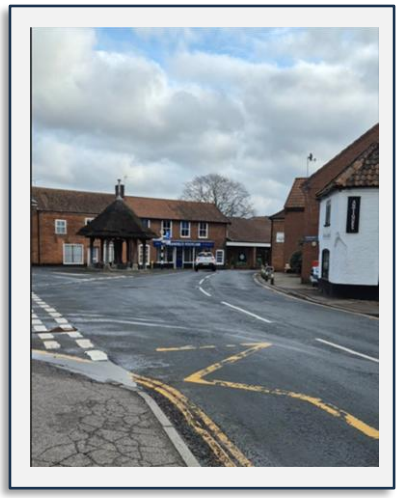
Scheme 2 : without photo background @ A3

Soames Pump JNC - Scheme 2 (4b)
ACE_Transport_Strategy_2_Penfold Street

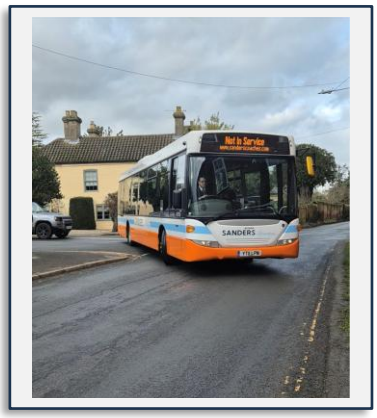


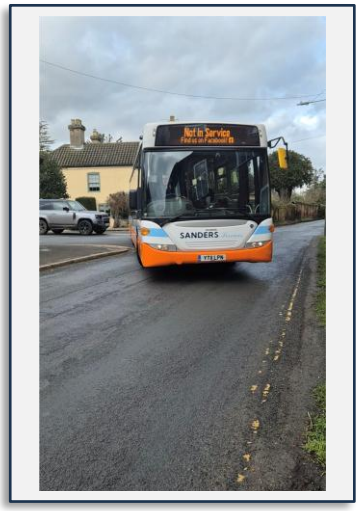
3 : Junction photos : Bus service

From Cawston Road



From Penfold Street / Blickling Road





Aylsham Town Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 27/10/2026			
	Cash in Hand 01/04/2026			404,675.93
	ADD			
	Receipts 01/04/2026 - 27/10/2026			778,149.91
				1,182,825.84
	SUBTRACT			
	Payments 01/04/2026 - 27/10/2026			457,953.70
A	**Cash in Hand 27/10/2026** (per Cash Book)			**724,872.14**
	Cash in hand per Bank Statements			
	Petty Cash	27/10/2026	0.00	
	01 Barclays Current Account	27/10/2026	15,157.64	
	02 Barclays Active Saver	27/10/2026	378,542.68	
	Public Sector Deposit Fund	27/10/2026	127,285.43	
	Shawbrook - Issue 7 Fixed Bond	27/10/2026	95,117.07	
	Redwood Savings Account	27/10/2026	107,284.03	
				723,386.85
	Less unpresented payments			-1,485.29
				724,872.14
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**724,872.14**
	A = B Checks out OK			

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 28/10/2026)

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	5,695.24		5,695.24	300.00	124.64		124.64		
3 CIL		29,536.52												
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	668.61		668.61		
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	1,643.18		1,643.18		
14 Advertising			500.00	1,360.00					4,200.00	2,730.00		2,730.00		
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 & Memb			3,100.00	3,666.19					4,000.00	2,390.68		2,390.68		
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	14,343.33		14,343.33		
20 Chairman's Allowance			250.00	229.55					500.00					
21 Climate Change		6,918.94	5,000.00	1,110.83		778.51		778.51		234.51		234.51		
22 Cittaslow		737.00	1,500.00	1,608.67					1,500.00					
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	3,162.20		3,162.20		
27 Miscellaneous		30.00	500.00	119.08					250.00	17.99		17.99		
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		

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 28/10/2026)

162	VAT											
163	Legal Expenses			2,500.00	1,195.52				3,500.00			
176	Skate Park Fundraisin											
178	Staff Uniform / PPE				893.84				750.00	665.79		665.79
181	Repairs & Maintenanc			4,000.00	3,595.16				4,000.00	316.30		316.30
190	Warm Spaces											
196	Credit											
199	Community Speedwat				10.23							
200	CIL 2025/26		4,415.68				27,019.28		27,019.28			
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		6,152.50		6,152.50	1,606.00	7,192.96	7,192.96
216	Telephone and Broadb									7,734.00	4,585.54	4,585.54
217	Office Software									8,500.00	5,485.76	5,485.76
218	Printing and Secure D									2,250.00	1,676.30	1,676.30
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	453.72	453.72
	SUB TOTAL	**148,520.00**	**192,473.02**	**151,948.22**	**168,541.14**	**11,050.00**	**39,803.86**		**39,803.86**	**87,634.00**	**50,716.35**	**50,716.35**

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
02 Town Hall		**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	10,410.35		10,410.35						
45	Staff Costs			37,050.00	40,446.83										
48	Utilities			8,000.00	15,080.30					15,000.00	6,935.34		6,935.34		

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 28/10/2026)

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	4,659.67		4,659.67	
51	Repairs & Maintenanc			5,000.00	3,359.51				17,600.00	10,015.59		10,015.59	
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**	**10,885.35**		**10,885.35**	**64,850.00**	**30,237.48**		**30,237.48**		

03 Drill Hall

		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
61	Storage Rent	800.00	545.00			650.00	400.00		400.00						
62	Hirings - Drill Hall	33,000.00	38,427.00			34,000.00	26,136.50		26,136.50						
63	Staff Costs			41,435.00	45,407.67										
66	Broadband			600.00	600.00					650.00	350.00		350.00		
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	1,906.47		1,906.47		
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	201.35		201.35		

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 28/10/2026)

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**	**26,536.50**		**26,536.50**	**43,350.00**	**18,365.69**		**18,365.69**

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	4,800.00		4,800.00						
82	Repairs/Maintenance			500.00	404.07					600.00	133.32		133.32		
203	Miscellaneous														
206	Management Fees				999.79					1,032.00	676.00		676.00		
224	Utilities														
	SUB TOTAL	**7,000.00**	**8,049.06**	**500.00**	**1,403.86**	**9,600.00**	**4,800.00**		**4,800.00**	**1,632.00**	**809.32**		**809.32**		

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	3,463.41		3,463.41		

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 28/10/2026)

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	1,153.34		1,153.34		
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**	**9,094.91**		**9,094.91**		

07 Other Properties

		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**
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

		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**
96	Interments	3,000.00	5,245.00			3,100.00	2,195.00		2,195.00						
97	Memorials & Inscriptio	1,000.00	2,330.00		150.00	1,500.00	910.00		910.00						
98	Exclusive Rights	2,500.00	4,550.00			2,500.00	3,767.00		3,767.00						
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	23.45		23.45		
108	Equipment Loan (Gras														

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 28/10/2026)

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**	**6,872.00**		**6,872.00**	**2,950.00**	**1,128.45**		**1,128.45**	

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
09 Allotments		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	3,622.68		3,622.68		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	300.00		300.00		
180	Water			100.00	313.95					200.00	217.37		217.37		
187	Precept	30,880.00	30,884.00												
223	Deposits						671.00		671.00		100.00		100.00		
232	Allotment card charge										2.54		2.54		
	SUB TOTAL	**35,380.00**	**35,667.78**	**35,383.00**	**32,794.89**	**4,000.00**	**4,293.68**		**4,293.68**	**1,250.00**	**935.06**		**935.06**		

		Last Year 2025-2026				Current Year 2026-2027								Next Year	
10 Markets		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	3,947.25		3,947.25						
121	Farmers Market Rent	3,000.00	643.98			1,200.00	597.06		597.06		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		

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 28/10/2026)

124	Licensing			200.00					200.00				
170	Market Place Sundries			700.00	266.76								
171	Market Place Advertisi												
208	Card Charges Market				2.86		30.00	30.00		25.51		25.51	
	SUB TOTAL	**9,000.00**	**5,481.35**	**2,400.00**	**1,668.85**	**6,200.00**	**4,574.31**	**4,574.31**	**1,950.00**	**461.63**		**461.63**	

		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	40,800.00		40,800.00		
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	1,158.10		1,158.10		
132	Repairs & Maintenanc		332.00	500.00	727.67					600.00	475.30		475.30		
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	10,971.19		10,971.19		
148	Petrol costs Grass Cut				2,300.77					2,600.00	1,865.57		1,865.57		
149	Verges - Equipment Lo														
150	Verges - Petrol Costs (														
172	Replacement Furniture			500.00						500.00					

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 28/10/2026)

188	Precept	159,220.00	159,228.00											
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**	**60,377.16**		**60,377.16**	

12 Events

		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	517.00		517.00	4,100.00	2,123.46		2,123.46		
177	Christmas Events		1,586.19	1,003.00	2,876.84	910.00	730.00		730.00	2,600.00					
191	Events										-14.16		-14.16		
231	Card Charges Events										2.69		2.69		
	SUB TOTAL		**3,412.42**	**3,003.00**	**6,439.15**	**1,850.00**	**1,247.00**		**1,247.00**	**6,700.00**	**2,111.99**		**2,111.99**		

13 Churchyard

		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		1,092.51		1,092.51		
198	Staff Costs			10,858.00	11,739.17										
201	Precept	16,415.00	16,374.00												

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 28/10/2026)

SUB TOTAL	**16,415.00**	**18,374.00**	**16,373.00**	**15,597.52**	**1,682.66**	**1,682.66**	**1,900.00**	**1,869.16**	**1,869.16**		

	Last Year 2025-2026				Current Year 2026-2027								Next Year	
14 Street Scene	**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	5,585.66		5,585.66		
152 Street Lighting Mainte			3,000.00	2,676.12					10,000.00	2,595.26		2,595.26		
153 Street Lighting Inspect			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 Prc														
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**	**8,893.72**		**8,893.72**		

	Last Year 2025-2026				Current Year 2026-2027								Next Year	
15 Staff Costs	**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	93,583.57		93,583.57		
214 Staff Costs (Maintenar						237.31		237.31	221,467.73	131,730.85		131,730.85		

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 28/10/2026)

SUB TOTAL					**237.31**		**237.31**	**410,005.54**	**225,314.42**		**225,314.42**		

16 Precept

		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	627,715.00		627,715.00						
	SUB TOTAL					**627,715.00**	**627,715.00**		**627,715.00**						

Earmarked Reserves

		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						241.55		241.55		
210	IT Improvement Projec				7,203.60		82.00		82.00		9,868.35		9,868.35		
211	EMR Green Infrastruct				227.55						2,119.85		2,119.85		
212	EMR Neighbourhood I				1,035.70						1,639.20		1,639.20		
222	Church Wall Reserve										695.21		695.21		
226	Building Inspection To										2,250.00		2,250.00		
227	Building Inspection Dri										2,250.00		2,250.00		
228	Building Inspection Ce										900.00		900.00		
229	Building Inspection 23										1,350.00		1,350.00		
230	Building Inspections P										700.00		700.00		

Aylsham Town Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 28/10/2026)

SUB TOTAL		**13,663.59**	**344.14**	**21,767.39**		**1,100.29**	**1,100.29**		**24,473.85**	**24,473.85**

Summary

TOTAL	**645,180.00**	**702,088.64**	**655,322.36**	**679,189.35**	**741,565.00**	**746,117.20**	**746,117.20**	**775,569.54**	**434,789.19**	**434,789.19**

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

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
586	05/10/2026			01 Barclays Curren	COMMISSION F	Bank Charges	Barclays Bank plc	Z	11.67		11.67
						Subtotal for Code:	Bank Interest /Charges		£11.67		£11.67

Code Number 10 Office Expenses (General)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
601	06/10/2026	2026-2027/319		01 Barclays Curren	800006496151II	Office Expenses	Co-op Aylsham Store	Z	1.65		1.65
624	13/10/2026	2026-2027/347		01 Barclays Curren	TTA687	Water Machine	Cooleraid	S	29.88	5.98	35.86
						Subtotal for Code:	Office Expenses (General)		£31.53	£5.98	£37.51

Code Number 13 Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
643	21/10/2026	2026-2027/379		01 Barclays Curren		Staff PPE	Amazon	S	16.62	3.32	19.94
						Subtotal for Code:	Equipment		£16.62	£3.32	£19.94

Code Number 14 Advertising

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
588	05/10/2026	2026-2027/322		01 Barclays Curren	INV 0015267	Advertising	Just Regional	S	210.00	42.00	252.00
614	13/10/2026	2026-2027/361		01 Barclays Curren	0015464	Advertising	Just Regional	S	210.00	42.00	252.00
641	27/10/2026	2026-2027/390		01 Barclays Curren		Advertising	Just Regional	S	210.00	42.00	252.00
652	27/10/2026			01 Barclays Curren		Advertising	Just Regional	S	-210.00	-42.00	-252.00
661	27/10/2026	Duplicate Payn		01 Barclays Curren		Advertising	Just Regional	S	210.00	42.00	252.00
						Subtotal for Code:	Advertising		£630.00	£126.00	£756.00

Code Number 17 Subscriptions & Memberships

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
574	30/09/2026	2026-2027/305		01 Barclays Curren	INV1019	Subscriptions & Memberships	Community Action Norfolk	Z	26.50		26.50
						Subtotal for Code:	Subscriptions & Memberships		£26.50		£26.50

Code Number 19 Insurance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
576	30/09/2026	2026-2027/339		01 Barclays Curren	16824335	Insurance	Arthur J Gallagher Insurance Brokers	E	14,343.33		14,343.33
						Subtotal for Code:	Insurance		£14,343.33		£14,343.33

Code Number 26 Van

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
630	19/10/2026	2026-2027/342		01 Barclays Curren	SQ2771753 DDI	Van	ALD Automotive	S	393.13	78.63	471.76
639	21/10/2026	2026-2027/375		01 Barclays Curren		Repairs & Maintenance	Amazon	S	4.99	1.00	5.99
643	21/10/2026	2026-2027/379		01 Barclays Curren		Staff PPE	Amazon	S	13.83	2.77	16.60
						Subtotal for Code:	Van		£411.95	£82.40	£494.35

Code Number 27 Miscellaneous

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
654	27/10/2026			01 Barclays Curren		Miscellaneous	Amazon	S	-49.13	-9.82	-58.95

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
657	27/10/2026	Duplicate Payn		01 Barclays Currer		Miscellaneous	Amazon	S	49.12	9.83	58.95
							Subtotal for Code: Miscellaneous		£-0.01	£0.01	

Code Number 178 Staff Uniform / PPE

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
573	30/09/2026	2026-2027/304		01 Barclays Currer	GB6006TIU5UJ2	Staff PPE	Amazon	S	7.37	1.47	8.84
594	06/10/2026			01 Barclays Currer	80000649615III	Stationery	The Photo ID Card People	S	72.35	14.47	86.82
600	06/10/2026	2026-2027/288		01 Barclays Currer	80000649615III	Staff PPE	Workwear Express	S	44.99	9.00	53.99
643	21/10/2026	2026-2027/379		01 Barclays Currer		Staff PPE	Amazon	S	9.17	1.83	11.00
643	21/10/2026	2026-2027/379		01 Barclays Currer		Staff PPE	Amazon	S	4.52	0.90	5.42
							Subtotal for Code: Staff Uniform / PPE		£138.40	£27.67	£166.07

Code Number 209 Visit Aylsham

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
597	06/10/2026	2026-2027/237		01 Barclays Currer	80000649615III	Visit Aylsham	Where The Trade Buys	Z	405.66		405.66
597	06/10/2026	2026-2027/237		01 Barclays Currer	80000649615III	Visit Aylsham	Where The Trade Buys	S	15.00	3.00	18.00
597	06/10/2026	2026-2027/237		01 Barclays Currer	80000649615III	Visit Aylsham	Where The Trade Buys	S	10.00	2.00	12.00
618	13/10/2026	2026-2027/353		01 Barclays Currer	I29503	snail trail	S & M Supplies	S	16.19	3.24	19.43
618	13/10/2026	2026-2027/353		01 Barclays Currer	I29503	snail trail	S & M Supplies	S	12.15	2.43	14.58
618	13/10/2026	2026-2027/353		01 Barclays Currer	I29503	snail trail	S & M Supplies	S	0.82	0.16	0.98
618	13/10/2026	2026-2027/353		01 Barclays Currer	I29503	snail trail	S & M Supplies	S	3.60	0.72	4.32
619	13/10/2026	2026-2027/360		01 Barclays Currer	355	General Events	Bertie Anderson Haggart	Z	50.00		50.00
620	13/10/2026	2026-2027/343		01 Barclays Currer	ATC-SEP26	Visit Aylsham	Claire Butler Creative Services	Z	816.46		816.46
							Subtotal for Code: Visit Aylsham		£1,329.88	£11.55	£1,341.43

Code Number 216 Telephone and Broadband

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
563	30/09/2026	2026-2027/354		01 Barclays Currer	GP01025521-00	Telephone & Broadband	British Telecom	S	412.56	82.51	495.07
563	30/09/2026	2026-2027/354		01 Barclays Currer	GP01025521-00	Telephone & Broadband	British Telecom	Z	-320.00		-320.00
578	01/10/2026	2026-2027/355		01 Barclays Currer	EA30883731-00(	Telephone & Broadband	British Telecom	S	184.32	36.86	221.18
583	01/10/2026	0510170		01 Barclays Currer		IT Equipment	Shire Leasing	S	312.33	62.47	374.80
585	02/10/2026	2026-2027/334		01 Barclays Currer	33726153M4166	Telephone & Broadband	Vodafone	S	81.58	16.31	97.89
650	21/10/2026			01 Barclays Currer		Telephone & Broadband	EE Limited	S	37.00	7.40	44.40
							Subtotal for Code: Telephone and Broadband		£707.79	£205.55	£913.34

Code Number 217 Office Software

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
579	01/10/2026	2026-2027/350		01 Barclays Currer	SCRIBE-S8T4B/	Software	Scribe	S	36.00	7.20	43.20
580	01/10/2026	2026-2027/349		01 Barclays Currer	SCRIBE-S8T4B/	Software	Scribe	S	52.00	10.40	62.40
581	01/10/2026	2026-2027/352		01 Barclays Currer	SCRIBE-S8T4B/	Software	Scribe	S	17.50	3.50	21.00
584	01/10/2026	2026-2027/357		01 Barclays Currer		Software	Scribe	S	157.00	31.40	188.40
598	06/10/2026	2026-2027/337		01 Barclays Currer	80000649615III	Software	Microsoft LTD	S	11.16	2.23	13.39
603	06/10/2026	2026-2027/318		01 Barclays Currer	80000649615III	Software	Canva	S	10.83	2.17	13.00
607	06/10/2026	2026-2027/314		01 Barclays Currer	80000649615III	Software	Microsoft LTD	S	124.25	24.85	149.10

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
608	06/10/2026	2026-2027/315		01 Barclays Currer	800006496151II!	Software	Microsoft LTD	S	136.08	27.22	163.30
611	07/10/2026	2026-2027/358		01 Barclays Currer	CARAR5MW-BR	Software	Brightpay	S	5.40	1.08	6.48
							Subtotal for Code: Office Software		£550.22	£110.05	£660.27

