

**REGULAR PAYMENTS TO BE MADE DURING THE 2024/2025 FINANCIAL YEAR  
(PRODUCED IN ACCORDANCE WITH FINANCIAL REGULATION 5.6)**

Supplier	Description	Frequency
Ace Fire	Inspection and repairs of Town Hall and Drill Hall fire alarm system and extinguishers	Bi-annual
Anglian Water	Water - Town Hall, Drill Hall and Public Toilets	Quarterly
Engie	Drill Hall – Gas	Monthly
Aylsham Business & Enterprise Forum	Membership	Annual
BNP Leasing	Photocopier Lease	Quarterly
Biffa Waste Management	Town Hall, Drill Hall refuse collection	Monthly
Brightpay	Salaries Package	Annual
British Telecom	Landline	Quarterly
Broadland District Council	Annual Premises Licence – Market Place & Red Lion Street Annual Premises Licence – Town Hall Business Rates – Town Hall, public toilets, cemetery, cemetery cottage (whilst empty) Dog & litter bin emptying (MUGA)	Annual
Gallagher	Insurance	Annual
Community Action Norfolk	Membership	Annual
Cooleraid	Water Bottles	Monthly
Engie	Electricity – Town Hall & Public Toilets	Quarterly
Engie	Electricity – Drill Hall	Quarterly
Engie	Town Hall gas	Monthly
Get Mapping	Parish online licence	Annual
HMRC	PAYE & VAT	Monthly
In Touch Systems	Broadband Remote monitoring Hosting internet account Annual domain fee Internet Security	Monthly, annual and every second year
Information Commissioner	Data Protection	Annual
Initial	Sanitary contract and mats – Town Hall & Drill Hall	Annual

J H Lynch	Window cleaning – Town Hall and Drill Hall	Every six weeks
Just Regional	Newsletter	Bi-monthly
Littlejohns	External audit	Annual
Mayday Office Equipment	Photocopier charges	Bi-monthly
National Trust	Rent – Cromer Road allotments	Annual
Norfolk County Council	Child Protection	Annual
Norfolk Pension Fund	Pension Contributions	Monthly
N.P.T.S.	Membership	Annual
N.S.A.L.G	Membership	Annual
Npower	Street lighting electricity	Monthly
Ordnance Survey	Mapping licence	Annual
Pest Express	Pest control – Town Hall & Drill Hall	Annual
Play Safety	ROSPA inspections (play equipment) Play Company	Annual
PRS	Annual Licence	Annual
Public Works Loan Board	Loan Repayments	Bi-annual
Richie B	Contract Cleaning of Public Toilets	Monthly
Salix	Street Light Loan	Bi-annual
Scribe	Accounting/Cemetery computer packages	Annual
Shred Station	Disposal of confidential waste	Quarterly
Siemens Financial Services	Telephone Hire	Quarterly
SLCC	Membership - Clerk	Annual
Staff	Ms D Butcher Mr R Jeckell Mrs S Lake Mr R Lamb Mr S Newstead Mr G Watson Mrs K Retalick Mr D Apps	Monthly
T T Jones Electrical	Street lighting maintenance and repairs	Monthly
URM	Bottle Bank Collections	Monthly
Vodafone Limited	Mobile phones (facilities staff)	Monthly
Volkswagon	Van rental	Monthly

## CLERK'S REPORT FOR COUNCIL MEETING 1.5.24

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
Town Hall		Still chasing plumbers for quotes for new boiler Asbestos survey recently undertaken – all clear
23 Market Place		
Cemetery Cottage	Private Letting	Lease agreed for a further year
Cemetery		
Allotments		
Churchyard		Planning applications lodged for wall and waste area Work on the garden area going well
Market Place		New benches installed on Town Hall apron Awaiting feedback from Highway Engineer re bollards
Farmers' Markets		
Markets		
Jannys Close Community Garden		
Staithe		
"Little Staithe"		
Hopkins Homes areas general	Community Orchard	Initial trees planted on January 16 <sup>th</sup> A risk assessment has been received from the tree wardens Looking into watering solutions
Highways		
Paupers Graveyard		Signage is under order.
Norfolk Homes Play Areas (equipped)	Wymer Drive	
Norfolk Homes large area off Mileham Drive		
Property Registration		Town Hall, Cemetery and fire station applications agreed Working on remaining areas
Car Parks		Work scheduled to start on The Buttlands April 29th
Street Lighting		
Public Toilets		Flooding of the gents loos on two occasions. Organised drains clearance. Blockage caused by rotting wood from manhole cover frame – all cleared
COMMA/Archives		
Litter & Dog Waste Bins	Additional Bins	
Bus Shelters		
Pump		
Pillboxes		
War Memorial		