Code Number 218 Printing and Secure Destruction

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
617	13/10/2026	2026-2027/351		01 Barclays Currer	10105	Office Expenses	Shred Station	S	60.01	12.00	72.01
622	13/10/2026	2026-2027/345		01 Barclays Currer	AYLS03	Photocopy Expenses	Mayday	S	44.00	8.80	52.80
632	20/10/2026			01 Barclays Currer	A1E09957 V698	Photocopy Expenses	BNP Paribas Leasing Solutions	S	195.00	39.00	234.00
							Subtotal for Code: Printing and Secure Destructior		£299.01	£59.80	£358.81

Code Number 221 Stationery & Postage

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
566	30/09/2026	2026-2027/321		01 Barclays Currer	GB62CJ7KABE\	Stationery	Amazon	S	11.66	2.33	13.99
623	13/10/2026	2026-2027/346		01 Barclays Currer	GB62GG68ABE\	Stationery	Amazon	S	6.62	1.32	7.94
626	16/10/2026	2026-2027/370		01 Barclays Currer	7292964-441115	Stationery	Viking	S	41.85	8.37	50.22
638	21/10/2026	2026-2027/382		01 Barclays Currer		Cleaning/Sanitary/Refuse	Nisbets	S	0.09	0.02	0.11
638	21/10/2026	2026-2027/382		01 Barclays Currer		Cleaning/Sanitary/Refuse	Nisbets	S	0.29	0.06	0.35
638	21/10/2026	2026-2027/382		01 Barclays Currer		Cleaning/Sanitary/Refuse	Nisbets	S	0.29	0.06	0.35
638	21/10/2026	2026-2027/382		01 Barclays Currer		Cleaning/Sanitary/Refuse	Nisbets	S	0.79	0.15	0.94
							Subtotal for Code: Stationery & Postage		£61.59	£12.31	£73.90
							Subtotal for Cost Centre: 01 General Purpose		18,558.48	644.64	19,203.12

Cost Centre 02 Town Hall

Code Number 48 Utilities

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
640	21/10/2026	2026-2027/369		01 Barclays Currer		Water	Wave	Z	110.59		110.59
645	26/10/2026	2026-2027/377		01 Barclays Currer		Gas	Engie Gas Limited	L	17.40	0.87	18.27
646	26/10/2026	2026-2027/376		01 Barclays Currer		Gas	Engie Gas Limited	L	52.14	2.61	54.75
							Subtotal for Code: Utilities		£180.13	£3.48	£183.61

Code Number 50 Cleaning/Sanitary/Refuse

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
564	30/09/2026	2026-2027/325		01 Barclays Currer	INV-103	Window Cleaning	Mr Brightside Pure Water Window Cle	Z	45.00		45.00
575	30/09/2026	2026-2027/289		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	3.98	0.80	4.78
575	30/09/2026	2026-2027/289		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	0.99	0.20	1.19
575	30/09/2026	2026-2027/289		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	8.99	1.80	10.79
575	30/09/2026	2026-2027/289		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	3.79	0.76	4.55
575	30/09/2026	2026-2027/289		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	1.99	0.40	2.39
575	30/09/2026	2026-2027/289		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	7.17	1.43	8.60
575	30/09/2026	2026-2027/289		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	2.39	0.46	2.85
575	30/09/2026	2026-2027/289		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	3.98	0.80	4.78
575	30/09/2026	2026-2027/289		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	2.49	0.50	2.99

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
606	06/10/2026	2026-2027/313		01 Barclays Currer	800006496151115	Cleaning/Sanitary/Refuse	Co-op Aylsham Store	S	3.33	0.67	4.00
606	06/10/2026	2026-2027/313		01 Barclays Currer	800006496151115	Cleaning/Sanitary/Refuse	Co-op Aylsham Store	Z	1.15		1.15
610	06/10/2026	2026-2027/311		01 Barclays Currer	800006496151115	Cleaning/Sanitary/Refuse	Co-op Aylsham Store	S	4.17	0.83	5.00
629	16/10/2026	2026-2027/373		01 Barclays Currer	0005091276	Cleaning/Sanitary/Refuse	Nisbets	S	4.98	0.99	5.97
647	26/10/2026	2026-2027/332		01 Barclays Currer		Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	S	478.50	95.70	574.20
653	27/10/2026			01 Barclays Currer		Cleaning/Sanitary/Refuse	Nisbets	S	-4.45	-0.89	-5.34
658	27/10/2026	Duplicate Payn		01 Barclays Currer		Cleaning/Sanitary/Refuse	Nisbets	S	4.45	0.89	5.34
							Subtotal for Code: Cleaning/Sanitary/Refuse		£572.90	£105.34	£678.24

Code Number 51 Repairs & Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
621	13/10/2026	2026-2027/344		01 Barclays Currer	I30409	Repairs & Maintenance	S & M Supplies	S	1.78	0.36	2.14
621	13/10/2026	2026-2027/344		01 Barclays Currer	I30409	Repairs & Maintenance	S & M Supplies	S	3.99	0.80	4.79
621	13/10/2026	2026-2027/344		01 Barclays Currer	I30409	Repairs & Maintenance	S & M Supplies	S	2.91	0.58	3.49
621	13/10/2026	2026-2027/344		01 Barclays Currer	I30409	Repairs & Maintenance	S & M Supplies	S	2.93	0.59	3.52
638	21/10/2026	2026-2027/382		01 Barclays Currer		Cleaning/Sanitary/Refuse	Nisbets	S	2.99	0.60	3.59
							Subtotal for Code: Repairs & Maintenance		£14.60	£2.93	£17.53
							Subtotal for Cost Centre: 02 Town Hall		767.63	111.75	879.38

Cost Centre 03 Drill Hall

Code Number 66 Broadband

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
637	21/10/2026	2026-2027/384		01 Barclays Currer		Telephone & Broadband	Intouch	S	50.00	10.00	60.00
655	27/10/2026			01 Barclays Currer		Telephone & Broadband	Intouch	S	-50.00	-10.00	-60.00
659	27/10/2026	Duplicate payn		01 Barclays Currer		Telephone & Broadband	Intouch	S	50.00	10.00	60.00
							Subtotal for Code: Broadband		£50.00	£10.00	£60.00

Code Number 70 Cleaning/Sanitary/Refuse

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
565	30/09/2026	2026-2027/326		01 Barclays Currer	INV-059	Window Cleaning	Mr Brightside Pure Water Window Cle	Z	20.00		20.00
648	26/10/2026	2026-2027/331		01 Barclays Currer		Cleaning/Sanitary/Refuse	Biffa Waste Services Limited	S	139.68	27.94	167.62
							Subtotal for Code: Cleaning/Sanitary/Refuse		£159.68	£27.94	£187.62

Code Number 166 Incidentals

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
616	13/10/2026	2026-2027/348		01 Barclays Currer	TTA688	Water Machine	Cooleraid	S	14.94	2.99	17.93
							Subtotal for Code: Incidentals		£14.94	£2.99	£17.93
							Subtotal for Cost Centre: 03 Drill Hall		224.62	40.93	265.55

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

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier		Vat Type	Net	Vat	Total
577	01/10/2026	01.09.26to30.0		01 Barclays Curren	SEQUENCE UK	CemeteryCottageSequenceUK	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
644	27/10/2026	2026-2027/368		01 Barclays Curren		Water	Wave		Z	820.90		820.90
							Subtotal for Code:	Utilities		£820.90		£820.90

Code Number 87 Sanitary/Refuse/Materials

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier		Vat Type	Net	Vat	Total
605	06/10/2026	2026-2027/218		01 Barclays Curren	800006496151115	Staff PPE	How Safe		S	29.90	5.98	35.88
							Subtotal for Code:	Sanitary/Refuse/Materials		£29.90	£5.98	£35.88
							Subtotal for Cost Centre:	06 Public Toilets		850.80	5.98	856.78

Cost Centre 08 Cemetery

Code Number 107 Repairs &Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier		Vat Type	Net	Vat	Total
627	16/10/2026	2026-2027/378		01 Barclays Curren	I31228/AYTOWN	Repairs & Maintenance	S & M Supplies		S	12.50	2.50	15.00
627	16/10/2026	2026-2027/378		01 Barclays Curren	I31228/AYTOWN	Repairs & Maintenance	S & M Supplies		S	10.95	2.19	13.14
							Subtotal for Code:	Repairs &Maintenance		£23.45	£4.69	£28.14
							Subtotal for Cost Centre:	08 Cemetery		23.45	4.69	28.14

Cost Centre 09 Allotments

Code Number 118 Rent-National Trust

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier		Vat Type	Net	Vat	Total
571	30/09/2026	2026-2027/308		01 Barclays Curren	920471	Allotments	National Trust		S	300.00	60.00	360.00
							Subtotal for Code:	Rent-National Trust		£300.00	£60.00	£360.00

Code Number 180 Water

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier		Vat Type	Net	Vat	Total
582	01/10/2026	2026-2027/282		01 Barclays Curren	9713700 DDR	allotment water invoice	SES Business		Z	32.11		32.11
							Subtotal for Code:	Water		£32.11		£32.11

Code Number 232 Allotment card charges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier		Vat Type	Net	Vat	Total
662	27/10/2026			01 Barclays Curren		Bank Charges	Sumup		Z	2.54		2.54
							Subtotal for Code:	Allotment card charges		£2.54		£2.54
							Subtotal for Cost Centre:	09 Allotments		334.65	60.00	394.65

Cost Centre 10 Markets

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

Code Number **120 Market Rents**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
633	20/10/2026			01 Barclays Curren	MDZ PID140094	Market Rent	Market Rent	Z			
						Subtotal for Code:	Market Rents				

Code Number **208 Card Charges Market**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
590	05/10/2026			01 Barclays Curren		Sumup Fees	Sumup	Z	0.79		0.79
591	06/10/2026			01 Barclays Curren		Sumup Fees	Sumup	Z	0.25		0.25
612	12/10/2026			01 Barclays Curren		Sumup Fees	Sumup	Z	0.17		0.17
613	13/10/2026			01 Barclays Curren		Sumup Fees	Sumup	Z	0.25		0.25
625	13/10/2026			01 Barclays Curren		card fee	Square	Z	1.25		1.25
631	19/10/2026			01 Barclays Curren	MDZ PID139991	card fee	Sumup	Z	0.17		0.17
634	20/10/2026			01 Barclays Curren	MDZ PID140094	Sumup Fees	Sumup	Z	0.25		0.25
636	26/10/2026			01 Barclays Curren		Bank Charges	Sumup	Z	0.17		0.17
						Subtotal for Code:	Card Charges Market		£3.30		£3.30
						Subtotal for Cost Centre:	10 Markets		3.30		3.30

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
562	01/10/2026	2026-2027/298		01 Barclays Curren		Recreation Ground Grant	Recreation Ground	Z	10,200.00		10,200.00
						Subtotal for Code:	Recreation Ground		£10,200.00		£10,200.00

Code Number **131 Equipment**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
593	06/10/2026	2026-2027/232		01 Barclays Curren	800006496151115	Equipment	Briggs Equipment UK Ltd	S	536.40	107.28	643.68
595	06/10/2026	2026-2027/251		01 Barclays Curren	800006496151115	Equipment	Screwfix	S	18.32	3.67	21.99
						Subtotal for Code:	Equipment		£554.72	£110.95	£665.67

Code Number **132 Repairs & Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
567	30/09/2026	2026-2027/283		01 Barclays Curren	AYLE03	Repairs & Maintenance	Wicksteed Leisure Ltd	S	5.32	1.06	6.38
567	30/09/2026	2026-2027/283		01 Barclays Curren	AYLE03	Repairs & Maintenance	Wicksteed Leisure Ltd	S	1.22	0.24	1.46
567	30/09/2026	2026-2027/283		01 Barclays Curren	AYLE03	Repairs & Maintenance	Wicksteed Leisure Ltd	S	7.99	1.60	9.59
567	30/09/2026	2026-2027/283		01 Barclays Curren	AYLE03	Repairs & Maintenance	Wicksteed Leisure Ltd	S	198.65	39.73	238.38
567	30/09/2026	2026-2027/283		01 Barclays Curren	AYLE03	Repairs & Maintenance	Wicksteed Leisure Ltd	S	2.66	0.53	3.19
567	30/09/2026	2026-2027/283		01 Barclays Curren	AYLE03	Repairs & Maintenance	Wicksteed Leisure Ltd	S	2.93	0.59	3.52
567	30/09/2026	2026-2027/283		01 Barclays Curren	AYLE03	Repairs & Maintenance	Wicksteed Leisure Ltd	S	2.66	0.53	3.19
567	30/09/2026	2026-2027/283		01 Barclays Curren	AYLE03	Repairs & Maintenance	Wicksteed Leisure Ltd	S	10.64	2.13	12.77
567	30/09/2026	2026-2027/283		01 Barclays Curren	AYLE03	Repairs & Maintenance	Wicksteed Leisure Ltd	S	10.64	2.13	12.77
567	30/09/2026	2026-2027/283		01 Barclays Curren	AYLE03	Repairs & Maintenance	Wicksteed Leisure Ltd	S	31.46	6.29	37.75

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

567	30/09/2026	2026-2027/283		01 Barclays Currer	AYLE03	Repairs & Maintenance	Wicksteed Leisure Ltd	S	23.30	4.66	27.96
568	30/09/2026	2026-2027/329		01 Barclays Currer	2016084894	Repairs & Maintenance	Screwfix	S	16.66	3.33	19.99
568	30/09/2026	2026-2027/329		01 Barclays Currer	2016084894	Repairs & Maintenance	Screwfix	S	7.57	1.52	9.09
568	30/09/2026	2026-2027/329		01 Barclays Currer	2016084894	Repairs & Maintenance	Screwfix	S	19.16	3.83	22.99
572	30/09/2026	2026-2027/307		01 Barclays Currer	2015892666	Repairs & Maintenance	Screwfix	S	5.41	1.08	6.49
						Subtotal for Code:	Repairs & Maintenance		£346.27	£69.25	£415.52

Code Number 144 Equipment Loan (Grass Cutting)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
589	05/10/2026	2026-2027/330		01 Barclays Currer	419266/300418	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
592	06/10/2026	2026-2027/310		01 Barclays Currer	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	101.09	20.22	121.31
599	06/10/2026	2026-2027/320		01 Barclays Currer	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	51.03	10.21	61.24
599	06/10/2026	2026-2027/320		01 Barclays Currer	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	52.78	10.56	63.34
602	06/10/2026	2026-2027/317		01 Barclays Currer	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	36.00	7.20	43.20
604	06/10/2026	2026-2027/316		01 Barclays Currer	80000649615III5	Fuel for Mower	Aylsham SF Connect	S	82.47	16.50	98.97
						Subtotal for Code:	Petrol costs Grass Cutting Equi		£323.37	£64.69	£388.06
						Subtotal for Cost Centre:	11 Open Spaces		12,979.36	555.89	13,535.25

Cost Centre 12 Events

Code Number 160 General Events

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
609	06/10/2026	2026-2027/312		01 Barclays Currer	80000649615III5	General Events	Co-op Aylsham Store	Z	1.65		1.65
609	06/10/2026	2026-2027/312		01 Barclays Currer	80000649615III5	General Events	Co-op Aylsham Store	Z	2.35		2.35
609	06/10/2026	2026-2027/312		01 Barclays Currer	80000649615III5	General Events	Co-op Aylsham Store	Z	0.65		0.65
609	06/10/2026	2026-2027/312		01 Barclays Currer	80000649615III5	General Events	Co-op Aylsham Store	S	1.54	0.31	1.85
609	06/10/2026	2026-2027/312		01 Barclays Currer	80000649615III5	General Events	Co-op Aylsham Store	S	1.08	0.22	1.30
						Subtotal for Code:	General Events		£7.27	£0.53	£7.80

Code Number 231 Card Charges Events

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
636	26/10/2026			01 Barclays Currer		Bank Charges	Sumup	Z	2.69		2.69
						Subtotal for Code:	Card Charges Events		£2.69		£2.69
						Subtotal for Cost Centre:	12 Events		9.96	0.53	10.49

Cost Centre 13 Churchyard

Code Number 182 Grounds Maintenance (churchyard)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
596	06/10/2026	2026-2027/202		01 Barclays Currer	80000649615III5	Church - Memorial Garden	Screwfix	S	9.57	1.91	11.48

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
628	16/10/2026	2026-2027/195		01 Barclays Currer	SI947451	Church - Memorial Garden	Glasdon UK Limited\	S	713.34	142.66	856.00
							Subtotal for Code: Grounds Maintenance (churchy		£722.91	£144.57	£867.48
							Subtotal for Cost Centre: 13 Churchyard		722.91	144.57	867.48

Cost Centre 14 Street Scene

Code Number 151 Utilities

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
649	26/10/2026	2026-2027/372		01 Barclays Currer		street light electricity	Npower Business Solutions	S	886.98	177.40	1,064.38
							Subtotal for Code: Utilities		£886.98	£177.40	£1,064.38

Code Number 152 Street Lighting Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
569	30/09/2026	2026-2027/324		01 Barclays Currer	INV-0681	Street Lighting Maintenance	T T Jones Electrical Ltd	S	200.08	40.02	240.10
570	30/09/2026	2026-2027/323		01 Barclays Currer	INV-0680	Street Lighting Maintenance	T T Jones Electrical Ltd	S	45.00	9.00	54.00
							Subtotal for Code: Street Lighting Maintenance		£245.08	£49.02	£294.10
							Subtotal for Cost Centre: 14 Street Scene		1,132.06	226.42	1,358.48

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
635	23/10/2026			01 Barclays Currer		Staff Costs	Staff Costs	Z	10,867.06		10,867.06
635	23/10/2026			01 Barclays Currer		Staff Costs	Staff Costs	Z	2,119.08		2,119.08
635	23/10/2026			01 Barclays Currer		Staff Costs	Staff Costs	Z	1,442.41		1,442.41
							Subtotal for Code: Staff Costs (Admin)		£14,428.55		£14,428.55

Code Number 214 Staff Costs (Maintenance)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
635	23/10/2026			01 Barclays Currer		Staff Costs	Staff Costs	Z	14,856.65		14,856.65
635	23/10/2026			01 Barclays Currer		Staff Costs	Staff Costs	Z	2,838.24		2,838.24
635	23/10/2026			01 Barclays Currer		Staff Costs	Staff Costs	Z	1,788.47		1,788.47
							Subtotal for Code: Staff Costs (Maintenance)		£19,483.36		£19,483.36
							Subtotal for Cost Centre: 15 Staff Costs		33,911.91		33,911.91

Cost Centre Earmarked Reserves

Code Number 204 ACE - Pallet Fund

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
615	13/10/2026	2026-2027/362		01 Barclays Currer	10112	ACE	My Group Hull Ltd	S	50.00	10.00	60.00
							Subtotal for Code: ACE - Pallet Fund		£50.00	£10.00	£60.00

Code Number 210 IT Improvement Project

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
587	05/10/2026	2026-2027/335		01 Barclays Currer	MRCA0953	IT Improvements	Amerits Digital Ltd	S	750.00	150.00	900.00

Aylsham Town Council

Listing of Payments in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

						Subtotal for Code:	IT Improvement Project		£750.00	£150.00	£900.00

Code Number 211 EMR Green Infrastructure

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
642	21/10/2026	2026-2027/392		01 Barclays Curren		ACE	Barcham Trees	S	128.00	25.60	153.60
642	21/10/2026	2026-2027/392		01 Barclays Curren		ACE	Barcham Trees	S	182.00	36.40	218.40
642	21/10/2026	2026-2027/392		01 Barclays Curren		ACE	Barcham Trees	S	103.00	20.60	123.60
642	21/10/2026	2026-2027/392		01 Barclays Curren		ACE	Barcham Trees	S	117.00	23.40	140.40
642	21/10/2026	2026-2027/392		01 Barclays Curren		ACE	Barcham Trees	S	65.00	13.00	78.00
642	21/10/2026	2026-2027/392		01 Barclays Curren		ACE	Barcham Trees	S	130.00	26.00	156.00
642	21/10/2026	2026-2027/392		01 Barclays Curren		ACE	Barcham Trees	S	65.00	13.00	78.00
642	21/10/2026	2026-2027/392		01 Barclays Curren		ACE	Barcham Trees	S	24.17	4.83	29.00
642	21/10/2026	2026-2027/392		01 Barclays Curren		ACE	Barcham Trees	S	110.00	22.00	132.00
651	27/10/2026	2026-2027/338		01 Barclays Curren		Green Spaces Trail map	SHPIGIT	Z	285.99		285.99
656	27/10/2026			01 Barclays Curren		ACE	Barcham Trees	S	-924.17	-184.83	-1,109.00
660	27/10/2026	Duplicate Payn		01 Barclays Curren		Green Infrastructure	Barcham Trees	S	924.17	184.83	1,109.00
						Subtotal for Code:	EMR Green Infrastructure		£1,210.16	£184.83	£1,394.99

Code Number 212 EMR Neighbourhood Plan

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
588	05/10/2026	2026-2027/322		01 Barclays Curren	INV 0015267	Advertising	Just Regional	S	260.00	52.00	312.00
						Subtotal for Code:	EMR Neighbourhood Plan		£260.00	£52.00	£312.00
						Subtotal for Cost Centre:	Earmarked Reserves		2,270.16	396.83	2,666.99

TOTALS £71,875.29 £2,209.43 £74,084.72

Aylsham Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

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
487	30/09/2026			Redwood Savings /		Bank Interest Received	Redwood Savings account	Z	281.66		281.66
488	21/10/2026			Public Sector Depc		Bank Interest Received	CCLA	Z	402.34		402.34
							Subtotal for Code: Bank Interest /Charges		£684.00		£684.00

Code Number 21 Climate Change

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
426	08/10/2026			01 Barclays Currer		Banking	Various	Z	38.30		38.30
436	12/10/2026			01 Barclays Currer		Blister packs	[redacted]	Z	307.21		307.21
470	23/10/2026			01 Barclays Currer		Banking	Various	Z	45.50		45.50
							Subtotal for Code: Climate Change		£391.01		£391.01

Code Number 162 VAT

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
397	01/10/2026			01 Barclays Currer		VAT	HMRC	Z	-10,805.90		-10,805.90
398	01/10/2026			01 Barclays Currer		VAT	HMRC	R		10,805.90	10,805.90
485	23/10/2026			01 Barclays Currer		VAT	HMRC	R		11,126.87	11,126.87
							Subtotal for Code: VAT		£-10,805.90	£21,932.77	£11,126.87

Code Number 209 Visit Aylsham

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
484	22/10/2026			01 Barclays Currer		Grants & Donations Received	Norfolk County Council	Z	6,152.50		6,152.50
							Subtotal for Code: Visit Aylsham		£6,152.50		£6,152.50
							Subtotal for Cost Centre: 01 General Purpose		-3,578.39	21,932.77	18,354.38

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
403	01/10/2026	2026-2027/270		01 Barclays Currer		Hirings	Aylsham Flower Club	Z	36.00		36.00
403	01/10/2026	2026-2027/270		01 Barclays Currer		Hirings	Aylsham Flower Club	Z	42.00		42.00
406	01/10/2026	2026-2027/281		01 Barclays Currer	2812	Hirings	Aylsham WI	Z	36.00		36.00
407	01/10/2026	2026-2027/283		01 Barclays Currer	2835	Hirings	EPIC Norfolk	Z	50.00		50.00
407	01/10/2026	2026-2027/283		01 Barclays Currer	2835	Hirings	EPIC Norfolk	Z	50.00		50.00
407	01/10/2026	2026-2027/283		01 Barclays Currer	2835	Hirings	EPIC Norfolk	Z	50.00		50.00
412	02/10/2026	2026-2027/271		01 Barclays Currer	30130044	Hirings	National Trust	Z	108.00		108.00
417	02/10/2026	2026-2027/282		01 Barclays Currer	2829	Hirings	Phoenix LDC	Z	92.00		92.00
417	02/10/2026	2026-2027/282		01 Barclays Currer	2829	Hirings	Phoenix LDC	Z	35.00		35.00
423	05/10/2026	2026-2027/272		01 Barclays Currer	2723	Hirings	Heritage Centre	Z	84.00		84.00
423	05/10/2026	2026-2027/272		01 Barclays Currer	2723	Hirings	Heritage Centre	Z	35.00		35.00
428	07/10/2026	2026-2027/281		01 Barclays Currer	2814	Hirings	Slow Food	Z			

Aylsham Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

428	07/10/2026	2026-2027/281		01 Barclays Currer	2814	Hirings	Slow Food	Z	96.00	96.00
428	07/10/2026	2026-2027/281		01 Barclays Currer	2814	Hirings	Slow Food	Z		
438	12/10/2026	2026-2027/285		01 Barclays Currer	MAYHEW JPB X	Hirings	[redacted]	Z	25.00	25.00
447	13/10/2026	2026-2027/271		01 Barclays Currer	SUFFIELD LOD(	Hirings	Suffield Lodge	Z	72.00	72.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
450	13/10/2026	2026-2027/281		01 Barclays Currer	2813	Hirings	Aylsham Country Market	Z	60.00	60.00
467	20/10/2026	2026-2027/281		01 Barclays Currer	90037628	Hirings	East of England Community Health Ca	Z	84.00	84.00
467	20/10/2026	2026-2027/281		01 Barclays Currer	90037628	Hirings	East of England Community Health Ca	Z	84.00	84.00
467	20/10/2026	2026-2027/281		01 Barclays Currer	90037628	Hirings	East of England Community Health Ca	Z	78.00	78.00
467	20/10/2026	2026-2027/281		01 Barclays Currer	90037628	Hirings	East of England Community Health Ca	Z	84.00	84.00
468	20/10/2026	2026-2027/287		01 Barclays Currer	2874	Hirings	[redacted]	Z	128.00	128.00
477	22/10/2026	2026-2027/288		01 Barclays Currer		Hirings	[redacted]	Z	48.00	48.00
482	26/10/2026	2026-2027/288		01 Barclays Currer		Hirings	[redacted]	Z	32.00	32.00
483	26/10/2026	2026-2027/281		01 Barclays Currer		Hirings	Lawless Pizza	Z	15.00	15.00
483	26/10/2026	2026-2027/281		01 Barclays Currer		Hirings	Lawless Pizza	Z	15.00	15.00
483	26/10/2026	2026-2027/281		01 Barclays Currer		Hirings	Lawless Pizza	Z	15.00	15.00
483	26/10/2026	2026-2027/281		01 Barclays Currer		Hirings	Lawless Pizza	Z	15.00	15.00
						Subtotal for Code:	Hirings - Town Hall		£2,129.00	£2,129.00
						Subtotal for Cost Centre:	02 Town Hall		2,129.00	2,129.00

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
413	02/10/2026	2026-2027/269		01 Barclays Currer	EA RFCA	Hirings	RFCA East Anglia	Z	20.00		20.00
458	16/10/2026	2026-2027/280		01 Barclays Currer	2802	Hirings	Aylsham Scouts	Z	20.00		20.00
463	19/10/2026	2026-2027/280		01 Barclays Currer	2800	Hirings	Aylsham Band	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
400	30/09/2026	2026-2027/281		01 Barclays Currer	2810	Hirings	Extend	Z	15.00		15.00

Aylsham Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

400	30/09/2026	2026-2027/281	01 Barclays Curren	2810	Hirings	Extend	Z	15.00	15.00
400	30/09/2026	2026-2027/281	01 Barclays Curren	2810	Hirings	Extend	Z	15.00	15.00
400	30/09/2026	2026-2027/281	01 Barclays Curren	2810	Hirings	Extend	Z	15.00	15.00
404	01/10/2026	2026-2027/280	01 Barclays Curren	OCT RENT/ 280	Hirings	Jiggers	Z	30.00	30.00
404	01/10/2026	2026-2027/280	01 Barclays Curren	OCT RENT/ 280	Hirings	Jiggers	Z	15.00	15.00
404	01/10/2026	2026-2027/280	01 Barclays Curren	OCT RENT/ 280	Hirings	Jiggers	Z	30.00	30.00
404	01/10/2026	2026-2027/280	01 Barclays Curren	OCT RENT/ 280	Hirings	Jiggers	Z	15.00	15.00
404	01/10/2026	2026-2027/280	01 Barclays Curren	OCT RENT/ 280	Hirings	Jiggers	Z	30.00	30.00
404	01/10/2026	2026-2027/280	01 Barclays Curren	OCT RENT/ 280	Hirings	Jiggers	Z	15.00	15.00
404	01/10/2026	2026-2027/280	01 Barclays Curren	OCT RENT/ 280	Hirings	Jiggers	Z	30.00	30.00
404	01/10/2026	2026-2027/280	01 Barclays Curren	OCT RENT/ 280	Hirings	Jiggers	Z	15.00	15.00
404	01/10/2026	2026-2027/280	01 Barclays Curren	OCT RENT/ 280	Hirings	Jiggers	Z	15.00	15.00
404	01/10/2026	2026-2027/280	01 Barclays Curren	OCT RENT/ 280	Hirings	Jiggers	Z	30.00	30.00
404	01/10/2026	2026-2027/280	01 Barclays Curren	OCT RENT/ 280	Hirings	Jiggers	Z	15.00	15.00
411	02/10/2026	2026-2027/283	01 Barclays Curren	22	Hirings	Barclays Bank	Z	3,647.00	3,647.00
413	02/10/2026	2026-2027/269	01 Barclays Curren	EA RFCA	Hirings	RFCA East Anglia	Z	25.00	25.00
413	02/10/2026	2026-2027/269	01 Barclays Curren	EA RFCA	Hirings	RFCA East Anglia	Z	25.00	25.00
413	02/10/2026	2026-2027/269	01 Barclays Curren	EA RFCA	Hirings	RFCA East Anglia	Z	25.00	25.00
413	02/10/2026	2026-2027/269	01 Barclays Curren	EA RFCA	Hirings	RFCA East Anglia	Z	25.00	25.00
413	02/10/2026	2026-2027/269	01 Barclays Curren	EA RFCA	Hirings	RFCA East Anglia	Z	25.00	25.00
418	02/10/2026	2026-2027/269	01 Barclays Curren	2695	Hirings	Phoenix LDC	Z	52.50	52.50
418	02/10/2026	2026-2027/269	01 Barclays Curren	2695	Hirings	Phoenix LDC	Z	52.50	52.50
418	02/10/2026	2026-2027/269	01 Barclays Curren	2695	Hirings	Phoenix LDC	Z	45.00	45.00
418	02/10/2026	2026-2027/269	01 Barclays Curren	2695	Hirings	Phoenix LDC	Z	52.50	52.50
421	02/10/2026	2026-2027/279	01 Barclays Curren		Hirings	Sutton School of Dance	Z	500.00	500.00
422	05/10/2026	2026-2027/280	01 Barclays Curren	2805	Hirings	Yoga with Anna	Z	15.00	15.00
422	05/10/2026	2026-2027/280	01 Barclays Curren	2805	Hirings	Yoga with Anna	Z	15.00	15.00
422	05/10/2026	2026-2027/280	01 Barclays Curren	2805	Hirings	Yoga with Anna	Z	15.00	15.00
422	05/10/2026	2026-2027/280	01 Barclays Curren	2805	Hirings	Yoga with Anna	Z	15.00	15.00
422	05/10/2026	2026-2027/280	01 Barclays Curren	2805	Hirings	Yoga with Anna	Z	15.00	15.00
446	13/10/2026	2026-2027/270	01 Barclays Curren	2701	Hirings	Alexandra Watson Fitness	Z	15.00	15.00
446	13/10/2026	2026-2027/270	01 Barclays Curren	2701	Hirings	Alexandra Watson Fitness	Z	15.00	15.00
446	13/10/2026	2026-2027/270	01 Barclays Curren	2701	Hirings	Alexandra Watson Fitness	Z	15.00	15.00
446	13/10/2026	2026-2027/270	01 Barclays Curren	2701	Hirings	Alexandra Watson Fitness	Z	15.00	15.00
456	16/10/2026	2026-2027/269	01 Barclays Curren	2691	Hirings	Aylsham Scouts	Z	30.00	30.00
456	16/10/2026	2026-2027/269	01 Barclays Curren	2691	Hirings	Aylsham Scouts	Z	20.00	20.00
456	16/10/2026	2026-2027/269	01 Barclays Curren	2691	Hirings	Aylsham Scouts	Z	30.00	30.00
456	16/10/2026	2026-2027/269	01 Barclays Curren	2691	Hirings	Aylsham Scouts	Z	30.00	30.00
456	16/10/2026	2026-2027/269	01 Barclays Curren	2691	Hirings	Aylsham Scouts	Z	30.00	30.00
457	16/10/2026	2026-2027/272	01 Barclays Curren	2721	Hirings	Aylsham Scouts	Z	25.00	25.00

Aylsham Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

458	16/10/2026	2026-2027/280		01 Barclays Currer	2802	Hirings	Aylsham Scouts	Z	30.00	30.00
458	16/10/2026	2026-2027/280		01 Barclays Currer	2802	Hirings	Aylsham Scouts	Z	30.00	30.00
458	16/10/2026	2026-2027/280		01 Barclays Currer	2802	Hirings	Aylsham Scouts	Z	30.00	30.00
460	16/10/2026	2026-2027/280		01 Barclays Currer	2806	Hirings	Menscraft	Z	30.00	30.00
460	16/10/2026	2026-2027/280		01 Barclays Currer	2806	Hirings	Menscraft	Z	30.00	30.00
460	16/10/2026	2026-2027/280		01 Barclays Currer	2806	Hirings	Menscraft	Z	30.00	30.00
460	16/10/2026	2026-2027/280		01 Barclays Currer	2806	Hirings	Menscraft	Z	30.00	30.00
460	16/10/2026	2026-2027/280		01 Barclays Currer	2806	Hirings	Menscraft	Z	30.00	30.00
463	19/10/2026	2026-2027/280		01 Barclays Currer	2800	Hirings	Aylsham Band	Z	22.50	22.50
463	19/10/2026	2026-2027/280		01 Barclays Currer	2800	Hirings	Aylsham Band	Z	22.50	22.50
463	19/10/2026	2026-2027/280		01 Barclays Currer	2800	Hirings	Aylsham Band	Z	22.50	22.50
463	19/10/2026	2026-2027/280		01 Barclays Currer	2800	Hirings	Aylsham Band	Z	22.50	22.50
463	19/10/2026	2026-2027/280		01 Barclays Currer	2800	Hirings	Aylsham Band	Z	22.50	22.50
472	23/10/2026	2026-2027/289		01 Barclays Currer		Hirings	[redacted]	Z	30.00	30.00
475	22/10/2026	2026-2027/290		01 Barclays Currer		Hirings	Aylsham Boxing Club	Z	295.00	295.00
478	26/10/2026	2026-2027/289		01 Barclays Currer		Hirings	[redacted]	Z	75.00	75.00
479	26/10/2026	2026-2027/289		01 Barclays Currer		Hirings	Aylsham Band	Z	22.50	22.50
479	26/10/2026	2026-2027/289		01 Barclays Currer		Hirings	Aylsham Band	Z	22.50	22.50
479	26/10/2026	2026-2027/289		01 Barclays Currer		Hirings	Aylsham Band	Z	22.50	22.50
479	26/10/2026	2026-2027/289		01 Barclays Currer		Hirings	Aylsham Band	Z	22.50	22.50
479	26/10/2026	2026-2027/289		01 Barclays Currer		Hirings	Aylsham Band	Z	20.00	20.00
486	27/10/2026	2026-2027/280		01 Barclays Currer		Hirings	Kettlebell Fitness	Z	15.00	15.00
486	27/10/2026	2026-2027/280		01 Barclays Currer		Hirings	Kettlebell Fitness	Z	15.00	15.00
486	27/10/2026	2026-2027/280		01 Barclays Currer		Hirings	Kettlebell Fitness	Z	15.00	15.00
489	27/10/2026	2026-2027/285		01 Barclays Currer		Hirings	[redacted]	Z	90.00	90.00
							Subtotal for Code: Hirings - Drill Hall		£6,072.00	£6,072.00
							Subtotal for Cost Centre: 03 Drill Hall		6,132.00	6,132.00

Cost Centre 05 Cemetery Cottage

Code Number 81 Income

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
401	01/10/2026			01 Barclays Currer	SEQUENCE UK	CemeteryCottageSequenceUK	Sequence	Z	800.00		800.00
							Subtotal for Code: Income		£800.00		£800.00
							Subtotal for Cost Centre: 05 Cemetery Cottage		800.00		800.00

Cost Centre 08 Cemetery

Code Number 96 Interments

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
429	07/10/2026	2026-2027/285		01 Barclays Currer	2853	Exclusive Rights	Kevin Cobbold Funeral Services	Z	338.00		338.00
							Subtotal for Code: Interments		£338.00		£338.00

Aylsham Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

Code Number 97 Memorials & Inscriptions

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
473	23/10/2026	2026-2027/290		01 Barclays Currer		Memorial	Rob Wells	Z	94.00		94.00
							Subtotal for Code: Memorials & Inscriptions		£94.00		£94.00

Code Number 98 Exclusive Rights

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
429	07/10/2026	2026-2027/285		01 Barclays Currer	2853	Exclusive Rights	Kevin Cobbold Funeral Services	Z	338.00		338.00
							Subtotal for Code: Exclusive Rights		£338.00		£338.00
							Subtotal for Cost Centre: 08 Cemetery		770.00		770.00