Highway Rangers		The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office know of any such areas and we will add it to the schedule we send them
Drill Hall		
Community Speedwatch	Need to re-establish	Still short of volunteers and someone to organise
Bure Meadows Footpath	New Footpath across to Dunkirk	The residents of Bure Meadows are unhappy that the maintenance of this path will fall exclusively on them but the path will be free for all to use. They are looking at lobbying the Town, District and County Council and have also contacted the MP to try and get the path adopted by the County Council. Residents are now suggesting applying for planning permission to remove bridges
Barclays Barn		Have contacted agents to get owner information

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

- **Closure of Buttlands car park**
- **Planning applications for churchyard**

Minutes of Aylsham Recreation Ground Committee held  
Tuesday 16<sup>th</sup> April at 7.15pm at the Pavilion

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**PRESENT**

Lauren Stroud (Chair)	Sue Lake
Sean Cannon	Heather Morton
Barry Lancaster	Jon Minns

**1. Welcome and Apologies**

Lauren Stroud opened the meeting and welcomed everyone. Apologies from Alan Marchbank and Philip Kingsford.

**2. To confirm minutes of the last meeting (March 2024)**

All that were present at last meeting agreed

**3. Recreation Ground Caretaker's Report**

Neil supplied a report to the meeting (attached item)

- Positive feedback on his presence on the Rec.
- He is in regular contact with Sue
- Dog bin bags being taken in handfuls at a time. Sue to supply bags to Neil to top up small amounts daily

**ACTION** Sue to speak to Neil regarding dog bags

**4. Finance**

**a) Incoming and out going year to date (April 23 to February end 2024)**

Sue presented the current financial reports.

Current accounting balance Year end of £91,675 income and payments of £89,033

**b) Bank balance**

End of year is £15K (cash in hand) with £5K allocated to Insurance and the tree work. There is £700 plus VAT to be returned.

**Budget**

Barry stated that he was concerned we will not have enough money this year as no increase in budget to account for inflation. Lauren responded we will keep a close eye on the budget throughout the year.

Jon queried what the professional services provided as indicated on the budget last year amounting to £12,285. Sue clarified this included the Labosport Report and the Town Council's support services to the Rec for finance and inspections.

**ACTION** Lauren to send Sue the latest budget

**ACTION** Sue to send the finances to the Charity Commission by the end of May

**5. Matters arising (new since last minutes)**

**a) Every one has the Right to Play Campaign**

Cheryl reported that the Youth Advisory Board (YAB) help the development of youth services with the young people themselves involved in the process at every stage.

Although the structure in Broadland is not finalised, in Breckland/West Norfolk they are working with MAP, another Norfolk Youth Charity. The Campaign is hoping to improve the provision and accessibility of play areas. A project lead from MAP has offered to give a presentation of how to help facilitate this with the view to looking at further play equipment, sensory areas, communication boards.

**ACTION** Cheryl to contact Nick Chapman to look at suitable dates for a presentation

**ACTION** Cheryl to speak with Jilly regarding the fundraising she has done so far for play equipment, and Sue Catchpole regarding a community fund grant.

#### **b) Community Fayre**

Cheryl is organising this during National Volunteers Week. Working with Broadland District Council, local voluntary groups have been invited to have a stall at the Town Hall on Saturday June 1<sup>st</sup> 9-1pm. The aim is to celebrate, inspire and recruit volunteers to one of the many groups run in the town. The cricket club, Rec along with organisations such as Guides and Scouts have been contacted to take part.

#### **c) Committee contact details**

Philip had wondered whether committee members required each others contact details. After discussion all in agreement current sharing of information was working and no further action needed at present.

#### **d) Rec bookings**

Lauren has produced a document of the forthcoming bookings, especially for Neil the groundsman. He will keep this up-to-date as possible.