Cost Centre 09 Allotments

Code Number 111 Rents Received

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
382	01/10/2026	2026-2027/275		01 Barclays Currer		Allotments	[redacted]	Z	30.00		30.00
402	01/10/2026	2026-2027/273		01 Barclays Currer		Allotments	[redacted]	Z	60.00		60.00
408	01/10/2026	2026-2027/284		01 Barclays Currer	2842	Allotments	[redacted]	Z	50.00		50.00
409	02/10/2026	2026-2027/277		01 Barclays Currer	2776	Allotments	[redacted]	Z	50.00		50.00
414	02/10/2026	2026-2027/284		01 Barclays Currer	2848	Allotments	[redacted]	Z	35.00		35.00
415	02/10/2026	2026-2027/275		01 Barclays Currer	2753	Allotments	[redacted]	Z	30.00		30.00
416	02/10/2026	2026-2027/284		01 Barclays Currer	2844	Allotments	[redacted]	Z	50.00		50.00
427	08/10/2026	2026-2027/277		01 Barclays Currer		Allotments	[redacted]	Z	50.00		50.00
430	07/10/2026	2026-2027/283		01 Barclays Currer	2836	Allotments	[redacted]	Z	50.00		50.00
430	07/10/2026	2026-2027/283		01 Barclays Currer	2836	Allotments	[redacted]	Z	50.00		50.00
439	12/10/2026	2026-2027/283		01 Barclays Currer	2837	Allotments	[redacted]	Z	50.00		50.00
439	12/10/2026	2026-2027/283		01 Barclays Currer	2837	Allotments	[redacted]	Z	50.00		50.00
445	13/10/2026	2026-2027/276		01 Barclays Currer	2765	Allotments	[redacted]	Z	50.00		50.00
445	13/10/2026	2026-2027/276		01 Barclays Currer	2765	Allotments	[redacted]	Z	50.00		50.00
449	13/10/2026	2026-2027/278		01 Barclays Currer	2786	Allotments	[redacted]	Z	50.00		50.00
452	13/10/2026	2026-2027/279		01 Barclays Currer	2794	Allotments	[redacted]	Z	50.00		50.00
453	14/10/2026	2026-2027/284		01 Barclays Currer	I/N2843 ALLOT	Allotments	[redacted]	Z	50.00		50.00
455	16/10/2026	2026-2027/274		01 Barclays Currer	2748	Allotments	[redacted]	Z	30.00		30.00
461	19/10/2026	2026-2027/275		01 Barclays Currer	2750	Allotments	[redacted]	Z	30.00		30.00
462	19/10/2026	2026-2027/277		01 Barclays Currer	2775	Allotments	[redacted]	Z	50.00		50.00
466	20/10/2026	2026-2027/284		01 Barclays Currer	2849	Allotments	[redacted]	Z	50.00		50.00
471	23/10/2026	2026-2027/275		01 Barclays Currer		Allotments	[redacted]	Z	15.00		15.00
474	21/10/2026	2026-2027/277		01 Barclays Currer		Allotments	[redacted]	Z	50.00		50.00
476	22/10/2026	2026-2027/284		01 Barclays Currer		Allotments	[redacted]	Z	50.00		50.00
490	27/10/2026	2026-2027/283		01 Barclays Currer		Allotments	[redacted]	Z	50.00		50.00
							Subtotal for Code: Rents Received		£1,130.00		£1,130.00

Aylsham Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

Code Number 223 Deposits

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
399	30/09/2026			01 Barclays Currer	REFUND DEPO	allotment deposit refund	[redacted]	Z	-100.00		-100.00
451	13/10/2026			01 Barclays Currer		allotment deposit refund	[redacted]	Z	-50.00		-50.00
459	16/10/2026			01 Barclays Currer		allotment deposit refund	[redacted]	Z	-100.00		-100.00
490	27/10/2026	2026-2027/283		01 Barclays Currer		Allotments	[redacted]	Z	100.00		100.00
							Subtotal for Code: Deposits		£-150.00		£-150.00
							Subtotal for Cost Centre: 09 Allotments		980.00		980.00

Cost Centre 10 Markets

Code Number 120 Market Rents

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
386	30/09/2026			01 Barclays Currer		Banking	Market Rent	Z	50.00		50.00
424	05/10/2026			01 Barclays Currer		Market Rent	Market Rent	Z	47.00		47.00
425	06/10/2026			01 Barclays Currer		Market Rent	Market Rent	Z	15.00		15.00
426	08/10/2026			01 Barclays Currer		Banking	Various	Z	50.00		50.00
444	12/10/2026			01 Barclays Currer		Market Rent	Market Rent	Z	10.00		10.00
448	13/10/2026			01 Barclays Currer		Market Rent	Market Rent	Z	15.00		15.00
469	20/10/2026			01 Barclays Currer	MDZ PID140094	Market Rent	Market Rent	Z	15.00		15.00
470	23/10/2026			01 Barclays Currer		Banking	Various	Z	195.00		195.00
481	26/10/2026			01 Barclays Currer		Various	Market Rent	Z	10.00		10.00
							Subtotal for Code: Market Rents		£407.00		£407.00

Code Number 121 Farmers Market Rent

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
426	08/10/2026			01 Barclays Currer		Banking	Various	Z	55.50		55.50
							Subtotal for Code: Farmers Market Rent		£55.50		£55.50

Code Number 208 Card Charges Market

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
465	19/10/2026			01 Barclays Currer	MDZ PID139991	Market Rent	Market Rent	Z	10.00		10.00
							Subtotal for Code: Card Charges Market		£10.00		£10.00
							Subtotal for Cost Centre: 10 Markets		472.50		472.50

Cost Centre 12 Events

Code Number 160 General Events

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
481	26/10/2026			01 Barclays Currer		Various	Market Rent	Z	159.00		159.00
							Subtotal for Code: General Events		£159.00		£159.00

Code Number 177 Christmas Events

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total

Aylsham Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 30-09-2026 and 27-10-2026)

405	01/10/2026	2026-2027/285		01 Barclays Currer	Nigel Paterson A	Christmas	Nigel Paterson Art	Z	20.00	20.00
419	02/10/2026	2026-2027/283		01 Barclays Currer	2832	Christmas	Lost and Found Cats Charity	Z	45.00	45.00
420	02/10/2026			01 Barclays Currer		Christmas	Lampshades by Hannah	Z	20.00	20.00
431	08/10/2026	2026-2027/285		01 Barclays Currer	2857	Christmas	Hand Knitted by Diane	Z	30.00	30.00
432	09/10/2026	2026-2027/287		01 Barclays Currer	2871	Christmas	[redacted]	Z	40.00	40.00
433	09/10/2026	2026-2027/286		01 Barclays Currer	glitterized	Christmas	Glitterized	Z	25.00	25.00
434	09/10/2026	2026-2027/286		01 Barclays Currer	2869	Christmas	[redacted]	Z	20.00	20.00
435	09/10/2026	2026-2027/286		01 Barclays Currer	2868	Christmas	Claxton Arty Crafts	Z	20.00	20.00
437	12/10/2026	2026-2027/286		01 Barclays Currer	HOOKEDONSTI	Christmas	Hooked on Stitching	Z	30.00	30.00
440	12/10/2026	2026-2027/286		01 Barclays Currer	2860	Christmas	Made by Me Jewellery	Z	60.00	60.00
441	12/10/2026	2026-2027/286		01 Barclays Currer	2864	Christmas	Norfolk Angels (Cancer Research UK)	Z	15.00	15.00
442	12/10/2026	2026-2027/286		01 Barclays Currer	2867	Christmas	Norfolk Angels (Cancer Research UK)	Z	10.00	10.00
443	12/10/2026	2026-2027/286		01 Barclays Currer	2863	Christmas	Wood you believe it	Z	60.00	60.00
454	15/10/2026			01 Barclays Currer	ChristmasLights2	Christmas	[redacted]	Z	15.00	15.00
464	19/10/2026	2026-2027/287		01 Barclays Currer	Xmascraft L Mar	Christmas	Made by Marie	Z	20.00	20.00
480	26/10/2026	2026-2027/287		01 Barclays Currer		Christmas	[redacted]	Z	20.00	20.00
							Subtotal for Code: Christmas Events		£450.00	£450.00
							Subtotal for Cost Centre: 12 Events		609.00	609.00

Cost Centre 16 Precept

Code Number 215 Precept

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
410	02/10/2026			01 Barclays Currer	BROADLAND D	Precept	Broadland District Council	Z	313,857.50		313,857.50
							Subtotal for Code: Precept		£313,857.50		£313,857.50
							Subtotal for Cost Centre: 16 Precept		313,857.50		313,857.50

TOTALS £322,171.61 £21,932.77 £344,104.38

Aylsham Town Council
Reserves Balance
2026-2027

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
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		476.06	778.51	5,922.30
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		1,639.20		27,325.10
IT Reserve	12,796.40	11,000.00	9,868.35	82.00	14,010.05
23 Market Place	5,600.00	-2,000.00	1,350.00		2,250.00
Green Infrastructure and Veolia	5,497.45		2,119.85		3,377.60
Visit Aylsham	4,248.00				4,248.00
Total Earmarked	**385,760.36**	**-5,280.72**	**24,969.86**	**2,037.13**	**357,546.91**
TOTAL RESERVE	**385,760.36**	**-5,280.72**	**24,969.86**	**2,037.13**	**357,546.91**

Aylsham Town Council
Reserves Balance
2026-2027

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
GENERAL FUND					369,258.47
TOTAL FUNDS					726,805.38

Meeting of Aylsham Town Council - 4th November 2026

Item 12 – Finance

f) To Receive any Update on External Audit from PKF Littlejohn

As of 28th October, there had been no update from PKF Littlejohn, or any queries resulting from the External Audit

g) To receive items for Budgetary consideration

The Town Council's budget will be set in December / January. Items for budgetary consideration to be raised.

GUIDE FOR PARISH COUNCIL'S

MANAGEMENT OF UNAUTHORISED ENCAMPMENTS ON PARISH LAND

PREVENT – Guardians of community facilities should always be aware of possible entry points for public areas and where possible prevent entry during non-operational use to deter unauthorised encampments.

If you experience an unauthorised encampment

1. Observe the number of units.
2. Assess whether the encampment will interfere with use of facility.
3. It is not recommended that you approach the encampment as this increases the possibility of antagonising a volatile situation.
4. According to your assessment you may:-
    - First you should call the police and detail the findings of your assessment, i.e. number of vans, vehicles, adults, children and pets.
    - During working hours call the District Council. Delegated officers will arrange, possibly with Police, a visit and initiate welfare assessments where relevant. The officers will also provide guidance and options on legal procedures for you to consider. Contact information is on the guidance document below.
    - **Police** have additional powers to remove the encampment, however, a threshold of community impact and anti-social behaviour or loss of amenities need to be met. Further information on this are further down this document.
5. You have the right to initiate Common Law procedures - see guidance document below.
6. Upon conversation with the District Authority, the Option of use of Section 77 of Criminal Justice and Public Order Act 1994 may be initiated, see guidance document below for explanation. Follow up costs for court and bailiffs to remove the encampment will remain the responsibility of the Parish.
7. Remain business like. You may need to postpone events or see if access to events can be adjusted (whilst maintaining fire routes). The priority should be to reduce the likelihood of a negative interface between the encampment and the local community.
8. It is likely that your land is a community asset and has been selected by the encampment for this reason. Minimising contact will deny the encampment a platform.

Email: Broadland District council – hstandards.bdc@southnorfolkandbroadland.gov.uk Tel: 01603 431133

Email: South Norfolk District Council - hstandards.snc@southnorfolkandbroadland.gov.uk Tel: 01508 533701 / Freephone: **0800 3896109**

INFORMATION SHEET – POWERS TO CONSIDER
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7837/143582.pdf

Process	Common Law	S77/S78 Criminal Justice Public Order Act 1994
Legal position	It is established in law that landowners have the right to the peaceful possession of their land and may take reasonable steps to remove trespassers.	Officers with delegated powers at District Councils can issue and serve s77 notices to leave land. Solicitors will need to be employed to apply to magistrates for a s78 order to vacate if the trespassers refuse to leave. The s78 magistrates court order gives officers and bailiffs powers to use reasonable force to remove trespassers and their property.
Basis of process	No need for a solicitor or the booking of a court. Private bailiffs often offer this service. It is not recommended that land owners complete the notice and eviction process themselves, bailiffs are equipped to handle the entire process.	There is a protocol procedure to adhere to if a s77 notice is to be served, this will be discussed in a formal meeting and documented for evidence if a court order is then required to remove trespassers
Application of process (abridged) and guides on timescales.	This process is not dependent upon court availability and there are no fixed notice periods. Private bailiffs may be found online and instructed to handle the entire process on behalf of the land owner. In many cases this may lead to eviction with 24-48 hours.	The Protocol procedure has been adhered to and the Authority has agreed to undertake service of the s77 notice, 24-48 hours during council opening hours. If the trespassers have still refused to vacate the land as directed on the notice, District Authority and solicitors will apply to attend magistrates court to obtain a s78 court order, 1-5 working days depending on court and solicitor availability. Landowner will be responsible for solicitor and court fees at this stage. If the order is granted and served on the trespassers, they are usually given 24-48 hours to vacate, in which case if they refuse, bailiffs can remove trespassers using the powers of the order. Bailiff costs are the responsibility of the landowner.

Subsequent to possession.	Post eviction there is no ongoing protection of the land. An encampment may return immediately forcing the process to repeat. If adopting this approach it is strongly recommended that land owners have arrangements in place for strongly defending the land from trespassers as soon as possession is gained.	There is some afforded protection with a s77 notice, allowing the District Authority to return to magistrates court within 3 months of service to obtain s78 order to vacate the land. Providing the notice was served correctly, it can be used multiple times with the same trespassers on the same land within this 3 month period.
Costs borne by the land owner.	• Service of common law notice by private bailiffs. This can be avoided by service by the land owner but this isn't recommended. • In the event that the encampment does not comply with the notice then the bailiffs costs which will vary upon the size of the encampment and whether towing vehicles need to be employed.	• Employment of a solicitor if the trespassers refuse to vacate after s77 service. This will also incur a court cost for the hearing. • If the encampment does not comply with the s78 order to vacate, bailiffs will need to be employed by the landowner to enforce the notice.

Note on costs:- Costs are variable and will depend upon how far either process has to be followed. It can be seen that in the case of common law eviction the stages of the process attracting costs are limited and may result in lower costs in some instances.

Police Powers:

Police can use their own powers under s61 of the Criminal Justice and Public Order Act 1994 if certain conditions have been met, and it is discretionary on their part. New powers have been added to this Act amended in 2022 to make trespassing a criminal offence, however, this is also discretionary and the criteria to meet this consideration is quite significant.

An example of when it could be requested is when a large encampment arrives at a village hall field whereby the occupants have caused criminal damage on site and making significant threats to anyone trying to access the field or if a scheduled event for the field has to be postponed and there is a significant loss of use of the field or business.

Unauthorised encampments: a summary of available powers (accessible version) - GOV.UK (www.gov.uk)

Existing powers to remove trespassers on land as introduced in the CJPOA and amended by the 2022 Act

Power to remove trespassers with a common purpose of residing on land: Police, Crime, Sentencing and Courts Act 2022 (legislation.gov.uk)

In cases where no significant harms have been committed by trespassers, police may decide to take other enforcement action using s61 of the Criminal Justice and Public Order Act 1994, providing the conditions for this are met.

Criminal Justice and Public Order Act 1994 (legislation.gov.uk)

s61 gives police the powers to direct trespassers on land who have the common purpose of residing there for any period.

This power applies where a senior officer reasonably believes that two or more people are trespassing on land with the purpose of residing there, that the occupier has taken reasonable steps to ask them to leave, and any of the following have occurred:

a) any of the trespassers has caused damage, disruption, or distress or
b) the trespassers have between them six or more vehicles on the land.
The conditions that can be caught by the power to direct under 61(1) (a) have been broadened under the 2022 Act. These replicate the damage, disruption and distress included in the new offence, but do not need to be 'significant'.

Failure to comply with the direction, by failing to leave the land as soon as reasonably practicable and without reasonable excuse, is an offence.

Speak to your local policing team about their powers if you think the criteria has been met, or speak to the housing standards team who will help with discussions and formulating a plan of action.

Meeting of Aylsham Town Council - 4th November 2026

Item 14 – Remembrance Sunday

a) To agree donation to the Royal British Legion Poppy Appeal

In October 2026 the council agreed the following:

> *A donation of £100 was **agreed** to the Royal British Legion poppy appeal. This would be funded from the bottle bank credits.*

Would members consider a similar donation this year?

b) To agree Town Council arrangements Remembrance Sunday

13:30 - Meet at the Drill Hall

14:00 - the parade leaves for the church via the Market Place.

14:30 - Service in church.

15:30 (approx) - lay wreaths and act of remembrance about

16:00 (approx) - form up and parade back from church through Market Place to the Drill

A wreath has been arranged for the Town Council. Could members please agree who will represent the council in the laying of the wreath.

Faye Lebon

From: townclerk@aylsham-tc.gov.uk
Subject: FW: Interim Polling District and Places Review - Aylsham (BAY1)

From: Stuart Guthrie <stuart.guthrie@southnorfolkandbroadland.gov.uk>
Sent: Tuesday, October 27, 2026 10:17 am
To: Cllr Sue Catchpole <cllr.Sue.Catchpole@southnorfolkandbroadland.gov.uk>; Cllr Abu Miah <cllr.Abu.Miah@southnorfolkandbroadland.gov.uk>; Cllr Steve Riley <Cllr.Steve.Riley@southnorfolkandbroadland.gov.uk>
Cc: Elections <elections@southnorfolkandbroadland.gov.uk>
Subject: Interim Polling District and Places Review - Aylsham (BAY1)

Dear Aylsham Councillors

I am writing to follow up on my earlier email regarding the polling district and polling place review in Aylsham and to confirm that the formal consultation period is now underway.

https://www.southnorfolkandbroadland.gov.uk/council/elections/interim-review-of-polling-districts-and-polling-places-2026
https://www.southnorfolkandbroadland.gov.uk/asset-library/interim-review-2026-broadland-aro-proposals-final1.pdf
https://s-norfolk.maps.arcgis.com/apps/instant/basic/index.html?appid=788d4465146046088d5e49736d5b26c8

The consultation opened on 19 October 2026 and will run until 16 November 2026. It provides an opportunity for residents, elected Members, political parties, disability groups and other interested stakeholders to comment on the proposed polling arrangements.

As part of the review, the following venues have now been confirmed for consideration within the proposals:

- Aylsham Town Hall
- Friendship Hall, Mill Road, Aylsham
- Aylsham Football Club, Youngs Park, Aylsham

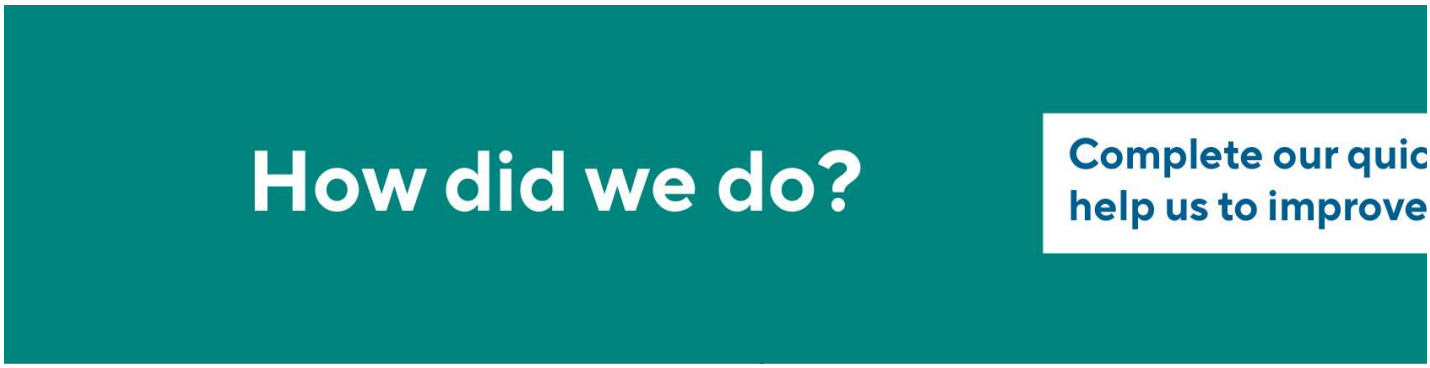
The consultation material also includes interactive maps, which allow you to view the proposed polling district boundaries and polling station locations in more detail. These should make it easier to see how the proposals would affect different parts of Aylsham and where electors would be allocated to vote.

I would encourage you to have a look at the proposals and interactive maps and to submit any comments you may have before the consultation closes on 16 November 2026. Local knowledge is particularly helpful in considering whether the proposed boundaries and polling places provide convenient and practical arrangements for electors.

Following the consultation, all representations received will be considered and presented to the Electoral Arrangements Committee in December.

Kind regards

Stuart Guthrie (He/Him)
Electoral Services Manager
t 01603430645 e stuart.guthrie@southnorfolkandbroadland.gov.uk



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From: Stuart Guthrie
Sent: 21 September 2026 10:17
To: Cllr Sue Catchpole <cllr.Sue.Catchpole@southnorfolkandbroadland.gov.uk>; Cllr Abu Miah <cllr.Abu.Miah@southnorfolkandbroadland.gov.uk>; Cllr Steve Riley <Cllr.Steve.Riley@southnorfolkandbroadland.gov.uk>
Cc: Elections <elections@southnorfolkandbroadland.gov.uk>
Subject: Interim Polling District and Places Review - Aylsham (BAY1)

Dear Aylsham Councillors

I am writing to update you on proposals currently being considered as part of the forthcoming polling district and polling place review in Aylsham (BAY1).

We are reviewing arrangements within Aylsham due to the continued growth of the town's electorate and the significant housing development that has taken place in recent years. At present, electors within BAY1 vote at Aylsham Town Hall, where a split polling station is operated with two polling

station teams serving different parts of the polling district from the same venue. Whilst this arrangement has worked well historically, the in-person electorate has now grown to a level where operating a single polling station location for the whole of Aylsham is becoming increasingly challenging, and further population growth is anticipated over the coming years.

As a result, we are considering whether BAY1 should be subdivided into three polling districts, each served by its own polling station, to provide a more convenient and sustainable arrangement for electors and to support the continued growth of the town.

Under the proposal:

- Aylsham Town Hall would continue to be used and would serve electors living within the northern town centre and northern parts of Aylsham, together with electors in Blickling (BAY2).
- A new polling station would be established to serve the southern town centre and southern area of Aylsham.
- A further new polling station would be established to serve the western area of Aylsham.

To support this proposal, we have approached a number of potential venues, including:

- Friendship Hall, Mill Road, Aylsham.
- Aylsham Football Club, Youngs Park, Woodgate Road, Aylsham.
- Jubilee Family Centre, Norwich Road, Aylsham.

At this stage, discussions with the venues are ongoing and no final decisions have been made.

The precise boundaries of the proposed new polling districts have not yet been finalised but will form part of the review proposals and consultation. Whilst officers have undertaken some initial work on how the town could be divided, I would welcome any suggestions Members may have regarding the proposed polling district boundaries, particularly where local knowledge may assist in identifying logical divisions within the town. Any proposed boundaries would, however, need to align with the availability and suitability of polling station venues to ensure electors can be conveniently assigned to their nearest polling place.

There are several advantages to operating three separate polling stations:

- Reduced travel distances for many electors, particularly those living in newer housing developments.
- Shorter queues and a more efficient polling station experience on polling day.
- Improved resilience and flexibility in managing voter queries.
- A reduction in the complexity associated with operating a split polling station from a single venue.
- Greater capacity to accommodate future electorate growth within Aylsham.
- Polling station provision that better reflects the current and future distribution of the electorate across the town.

I would also like to reassure Members that these proposals relate only to the creation of administrative polling districts for electoral management purposes. They do not alter parish boundaries, ward boundaries or electoral representation. Should an Aylsham Town Council election be contested, it would continue to be administered as a parish-wide election, with all electors receiving the same town council ballot paper regardless of which polling station they attend.

The formal review will commence on 19 October 2026, when the Notice of Review is published and the Acting Returning Officer's proposals are made available. A public consultation will then run from 19 October 2026 until 16 November 2026, during which residents, elected Members, political parties,

disability groups and other interested stakeholders will be invited to comment on the existing arrangements and the proposed changes.

Following consideration of consultation responses, the proposals will be considered by the Electoral Arrangements Committees in December 2026, with any approved changes being incorporated into the revised electoral register and polling scheme published on 1 February 2027.

Given the significance of the proposed changes for Aylsham, I wanted to ensure Ward Members were aware of the proposals before the formal consultation period commences. Whilst there will be a formal opportunity to submit comments during the review, I am happy to discuss the proposals now and answer any questions or queries you may have regarding the review, the proposed polling district arrangements or the potential polling station venues. I would also welcome any suggestions for alternative venues that Members feel may be suitable and available for use as polling stations within the relevant areas of the town.

Kind Regards

Stuart Guthrie (He/Him)
Electoral Services Manager
t 01603430645 e stuart.guthrie@southnorfolkandbroadland.gov.uk

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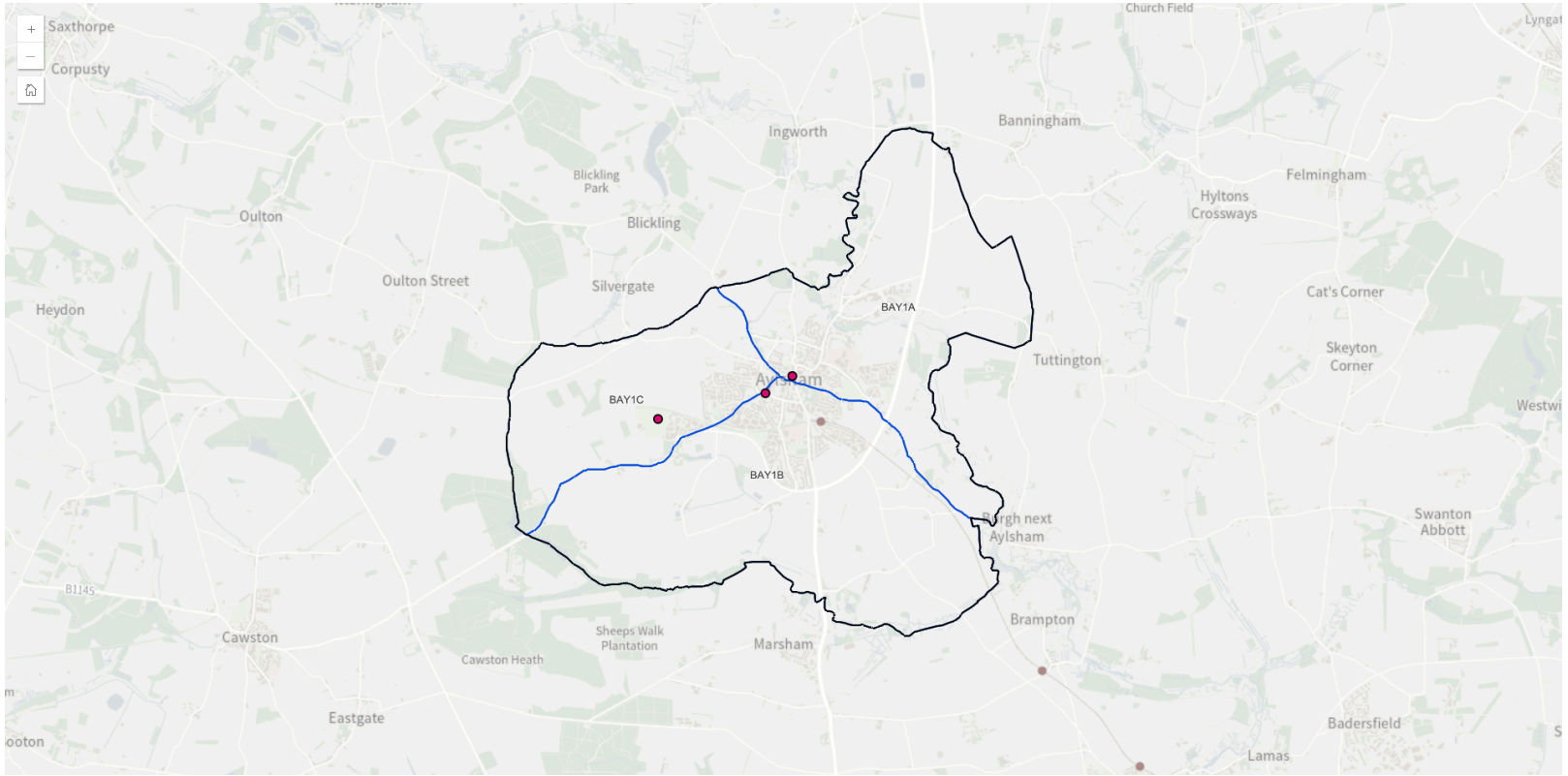
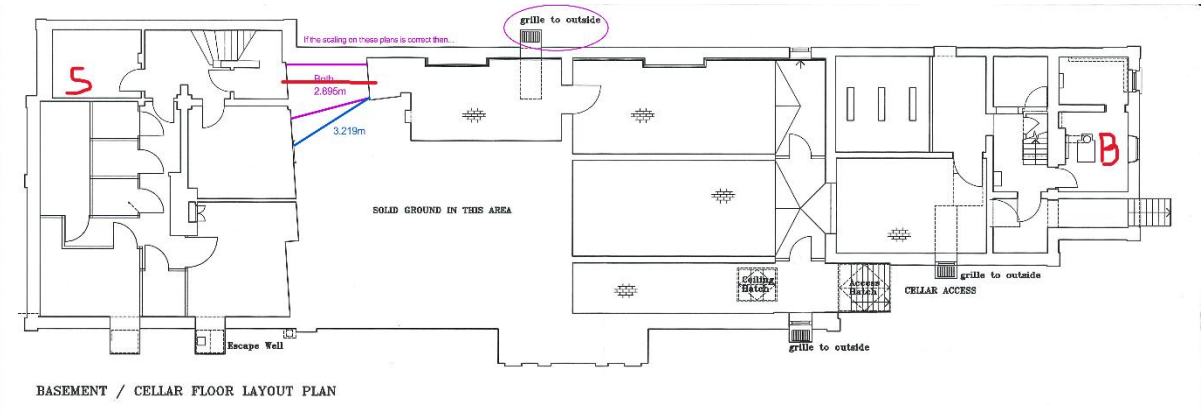

Saxthorpe
Corpusty
Church Field
Ingworth
Banningham
Blickling Park
Felmingham
Hyltons Crossways
Oulton
Blickling
Oulton Street
Silvergate
Heydon
BAY1A
Cat's Corner
Tuttington
Skeyton Corner
BAY1C
BAY1B
Swanton Abbott
B1145
Cawston
Sheeps Walk Plantation
Marsham
Brampton
Cawston Heath
Eastgate
Badersfield
Lamas

Meeting of Aylsham Town Council - 4th November 2026

Item 16 – To Receive Update on IT Improvement Project

The Maintenance Manager and his team have managed to secure a route through the basement of the Town Hall, which means that the proposed boiler and server room can be connected more simply than having to bring the wiring up from the basement, through the first floor and back down again.

Access has been secured through the rubble of what was the old house adjacent to the hall (marked in red below). Now that a route has been found, accurate measurements for the cabling can be established and listed building permission applied for.



Minutes of the Aylsham Climate Emergency Group Meeting held on 5th October 2026

Present:

Grizelda Tyler (Chair)	Adam Curtis	Sue Catchpole
Heather Davies-Walters	Corinne Houldon	Hilary Lucier
Kay Montandon	Yvonne Steward	

Also Present: Harry Clark (Deputy Town Clerk).

Alex and Zak and Livvy Hanks from Our Power.

1. **To Receive Apologies for Absence**
   No Apologies were received.

2. **To Receive Declarations of Interest and Requests for Dispensation**
   None received.

3. **To Agree the Minutes of the 7th September 2026**
   The minutes of the meeting held on 7th September 2026 were ***agreed*** as a true record of the business conducted.

4. **To Note Matters Arising from the Minutes, not Included on the Agenda**
   None raised.

5. **To Receive information on the Great British Energy Community Fund and Consider Eligible Projects (deadline 12th November).**
   A representative of the organisation 'Our Power' informed the group of who they are and the work they do relating to renewal energy with communities in Norfolk. The group noted that any projects to consider at to be in full and ready for the next ACE meeting.

6. **Existing Projects ()**
   a) To Receive Update on Projects for further Green Infrastructure Funding
      i. <u>Green Trail</u>
      The group were updated that QR codes are being printed and are awaiting items from Tim Briscoe.
      ii. <u>Swift Streets</u>
      The group received update of 10 residents requesting boxes, and a update was given on swift boxes.
      iii. <u>Low Hedge Planting at Mileham Drive</u>
      No update
      iv. <u>Improvement of Old Station Yard and other Open Spaces to Benefit Nature</u>
      No update

v. Wildflower creation areas
No update.

b) To Receive update on community discussion on following PEB.
The group were informed that no one attend drop-in sessions at the Town Hall or the Church, the group discussed the need to be seen to achieving its goals.

c) To Receive update on 'Under the Surface' film project.
The group noted that the film will be shown on 13/11/2026

d) To Receive update on 'Library of Things' project.
The group discussed that there was no site and areas suggested at ill suited to the project, Sue Catchpole to ask Budgens for space for project.

e) Volunteer Rota
The group confirmed that most Fridays are covered but are solely being covered by one person, no on else was willing to cover the Friday mornings.

f) To Agree Actions for any other Planned Events
The group discussed the film projects, and the Live well for less event, as well as discussions of having water bath demonstrations and how to arrange them.

7. To Receive Group Updates, not elsewhere covered in the agenda
The group discussed for a waste meeting and to bring ideas together, the group continued to discuss showing others in surrounding areas of how to address their own blister packs. The group continued that they need clear instructions on who is doing what and additional notices requiring additional help.

8. Finance:
a) To receive update on ACE Budget
The group noted the budget.
b) To consider items for ACE budget 2027/2028
The group noted that they have the next meeting to have budget items ready and fully prepared for ACE budget 2027/2028.

9. Items for Future Agendas
ACE Film update.
Budget Items

10. To Agree the Date of the Next Meeting as Monday 2nd November at 7pm
This was ***agreed***

There being no further business the meeting was closed at 8:32pm.

Signed_____ Date_____

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD AT THE TOWN HALL ON THURSDAY 8th OCTOBER 2026 AT 10am

PRESENT: Mary Evans, Kay Montandon, Trevor Bennett, David Anderson, Patrick Prekopp

Also in attendance:
Faye LeBon, Clerk to Aylsham Town Council and Harry Clark, Deputy Clerk to Aylsham Town Council and a member of the public

1. **To Receive Apologies for Absence**
   No Apologies were received.

2. **To Receive any Declarations of Interest and Requests for Dispensation**
   None raised.

3. **To Agree the Minutes of the 10th September 2026**
   The Minutes of the meeting held on 10th September 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**
   A member of public addressed the committee and informed them of his application.

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 dwellings, three storey brick	Pending

			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	*Barclays Bank 1-2 Market Place*	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+ dwelling development. This	Pending

			would include the storage barn and the conversion of any of the three proposed commercial units to residential use	
2025/4001	*Land North of Aylsham Road*	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.	Approval with Conditions
2024/0791	*St Michael's Church*	Rebuild part of churchyard boundary wall (Amended application)	The committee declined to make a comment as this was the Town Council's application.	Pending
2026/1200	*Bure Valley Meadow Burgh Road Aylsham Norfolk*	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
2026/0911	*Land At Orchard Lane Orchard Lane Aylsham Norfolk*	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	Pending

			outside of the settlement boundary	
2026/1228	*33 Cawston Road Aylsham Norfolk NR11 6EB*	Change of use from Class C3 dwelling house to holiday let	The committee supports the comments made by the Environmental officers' comments	Pending
2026/1391	*Verge At The Intersection Of Aylsham Bypass And Burgh Road Aylsham Norfolk*	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
2026/2385	*Land South Of Church Farm Cottages Banningham Road Aylsham Norfolk*	Erection of new agricultural store	The committee has no objection to the agricultural store, but queries the design as like house/can be converted into a house?	Approval with Conditions
2025/3927	*Wherry House Dunkirk Aylsham Norfolk NR11 6SU*	*Conversion of garage to ancillary accommodation*	The committee has no objection to the application	Pending Consideration

6. To Consider Response to the Local Planning Authority on New Applications

The following were considered by the committee:

Reference	*Address*	*Details*	*Committee Decision*
2026/2522	*The Old Mill Dunkirk Aylsham Norfolk*	2 no. commercial workshops and conversion of existing buildings to 2no. 1 bedroom dwelling and 1no. 3 bedroom dwelling	The committee has no objection to the application
2026/2630	*Council Depot Dunkirk Dunkirk Aylsham Norfolk*	*Installation of a self contained toilet block along with a septic tank to support such.*	The committee has no objection to the application
2026/2693	*9 Canon Hoare Road Aylsham Norfolk NR11 6UU*	*Proposed Cart lodge to provide undercover parking and general household storage*	The committee has no objection to the application

2026/2606	*The Beeches 54 Holman Road Aylsham Norfolk NR11 6BZ*	*Erection of new timber garage with reclaimed pantile pitched roof*	The committee has no objection to the application
2026/2607	*The Beeches 54 Holman Road Aylsham Norfolk NR11 6BZ*	*Erection of new timber garage with reclaimed pantile pitched roof*	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.

Reference	*Address*	Details	Committee Decision
2026/1200	*Bure Valley Meadow Burgh Road Aylsham Norfolk*	Change of use from leisure (campsite) to residential. Installation of new hardstanding to accommodate a static caravan, and associated external works	The Town Council objects to this application as it does not comply with the National Planning Policy Framework Section 5: Principle of development outside settlements. *Only certain forms of development should be approved outside settlements, as set out in the following list. These should be approved, unless the benefits of doing so would be substantially outweighed by any adverse effects, when assessed against the national decision-making policies in this Framework:* *Residential and mixed-use development which would:* *i. Be within reasonable walking distance of a well-connected station*

			ii. Be physically well-related to the station or the settlement within which the station is located; *iii. Be of a scale which can be accommodated taking into account the existing or proposed availability of infrastructure; and* *iv. Not prejudice any proposals for long-term comprehensive development in the same location*

No applications received since the agenda was issued.

8. To Receive any Updates on Large Town Developments

a. Norwich Road Site.
The committee were given update on the progress of the site.

b. Burgh Road Site.
Committee noted there was an extension until 30th November 2026 and the application would be considered under the new NPPF.