**ACTION** Lauren to share this with Sue

**ACTION** Sue to ask Dan, the Town Council's new communication officer, to include on the Visit Aylsham website

#### **e) AGM and committee roles**

Date set Tuesday 21<sup>st</sup> May 7.15-7.45pm

This will give time to give public notice, user groups to write reports and finalise the accounts.

**ACTION** Lauren to request reports from user groups by 1<sup>st</sup> May. Groups also to include their insurance and risk assessment documentation.

**ACTION** Lauren to publicise AGM on local noticeboard, window of Pavilion building and on Aylsham Community Facebook page.

**ACTION** Sue to find the minutes of last year's AGM

### **6. Update on previous matters**

#### **a) Discussion on potential change to a Charitable Incorporated Organisation (CIO)**

Sue reported that the Town Council would be happy to proceed, there were no objections and it would not affect future funding of The Rec.

Cheryl quoted from Town Council meeting "The Town Council do not have an issue with the Rec becoming an incorporated charity and this change alone would not impact future funding agreements".

The committee were asked for their views on becoming incorporated:

- Barry, yes to starting the process and if necessary pay £450 to CAN to help with the application.
- Sean, happy to accept the committee's decision
- Jon, happy to proceed
- Cheryl, yes as modernising, future proofing the organisation, and increased safety for trustees
- Lauren, yes but will try and complete the form with the skills present within the committee and if necessary refer to CAN for help
- Heather, yes. Again wanting to try application before spending any money.
- 5 of the committee voted in favour of proceeding to change to a CIO, 1 abstained, and 2 were not present. Therefore the motion was carried due to the majority vote.

**ACTION** Lauren to still check the views of trustees not in attendance

**ACTION** Lauren then to supply Sue with the form from CAN to Sue to start to complete

**b) Cricket grounds contract Sue reported that it is the same as last year and the same price.**

Sue provided the committee with a report regarding the 21016 agreement. This was a new concept at the time to involve the facility staff at the town council. In the past Wendy, previous Rec manager, told the staff what to do.

**ACTION** Sean to pass the contract to Lauren to check

**c) Hedges alongside Sir William's Lane**

Sue had contacted Mike Bush to discuss the history of the hedge. As yet he had not replied. Sue had contacted Dave Horn, whose hedge is in question, to explain nothing will be done at present as is bird-nesting season.

**d) CAN membership renewal**

Sue reported that this had been done

**e) Town Clerk's assistance to the Recreation Ground**

Sue has instructed Gavin to keep a record of hours worked

**ACTION** Sue to check with Gavin

**f) Play parks re-surfacing**

Sue had met with person at Broadland, although unsuccessful in the Pride in Place application for resurfacing may be some funding available to redo the footpath at the Rec.

Funding needs to be applied for. Suggestion of a different safety surface which is overlaid the current area was suggested called Play Matta. Cheryl had a contact for this.

**ACTION** Heather to investigate this different surface

**ACTION** To try a further funding avenue called the Paul Bassham Charitable Trust

**g) Plaque relocation**

In process

- h) Cleaning – schedule of works**  
Sue reported this has been done
- i) Tree work**  
Sean reported the main tree work had been done, the rest will be completed in June.  
Sue said that a group from the U3A would be placing mulch around the trees.
- j) Cricket safety update**  
Sean said that the cricket netting had arrived and that Neil would assist putting it up.  
Holes still need to be dug for the net sockets. Aiming to be done 4<sup>th</sup> May.
- k) Fencing/walls gate**  
Walls should be rendered early May  
**ACTION** Heather to contact Estate fencing to remove gate on Burgh Road end for refurbishment
- l) Kickabout area**  
No update
- m) Safety of chairs**  
No update
- n) Painting of pavilion and car park lines**  
No update from Keith.
- o) Licence agreement update**  
Lauren reported that the bowls agreement had been completed , but still needs to review cricket. Sue had done a bespoke agreement for Pétanque, checked by Lauren, which had been signed.  
**ACTION** Lauren to complete licence agreements
- p) Painting of external fence around bowls club**  
Paint had been ordered and not arrived yet.
- q) Water sampling**  
Sue reported that this had been done. Neil will now do monthly.
- r) Insurances**  
PLI has been paid. Price has increased following the claim on the water pipe.
- s) Benches in petanque area**  
Poor weather had prevented this.
- t) Water tap to be fitted**  
Sue said this has been done and a sink added too.