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 that there is an extension until 12th December2026 and that is also consideration under the new NPPF.

9. To Receive Update on the Neighbour Plan
The committee were updated that the next meeting is to be held on 24th November 2026 and to await the survey results.

10. **To Receive Update on Community Resilience Planning**
    The Committee were updated by the deputy clerk and explained the progress made to the plan.

11. **To Note Items for Information or Future Agendas**
    No matters raised.

12. **To Confirm the Next Meeting as Thursday 12th November 2026, 10am in the Town Hall**
    This was ***agreed***.

13. **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

14. **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 10.59pm

Signed_____ Date_____

Visit Aylsham Working Group Meeting
Held in the Council Chamber on
Wednesday 21st October 2026 at 3.30pm

Attendees:
Patrick Prekopp (Aylsham Town Council)
Jayne Andrew (Aylsham Heritage Centre)
Tim Briscoe (Aylsham Town Council)
Sue Catchpole (Broadland Council)
Graham Peers (Broadland District Council)
Mitchell Philpott (Aylsham Town Council)

Also in attendance: Faye LeBon (Town Clerk, Aylsham Town Council) and Claire Butler (Communications, Aylsham Town Council).

1. **To Elect Chairman**
   It was ***agreed*** that Sue Catchpole would chair this meeting.

2. **To Receive Apologies for Absence**
   None received.

3. **To Receive the Notes of the Meeting held on 16th September 2026**
   The draft notes had previously been circulated. These were ***agreed***.

4. **To Note Matters Arising from the Previous Meeting**
   Patrick advised that the Events Committee had agreed that there would be £10 charge for businesses trading from outside their premises on the Christmas Lights switch on, to compensate for the reduction in stall holder space.
   Jayne raised concerns about ABC's reaction to this decision. It was noted that there will be an ABC representative on the Events Committee in the future.

5. **To receive updates on:**

a) **Meet the Business**
   Claire reported that she had conducted three interviews – One Fox, Em's and Redwings, and these had been posted as blogs circulated on social media. Invites had been sent to Urban Clay and Bure Valley Railway for future interviews.
   The need for criteria for qualifying businesses was emphasised, as the intention of Visit Aylsham is to promote Aylsham as a destination town. Claire suggested the following, which was agreed by the group:
   "Meet the Business shares the people and stories behind places that contribute to the experience of visiting Aylsham—from independent shopping and food and drink to

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accommodation, attractions and activities. Features are planned to showcase a varied picture of what people can discover and enjoy in the town."

A definition is also required for the type of events which will be advertised.

It was noted that when time permits the community section of the Visit Aylsham website to be set up, this will resolve the matter and allow all Aylsham businesses to be advertised.

Claire was thanked for her work on Meet the Business, which was being received very positively.

b) Love Your Market Town Funding

It was noted that the Market Place Greening and Market Place Wifi projects had been unsuccessful in securing funding. The group agreed to bring back the Market Place Wifi project for consideration and seek an alternative source of funding.

The Digital Signage application had been successful, but at a funding limit of £5,000 despite the project being costed at £6,500. This is to be put to the Town Council to consider additional funding. The Clerk will put together a commercial proposal for consideration. Mitchell will send details of the media kit for Visit North Norfolk for comparison.

c) Feedback from ABC for Christmas Lights Switch on

This had already been discussed under Matters Arising

6. To Agree Need for Image Library and Consider Actions to Achieve this

Claire explained the need for an image library for use, with images that can be safely used without leaving the Town Council exposed to royalty fees. An approach has been made by a young person who would like to gain more experience with media and promotions. I was agreed to ask the young person if they can assist with taking photos of the town.

Mitchell will set up a Sharepoint Drive for the images to be stored.

The Clerk will confirm that insurances are in place for volunteers.

Graham will send a template image permission form to Claire.

7. To Receive Information on the British Business Bank Investment Fund

Sue Catchpole reported that a new £140m Investment Fund for the East of England had been launched by the British Business Bank. It was noted that this scheme is for development capital suited for larger businesses wishing to scale up their operations. This scheme can be signposted to businesses where necessary.

8. Working Group Structure:

To agree lead members for:

a) Website and Content: *Mitchell*

b) Social Media: *Claire*

c) Markets: *Pat*. Pat reported that he had spoken to North Walsham about their markets and the investment made in them. He will provide a written report for the next meeting.

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d) **Business Engagement: *Jayne and Graham***. This is to bridge the gap between the businesses and the Town Council. Jayne and Graham are happy to take this one forward but will require instruction from the group.

e) **Heritage: *Jayne***. This is a lower priority as a considerable amount of work has already been done on Heritage as part of the Snail Trail.

f) **Events:** This is to be rebranded to 'What's On'. A representative from ABC is keen to become involved with the Events Committee. Claire is also to attend the Events Committee.

g) **Visitor Information: *Sue*.** A discussion occurred on the co-ordination of sources of information eg: the Library, Heritage Centre, Bure Valley Railway. Mitchell will do a poster with the Visit Aylsham QR Code.

h) **Future Projects:**
   - Window decals for local businesses linking to the Visit Aylsham website.
   - Engagement with residents of the new developments.
   - Link Tree – Claire has set up.

9. Measures of Success

Mitchell had circulated the data on autumn performance for the website and social media, versus the summer performance.
To defer to the next meeting for a broader discussion.

10. To Agree Action Plan

To defer until the next meeting.

11. Items for the next agenda

Business / Town Council engagement.
Feedback on digital signage.
Market place wifi
Report on North Walsham approach to market promotion

Tim mentioned that Just Aylsham is yet to advertise Visit Aylsham. Mitchell advised that this was in progress.
Jayne advised that she has worked with Radio Norfolk to create a podcast for their 'Secret Norfolk' programme.

12. Date of the Next Meeting

Wednesday 11th November, 2.30pm in the council chamber

With no further business to conduct, the meeting closed at 5.30pm

DRAFT

Signed (Chairman)_____ Date_____

DRAFT

Faye Lebon

From: New Anglia Business Support <nhsm@norfolk.gov.uk>
Sent: 06 October 2026 12:10
To: Faye Lebon
Cc: nhsm@norfolk.gov.uk
Subject: Love Your Market Town Grant Offer Letter

Follow Up Flag: Follow up
Flag Status: Flagged

Date: 06/10/2026

Dear Faye LeBon,

Aylsham Town Council
Town Hall, Market Place, Aylsham
Norwich
Norfolk
NR11 6EL

We are pleased to confirm that your application for a Love Your Market Town grant has been successful. We are therefore offering your organisation a grant for the following:

- Grant value: £5,000.00
- Total project cost: £6,469.20
- Project description: Digital Signage & Visitor Information Platform

  The purpose of this project is to install a digital signage solution within and outside Aylsham Town Hall. A Digital Signage system is a computer program that facilitates the display, management, design and scheduling of stills, audio and video multimedia assets that are used provide visual branding and marketing messages to passers-by of the screen.

  Through the creation of campaigns and the use of schedules, screens can be displayed at certain times of the day/week/month/year as needed: From the trivial – such as saying "goodnight Aylsham" before the system shutdown for the night or seeing a welcome message to automatically appear to greet visitors - through to running targeted campaigns.

  A generic, yet expandable set of slides could be shown at other times, including a rotation of community events, local business advertising and generic town information.

  The system will be able to display and promote web pages, images, videos, live web data, bus schedules and travel info, in sequences, or on schedules as required by the council.

  The project will achieve increased visibility, discovery, dwell time, events and repeat visits.

The screen would increase awareness of what is happening in the town, providing visitors with an immediate, highly visible source of information about what is happening in Aylsham. The screen could promote markets, festivals, exhibitions, community activities, seasonal events and attractions, encouraging people who are already in the town to stay longer or return for a future event.

It would also encourage visitors to explore beyond the immediate area. The signage could actively direct people towards different parts of the town — for example, promoting the Heritage Snail Trail, Market Place, independent shops, cafés, restaurants, public spaces and other attractions. Rather than simply informing people that something exists, the signage could provide a reason to go and find it.

- Project start date: 01/10/2026
- Project end date: 31/12/2026
- Expected claim date: 31/01/2027

This offer will remain open for three weeks from the date of this grant offer letter. If it is not accepted within that period, it will expire automatically.

To go ahead with this grant, you will need to agree to the following conditions:

1. You submit your claim documents to us within 4 weeks of your project completion date.
2. The items purchased remain within your business and are not resold or loaned for a period of at least 12 months after you receive the grant.
3. If you wish to make any changes to this agreement, please email us in writing ahead of making those changes.
4. You provide Norfolk County Council with a brief progress update within three months of completing your project.
5. If any promotion linked to the Love Your Market Town grant is produced, the support and involvement of the County Council must be acknowledged in all publicity materials, for example printed materials, newsletters, and websites. In all press notices, the following wording must appear: 'This project was supported by Norfolk or Suffolk County Council'. If required, please contact us for copies of branding guidelines and logos.
6. Project spend must occur between the Project Start and Completion dates to be considered eligible, unless agreed in advance of the spend in writing from Norfolk County Council.
7. Payment will be made to reflect your actual spend. If you have not spent the full amount of your offered award, you will not receive additional funds to equal/total that amount
8. If your organisation/enterprise is VAT registered, project costs must not include VAT

In formally accepting the Offer of a grant, you acknowledge that Norfolk County Council does not warrant the success or otherwise of the organisation's business or growth plan and does not endorse either the organisation or proposed investment.

The County Council reserves the right to withdraw the business grant if:

1. Your organisation/enterprise is in dispute with a Local Authority in respect of business rates or planning permission.
2. A satisfactory explanation cannot be provided for lack of progress in delivering the project.
3. The County Council contribution is not acknowledged and/or the logo is not used.

If you have any questions about this offer letter, please contact us at nhsm@norfolk.gov.uk.

MINIMAL FINANCIAL ASSISTANCE NOTIFICATION

In accordance with the Subsidy Control Act 2022, I am writing to inform you that Norfolk County Council is proposing to give your business a subsidy by way of minimal financial assistance for the direct award above. The value of this assistance, exclusive of value added tax, shall be no greater than £5,000. You must keep a record of receipt of this assistance for a period of at least three years.

By accepting this offer, you **confirm that this assistance will not cause you to exceed the MFA threshold** specified in section 36(1) of the Act, currently standing at £315,000 in total subsidies from any public body in the applicable period, which is the elapsed part of the current financial year plus the two financial years immediately preceding the current financial year. For the avoidance of doubt, notification that funding constitutes a subsidy should have been sent to you by the awarding authority, and you should check with them if you are unsure.

Once we receive your acceptance, you will be able to go ahead with your project.

To claim your grant, you will need to provide evidence that you have paid the supplier before the grant can be paid to you, together with invoices for the costs. Proof of payment can be provided as a receipt or a screenshot of a bank or card statement showing payment to the supplier, with any sensitive information redacted. Grant payments will be made within 30 days of receiving satisfactory payment evidence. When you are ready to claim the grant, please send this evidence to nhsm@norfolk.gov.uk. The grant will be paid in arrears once you have completed and returned the Evaluation and Monitoring form, which includes providing us with defrayed evidence of spending. Details on this will be sent under a separate attachment later in your project.

By clicking the **RESPOND** button below, you confirm that **you accept the conditions** outlined in this offer and understand that failure to comply with them may lead to the withdrawal of the grant offer. You will also need to provide your business bank details when you accept this grant offer.

RESPOND

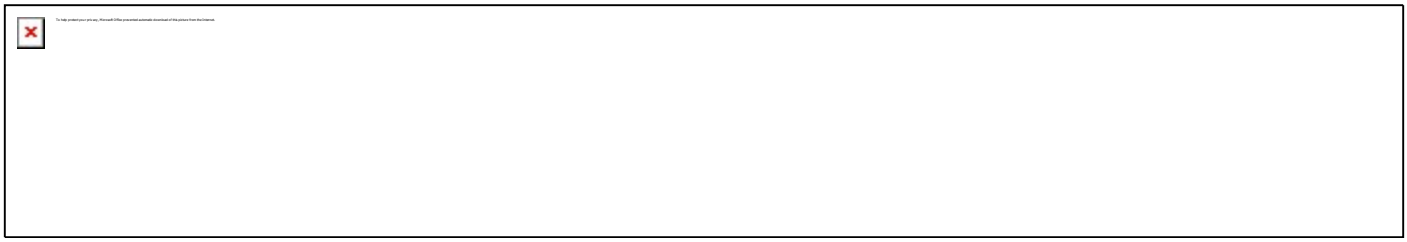
If you have any questions about the above, please let us know.

Thank you again for your interest.

Kind regards,

Jason Middleton

Programmes Manager
New Anglia Growth Hub
Norfolk County Council



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To see our email disclaimer click here http://www.norfolk.gov.uk/emaildisclaimer

Love Your Market Town Grant 2026/27 - APPLICATION FORM

Commercial - In Confidence

There is a limited pot of funding available and grant applications will be considered by the panel.

SECTION A - About your Business/Organisation

Legal Name	Aylsham Town Council		
Trading Name (if different)	n/a		
Address	Town Hall Market Place Aylsham		
Postcode	NR11 6EL		
If you have additional business premises, please provide full addresses with postcodes			
Date of Establishment	1894	Web Address	www.aylsham-tc.gov.uk
Company Reference Number (or Unique Tax Reference for unincorporated businesses)		Business Rate Account Number (if applicable)	Property number 1040013117026
PAYE Ref:	531/L3082	VAT Number	948812093
Charity Number /Registration no	n/a	Telephone No	01263 733354
Contact Name	Faye LeBon	Contact position	Town Clerk
Contact Email	townclerk@aylsham-tc.gov.uk	Contact mobile	07385 664707

Please tell us about your business or organisation: *(This should include a brief background of what you do, how you are constituted (for example, rural groups), what products or services you provide and who your customers or clients are, and where they are located)*

Aylsham Town Council is the first tier local authority for the parish of Aylsham. Our role is the provision of assets and services for the benefit of local people.

Examples of service provision the Town Council is responsible for is community building to let, play parks and open spaces, allotments, markets and community events.

Whilst our immediate remit is the town of Aylsham, our services also benefit those in the surrounding villages.

SECTION B - About your Project

Please Note - If you have already started the project in any way (and incurred any expenditure, including deposits, entered any legal contracts, including the ordering or purchasing of any goods, services or contracts in relation to any aspect of the investment project for which you are seeking funding) - we cannot support your project.

Project Title	**Digital Signage in Aylsham Town Centre**

Please tell us about your proposed project:

(This should include essential details on what your project is and what it hopes to achieve, where will it happen, when will it happen, how will it happen? Who will it benefit and why is there a need for it? What difference will the grant make to your project?)

The purpose of this project is to install a digital signage solution within and outside Aylsham Town Hall.

A Digital Signage system is a computer program that facilitates the display, management, design and scheduling of stills, audio and video multimedia assets that are used provide visual branding and marketing messages to passers-by of the screen.

The system provides a PowerPoint-like canvas onto which managing user(s) create and edit an infinite number of screens (or screen sequences) on which promotional materials can be shown.

Through the creation of campaigns and the use of schedules, screens can be displayed at certain times of the day/week/month/year as needed: From the trivial – such as saying “goodnight Aylsham” before the system shutdown for the night or seeing a welcome message to automatically appear to greet visitors - through to running targeted campaigns

A generic, yet expandable set of slides could be shown at other times, including a rotation of community events, local business advertising and generic town information.

The system will be able to display and promote web pages, images, videos, live web data, bus schedules and travel info, in sequences, or on schedules as required by the council.

The project will achieve increased visibility, discovery, dwell time, events and repeat visits.

The screen would increase awareness of what is happening in the town, providing visitors with an immediate, highly visible source of information about what is happening in Aylsham. The screen could promote markets, festivals, exhibitions, community activities, seasonal events and attractions, encouraging people who are already in the town to stay longer or return for a future event.

It would also encourage visitors to explore beyond the immediate area. The signage could actively direct people towards different parts of the town — for example, promoting the Heritage Snail Trail, Market Place, independent shops, cafés, restaurants, public spaces and other attractions. Rather than simply informing people that something exists, the signage could provide a reason to go and find it.

A dedicated rotation could promote local businesses, particularly independent retailers and hospitality businesses. Eg:

“Looking for lunch? Discover Aylsham's independent cafés and restaurants.”

or

“Have you discovered Aylsham's independent shops? Explore Red Lion Street today.”

This provides businesses with additional exposure while encouraging visitors to spend within the town.

One of the strongest opportunities is the ability to schedule content. A forthcoming Food & Craft Market could be promoted weeks in advance, followed by a more immediate message on the day itself. Similarly, Christmas events, festivals or seasonal activities could be promoted at the times when people are most likely to act on the information.

We would use the screen to create a reason to return. The screen can continually change, meaning that the information visitors see today does not have to be the same information they see next week. Regularly changing content can highlight upcoming events, new businesses, seasonal activities and different reasons to visit Aylsham.

Ultimately the sign would improve the visitor experience

The system could also provide practical information such as bus times, travel information, town facilities, events and attractions. This makes the Market Place a more useful point of information for visitors and can help people navigate the town more easily and ultimately making it a gateway to the town.

The exterior screen could effectively act as a digital shop window for Aylsham. Someone in the Market Place would be able to see, at a glance, what is happening in the town and what they could visit or do. This is particularly valuable where people may otherwise pass through Aylsham without knowing what it has to offer.

The Town Council understands that the digital signage would need a street furniture licence.

Mock-up of digital signage outside Aylsham Town Hall showing an Aylsham Picture House poster

Please use the table below to list the items of your planned expenditure.

Procurement evidence required:
A minimum of one quote, screenshot, price comparison or emails from proposed suppliers is required for each item of spend below

*(Do not include VAT if you are VAT registered).

Please describe what you need to invest in. (Use a line for each quote or supplier)	**Cost (ex. VAT) ***	**Estimated date of expenditure**	**Procurement evidence provided?**

Cabling, server installation and configuration	£895.00	November 2026	
43" Digital poster totem with Lifetime Content Management for remote access	£5,478.00	November 2026	
Delivery	£96.20	November 2026	
	£		
Total Costs	£6,469.20		
Value of Grant Requested	£5,000.00		

Please provide the exact location, including postcode, of where the proposed project will take place:
Inside and outside Aylsham Town Hall, Market Place, Aylsham, NR11 6EL

The project that you are seeking support for will have expected start and end dates.	
Project start date	October 2026
Project end date	December 2026
Once all aspects of your project have been complete in full, that is paid for, delivered, installed, commissioned etc, you can make your claim for the grant. The expected grant claim date will form part of the legal contract within any Offer Letter.	
What is your expected claim date?	January 2027

Support Impact

On completion of the project please tell us which of the following outcomes you expect to happen and how they will be achieved.	
Increased town centre footfall and dwell time	To increase footfall, the signage would help to: 1.Promote reasons to visit the town centre The signboard can promote markets, festivals, exhibitions, community activities, seasonal events and special offers. This gives residents and visitors a reason to make an additional trip into the town centre rather than travelling elsewhere or remaining at home. Digital signage is particularly useful for events because content can be changed quickly and promoted immediately before an event, helping to increase awareness and attendance. Evidence from other town-centre projects shows digital signage being used specifically to promote local events and businesses and encourage visitors into town. 2. Promote local businesses that people may otherwise overlook The sign can showcase independent shops, cafés, restaurants, services and

	other businesses – particularly those which are outside the visibility of the market place, helping visitors discover what is available beyond the most obvious destinations. For example: ***Today in Aylsham*** *Independent cafés and restaurants* *Local shops and services* *Market today* *What's On this weekend* This creates a stronger connection between being in the town centre and spending time and money within it. <u>3. Encourage repeat visits</u> Content can be refreshed throughout the week, ensuring the sign does not become static or ignored. Regularly changing information about forthcoming markets, events, offers and seasonal activities gives people a reason to return. This is particularly valuable for Aylsham because the sign could promote future events while people are already in the town, effectively turning one visit into a prompt for another. <u>4. Capture passing visitors</u> A strategically positioned sign can communicate the range of things available in Aylsham to people who may not otherwise have realised what is taking place. Digital signage at town-centre gateways has been identified elsewhere as a means of marketing businesses directly to visitors entering a town. **Increasing dwell time** The sign should not simply tell people what is happening; it should encourage them to do something else while they are there. For example: ***"At the market today? Why not visit the independent shops, grab a coffee and explore the Heritage Snail Trail?"*** or: ***"In Aylsham for the Saturday market? Live music from 11am – stay for lunch and explore the town."*** This creates a linked visitor journey rather than isolated visits. The sign could promote complementary activities such as: • market → independent shops • event → cafés and restaurants • heritage attraction → town-centre businesses • shopping → local food and hospitality • family event → parks and public spaces • Saturday market → other attractions and activities
Diversification of offering to attract new people to the town	The digital signboard would help diversify Aylsham's town-centre offering by making residents and visitors more aware of the wide range of experiences available within the town, beyond traditional retail. It would provide a flexible

	platform to promote markets, independent businesses, cafés and hospitality, heritage attractions, community activities, arts and cultural events, family activities, environmental initiatives, seasonal events and new or emerging attractions. The ability to change content regularly would also allow the Town Council and local organisations to introduce new ideas and activities to different audiences, helping to test and build interest in initiatives that may otherwise have limited visibility. For example, visitors could be encouraged to explore Aylsham's heritage, discover local businesses, attend a market or event, follow a heritage trail, or take part in a community or environmental activity. This creates more reasons for people to visit the town and encourages different groups to engage with Aylsham at different times of the day and throughout the year. By showcasing the breadth of what Aylsham has to offer, the signboard would help move the perception of the town beyond simply being a place to shop, supporting a more diverse, vibrant and sustainable town-centre economy.
Enhancement of existing services to increase people's experience in the town	The digital signboard will enhance existing services and improve the experience of residents and visitors by providing a central, highly visible source of up-to-date information about what is happening in Aylsham. Aylsham already has a wide range of services, activities and attractions, including regular markets, independent businesses, community events, heritage attractions and seasonal activities. However, information about these opportunities is currently spread across different channels. The digital signboard will bring this information together in a prominent town-centre location, making it easier for people to discover and participate in what the town has to offer. The signboard will provide real-time and regularly updated information, including event times, market information, local business promotions, community activities, visitor information and forthcoming events. This will make the town easier to navigate and help residents and visitors make better use of the services and facilities that are already available. The project will also improve the visitor experience by providing useful information at the point at which people are making decisions about what to do next. For example, someone visiting Aylsham for the market could be directed towards local shops, cafés, restaurants, heritage features, the Heritage Snail Trail or other activities taking place that day. The ability to update the display quickly will provide a significant improvement over traditional static noticeboards. Information can be changed to reflect weather, events, seasonal activities, changes to services or last-minute opportunities, ensuring that the information presented remains relevant and useful. The signboard will also provide a shared platform for local organisations and businesses, helping smaller independent businesses and community groups promote their activities alongside the wider town-centre offer. This will improve the visibility of existing services without requiring each organisation to establish its own physical advertising infrastructure. Overall, the project will enhance the existing visitor and town-centre experience by making information more accessible, timely and engaging. It will help people discover more of Aylsham, participate in more activities, make greater use of local services and feel better informed during their visit.

Introduction of ideas, concepts or events to create awareness of the town	The provision of a council-operated digital signboard will provide a new and highly visible platform through which Aylsham can introduce ideas, concepts, events and activities to residents and visitors, helping to increase awareness of the town and its wider offer. Aylsham has a rich heritage, a strong independent business community and a wide range of events, activities and community initiatives. However, opportunities to discover these are not always immediately visible to people visiting the town. The digital signboard will help address this by providing a central location where new activities, projects and experiences can be introduced and promoted. The signboard will be used to introduce people to aspects of Aylsham that they may not already know about, including heritage attractions, local businesses, community activities, environmental projects and cultural events. It will also provide an opportunity to promote new ideas and initiatives, helping to generate interest and encourage participation. For example, the signboard could introduce a new event, explain the history of a local landmark, promote a new business or highlight an activity taking place that day. This will help people discover more of the town and encourage them to explore beyond their usual destinations. The ability to update the display regularly will ensure that the information remains fresh and relevant, allowing the council to respond to new opportunities and promote activities as they arise. This will be particularly valuable for events and initiatives that may otherwise receive limited publicity. The project will therefore help create greater awareness of Aylsham as a vibrant and active town, encouraging residents and visitors to discover new experiences, participate in local activities and develop a stronger connection with the town. The digital signboard will provide a long-term asset through which the Town Council can continually introduce new ideas, concepts and events, ensuring that Aylsham's evolving offer is visible to the people who live in, work in and visit the town.

SECTION C - Subsidy Control

Have you (or other companies in your group) been awarded, or applied for, any grants or other support in the last three years?	YES | ~~NO~~

Successful grants will be awarded as Minimum Financial Assistance (MFA) under section 36(1) of the Subsidy Control Act 2022. There is a maximum limit of £315,000 for subsidies awarded as MFA to any one entity over a three-year period, that is the current financial year and the previous two financial years. The MFA financial threshold applies at company group level.

Date of application / award	Name of provider	Amount awarded / applied for	Reason for or purpose of payment	Regulations, e.g. *De Minimis*, GBER, MFA, SR etc
26/ 06 /2026	Broadland Council	£1,000	Memorial garden in churchyard	De minimis
27/02 /2026	Broadland Council	£5,000	Green nature trail	De minimis
12/12 /2025	Broadland Council	£1,000	Snail Trail	De minimis
05/12 /2025	Broadland Council	£300.00	Live well for less event	De minimis
03/10 /2025	Broadland Council	£300.00	Healthy Town event	De minimis
27/07/2025	Norfolk County Council	£10,000	Transport Hub feasibility study	De minimis
26/03/2025	Broadland District Council	£300	VE Day celebrations	De minimis
12/02/2025	Broadland District Council	£5,000	Pride in Place	De minimis
13/09/2024	Broadland District Council	£3,000	Ward members grants for play	De minimis

SECTION D – Declarations

Declarations to be signed in accordance with the applicant's normal signing arrangements

I declare

That I have the authority to represent the business/organisation making this grant application.
That to the best of my knowledge, the information I have provided is true and accurate.
That I am not aware of any information, not included in the application, but which if included is likely to affect the decision.
My/our business activity meets all its statutory requirements including the National Minimum Wage regulations.
My/our business has the legal authority to carry out this project.
No owners/directors/shareholders have ever been involved in businesses that have been placed into administration or liquidation.
No owners/directors/shareholders have ever personally been bankrupt or established an IVA.
No owners/directors/shareholders have ever been disqualified as a company director.
No owners/directors/shareholders or the business/organisation itself have any County Court Judgements against them.
That all VAT, PAYE, local taxes (including Business Rates) are paid to date and there are no outstanding disputes.
That the business/organisation is not in dispute in any way with the local County and/or District Council.

I cannot confirm some of the above statements and therefore, I provide explanation on a separate sheet ☐

Note: Any false declarations will result in any grant offer being withdrawn.

I understand

That checks can be made with the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.

That acceptance of this grant application does not in any way signify that the project is eligible for grant funding support or that grant funding has been approved towards it.

Norfolk County Council and the project partners may make enquiries of any person who may have access to information relevant to this application without prior reference to me. **Norfolk County Council's decision is discretionary and final.**

Norfolk County Council may use our business name and amount of the awarded grant in promoting the scheme and agreed case studies.

All grant claims must be supported by itemised company bank statements and/or copies of paid receipts showing the defrayed expenditure from the applicant's business bank account.
On completion of the project, I am obliged to provide evidence of any direct business impact via a monitoring report.
That I shall inform Norfolk County Council if, prior to any grant funding being committed, I become aware of any further information which might reasonably be considered as material in deciding whether to fund the grant application.

General Data Protection Regulation (GDPR) and Freedom of Information Act 2000

I understand that my data is processed under the terms of Article 6 (1) (e) and Article 9(2)(g) of the UK GDPR and the Data Protection Act 2018.

My name and business information will be recorded on Norfolk County Council's Growth and Investment Data Systems to process my enquiry and/or provide further support. This data may be shared with Norfolk County Council business support partners and bodies responsible for auditing or administering public funds, including the Ministry of Housing, Communities and Local Government and the Department

for Business and Trade. The information may also be used to help develop new services to meet business needs and monitor trends as appropriate. The latest version of the Norfolk County Council Privacy Notice can be found at https://www.norfolk.gov.uk/privacynotice Data recorded by Norfolk County Council as part of this grant application is subject to the Freedom of Information Act 2000. I have informed, and will inform, all persons in relation to whom I have provided personal information, including details of the information provided and the purposes for which this information will be used.

Business Owner/Director Partner/trustee Name Signature	Faye LeBon *Faye LeBon*	Business Owner/Director Partner/trustee Name Signature	
Date	14th September 2026	**Date**	
An original form that is signed and then scanned is acceptable. A DocuSign signature, or equivalent is also acceptable.			

Please ensure that you fully complete all sections of this application form, and attached all relevant documents, and then forward them by email to nhsm@norfolk.gov.uk

Support from Norfolk County Council to assist with the application process is free for you to use. To engage with this free support, we are required to record business information from you, at the start and end of the service

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE DRILL HALL ON MONDAY 19th OCTOBER 2026 AT 2pm

PRESENT:

Kay Montandon (Chair)	David Anderson	Trevor Bennett
Mitchell Philpott	Pat Prekopp	

Also in attendance: Faye LeBon (Town Clerk)

1. **To Receive Apologies for Absence**
   Apologies were received from Mary Evans and Michael Goodwin

2. **To Receive any Declarations of Interest or Requests for Dispensation**
   None raised.

3. **To Agree Minutes from the Meeting of 9th September 2026**
   The minutes of the meeting of 9th September 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 Feedback on Lone Working Technology**
   The Clerk reported that, as a result of the original company approached unable to provide a free trial period, an alternative supplier had been sought. This supplier was able to provide two different types of devices, one that ran solely on a 4g network, scanning all available networks for the best signal, and one that provided additional wifi coverage. The latter would be suitable for those working in areas of the town hall and drill hall where 4g coverage is very limited.

   A month's free trial had been received, and the product was deemed as suitable as a safety device for lone workers. In addition to this, the product was cheaper and with no initial set up fee, meaning that two additional devices could be purchased.

   The Clerk will proceed with setting up the devices on a three-year contract.

6. **To Receive Information on Upcoming Active Workplace Funding**
   On 13th October the Clerk attended a Place Making seminar run by Sport England and Active Norfolk. Information about inactivity was in the population was discussed

and how Sport England are changing the way they are trying to increase the level of activity amongst demographics.
There will be small pots of money available for localised initiatives for items such as upskilling, community engagement and leadership development in relation to increasing activity. There will also be a workforce development fund to increase activity in the workplace.
The committee was supportive of increasing workplace activity, particularly for those in more sedentary roles. The Clerk is to consult with staff as to what they would find useful to increase activity in the workplace and feed this back to the committee for a project when funding is released.

7. **To Receive Feedback on Social Media Policy**
   It was ***agreed*** to adopt this policy as circulated, but to keep the policy under review. The staff are to be advised of the policy and feedback is to be sought.

8. **To Note Items for Information and Inclusion in a Future Agenda**
   Christmas Arrangements. The Clerk will place this on the full council agenda in November.
   The Clerk will look at roles and consider KPIs.

9. **To Agree Date and Time of Next Meeting**
   It was ***agreed*** that this should be 11th January 2027 at 2pm.

10. **Closure of the Meeting to the Press and Public**
    It was agreed that, under the public bodies (admission to meetings) act 1960, to exclude the press and public for the duration of item 11 in view of the confidential nature of the business to be transacted

11. **To Consider Staffing Budgets for 2027/2028**
    A draft staffing budget was presented to the committee. It was agreed to budget for a 3.5% increase, as well as a continency amount for overtime and sickness cover. This will be presented to full council as part of its budget considerations.

    There being no further business to conduct the meeting was closed at 3.20pm.

Signed_____ Date_____

DRAFT

Faye Lebon

From: James Corrigan <outlook_AF0DD5E500EFCD90@outlook.com> on behalf of James Corrigan <jamescorrigan@chrgs.co.uk>
Sent: 10 October 2026 12:22
To: Faye Lebon
Subject: Ongoing support renewal

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning, Faye.

I hope you are well !

Just a quick note to let you know the Councils contract with CHRGS is due to come to an end in February 2027.

We can offer renewal at the same rate of £1650 if accepted this year and taken over five years, the annual fee now for a similar sized Council would be £2050 over five years and £2350 over three. We obviously recognise your previous custom by reducing this.

If you would like to renew please advise as soon as possible.

Happy to discuss anytime of course.

Kind regards

James Corrigan
Managing Director
07805 472859

MINUTES OF THE MEETING OF THE PROPERTY COMMITTEE HELD AT THE DRILL HALL ON TUESDAY 13th OCTOBER 2026 AT 2PM

PRESENT: Mary Evans, Trevor Bennett, Kay Montandon, David Anderson

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 Jon Minns.

2. **To Receive any Declarations of Interest and Request for Dispensation**
   None raised.

3. **To Agree the Minutes of the Meeting of 15th September 2026**
   The minutes from the previous meeting held on the 15th September 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. **Property Maintenance and Repair. To receive reports on the following properties:**

a) **Town Hall**

i) **To consider alternative project for repairs**
The committee were updated via a report to consider a larger improvement project, hopefully with the assistance of heritage lottery funding, rather than piecemeal repairs. The committee requested the Clerk to obtain quotes for possible construction project managers to then take to full council.

ii) To note urgent roof repairs.

The committee noted the report of two tiles needed urgent attention. The Clerk is awaiting quotes from contractors and will look to approve under delegated authority.

b) **Drill Hall**

The committee were updated and noted the report on the Drill Hall.

c) **Cemetery Cottage**

The committee noted the report on Cemetery Cottage. It was agreed to seek quotes from damp proof specialists. Gavin Watson was requested to risk assess the clearing of the roof to see if this can be done in house. All other matters raised can be addressed by the Town Council team.

d) **23 Market Place**

The committee noted the report on 23 Market Place, It was agreed by the committee to get new lease in place and then review the recommended repairs.

e) **Public Toilet**

The committee noted the report. When toilet alarm was tested it made a noise but did not notify anyone. This is to be investigated further.

7. To Receive update on play area repairs and MUGA

The Committee noted the update and was recommended by the Clerk that S106 money can be allocated for improvements to the MUGA.

8. To Receive Update on Lease Renewal Negotiations of 23 Market Place and consider appointment to issue Section 25 agreement

The Clerk informed the Committee that the Birketts is unable to issue the section 25 agreement due to conflict of interest. The committee agreed that Leathes Prior are to issue the section 25 agreement.

9. To Receive Update on Work Involving Probation Service.

The committee was updated by that the probation service has no availability until after Christmas.

10. To Receive Update on Drill Hall Licences

The Clerk informed the committee that the boxing club is now on a monthly contract and that replies from the Dance school are now with solicitors.

11. 2027/2028 Budget

a. To review fees for:

i) Town Hall

The committee instructed for the Deputy Clerk to ascertain prices for similar venues and to report back to committee on the findings.

ii) **Drill Hall**

The committee agreed to the recommendations

iii) Cemetery

The Committee agreed to the recommendations

iv) Allotments (2028)

The Committee agreed to the recommendations

v) Markets

The committee discussed the recommended fees and agreed to increase by 3.3% and to round to nearest .50 or £ for those who do not use electricity but placing an additional charge on those who do, meaning those who cost the town council extra will be charged extra.

b) To consider any Other Items for Budgetary consideration

The committee requested to look at raised beds at allotments for disability access.

12. To Review Hire Agreements

The item was deferred to the next meeting.

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

10th November 2026 at the Drill Hall, 13:00

14. 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 15 in view of the commercial sensitivity of the business to be transacted.

15. To Receive panel Recommendations for Boiler Replacement and Appoint Contractor.

The committee discussed the recommendation **agreed** the recommendation of Eyre Ltd to be taken to next Full Council meeting additional to ratify having addition funds allocated to cover the short fall of £2238.37.

The Meeting Closed at 15:53

Signed_____(Chairman) Date_____

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Meeting of Aylsham Town Council - 4th November 2026

Item 17. F. I - ii) To note urgent health and safety repairs for Town Hall roof

As a result of the Inspection Reports from Brown and Co, there were two items raised of upmost urgency in the Town Hall. These were the replacement of two dislodge tiles of the roof. Given the recent and upcoming stormy weather, these works have been authorised at the earliest convenience of the contractor. For efficiency, they will also do minor works in the same vicinity whilst the scaffolding is up:

Urgent Roof Repairs covering both Upper section North facing slope slates.
Erect scaffolding safely
Remove slipped slates from roofing area
Apply new slates to roof repairs area
Check over roofing area for any urgent slate repairs
Clean down area strike off

Cost £1870 (+VAT)

These have been authorised under delegated authority:

Financial Regulation 5.19

> *In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.*

Meeting of Aylsham Town Council - 4th November 2026

Item 17. F. I - iii) To receive successful boiler quotation and agree additional expenditure

The specification for the replacement boiler was placed out to tender (specification appended), with 8 responses. All 8 were opened at the same time in the presence of 2 councillors.

The Procurement Panel consisting of Trevor Bennett, Mary Evans and Jon Minns, assisted by the Clerk and the Maintenance Manager, reviewed all of the documentation, narrowing contractors down to a top three, and then selecting a preferred contractor and a reserve. This was presented to the Property committee which concurred with the panel's recommendations.

The preferred contractor, Eyre Electrical, tender price was £37,142.00. The earmarked boiler reserve currently stands at £34,903.63, a shortfall of £2,238.37. Although not the only factor, this contractor's tender price gave the best financial value for money so an alternative selection would not reduce this shortfall.

It is recommended that this shortfall is made up from an alternative budget. The Town Hall revenue budget currently stands at £7,584.01 (spend of £10,015.59 of a £17,600 budget) to last until 31st March 2026. This expenditure is high because of urgent works earlier in the year to repair the leaking roof which cost £8,700. It should be noted that the town hall revenue budget originally included a budget of £5,600 for a sand and reseal of the floor. There is also urgent slate works (see item 2) which have been authorised but yet to be paid for, at a cost of £1,870.