**u) Lock for disabled toilet**

Gavin has this in hand

**v) Healthy Town Initiative**

Information only Saturday 18<sup>th</sup> April 4-8pm

**7. Any other concerns, updates or proposals not listed elsewhere**

- **Grounds contract**  
**ACTION** Lauren to review and agree
- **New lock on door for women's cricket room**  
Sean requested that posters could be placed in changing rooms about safe hands when playing cricket. All agreed.
- **Moving the defib from inside to outside the bowls club.** A new cabinet would cost £400 plus a fee for electrical installation. The fence would also need to be strengthened to support the weight of the new cabinet. Lauren requested the reason for moving it as there is already a defib at the pavilion.  
**ACTION** Sue to speak to the bowls club
- **Orange plastic fencing** Paul Moore had contacted Sue to pick up orange plastic fencing that was left behind after an event a couple of years ago.  
**ACTION** Sue to liaise with Neil to see whether it is in storage containers.
- **Repainting the kitchen.**  
Heather had spoken to Neil to see whether he would be happy to paint the kitchen as painting so far limited main room by Keith. In agreement for Neil  
**ACTION** Heather to instruct Neil to buy paint and do the work when fits in with him
- **Update of storage chemicals.** Barry requested an update.  
**ACTION** Sue to ask Neil for an update

Meeting closed at 9.20pm  
Next meeting 21<sup>st</sup> May 7.15pm AGM  
21st May 7.45pm Aylsham Rec Meeting

Hello Town Councillors

I greatly appreciate all you do for our pleasant town. Having lived here now for over 4 years I do however ( like many residents ) struggle with the traffic and the road system. Much of the problem is insoluble for historic reasons but two situations in particular could be improved.

My wife and I live in Swan Close and are faced with a hazard both ways when driving out of either end of Mill Road.

Our car has now been damaged twice when drivers who have only just turned into the top of Palmers Lane have refused to give way to me when well past the last " layby " on the way up. While backing off down the hill at a narrow point I have scratched the paintwork.

Surely right of way priority signs could be placed at either end?

Again, why oh why has nothing been done about the owner of the Cawston Road garage parking so many vehicles on the busy road / dangerous junction? Surely double yellow lines would be justified?

If you are not the correct authority to contact over these issues perhaps you could kindly let me know who is?

**Minutes of the Aylsham Climate Emergency Meeting  
Held in Town Hall on Monday April 8<sup>th</sup> 2024**

**Present:**

Cheryl Bould (Chair)  
Lesley Cannon  
Lillie Ferrari

Richard Moore  
Yvonne Stewart  
Pat Prekopp

Fiona Scott  
Kay Montandon

Sue Lake – Town Clerk

**1. Welcome and apologies for absence**

Apologies were received from, Michael Dolling, Sue Sharp, Sue Catchpole, Kate Mackenzie, Shelly Hudson, Grizelda Tyler, Anna Magyar and Ian Hildrew

**2. Minutes**

Minutes of the meeting held Monday 4<sup>th</sup> March 2023 were confirmed and signed.

**3. Matters Arising**

Nothing Raised.

**4 Project work**

**Presentation of new Projects for consideration**

**a) Public Meeting on Climate Change with Prospective Parliamentary Candidates**

This was discussed at some length and the consensus was the meeting should be a general hustings meeting with a slant towards climate issues. It was felt this would elicit a better turnout from both the public and the candidates. If it was a one-topic meeting there was more likelihood of the candidates avoiding the meeting.

Due to the potential numbers the two venues to be considered were the Parish Church or the High School.

**b) Old Station Yard**

A visit had been made to the site by a representative of the Norfolk Wildlife Trust. Contact had also been made with the tree wardens regarding the avenue of Scots Pines. The plan was to enhance and manage what is already there. There are some Alexanders (a common rather invasive, edible, flowering plant of a green-yellow colour, which is known for its rapid growth) which will require management. The perimeter fence is also in need of repair. Money will be required for plants etc.

**c) Insulace**

Full details were provided on this project which has already been approved by the Town Council.