The Town Hall earmarked reserves now stand at £6,650 which is quite low for a building requiring maintenance and repair.

Members could consider virement of funds from a reserve that is less likely to be utilised this financial year. This could include:

Cemetery	Current reserve £10,269.35
Cemetery Cottage	Current reserve £10,900.00

Meeting of Aylsham Town Council - 4th November 2026

Item 17. F. I - iv) To consider quotes for sand and reseal of hall floor and appoint contractor

In the 2026/2027 budget, and additional amount of £5,600 was budgeted for in the Town Hall repairs and maintenance budget to allow for the sand and reseal of the town hall floor. As part of a regular maintenance regime, this should be completed every five years. It is unknown when the current floor was done. Without the protective laquer the floor risks permanent damage or additional treatment to get it to a standard suitable for hiring the building out.

Three contractors have been approached to quote for the works. The results of this are:

Contractor	Location	Price
1	Poringland	£5,686.92
2	Norwich	£6,617.25
3	Birmingham	£6,850

The recommendation would be to contract Contractor 1, however with the money set aside for this project utilised by previous urgent roof repairs, the money would have to be vired from a different fund.

There is also an option to try to incorporate these works into a large refurbishment programme, (see item 5), however this may be deemed by a grant funder as regular maintenance and repair rather than refurbishment and improvement. Although in the Town Hall's favour is that the flooring is of a high quality mahogany befitting of the age of the building that may favour heritage funders.

Meeting of Aylsham Town Council - 4th November 2026

Item 17. F. I - v) To consider feasibility study into hall improvement and refurbishment

With the receipt of the Property Inspection report for the Town Hall, members are asked to consider whether the repairs and maintenance should be addressed on a piecemeal basis or whether they should be considered as a refurbishment and improvement project, led by a professional project manager and funded by an external body (eg: heritage lottery grants).

As we have seen this year, urgent repairs, particularly to the roof, take up a considerable amount of revenue budget each year leaving very little for maintenance and improvements.

The following could be put to possible project managers to establish their level of fees to assist in a larger, all encompassing project which would be attractive to Heritage Lottery Funding.

Heritage Lottery Funding:

The basic level of Heritage Lottery grant is for projects between £10,000 and £250,000.

Project to be considered will:

- clearly focus on heritage – this can be national, regional or local heritage of the UK
- take into account all four investment principles:
    - saving heritage
    - protecting the environment
    - inclusion, access and participation
    - organisational sustainability
- have a clear plan with a defined start, middle and end
- have not already started
- can demonstrate the need for National Lottery investment

The heritage grants can support a broad range of activities and direct project costs, such as:

- volunteer expenses, new staff posts and training costs
- capital works, repair, maintenance and conservation
- professional fees, event costs and activities to strengthen your organisation
- acquisition of heritage and costs associated with the purchase
- costs to join Fit for the Future, a UK-wide environmental sustainability network

They cannot cover existing costs or any activity that has taken place before the grant is awarded, or anything that promotes the cause or beliefs of political or faith organisations.

Town and parish councils are eligible to apply

Scope of Project:

Background

Aylsham Town Hall is a Grade II listed building located within the historic market place of Aylsham. The Town Hall dates from 1856 and has played an important role in the life of the town for over 170 years. Originally constructed as a Corn Hall, the building continues to serve as the home of local government and as a community facility available for use by residents, organisations and the wider public.

The Town Council is seeking to modernise and improve the building while protecting and enhancing its important heritage significance.

There is a particular need to improve the building's accessibility, energy efficiency and resilience in response to climate change, whilst ensuring that any works are appropriate to the building's listed status and historic character.

Proposed Areas for Consideration

The Town Council would like the following areas to be investigated as part of a potential refurbishment programme:

- Windows: Installation of slim-profile double glazing, where appropriate, alongside necessary repairs and refurbishment of the existing timber sash windows. Secondary glazing would also be considered.
- Roof insulation: Installation of appropriate insulation within the roof plane, subject to heritage considerations and compatibility with the existing building fabric.

- Renewable energy: Investigation of the feasibility of installing photovoltaic (PV) panels or solar slates in areas of the mansard roof that are not visible from ground level.
- Doors: Investigation of appropriate measures to improve the thermal performance and insulation of the building's external doors whilst retaining their historic character.
- First-floor accessibility: Provision of suitable disabled lift access from the ground floor to the first floor within both the west and east wings of the building. The west and east wings are currently not connected at first-floor level. These areas accommodate the Town Council's offices and archives and are therefore regularly used.
- Main Hall to Green Room: Provision of step-free access between the Main Hall and Green Room on the ground floor. The Green Room is currently accessed via two steps.
- South entrance: Provision of step-free access to the south doors of the Town Hall, which are currently accessed via two stone steps.
- North Entrance to the east wing of building. Provision of step-free access to the north doors of the Town Hall, which are currently accessed via two stone steps.
- LED lighting improvements to the whole of the building.

The above list is intended to identify the Council's initial priorities and should not be considered exhaustive. The appointed professional will be expected to identify any additional opportunities to improve the building's accessibility, energy efficiency, environmental performance and long-term sustainability.

All proposals must take account of the building's Grade II listed status, its historic fabric and architectural significance, and the character of the surrounding historic market place.

Project Management and Professional Services

Aylsham Town Council is seeking to appoint an appropriately qualified and experienced Project Manager / Building Professional to advise on, develop and manage the proposed refurbishment programme.

The appointed professional will be expected to:

1. **Feasibility and initial assessment**

- Assess the feasibility of the proposed works and advise the Council on appropriate solutions.
- Consider the heritage implications of each proposal, including the potential requirements for Listed Building Consent, Planning Permission, Building Regulations approval and any other statutory permissions.
- Identify any constraints, risks or opportunities associated with the proposed works.

2. **Cost planning and funding**
    - Prepare indicative cost estimates for each proposed element of the project.
    - Provide an overall project cost estimate, including appropriate allowances for professional fees, statutory requirements, contingencies and other associated costs.
    - Advise the Council on the likely level of investment required so that appropriate heritage, energy-efficiency and accessibility funding opportunities can be explored.
    - Identify opportunities to phase the works where appropriate.
3. **Additional recommendations**
    - Review the building as a whole and make recommendations for any additional measures that could improve:
        - energy efficiency;
        - carbon reduction and climate change mitigation;
        - accessibility;
        - thermal comfort;
        - long-term sustainability; and
        - the protection and maintenance of the historic building fabric.
4. **Design and permissions**
    - Develop the agreed proposals to a level suitable for obtaining the necessary permissions and approvals.
    - Prepare or commission the drawings, specifications, schedules and other documentation required for Listed Building Consent, Planning

Permission, Building Regulations approval or other statutory permissions, as applicable.

- Ensure that proposed works are appropriately specified to protect the historic fabric of the building.

5. **Tendering**
    - Prepare the necessary tender documentation and specifications for the agreed works.
    - Assist the Council with the appropriate procurement and tendering process.
    - Assist the Council with the evaluation of tenders and appointment of the contractor.
6. **Contract administration**
    - Administer the construction contract, including any relevant JCT contract.
    - Act as the Council's professional representative throughout the construction phase.
    - Monitor progress, quality, costs and compliance with the agreed specification.
7. **Project monitoring and completion**
    - Regularly monitor the works and provide progress reports to the Town Council.
    - Identify and advise on any variations, delays, defects or other issues arising during the project.
    - Monitor expenditure against the approved budget.
    - Oversee the works through to practical completion and assist with the identification and resolution of defects.

Phased Approach

The Council recognises that, due to the listed status of the building, the complexity of the proposed works, the availability of funding and the need to obtain statutory permissions, it may not be possible or appropriate to undertake all elements of the project at the same time.

Those wishing to quote are therefore asked to provide separate costs for each stage or section of the proposed service, where practicable.

The Council wishes to retain the flexibility to proceed with, defer or discontinue individual elements of the project. Agreement to proceed with one stage will not constitute a commitment by the Council to proceed with subsequent stages.

For example, the project may cease following the feasibility and cost-planning stage if the proposed works are found to be impractical, required permissions cannot be obtained, or sufficient funding cannot be secured.

Any appointment should therefore allow the Council to make a clear decision at the end of each stage before committing to the next stage of the project.

Suggested Contractors to Approach:

Cooper and Codex https://cooperandcodex.co.uk/project-management/

Isle Architects https://www.iarchitects.co.uk/services

Purslows https://www.purslows.co.uk/services/project-management/

Gatehouse Heritage Consultancy https://gatehouseheritageconsultancy.co.uk/project-management

Meeting of Aylsham Town Council - 4th November 2026

Item 17. F. I - vi) vi) To consider cost of memorial repairs

A price has been requested for the repair of the following memorials that were deemed as most urgent in the memorial stability testing.

Location	Failure	Remedials Required	Cost
AN57	No stability - Laid flat	New concrete foundation and ground anchor	£150
BE49	No stability - Laid flat	New stainless steel pin and level up	£50
BD64	No stability - Laid flat	New stainless steel pin and level up	£50
BD49	No stability - Laid flat	New stainless steel pin and level up	£50
AQ68	No stability - Laid flat	New stainless steel pin and level up	£50
AP77	No stability - Laid flat	New stainless steel pin and level up	£50
BC69	Excessive Movement	New concrete foundation, anchor stability kit and new stainless steel	£200
AW65	Excessive Movement	New stainless steel pin and refix	£50

TOTAL

£650 + VAT

Could council please consider repairing and placing a charge on the grave. The is currently £26.55 in the cemetery repairs and maintenance budget, but a further £500 in the cemetery driveway budget that could be utilised.

The office will continue to work down the list of trying to contact owners of the Exclusive Rights of Burial for those memorials which require repair but were not in need of immediate attention.

Application forms for Exclusive Rights of Burial and memorials now include a section for applicant email address and telephone number to enable better contact record keeping.

MINUTES OF THE MEETING OF THE CHURCHYARD COMMITTEE HELD AT ST MICHAEL'S CHURCH ON WEDNESDAY 14th OCTOBER 2026 AT 13:00pm

PRESENT:	Kay Montandon	Julie Boyd
	Mary Evans	Mathew Martin
	David Anderson	Wendy Sadler

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**
   No apologies were received.

2. **To Receive any Declarations of Interest and Requests for Dispensation**
   None raised.

3. **To Agree the Minutes of the Meeting of 8th September 2026**
   The minutes from the previous meeting held on the 8th September 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**
   No matters arising from previous meeting.

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**
   a. **Planning Application**
      The Clerk informed the committee that heritage officer now looking at the application, he has some concerns but is reviewing the application.
   b. **Tenders**
      The clerk informed the committee that tenders will now need amending base on comments made by heritage officer.
   c. **Party Wall Notification**

The clerk updated the committee that the wall doesn't belong to the neighbour, and a letter is needed to be issued from Aylsham Parish Church, Rev Jule Boyd will address the letter.

7. **To Receive update on Memorial Garden**
   Andy Bell informed the committee that then landscaping has been complete and bench is due to arrive. Julie Boyd added that she is waiting for full faculty authority before authorising the plaques.

8. **To Agree Programme of Memorial Stability Testing**
   The Clerk informed the committee that Stability Testing has been completed, and committee had noted the headstones requiring attention. The committee noted map of church yard is requiring updating for accuracy.

9. **To Receive Report into Anti-Social Dog Ownership in Paupers' Graveyard**
   The committee noted verbal report on Paupers' Graveyard. The committee **agreed** to remove gate around Paupers Graveyard.

10. **To Receive Report on Memorials to those with no know resting place**
    Rev Julie Boyd updated the committee that she has been in talks with Ivan Fisher and commented that the name on memorials is not accepted, however a notice is placed on notice board to inform of those who donated memorial. Julie Boyd continued that sign off by Full Faculty before decision can be made. Julie Boyd will send designs received from Ivan Fisher will be passed to the Clerk to seek Full Council approval for memorial in Cemetery.

11. **To Consider Actions required for Slopes to the interment of Ashes Area**
    The committee stated to not have stairs and rail placed on the area and requested Andy Bell to address the slope.

12. **Items for Budgetary Consideration for 2027/2028**
    Lynch Gate Survey
    Surveys of churchyard

13. **Items for information or for Future Agenda**
    Memorial update from Julie Boyd
    Church wall.

14. **To Agree Date, Time and Location of Next Meeting**
    The next meeting will be Wednesday 30th November 2026 at 12:00pm, location to be confirmed.

There being no further business the meeting was closed at 14.25pm.

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Signed_____(Chairman) Date_____

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Meeting of Aylsham Town Council - 4th November 2026

Item 17. G. I - ii) To Agree Procurement Panel for Church Wall tenders

The tender for the church wall repairs is current active:

https://www.find-tender.service.gov.uk/Notice/102425-2026

The tender deadline is midday on 19th November 2026. A procurement panel is required to make recommendation to the Churchyard Committee and Full Council about the appointment of a contractor.

The scope of the work of Whitworth is also to appraise and report on tenders received. This could be used in addition to, or instead of a council led procurement panel.

MINUTES OF THE MEETING OF THE CHRISTMAS LIGHTS COMMITTEE HELD AT THE DRILL HALL ON THURSDAY 8th OCTOBER 2026 AT 7PM

PRESENT:

Kay Montandon	Town Councillor
Allan Groombridge	Committee Member
Carmel Stoney	Committee Member
Gill Fitch	Committee Member
Mary Johnston	Committee Member
Jackie Young	Committee Member

Also in attendance: Harry Clark, and Connor Osbourne (Town Council Officers)

It was ***noted*** that the meeting was quorate and ***agreed*** that Kay Montandon should Chair the meeting.

1. **To Receive Apologies for Absence**
   Apologies were received from Mitchell Philpott, Michael Goodwin, Andy Bell, and Gavin Watson.

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 10th September 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 10th September 2026 (not otherwise included on the agenda)**
   No matters raised.

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

The committee **agreed** raffle tickets are to cost £5.00 a strip, to which Mary Johnston is to be in charge to organise and monitor. The committee continued that Raffle prizes are to be stored at the town hall when they become available, and Gavin Watson is to set up the raffle station on the night. Allan Groombridge requested that 10 tickets free of charge tickets are put aside for friends and family of the band, the committee **agreed** to have the tickets put aside for friends and family.

7. **Event Management Plan Requirements (1 month prior to event)**

   a. **To Review Risk Assessments**

   The Committee reviewed the Risk Assessments and **agreed** to them for the event.

   b. **To Agree Arrangements for Tree Collections**

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

   c. **Check all lights are PAT Tested**

   The Committee **agreed** that the PAT testing is to be conducted by Gavin Watson.

   d. **To Agree contact Refreshment Suppliers**

   The Committee **agreed** that Town Council Officers/ Staff are to contact and make all necessary arrangements with Refreshment suppliers.

   e. **To Review and Agree Volunteer Form**

   The Committee **agreed** that with the change to date of the event that they are happy to accept the volunteer form.

   f. **To Agree Appeal for Volunteers**

   The Committee **agreed** for the appeal to be advertised on social media and other outlets that are available.

   g. **To Agree to Contact Wi re: assistance with Refreshment**

   The Committee **agreed** for Town Council Staff to make necessary arrangements.

   h. **To agreed number of stations and teams required.**

   The Committee **agreed** that there should be 4 people per team and to have at least 7 teams.

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i. **To Appoint First Aider**
The Committee **agreed** to appoint Connor Osbourne as first aider for the event.

j. **Check capping for bumble pins is available**
The Committee **Noted** that bumble pins were available.

k. **Check 3 parts of Christmas tree is in basement**
The Committee **Noted** that the 3 parts of the Christmas tree are accounted for.

8. **To Received 2026 Christmas Lights Budget and Consider any Additional Purchases**
   a. **Extra Lights on External Tree**
   The Committee **agreed** that additional Christmas Lights can be purchased if the specifications sent to Gavin Watson are within budget. The committee **agreed** that the Lights Down is now to take place on 17th January 2027 , **noted** that the lights will be switched off after 12th night as normal.

   b. **Swags**
   The committee discussed the swags and considered to review at next years event.

9. **To Note Items for Information or for Inclusion in a Future Agenda**
   Extra lights update.

10. **Date of Next Meeting**
    The next meeting will be Thursday 29th October at 7pm.

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

_____Signed _____Date

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AYLSHAM COMMUNITY EVENTS COMMITTEE

MINUTES OF THE MEETING OF THE AYLSHAM COMMUNITY EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL ON WEDNESDAY 21ST OCTOBER 2026 at 2:00pm

PRESENT:

David Anderson	-	Councillor
Kevin Cunnane	-	Councillor
Patrick Prekopp	-	Councillor
Kay Montandon	-	Aylsham Town Council Chair
Giles Margarson	-	Town Resident
Donna Butcher	-	Office & Events Manager
Harry Clark	-	Deputy Clerk

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

01. Welcome introductions & apologies

None received.

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

Giles Margarson & Patrick Prekopp declared an interest in agenda item 7, the committee **agreed** that Giles and Patrick can remain in the room for the item but cannot vote.

03. To confirm minutes of meeting held on 16th September 2026

The minutes of the meeting held on Wednesday 16th September 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 discuss Healthy Town event

Kay Montandon informed the committee that all plans are in place for the event. A request for a Councillor to attend to discuss the Neighbourhood Survey with the public should the need arise, David Anderson **agreed** to do this.

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

The Chair recapped the situation and the remaining members of the committee, **agreed** that Slow Food will pay the Town Council the total income from the food traders and the purchase invoices will be paid by the Town Council. These will need to be renamed and addressed to the Town Council.

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

The committee **agreed** to ask the businesses owners, who wish to have a stall outside of their premises on the night, for a contribution of £10, the same as the outside non-profit group stalls. Donna Butcher to contact Jayne Andrews, Secretary of ABC, to communicate this.

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

Giles Margarson has secured a new Sants for the grotto. Four volunteers needed, one to chaperone Santa, two on the payment desk and one to control the queue outside. This is to be on a rotation basis with other volunteers if necessary. *other points noted.

10. To discuss Makers' Market event

Patrick Prekopp is having ongoing correspondence with the organiser of the Makers' Market. She has raised concerns regarding cars being left in the Market Place overnight and therefore being an obstruction to the set up of the event. The committee discussed whether a Saturday or Sunday is preferable for the event. It was **agreed** that a Sunday date would suit better to not disrupt the available parking for people visiting the local businesses on a Saturday. Patrick to discuss this with the organiser of the event.

11. Finance

a. Balance of the Events Committee budget was received.
b. It was questioned if any unspent budget is carried over into Events earmarked reserves also if there could be extra hours budgeted for the Communications Officer to promote the events. Both items to be taken to full council for a decision. It was agreed that a budget cannot be decided until a calendar of events is set out for 2027. This will be discussed at the next events meeting.

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

Christmas lights
Makers' Market
Calendar of events for 2027

13. To agree date for next meeting as Wednesday 18th November 2026

The committee **agreed** the next Events committee meeting to be held on Wednesday 18th November at 14:00 in the Council Chambers.

The meeting concluded at 15:11

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