**d) To agree which projects to proceed with**

All projects were agreed.

**5. Group Updates**

**Transport**

A very proactive group who have been working on ideas for the sustainable transport hub which is part of the Norwich Road development. Also looking at the bus service with upgrading and extra signage.

Looking at the PRoW network and how to map it .

**Communications**

The social media figures were detailed for the group. The website is up-to-date but new content always required.

**6. Grass Verges**

A survey will be undertaken on the 18<sup>th</sup> April and repeated each month.

Posters have been prepared with a QR code linking to the website detailing what is happening.

**7. Green Day**

The feedback from the groups was not overly positive. However, the decision has already been made to go ahead. The following agreed to be part of a steering group:

Grizelda Tyler

Lillie Ferrari

Kay Montandon

Yvonne Stewart

**8. Big Green Week**

This event coincides with the Film show in June and it was thought it would make sense to link the two together,

Waste, who are organising the film show, will be contacted to see if they agree with this suggestion.

**9. Items for future discussion**

The Co-op Community Forum will have a meeting with Beth Scrivens at the Jubilee centre on April 22<sup>nd</sup>. Kay Montandon said she should be able to attend.

Noticeboards – contact has been made with the two management companies but no response has been received.

It was thought there should be an item on water at each meeting.

**10. Date of Next Meeting**

The next ACE Meeting will be 13<sup>th</sup> May 2024

The meeting closed at 8.20pm



**AYLSHAM COMMUNITY EVENTS COMMITTEE**

**MINUTES OF THE MEETING OF THE  
AYLSHAM COMMUNITY EVENTS COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL  
ON WEDNESDAY 17<sup>TH</sup> APRIL 2024 at 7:00pm**

**PRESENT:**

Giles Margaron	-	Chairman (Town Resident)
Fiona O'Hara	-	Town Resident
Joan Bennett	-	Councillor
Cheryl Bould	-	Councillor
Kevin Cunnane	-	Councillor
David Anderson	-	Councillor
Donna Butcher	-	Events & Administration Officer

**1. WELCOME INTRODUCTIONS & APOLOGIES**

Apologies received from Richie Barnett, Patrick Prekopp and Sue Lake

**2. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS**

None received.

**3. TO CONFIRM MINUTES OF MEETING HELD ON 15<sup>TH</sup> NOVEMBER 2023**

The minutes of the meeting held on 15<sup>th</sup> November 2023, as previously circulated were then confirmed and signed.

**4. INFORMATION ON MATTERS ARISING**

Giles Margaron informed the Committee that he would be standing down as Chairman at the AGM in May. Fiona O'Hara expressed her interest in standing as Chair.

**5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK**

None present.

**6. TO RECEIVE AN UPDATE ON THE MOTHER'S DAY TEA**

Donna informed the committee that with only 18 places booked, the decision was made to cancel the event.

**7. TO RECEIVE AN UPDATE ON THE PLANS FOR THE QUIZ NIGHT**

Tickets sales have been slow so far, Donna to contact Dan Apps to increase the social media posts. Donna asked for a member of the committee to call on the local

businesses for raffle prizes, Joan and Cheryl agreed to do this. The raffle needs to be organised more effectively prior to the event.

**8. TO RECEIVE AN UPDATE ON PLANS FOR THE STREET PARTY**

Giles made the committee aware that, after a conversation with Saturn AV, it would be better to have the trailer positioned in front of Co-op as it is for the Christmas lights switch on. It was agreed that we would try this layout for this year's event. Cheryl advised that she is not available to help on the day of the event. Donna informed the committee that bands Cameron & Jordan and Lithium have been booked to perform.

**9. TO DISCUSS PLANS FOR THE AYLSHAM COMMUNITY FAIR**

Cheryl discussed her plans to hold a Community Fair on Saturday 1 June to coincide with Volunteers Week. A considerable number of local groups have already confirmed their places. Tables will be set out in the Town Hall for the participants to advertise their individual clubs and societies. There will be a children's quiz and refreshments will be available.

**10. TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**

Nothing raised.

**12. TO AGREE DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 15<sup>th</sup> May 2024 at 7pm in the Council Chamber.

**10. CLOSURE OF THE MEETING**

There being no further business, the Chairman closed the meeting at 7:40pm